

**DRAFT Minutes of The Annual Meeting of Prudhoe Town Council, including the Planning, Contract and Works Committee held in Meeting Room 1, The Spetchells Centre
at 7pm on Wednesday 8th May 2019**

PRESENT

Cllr Tracy Gilmore (Chair), Cllr Gerry Price, Cllr Andy Gill, Cllr Chris Cuthbert, Cllr Russ Greig, Cllr Angie Scott, Cllr Bryan Futers, Cllr Carol Stephenson, Cllr Ignasious Varghase, Cllr Chris Barret, Cllr Jennifer McGee, Cllr Duncan Couchman, Cllr Glenn Simpson, Cllr Brenda Grey

Also Present the Town Clerk & the Administrative Officer

County Councillors Ken Stow and Gordon Stewart

One Member of the Public.

OM 1920/001 Election of Chair of Prudhoe Town Council

Following the nomination of Cllr Tracy Gilmore for Chair of Prudhoe Town Council **IT was AGREED** that in accordance with the provisions of section 15(2) of the Local Government Act 1972 that Cllr Tracy Gilmore be elected as Chair of Prudhoe Town Council.

PROPOSED Cllr Bryan Futers

SECONDED Cllr Andy Gill

OM1920/002 Signature of Acceptance of Office

IT was AGREED and noted that Cllr Tracy Gilmore duly signed and delivered to the Clerk the appropriate form confirming her declaration of acceptance of office in accordance with the requirements of the Local Elections (Declaration of Acceptance of Office) Order 2012/1465, Schedule 1.

OM1920/003 Apologies for Absence

None received.

OM1920/004 Declarations of Interest

None received

OM1920/004 Election of Vice Chair of Prudhoe Town Council

Following the receipt of two nominations for the position of Vice Chair of Prudhoe Town Council namely: -

Cllr Christine Cuthbert was PROPOSED by Cllr Tracy Gilmore and SECONDED by Gerry Price and

Cllr Duncan Couchman was PROPOSED by Cllr Jennifer McGee and SECONDED by Cllr Angie Scott

The matter was put to the vote and as there was an equality of votes cast for each of the Councillors duly nominated, the Chairman exercised her statutory casting vote in favour of Cllr Chris Cuthbert.

It was AGREED and noted that Cllr Chris Cuthbert was elected as Vice Chair of Prudhoe Town Council.

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OM19/20 URGENT ITEM – The Chair agreed to exercise their statutory discretion to consider an item not detailed on the previously circulated agenda for reasons of urgency and in order to expedite Council Business, in accordance with legal requirements as a result of a vacancy that had arisen by virtue of the operation of statute.

The Clerk advised that in accordance with the provisions of s85(1) of The Local Government Act 1972 Cllr Cassie Taylor of the Prudhoe Castle and Eltringham Ward had ceased to be a Member of the Council by virtue of her non-attendance at a meeting of the Council for a period of 6 months.

It was AGREED that in accordance with s86 of the Local Government Act 1972 the Council shall forthwith declare the office of the former mentioned Councillor of the Prudhoe Castle and Eltringham ward to be vacant.

OM1920/005 Code of Conduct

Following consideration of the previously circulated Code of Conduct for Prudhoe Town Council (previously adopted in May 2018) **It was AGREED** to adopt the Prudhoe Town Council Code of Conduct.

OM1920/006 Standing Orders

Following consideration of the previously circulated Standing Orders of Prudhoe Town Council **It was AGREED** to adopt the Standing Orders as circulated with the Agenda but that a small working group of Councillors comprising of Councillors Price, Cuthbert, Barrett and McGee meet to review the Standing Orders, and that the Working Group will bring back their recommendations back to the Council for consideration in due course.

OM1920/007 Review of Declarations of Interest

It was AGREED that all Councillors would review their current declaration of interest forms and that if changes are required then Councillors will ensure that an updated form is submitted to the Clerk for onward transmission to NCC Democratic Services.

OM1920/008 Responsible Finance Officer

It was AGREED that pursuant to s151 of the Local Government Act 1972 that Prudhoe Town Council appoint Sarah Eden as their Responsible Financial Officer (RFO) for 2019/20.

OM1920/009 Financial Regulations

Following consideration of the previously circulated amended Financial Regulations.

It was AGREED to adopt the amended Financial Regulations.

OM1920/10 Insurance Arrangements

a) Register of Town Council Assets

Subject to the removal of the Mickley defibrillator from the list of assets **It was AGREED** to receive and note the updated asset Register of Prudhoe Town Council.

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b) Insurance Schedule

It was AGREED to receive and note the revised insurance schedule of Prudhoe Town Council

OM1920/011 Committees of the Council

a) Planning Contract and Works Committee

It was AGREED to approve the previously circulated terms of reference of the Planning, Contract and Works Committee.

b) Human Resources Committee

It was AGREED to approve the previously circulated terms of reference of the Human Resources Committee and confirm that the Committee shall comprise of the following named Members: -

Cllrs Russ Greig; Brenda Grey; Andy Gill; Jennifer McGee; Gerry Price; Tracy Gilmore (Ex Officio) and Chris Cuthbert (Ex Officio).

c) Cemetery Committee

It was AGREED to approve the previously circulated terms of reference of the Cemetery Committee and confirm that the Committee shall comprise of the following named Members:

Cllrs Andy Gill; Jennifer McGee; Bryan Futers; Duncan Couchman; Glenn Simpson and Angie Scott.

OM1920/012 Representatives on Outside Bodies

Following consideration of the previously circulated list of outside bodies **it was AGREED** that the following list of Members on outside Bodies be approved

OUTSIDE BODY	PTC REPRESENTATIVE(S)
Prudhoe Town Twinning Association	Cllrs Tracy Gilmore & Chris Barrett
Prudhoe Community Partnership	Cllr Brenda Grey
Northumberland Association of Local Councils County Committee	Cllr Christine Cuthbert
East Tynedale Local Council's Forum	Cllr Christine Cuthbert
Essity Community Consultation Forum	Cllr Bryan Futers
Prudhoe Pathforce	Cllrs Duncan Couchman & Carol Stephenson
NCC Town and Parish Council Liaison Working Group	Cllr Christine Cuthbert
Tyne Valley Community Rail Partnership	Cllrs Gerry Price & Cllr Bryan Futers
Prudhoe Youth Project (PCP) Front Street (PCP)	Cllr Brenda Grey & Cllr Gerry Price Cllr Jennifer McGee & Cllr Tracy Gilmore
PTC Young People's Forum (West Northumberland Youth Service)	NO NOMINATIONS MADE as Forum under review

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PCW 1920/001 Election of Chair of The Planning Contract and Works Committee

Following the receipt of two nominations for the position of Chair of the Planning Contract and Works Committee namely: -

Cllr Jennifer McGee was **PROPOSED** by **Cllr Carol Stephenson** and **SECONDED** by **Cllr Duncan Couchman**

Cllr Russ Greig was **PROPOSED** by **Cllr Christine Cuthbert** and **SECONDED** by **Cllr Bryan Futers**

The matter was put to the vote, and as there was an equality of votes cast for each of the Councillors duly nominated, the Chair, Cllr Jennifer McGee exercised her statutory casting vote in favour of herself.

It was **AGREED** and noted that Cllr Jennifer McGee was duly elected as Chair of the Planning Contract and Works Committee of Prudhoe Town Council.

PCW 1920/002 Election of the Vice- Chair of the Planning Contract and Works Committee

Following the receipt of two nominations for the position of Vice Chair of the Planning Contract and Works Committee namely: -

Cllr Duncan Couchman was **PROPOSED** by **Cllr Jennifer McGee** and **SECONDED** by **Cllr Glenn Simpson**

Cllr Bryan Futers was **PROPOSED** by **Cllr Gerry Price** and **SECONDED** by **Cllr Russ Greig**

The matter was put to the vote and as there was an equality of votes cast for each of the Councillors duly nominated the Chairman Cllr Jennifer McGee exercised her statutory casting vote in favour of Councillor Duncan Couchman.

It was **AGREED** and noted that Cllr Duncan Couchman was duly elected as Vice Chair of the Planning Contract and Works Committee of Prudhoe Town Council.

PCW 1920/003 Planning Matters

a) Applications received

Members gave consideration to Planning application number **19/00996/FUL**

Proposed single storey rear extension at **4 Tennyson Court, Bewick Grange, Prudhoe** It was **AGREED** to support the application.

b) Planning decisions

It was **AGREED** to note that NCC had granted permission for the Forecourt replacement with new fuel tanks and canopy at **West Wylam Garage Front Street Prudhoe**.

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PCW 1920/004 Northumberland Day 2019

It was AGREED to receive and note the communication from Northumberland County Council regarding Northumberland Day on 26th May 2019 and in so doing the Council remarked that longer notice of the event would have been appreciated and more conducive to the success of the event.

PCW 1920/005 EXCLUSION OF THE PRESS AND PUBLIC

It was AGREED 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.

PCW 1920/006 Prudhoe Miners Race

Following consideration of the recommendations of the Working Group set up to assess the proposals received from those parties who had expressed an interest in wishing to act as race director for the Prudhoe Miners race 2019 **It was AGREED** that Prudhoe Plodders should be appointed as race director for the Prudhoe Miners Race 2019.

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