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

30<sup>th</sup> April 2019

Dear Sir/Madam

The **Annual Meeting of Prudhoe Town Council, including the Planning, Contract and Works Committee** will be held in Meeting Room 1, the Spetchells Centre, Front Street, Prudhoe, at **7:00pm on Wednesday 8<sup>th</sup> May**, and you are summoned to attend.

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, 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

### ANNUAL MEETING OF PRUDHOE TOWN COUNCIL

- 1. Election of Chair of Prudhoe Town Council** pursuant to section 15 (2) of the Local Government Act 1972, to receive nominations for Chair of Prudhoe Town Council and in the event of more than one Councillor being proposed and seconded, to take a vote and elect the Councillor with the majority
- 2. Newly Elected Chair - Acceptance of Office** to sign and deliver a form that confirms the elected Chair's declaration of acceptance of office, in accordance with Local Elections (Declaration of Acceptance of Office) Order 2012/1465, schedule 1
- 3. Apologies for Absence** to receive
- 4. Declarations of Interest** to receive
- 5. Election of Vice-Chair of Prudhoe Town Council** to receive nominations for Vice-Chair of Prudhoe Town Council and in the event of more than one Councillor being proposed and seconded to take a vote and elect the Councillor with the majority
- 6. Code of Conduct** to agree to adopt the Code of Conduct for Prudhoe Town Council (previously adopted May 2018), and agree any further action (enc)<sup>i</sup>
- 7. Standing Orders** to receive the current Standing Orders of the Council (adopted May 2017) and agree the arrangements for these to be reviewed (enc)<sup>ii</sup>
- 8. Review of Declarations of Interest** to agree that all Councillors review their current declarations of interest and if changes are required an updated form is submitted to the Clerk for communication with Democratic Services (enc)<sup>iii</sup> (*see link below for current version*)

<http://committee.northumberland.gov.uk/ParishCouncils/ParishCouncil.aspx?pcID=260>

9. **Responsible Financial Officer** pursuant to section 151 of the Local Government Act 1972, to agree to appoint Sarah Eden as the Responsible Financial Officer (RFO) for Prudhoe Town Council for 2019/20
10. **Financial Regulations** to receive updated Financial Regulations, amended by the Clerk/RFO, for considered agreement by the Council (enc)<sup>iv</sup>
11. **Insurance Arrangements**
  - a) **Register of Town Council Assets 2019** to receive the updated register and agree any further action (enc)<sup>v</sup>
  - b) **Insurance Schedule** to receive the revised insurance schedule from May 2019, and agree any further action (enc)<sup>vi</sup>
12. **Committees of the Council**
  - a) **Planning, Contract and Works Committee** to receive, consider and agree the terms of reference of the PCW's Committee, and agree any other action (enc)<sup>vii</sup>
  - b) **Human Resources Committee** to receive, consider and agree the terms of reference of the HR Committee, agree those members for the coming year, and agree any other action (enc)<sup>viii</sup>
  - c) **Cemetery Committee** to receive, consider and agree the terms of reference of the Cemetery Committee, agree those members for the coming year, and agree any other action (enc)<sup>ix</sup>
13. **Representatives on Outside Bodies 2019/20** to confirm outside bodies for which the Council is represented and agree to appoint members (enc)<sup>x</sup>

#### **PLANNING, CONTRACT AND WORKS COMMITTEE MEETING**

14. **Election of Chair of the Planning, Contract and Works Committee Meeting** in accordance with Standing Order 13, to receive nominations for Chair of the Planning, Contract and Works Committee Meeting, and in the event of more than one Councillor being proposed and seconded, to take a vote and elect the Councillor with the majority
15. **Election of Vice-Chair of the Planning, Contract and Works Committee Meeting** to receive nominations for Vice-Chair of the Planning, Contract and Works Committee Meeting, and in the event of more than one Councillor being proposed and seconded to take a vote and elect the Councillor with the majority
16. **Planning Matters**
  - a) to consider planning applications, including any pre-applications, received since the last meeting and agree responses to be submitted to NCC Planning
  - b) to receive and note recent planning notifications (enc)<sup>xi</sup> and to be tabled)
17. **Northumberland Day 2019** to receive communication from Northumberland County Council regarding Northumberland Day on 26<sup>th</sup> May 2019, and to consider hosting or facilitating something local in support of the programme (enc)<sup>xii</sup>

*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:-*

18. **Essity Prudhoe Miners Race 2019** to receive a working group recommendation and agree to appoint a Race Director for the 2019 event (to follow)

## **Enclosures**

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- i Code of Conduct
- ii Standing Orders (adopted May 2017)
- iii Blank Declarations of Interest Form
- iv Financial Regulations 2019
- v Assets Register 2019
- vi Insurance Schedule, May 2019
- vii PCW's Committee Terms of Reference
- viii HR Committee Terms of Reference
- ix Cemetery Committee Terms of Reference
- x List of outside bodies for which representatives must be agreed, with current representative noted
- xi Planning Applications and Planning Notifications Received
- xii Northumberland Day 2019