



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

24<sup>th</sup> October 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 the earlier time of 6:30pm on Wednesday 30<sup>th</sup> October 2019**, and you are summoned 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 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. **Prudhoe Youth Project (PYP): Rachel Noble, PYP Chair and Lynn Renwick, Service Manager, Children North East, in attendance**
  - a) to receive covering report from PYP Chair and consider continued funding of £20,000 for x2 detached youth work sessions, from April 2020 for a further 12 months (enc)<sup>i</sup>
  - b) to receive second quarter report of detached youth sessions (enc)<sup>ii</sup>, including update by Lynn Renwick, with the opportunity for questions
  - c) to agree to endorse the decision to hold x1 detached youth session in The Miners Lamp Café and Community Hub, in response to young people requesting indoor space due to colder weather
4. **DRAFT Minutes of the Ordinary Meeting, held on 25<sup>th</sup> September 2019** to agree to receive the minutes as a true record (enc)<sup>iii</sup>
5. **DRAFT Minutes of the Planning, Contract and Works (PCW's) Committee, held on 9<sup>th</sup> October 2019** to receive; *these minutes will be presented for receipt as a true record at the PCW's Committee on 13<sup>th</sup> November 2019* (enc)<sup>iv</sup>
6. **DRAFT Minutes of the Cemetery Committee Meeting, held on 18<sup>th</sup> September 2019** to receive; *these minutes will be presented for receipt as a true record at the next Cemetery Committee Meeting* (enc)<sup>v</sup>

- 7. Clerk's Report** to receive the clerk's update on items actioned since the previous meeting (to be tabled)
- 8. County Councillor Reports**
- 9. Accounts**
- a) Monthly Bank Reconciliations – to receive statements 10<sup>th</sup> September – 9<sup>th</sup> October 2019 (enc)<sup>vi</sup>
  - b) Statement of Budget and Expenditure – to receive statement from 1<sup>st</sup> April 2019 – 23<sup>rd</sup> October 2019, with projected underspend (enc)<sup>vii</sup>
  - c) Endorsement of accounts paid since last meeting, and authorisation of accounts to be paid (to be tabled)
- 10. Annual Governance and Accountability Return (AGAR) 2018/19**
- a) To receive prepared 'Notice of Conclusion of Audit' (enc)<sup>viii</sup>
  - b) To receive, and endorse the publication of, certified sections 1, 2 and 3 of the AGAR (enc)<sup>ix</sup>
- 11. Prudhoe Waterworld Play Area** to receive response from Northumberland County Council (enc)<sup>x</sup> to Prudhoe Town Council's proposal/offer (enc)<sup>xi</sup> and agree a further response
- 12. Draft Flood Plan for Prudhoe** to receive draft plan from Environment Agency and agree comments to be sent in response (enc)<sup>xii</sup>
- 13. Certificate in Local Council Administration (CiLCA)**
- a) To receive confirmation of the Clerk's successful completion of CiLCA in July, and subsequent Principle Membership status (enc)<sup>xiii</sup>
  - b) To consider resolution to adopt the 'General Power of Competence' on a future agenda (enc)<sup>xiv</sup>
- 14. Grant Aid 2020/21**
- a) to agree to invite applications for Grant Aid from the 2020/21 Budget, with a closing date of 30<sup>th</sup> November 2019, to allow individual award decisions to be taken in advance of, and therefore informing the Grant Aid budget and overall Budget (enc)<sup>xv</sup> (*Placed on the agenda by Cllr Bryan Futers*)
  - b) to agree a group of Cllrs to look at all Grant Aid applications in detail, with a view to preparing a draft proposal to full council
- 15. Remembrance Parade and Service 2019** to agree that Town Councillors march and/or pay tribute as a group throughout the parade and service (*Placed on the agenda by Cllr Martin Foster*)
- 16. 2020/21 Budget** to agree to extend an invitation, to all members of the Council who wish to be involved in the drawing up of the Draft Budget for 2020/21, to an informal meeting of Cllrs and Officers on Wednesday 20<sup>th</sup> November 2019 (*placed on the agenda by Cllr Brenda Grey*)  
*Please note that the 2020/21 Budget will be considered and agreed at a public meeting in January*
- 17. Council Meetings in December and January**
- a) To agree that the December meeting will be a combined Ordinary Meeting and Planning, Contract and Works Committee, to be held on 11<sup>th</sup> December 2019
  - b) To agree that the Planning, Contract and Works Committee will meet on the 15<sup>th</sup> January 2020
  - c) To agree that the Ordinary Meeting, which will be held on 29<sup>th</sup> January 2020, will include the 2020/21 Budget and Precept demand
- 18. VE Day 75<sup>th</sup> Anniversary – A Shared Moment of Celebration 8-10 May 2020** to receive letter from SSAFA the Armed Forces Charity (enc)<sup>xvi</sup> and agree to:
- a) Source and arrange for a local bugler, trumpeter or cornet player to play the Last Post, followed by Reveille, at 2.55pm on Friday 8<sup>th</sup> May 2020
  - b) Source and arrange for a local piper to play Battle's O'er and VE 75 Years (available for download), at 3:00pm on Friday 8<sup>th</sup> May 2020
  - c) Request local churches ring their bells as part of a nationwide 'Ring out for Peace', at 7:00pm on Friday 8<sup>th</sup> May 2020
  - d) Register our involvement on the VE day 75 website and publicise locally

- 19. Sport Tynedale Annual Awards 2019 Nominations** to receive request for nominations in the categories listed (enc)<sup>xvii</sup> *Please note that any nomination must be accompanied by a clear statement of achievement or contribution, with specific reference to the number of events/matches/games entered, the number of competitions participated in, the success achieved and contribution made.*
- 20. Town Centre Working Group** to receive the report of the meeting held on 21<sup>st</sup> October 2019 (enc)<sup>xviii</sup>
- 21. Reports from outside bodies**
- **Town Twinning Association** to receive the minutes of the meeting held on 16<sup>th</sup> September 2019 (enc)<sup>xix</sup>
  - **Northumberland Citizens Advice** to receive quarter 2 update (enc)<sup>xx</sup>
  - **Prudhoe Community Partnership** to receive quarter 2 report (enc)<sup>xxi</sup>
  - **Tyne Valley Rail Users Group (TVRUG)** to receive verbal report from Cllr Duncan Couchman
- 22. Correspondence and Publications** to receive items of formal correspondence received since the last meeting, including any tabled publications (to be tabled)
- 23. Exclusion of the Press and Public** to agree to approve a motion to invoke Standing Order 2d) to exclude the press and public, in view of the confidential nature of the business to be transacted, permitted under Schedule (12A) Local Government Act 1972
- 24. CONFIDENTIAL ITEM (enc)<sup>xxii</sup>, (enc)<sup>xxiii</sup>**

## Enclosures

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- <sup>i</sup> Prudhoe Youth Project, Covering Report from Chair
- <sup>ii</sup> Prudhoe Youth Project, 2<sup>nd</sup> Quarter Report of Detached Youth Work
- <sup>iii</sup> DRAFT Minutes of the Ordinary Meeting, held on 25<sup>th</sup> September 2019
- <sup>iv</sup> DRAFT Minutes of the Planning, Contract and Works Meeting, held on 9<sup>th</sup> October 2019
- <sup>v</sup> DRAFT Minutes of the Cemetery Committee Meeting, held on 18<sup>th</sup> September 2019
- <sup>vi</sup> Bank Reconciliations, 10<sup>th</sup> September – 9<sup>th</sup> October
- <sup>vii</sup> Statement of Budget & Expenditure 1<sup>st</sup> April 2019 – 23<sup>rd</sup> October 2019
- <sup>viii</sup> Notice of Conclusion of Audit
- <sup>ix</sup> AGAR Sections 1-3
- <sup>x</sup> Response from Northumberland County Council regarding Waterworld Play Area
- <sup>xi</sup> PTC proposal regarding Prudhoe Waterworld Play Area, agreed on 9<sup>th</sup> October
- <sup>xii</sup> Draft Flood Plan for Prudhoe Community
- <sup>xiii</sup> Clerk's Certificates/Membership
- <sup>xiv</sup> Explanation of General Power of Competence
- <sup>xv</sup> Clerk's Note on Grant Aid
- <sup>xvi</sup> Letter Received SSAFA
- <sup>xvii</sup> Sport Tynedale Annual Awards 2019 Nomination Categories
- <sup>xviii</sup> Town Centre Working Group, 21<sup>st</sup> October 2019
- <sup>xix</sup> Town Twinning Association, minutes of meeting, 16<sup>th</sup> September 2019
- <sup>xx</sup> Northumberland Citizens Advice, Quarter 2 Update
- <sup>xxi</sup> Prudhoe Community Partnership, Quarter 2 Update
- <sup>xxii</sup> Confidential Item
- <sup>xxiii</sup> Confidential Item