



Prudhoe

TOWN COUNCIL

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

1 January 2025

To all members of the Finance Committee and Ex-Officio

You are hereby summoned to attend a meeting of the Finance Committee of Prudhoe Town Council on Tuesday 7th January 2025 at 5:30pm 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

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**AGENDA FOR FINANCE COMMITTEE MEETING OF
PRUDHOE TOWN COUNCIL**
to be held in Room 1, Spetchells Centre, Front Street, Prudhoe
on TUESDAY 7TH JANUARY 2025 at 5:30PM

This meeting is open to the press and public (except for confidential items).

AGENDA

1. Welcome from Chair

Cllr Chris Cuthbert 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 Finance Committee Meeting, held on 19th November 2024

To receive and agree as a true record (*enc*)ⁱ

6. Draft Budget 2025/26

To consider and agree a draft budget and precept demand for the year 1 April 2025 – 31 March 2026 in order to present and recommended budget to Full Council.

- a) To consider any projects for inclusion in the draft Budget.
- b) To consider and agree the Town Council Expenditure Budget for 2025/26.
- c) To consider and agree the Budget allocation to General Reserves and Contingency, review sub-headings, and to consider any contingency to be directed elsewhere.
- d) Employment costs for 2025/26, Northumberland County Council to advise.
- e) To consider the 2025/26 precept demand to be submitted to Northumberland County Council.

7. Responsible Financial Officer Report

To receive a verbal report from the Responsible Financial Officer (RFO) on items actioned and general information.

8. Grant Aid 2025-26

a) Grant Aid Forms

To review the Grant Aid application form (*enc*)ⁱⁱ and guidelines (*enc*)ⁱⁱⁱ for the financial year 2025-26.

b) Grant Aid Deadlines

To provisionally agree opening and closing dates for Grant Aid applications for 2025-26.

9. Date of Next Meeting

To agree date of next meeting.

10. Exclusion of the Press and Public

Members are invited to consider passing the following resolution:

That pursuant to the provision of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business, by reason of the confidential nature of business about to be transacted.

11. Financial Software

To receive quotes and consider adopting financial software for the management of accounting records and supporting documents for the financial year 2025-26 (enc)^{iv}.

ⁱ Minutes of Finance Committee Meeting held 19th November 2024

ⁱⁱ Grant Aid Application Form 2024-25

ⁱⁱⁱ Grant Aid Guidelines 2024-25

^{iv} Quotes for financial software (Confidential – for town councillors only)