



# Prudhoe

---

## TOWN COUNCIL

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

12<sup>th</sup> September 2024

**To all members of the Human Resources Committee and Ex-Officio**

You are hereby summoned to attend a meeting of the Human Resources Committee of Prudhoe Town Council on Wednesday 18<sup>th</sup> September 2024 at 6:00pm at The Spetchells Centre, 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. 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 me.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. Gaut'.

Shirley Ann Gaut  
Town Clerk

**[www.prudhoetowncouncil.gov.uk](http://www.prudhoetowncouncil.gov.uk)**

***Email: [clerk@prudhoetowncouncil.gov.uk](mailto:clerk@prudhoetowncouncil.gov.uk)***

***Office Telephone Number: (01661) 835487***

***Mobile Telephone Number: 07495856624***

**AGENDA FOR HUMAN RESOURCES MEETING OF  
PRUDHOE TOWN COUNCIL**  
to be held in Council Office, Spetchells Centre, Front Street, Prudhoe  
on WEDNESDAY 18<sup>TH</sup> SEPTEMBER 2024 at 6:00PM

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

**AGENDA**

**1. Welcome from Chair**

Cllr Dorothy Dickinson to welcome everyone to the meeting.

**2. Apologies for Absence**

To receive apologies for absence.

**3. Declarations of Interest**

To receive any declarations of interest.

**4. Dispensations**

To receive and agree.

**5. Minutes of the Human Resources Committee Meeting, held on 1<sup>st</sup> May 2024**

To receive and agree as a true record. *These minutes were received for information only at the Annual Meeting held on 23<sup>rd</sup> May 2024 (enc).<sup>i</sup>*

**6. Exclusion of Press and Public**

Members are invited to consider passing the following resolution:

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.

**7. Town Council Office Staffing**

To review the requirements of the Town Council Office in regards staffing, office hours and future capacity.

---

<sup>i</sup> Minutes of Human Resources Meeting held 1<sup>st</sup> May 2024