



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

24th January 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 30th January 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 and available to download from the Town Council website. 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 Planning, Contract and Works Committee Meeting, held on 16th January 2019**
 - a) to receive the minutes and approve as a true record (enc)ⁱ
 - b) to receive the Clerk's update on the actions agreed (tabled)
4. **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
5. **Accounts**
 - a) **Statement of Expenditure** to receive statement 1st April 2018 – 23rd January 2019 (enc)ⁱⁱ
 - b) **Bank Reconciliation** to receive the latest bank reconciliation 8th December – 21st January 2019 (enc)ⁱⁱⁱ
 - c) **Accounts Payable** to endorse those accounts paid since the December meeting and authorise any accounts still to be paid (to be tabled)

6. Annual Governance and Accountability Return

- a) To receive letter from PKF Littlejohn LLP (External Auditor), dated 23rd November, and receive assurance from the clerk that all actions listed were completed on Monday 26th November 2018 (enc)^{iv}

<http://www.prudhoetowncouncil.gov.uk/index.asp?pageid=669244&msg=Content%20Updated>

- b) To receive final external auditor report and certificate and agree any action to be taken (enc)^v

7. Northumberland Town Investment Programme and Future High Streets Fund

- a) To receive letter from Tony Kirsop (enc)^{vi}

- b) To receive Briefing Note, including Annex 1 and 2 (enc)^{vii} and consider i) Prudhoe's eligibility and potential fit as Northumberland's sole application for funding from the Future High Streets Fund, ii) the use of the newly formed Front Street Group as a locally appropriate way to respond to the on-going call for a unified Town Investment Programme

- c) To receive NCC Town Investment Proposal Programme 'Expression of Interest' and agree any action to be taken (enc)^{viii}

8. Reports from Outside Bodies

- a) **Prudhoe Community Partnership (PCP)** – to receive Prudhoe Town Survey 'You said – We did' (enc)^{ix} and PCP Quarterly Report from Chair (enc)^x, and agree any action

- b) **Prudhoe Pathforce** – to receive the minutes from the meeting held on 19th November 2018 and 21st January 2019 (enc)^{xi}, and agree any action

9. 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)

Enclosures

ⁱ Draft Minutes of the Planning, Contract and Works Committee Meeting, held on 16th January 2019

ⁱⁱ Statement of Budget & Expenditure 1st April 2018 – 23rd January 2019

ⁱⁱⁱ Bank Reconciliation, 8th December 2018 – 21st January 2019

^{iv} PKF Littlejohn LLP, Completion of the External Audit review for the year ended 31 March 2018

^v PKF Littlejohn, Final External Auditor Report and Certificate

^{vi} Letter from Tony Kirsop (Community Regeneration Manager), 22nd January 2019

^{vii} Briefing Note, Northumberland Towns Investment Programme and Future High Streets Fund

^{viii} Expression of Interest Form

^{ix} Prudhoe Town Survey 'You said – We did'

^x PCP Quarterly Report from Chair, Mr George Hepburn

^{xi} Prudhoe Pathforce Minutes, 19th November 2018 & 21st January 2019