



Prudhoe Town Council
The Spetchells Centre
58 Front Street
Prudhoe
Northumberland
NE42 5AA

22nd September 2021

To all members of the Council

You are hereby summoned to attend the Ordinary Meeting of Prudhoe Town Council, for the purpose of transacting the following business.

Please find as a 'footnote' the items you should expect to be enclosed. If you find that any items are missing, please contact me.

Yours faithfully

Town Clerk

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AGENDA FOR THE ORDINARY MEETING OF PRUDHOE TOWN COUNCIL

to be held on

WEDNESDAY 29th September 2021

commencing at 7:00PM

at The Spetchells Centre, Meeting Rooms 1&2, Front Street, Prudhoe, NE42 5AA

The meeting is open to the press and public. Our Risk Assessment requires that anyone who wishes to attend the meeting in person, reads the risk assessment and meeting guidelines in advance.

AGENDA – ORDINARY MEETING OF PRUDHOE TOWN COUNCIL

1. Welcome by Chair

Meeting opened by Cllr Bryan Futers.

2. Apologies for Absence

To receive any apologies for absence.

3. Declarations of Interest

To receive any declarations of interest.

4. Dispensations

To receive and approve any dispensations.

5. Local Bus Service

To hear representations and agree action to seek improvements to the Go North East bus service operating in the town, with particular concerns regarding links within the town
Chris Curtis, Northumberland County Council, Senior Programme Officer, Strategic Transport and Employability Team in attendance, and feeding back to Go North East

6. Prudhoe Community Partnership (PCP)

a) New Chair of PCP *(Caroline Warburton in attendance)*

To meet the new Chair of PCP, Caroline Warburton, and agree to look at future collaborative ways of working for the benefit of Prudhoe

b) Town Council Representative on PCP

In view that Cllr Angie Scott has been appointed the County Council representative on PCP, to agree a new Town Council Representative

7. Draft Minutes of the Planning, Contract and Works Committee, held on 8th September 2021

To receive for information (enc)ⁱ *These minutes will be presented for agreement as a true record at the October Planning, Contract and Works Committee Meeting*

8. Draft Minutes of the Human Resources (HR) Committee Meeting, held on 1st September 2021

To receive minutes for information (enc)ⁱⁱ and to endorse the actions agreed and being brought under confidential session at the end of the meeting *(these minutes will be received as a true record at the next HR Committee meeting)*

9. Public Participation

Please contact the Clerk with questions on items on the agenda no later than 5.00pm on Tuesday 28th September 2021

10. Reports

a) Chair's Report

To receive verbal report from Cllr Bryan Futers about public engagements attended and scheduled

b) Clerk's Report

To receive update on items actioned since the last meeting (enc)ⁱⁱⁱ

c) County Cllrs Reports

To receive reports from County Cllr Anne Dale (Mickley), County Cllr Angie Scott (Prudhoe North), County Cllr Gordon Stewart (Prudhoe South) (enc)^{iv}, or (to follow)

11. Financial Reports

To receive reports and raise any questions

a) Statement of Budget and Expenditure

To receive statement from 1st April 2021 – 21st September (enc)^v *This includes a half-yearly review of spending against the budget*

b) Bank Reconciliation

To receive Bank Reconciliation from 10th July – 9th August 2021, (enc)^{vi} and 10th August – 9th September 2021 (enc)^{vii}

c) Schedule of Accounts Paid/To be Paid

To endorse those accounts paid via delegated authority, and approve those accounts to be paid, since 28th July 2021 (enc)^{viii}

12. Annual Governance and Accountability Return (AGAR), year ending March 2021

a) External Auditor Report/Certificate

To receive External Auditor Report/Certificate, with no matters requiring action or attention (enc)^{ix}

b) Notice of Conclusion of Audit

To agree to post Notice of Conclusion of Audit (with dates for inspection), on the Town Council's website, alongside Annual Governance and Accountability Return, year ending March 2021 (enc)^x

13. Borderlands Place Programme

a) Background Information

To receive information relating to the Borderlands Inclusive Growth Deal (enc email only)^{xi}, (enc)^{xii}

b) Next Steps

To agree to host a Presentation and Stakeholder Mapping Session, led by Tony Kirsop and Anne Lawson (NCC Economy & Regeneration Service), on Wednesday 20th October 2021, to include both Town and County Cllrs

14. Prudhoe Town Football Club – Annual Fireworks Display and Bonfire

To receive a formal request for landlord's permission for the Annual Fireworks Display, to be held on 6th November 2021 at Prudhoe Town FC, and agree to issue a letter of approval, subject to NCC Safety Advisory Group approval (enc)^{xiii} *(all required health and safety documents have been provided)*

15. Remembrance Parade and Service

a) Prudhoe Branch of the Royal British Legion, meeting held on 27th September 2021

To receive verbal report of the meeting and agree Clerk's involvement in the event, and any other 'in principle' decisions

b) Event Poppies

To agree to use funding from Grant Aid budget to purchase an additional 100 event poppies at a cost of £300, to dress the Front Street

16. Christmas Lights Switch-On

a) Date of the Switch-On

To agree the Christmas Lights Switch-On event be scheduled for the usual Friday 26th November 2021

b) Event details and planning

To agree that the Clerk plans and facilitates the event in keeping with previous years, or, to agree a group of Cllrs to look at how the event will be delivered

17. Northumberland County Council (NCC) – Local Transport Plan Programme 2020/21

a) Guidance and Feedback on 2021/22 Priorities

To receive letter of request for 2022/23, alongside the Town Council's 2021/22 priorities submitted and feedback on these (enc)^{xiv}

b) Database of Requests

To receive the database of requests received by NCC in respect of all highways and transport matters (enc)^{xv} *Please note this is a record of requests received over the last 12 months.*

c) 2022/23 Highways and Transport Priorities

To agree the top three highways and transport priorities to be submitted to Northumberland County Council, for consideration of inclusion in the Local Transport Plan Programme 2022/23

18. Reports from Outside Bodies

a) Prudhoe Gardeners Association (PGA)

To receive report of meeting held on 1st September 2021 (including Clerk's notes to Council) (enc)^{xvi}

b) East Tynedale Community Forum

To receive report of meeting held on 21st July 2021 (enc)^{xvii}

19. Correspondence

To receive, and to agree any matters to be added to a future agenda or for response

a) On behalf of Cllr Glen Sanderson (NCC)

To receive letter advising of the intention of the Leader, Cllr Glen Sanderson, to schedule a visit to each Town and Parish Council, and inviting a more immediate visit if there are specific issues requiring address in the town (enc)^{xviii}

b) Prudhoe Space for Nature

To receive communication from new initiative in the town to identify, create and maximise the opportunities for nature and wildlife (enc)^{xix}

20. 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

The Clerk will not be present for the following item. Any agreement/recommendation must be minuted.

21. Salary Scale for Town Council Clerk/RFO Post

a) Additional Information

To receive additional information gathered by HR Committee in the evaluation of the Clerk's salary scale (enc)^{xx}, (enc)^{xxi}

b) Options Arising Report

To receive a report of options arising from the Chair of HR Committee (enc)^{xxii}

c) Salary Scale for Clerk/RFO

To agree a suitable salary scale, in line with the National Joint Council for Local Government Services (NJC) Pay Scales, with effect from 1st April 2021 (*notwithstanding the national pay award currently in negotiation*)

22. Recruitment

a) Town Clerk/RFO

Following the resignation of the Town Clerk, to agree to advertise the vacancy reflecting the current job description, terms and conditions and salary scale agreed above (enc)^{xxiii}

b) Resourcing

To agree to convene a meeting of the Human Resources Committee to discuss and recommend supporting position(s), and to agree the recruitment process for all agreed vacancies

Any recommendations will be made to a full council meeting

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- i Draft Minutes of the Planning, Contract and Works Committee, 8th September 2021
 - ii Draft Minutes HR Committee, 1st September 2021
 - iii Clerks Report (September)
 - iv County Cllrs Reports (September)
 - v Updated Budget & Expenditure (September)
 - vi Bank Reconciliation 10th July - 9th August 2021
 - vii Bank Reconciliation 10th August - 9th September 2021
 - viii Accounts paid and to be paid since 28th July 2021
 - ix External Auditor Report/Certificate, year ending March 2021
 - x Notice of Conclusion of Audit, year ending March 2021, and dates of inspection
 - xi Email Only NCC Cabinet Report Borderlands Place Programme: Town Prioritisation and Place Plan Preparation Framework for Northumberland (previously emailed in)
 - xii PTC Press Release issued in August 2021
 - xiii Letter from Prudhoe Town FC
 - xiv Letter and 2021/22 Priorities
 - xv NCC Database of transport and highways requests
 - xvi PGA Minutes, 1st September 2021 (including Clerk's Notes to Council)
 - xvii East Tynedale Community Forum Minutes, 21st July 2021
 - xviii Letter on behalf of Cllr Glen Sanderson (NCC)
 - xix Prudhoe Space for Nature
 - xx Examination of Role against the NALC National Salary Award Framework
 - xxi Advice from Stephen Rickett, Chief Officer NALC
 - xxii HR Chair's Report – Options Arising in salary scale review
 - xxiii Town Clerk/RFO Job Description