



The Spetchells Centre  
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Town Mayor/Chair: Councillor Tracy Gilmore  
Clerk to the Council: Sarah Eden

21<sup>st</sup> March 2019

Dear Sir/Madam

**The Ordinary Meeting** of Prudhoe Town Council will be held in Meeting Room 1, the Spetchells Centre, Front Street, Prudhoe, **commencing at 7:00 pm on Wednesday 27<sup>th</sup> March 2019**, and you are requested to attend. **This is a public meeting.**

Please find as a 'footnote' the items you should expect to be enclosed in this pack, if you find that any items are missing from the pack or you are unable to download them, please contact me. If there is anything on the agenda that you would like further information on, or that you are unclear of, please do not hesitate to contact the office.

Yours faithfully

Sarah Eden  
Town Clerk

## AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Draft Report of the Ordinary Meeting held on 27<sup>th</sup> February 2019** to receive the report as a true record (enc)<sup>i</sup>
4. **DRAFT Report of the Planning, Contract and Works Committee Meeting, held on 13<sup>th</sup> March 2019** to receive the report for information only; this report will be received as a true record by the committee (enc)<sup>ii</sup>
5. **Clerk's Report** to receive the clerk's update on items actioned since the previous meeting (enc)<sup>iii</sup>
6. **County Councillor Reports** to receive verbal reports from those County Cllrs in attendance; Mickley, Prudhoe North and Prudhoe South, and to address any questions to them
7. **Accounts**
  - a) **Statement of Expenditure** to receive statement 1<sup>st</sup> April 2018 – 20<sup>th</sup> March 2019 (enc)<sup>iv</sup>
  - b) **Bank Reconciliation** to receive the latest bank reconciliation 9<sup>th</sup> February 2019 – 8<sup>th</sup> March 2019 (enc)<sup>v</sup>
  - c) **Accounts Payable** to endorse those accounts paid since the February meeting and authorise any accounts still to be paid (to be tabled)
8. **Purdah** to receive guidelines and restrictions on decision-making and publicity with reference to the North of Tyne Mayoral Election (enc)<sup>vi</sup>

- 9. April meeting arrangements** to agree alternative arrangement for the April meetings due to the Easter holidays (enc)<sup>vii</sup>
- 10. Grant Aid 2019-20** to agree individual Grant Aid awards for the 2019-20 financial year, including the use of section 137, Local Government Act 1972 (enc)<sup>viii</sup>
- 11. Entrance to Redwell Road from B6395** to agree to write to Northumberland County Council (copying in County Councillor Gordon Stewart) to request that a double kerb is installed on the west side of the entrance to Redwell Road from the B6395 to reduce the damage caused by careless driving and parking. To also request that the unsightly, rusted and redundant post is removed – placed on the agenda by Cllr Bryan Futers (enc)<sup>ix</sup>
- 12. Flood Resilience** to agree to write to Colin Hall (Community Engagement Officer – Northumberland Flood Resilience, Environment Agency) to request he attends a future meeting to discuss the potential of a community flood plan, with particular reference to Low Prudhoe – placed on the agenda by Cllr Gerry Price (enc)<sup>x</sup>
- 13. Town Centre Working Group**
- a) To receive the report of the meeting held on 5<sup>th</sup> March 2019 (enc)<sup>xi</sup>
  - b) To consider the proposal that the Town Council facilitates shop keepers meeting the cost of a hanging basket on their shop front
  - c) To consider support for a 20mph speed limit on Front Street, and agree to write to Northumberland County Council with that request
- 14. Cemetery and War Memorial Committee**
- a) To receive and agree the Terms of Reference of the Cemetery and War Memorial Committee (enc)<sup>xii</sup>
  - b) To receive a summary report of the meeting held on 20<sup>th</sup> March 2019, and endorse the actions agreed (enc)<sup>xiii</sup>
    - i. To review Edgewell Cemetery Fees
    - ii. To carry out essential works in respect of Edgewell Cemetery Chapel
    - iii. To cancel the contract for the telephone into Edgewell Cemetery Chapel
    - iv. To request that Northumberland County Council carry out essential Memorial Stability Testing
- NB. Some items of the report are confidential and will therefore be taken at the end of the meeting under a suspension of section 68 of the Council's standing orders*
- 15. Social Media and Email Policy** to receive and agree to adopt the enclosed Social Media and Email Policy (enc)<sup>xiv</sup>
- 16. Equal Opportunities Policy** to receive and agree to adopt the enclosed Equal Opportunities Policy (enc)<sup>xv</sup>
- 17. Reports from Outside Bodies**
- 18. Correspondence and Publications** to receive a list of formal correspondence (letter or email) received since the last meeting, and also a list of publications/magazines (to be tabled)
- 19. Suspension of Standing Order 68** to approve a motion, that in view of the confidential nature of the business to be transacted, the press and public be excluded for consideration of the following item, in accordance with Section 68 of the Council's Standing Orders
- 20. Cemetery and War Memorial Committee** to endorse the decision of the Cemetery Committee in relation to a contract for improvements and essential works at Edgewell Old Cemetery, including a new entrance path and repairing the eastern fence line (enc)<sup>xvi</sup>

## Enclosures

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- i Draft Minutes of the Ordinary Meeting, 27<sup>th</sup> February 2019
- ii Draft Report of the PCW's Meeting, 13<sup>th</sup> March 2019
- iii Clerk's Report
- iv Statement of Budget & Expenditure 1<sup>st</sup> April 2018 – 20<sup>th</sup> March 2019
- v Bank Reconciliation, 9<sup>th</sup> February 2019 – 8<sup>th</sup> March 2019
- vi Purdah Guidelines (NALC)
- vii April calendar dates resulting in tight agenda
- viii Proposed awards (including statutory powers under which they would be paid) following the meeting of Chairs and Vice Chairs
- ix Proposal from Cllr Bryan Futers
- x Email intro from Environment Agency
- xi Report of Town Centre Work Group meeting, 5<sup>th</sup> March 2019
- xii Draft Terms of Reference
- xiii Summary Report of Cemetery Committee Meeting, 20<sup>th</sup> March 2019
- xiv Draft Social Media and Email Policy
- xv Draft Equal Opportunities Policy
- xvi Confidential Summary Report of Cemetery Committee Meeting, 20<sup>th</sup> March 2019