



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

22nd May 2026

To all members of the Council

You are hereby summoned to attend the Annual Meeting of Prudhoe Town Council, including the Planning, Contract and Works Committee on Thursday 28th May 2026 at 7:00pm 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.

Yours faithfully

Shirley Ann Gaut
Town Clerk

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AGENDA FOR THE ANNUAL MEETING OF PRUDHOE TOWN COUNCIL
including the Planning, Contract and Works Committee
to be held on
on THURSDAY 28th MAY 2026 commencing at 7:00PM

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

1. Election of Chair of Prudhoe Town Council

Pursuant to Section 15 (2) of the Local Government Act 1972, to receive nominations for Chair of Prudhoe Town Council and in the event of more than one Councillor being Proposed and seconded, to take a vote and elect the Councillor with the majority.

2. Acceptance of Office

To sign and deliver a form that confirms the elected Chair's declaration of acceptance of office, in accordance with Local Government Act 1972, s83 (4)

3. Apologies for Absence

To receive any apologies for absence.

4. Declarations of Interest

To receive any declarations of interest.

5. Dispensations

To receive and approve any dispensations.

6. Public Participation

Please email the Clerk with questions on items on the agenda no later than 5.00pm on Wednesday 27th May 2026.

7. Draft Minutes of the Ordinary Meeting held on 23rd April 2026

To receive and agree as true record (enc)ⁱ

8. Election of Vice-Chair of Prudhoe Town Council

To receive nominations for Vice-Chair of Prudhoe Town Council and in the event of more than one Councillor being proposed and seconded to take a vote and elect the Councillor with the majority.

9. Responsible Financial Officer

Pursuant to Section 151 of the Local Government Act 1972, to agree to appoint Shirley Ann Gaut Hall as the Responsible Financial Officer (RFO) for Prudhoe Town Council for 2025/26.

10. Amalgamation of Human Resources and Finance Committee

To receive and consider proposal from Cllr Wheeler to combine the Human Resources and Finance Committee to include membership of six councillors (excluding ex- officio)

11. Review of the Terms of Reference for Committees

To review and approve the terms of reference for the Town Council's committees. To note change to Planning, Contract and Works Committee membership shall be comprised of nine councillors (excluding ex officio members) (enc)ⁱⁱ

12. Committees and Appointment of Chair and Vice Chair

To appoint representatives to the following committees and to elect their Chair and Vice-Chair (where applicable), in accordance with Standing Order 4(d)(vi):-

- a) Planning, Contract and Works (PCW) Committee – 9 members plus ex-officio members
- b) *Human Resources (HR) Committee – 5 members plus ex-officio members (Chair only)
- c) *Finance Committee – 6 members plus ex-officio members (Chair only)
- d) Cemetery and War Memorial Committee – 6 members plus ex-officio members (Chair only)

**Subject to the outcome of Agenda Item 10, should the Human Resources and Finance Committees remain separate.*

13. Financial and Management Risk Assessment, May 2026

a) Financial and Management Risk Assessment

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), to receive and approve the updated document (enc)ⁱⁱⁱ

b) Authorised Signatories

To confirm authorised signatories and those with online access, in regards the Council's Banking Mandate and to agree additional signatories.

14. Assets Register

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), to receive and approve the updated document (enc)^{iv}

15. Insurance Arrangements

In accordance with the Accounts and Audit Regulations 2015 (SI2015/234), to receive confirmation of arrangements for insurance (enc)^v

16. The General Power of Competence

To consider and agree, having met the eligibility criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, namely that at least two-thirds of the members of the Council hold office following election or co-option and that the Clerk Shirley Ann Gaut Hall holds the Certificate in Local Council Administration (CiLCA), Prudhoe Town Council will adopt the General Power of Competence pursuant to Section 1 of the Localism Act 2011 with effect from 28 May 2026.

17. Policies and Procedures–

To agree to adopt the following policies and procedures:-

- a. Code of Conduct – previously adopted May 2025 (enc)^{vi}
- b. Standing Orders – previously adopted May 2025 (enc)^{vii}
- c. Complaints Procedure - previously adopted May 2025 (enc)^{viii}
- d. Social Media and Email Policy (including NCC Social Media Guidance) – previously adopted May 2025 (enc)^{ix}
- e. Equal Opportunities Policy- previously adopted May 2025 (enc)^x
- f. Financial Regulations - previously adopted May 2025 (enc)^{xi}
- g. Model Publication Scheme – updated 2026, previously adopted May 2025 (enc)^{xii}
- h. Co-option Best Practice – previously adopted May 2025 (enc)^{xiii}
- i. Data Protection Policy – previously adopted May 2025 (enc)^{xiv}
- j. Training and Development Policy – updated May 2025 (enc)^{xv}
- k. Risk Management Strategy – previously adopted May 2025 (enc)^{xvi}
- l. Freedom of Information – new May 2026 (enc)^{xvii}
- m. Health & Safety Policy – new May 2026 (enc)^{xviii}
- n. IT Policy – new May 2026 (enc)^{xix}
- o. CCTV Policy – new May 2026 (enc)^{xx}
- p. Meeting Attendance Policy – new May 2026 (enc)^{xxi}
- q. Working from Home Policy – new May 2026 (enc)^{xxii}
- r. Mayor's Allowance – new May 2026 (enc)^{xxiii}

18. Representatives on Outside Bodies 2026/2027

To confirm outside bodies for which the Council is represented and agree to appoint members (see below for 25/26 representatives for reference:-

OUTSIDE BODY	CURRENT PTC REPRESENTATIVE(S) 2025-2026
Prudhoe Town Twinning Association	Cllr Chris Barrett & Cllr Jane Johnson

Prudhoe Community Partnership (3 rd Tuesday of the month, bi-monthly)	Cllr Dot Dickinson
Northumberland Association of Local Councils County Committee	Cllr Dot Dickinson & Cllr Holly Waddell
East Tynedale Local Council's Forum	Cllr Holly Waddell & Cllr Jonathan Wheeler
Essity Community Consultation Forum (lunchtime meetings at the Mill, when permitted)	Cllr Bryan Futers & Cllr Dot Dickinson
Prudhoe Pathforce	Cllr Angie Scott & Cllr Carol Stephenson
NCC Town and Parish Council Liaison Working Group	Cllr Holly Waddell
Tyne Valley Community Rail Partnership	Cllr Holly Waddell & Cllr Gerry Price
Prudhoe Youth Project (PYP) (previously met monthly on a Monday evening)	Cllr Dot Dickinson & Cllr Gerry Price
Borderlands	Cllr Bryan Futers & Cllr Mike Smith
Tyne Valley Parish Council Active Travel Route	Cllr Chris Barrett & Cllr Jonathan Wheeler
Prudhoe Community Partnership Working Group	Cllr Dot Dickinson, Cllr Gerry Price, Cllr Mike Smith & Cllr Jonathan Wheeler
Climate Change and Biodiversity	Cllr Dot Dickinson, Cllr Gerry Price, Cllr Scott, Cllr Carol Stephenson & Cllr Jonathan Wheeler
East Centre Advisory Group	Cllr Kiran Bell & Cllr Dot Dickinson
Trustee Friends of Eastwood Park	Cllr Jane Johnson
Poverty Coalition	Cllr Valerie Leslie
Eastwoods Park Playzone Steering Group	Cllr Angie Scott

19. Reports

a) Chair's Report

To receive a report from Cllr Jonathan Wheeler about public engagements attended and scheduled.

b) Clerk's Report

To receive a verbal report on items actioned and general information to update the Council.

c) County Cllrs Reports

To receive reports from County Cllr Lawrence O'Donnell (Prudhoe North & Wylam), County Cllr Gordon Stewart (Prudhoe South), and County Cllr Angie Scott (Prudhoe West & Mickley.)

20. Financial Update

To receive reports and raise any questions:

a) Schedule of Accounts Paid/To be Paid

To endorse those accounts paid via delegated authority, and approve those accounts to be paid, since 23rd April 2026 (enc)^{xxiv}

b) Bank Reconciliation

To receive Bank Reconciliation from 10 April – 8 May 2026 (enc)^{xxv}

c) Statement of Budget and Expenditure to receive statement to date (enc)^{xxvi}

21. Reports from Outside Bodies

To receive written or verbal reports and record any questions for response:-

- Poverty Coalition update – circulated 24/04/2026 & 14/05/2026.
- Borderlands meeting change of date 05/05/2026 – circulated 27/04/2026.
- Prudhoe Goes Green minutes from meeting 13/05 – circulated 18/05.
- NCC Town and Parish Council Liaison Working Group update - circulated 22/05/2026

22. Free Summer Swimming for Children in Prudhoe

To receive and consider proposal from Cllr Scott to provide free swimming sessions for children in Prudhoe during the summer holidays.

The proposal seeks agreement on the allocation of one designated day per week during which the local swimming pool would make sessions available throughout the duration of the summer holidays, with places allocated on a first come, first served basis.

23. Correspondence

To receive, and to agree any matters to be added to future agenda:-

- a) NALC Chief Executive's Bulletin – circulated 28/04, 30/04.
- b) Tyne Rivers Trust, Big Give Earth Raise Match Fund – circulated 27/04.
- c) RSN Weekly Newsletter – circulated 28/04, 30/04
- d) West Road Cemetery Bulletin– circulated 27/04, 11/05, 18/05.
- e) Healthwatch Together newsletter – circulated 29/04.
- f) Thriving Together newsletter – circulated 01/05.
- g) Tynedale Community Partnership meeting scheduled 19/05 – circulated 12/05.
- h) Invitation to Sport Tynedale Annual General Meeting scheduled 04/05 – circulated 21/05.
- i) National Public Information briefing (via Hexham Town Council) – circulated 22/05.

24. Date of Next Meeting

To note that the next Ordinary meeting will be held Thursday 25th June 2026.

ⁱ Draft Minutes of the Ordinary Meeting held on 23rd April 2026

ⁱⁱ Committee Terms of Reference

ⁱⁱⁱ Financial and Management Risk Assessment

^{iv} Asset Register – to follow

^v Insurance Arrangements

^{vi} Code of Conduct

^{vii} Standing Orders

^{viii} Complaints Procedure –

^{ix} Social Media and Email Policy

^x Equal Opportunities Policy

^{xi} Financial Regulations

^{xii} Model Publication Scheme

^{xiii} Co-option Best Practice

^{xiv} Data Protection Policy – *to follow*

^{xv} Training and Development Policy

^{xvi} Risk Management Strategy

^{xvii} Freedom of Information Policy

^{xviii} Health & Safety Policy

^{xix} IT Policy

^{xx} CCTV Policy

^{xxi} Meeting Attendance Policy

^{xxii} Working from Home Policy

^{xxiii} Mayor's Allowance

^{xxiv} Schedule of Accounts Paid/To be Paid

^{xxv} Bank Reconciliation

^{xxvi} Statement of Budget and Expenditure May