



Prudhoe

TOWN COUNCIL

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

9th July 2026

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

You are hereby summoned to attend a meeting of the Finance and Human Resources Committee of Prudhoe Town Council on Wednesday 15th July 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. 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 'Shirley Ann Gaut Hall'.

Shirley Ann Gaut Hall
Town Clerk

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**AGENDA FOR FINANCE AND HUMAN RESOURCES COMMITTEE MEETING OF
PRUDHOE TOWN COUNCIL**
to be held in Room 1, Spetchells Centre, Front Street, Prudhoe
on WEDNESDAY 15TH JULY 2026 at 7:00PM

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

1. Welcome from Chair

Cllr Holly Waddell 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 approve any dispensations.

5. Minutes of the Human Resources Committee Meeting, held on 23rd April 2026

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

6. Minutes of the Finance Committee Meeting, held on 15th April 2026

To receive and agree as a true record. *These minutes were received for information only at the Ordinary Meeting held 23rd April 2026 (enc)ⁱⁱ*

7. Training and Development

a) Training and Development for Prudhoe Town Council Staff

To discuss progress on personal training and development plans for the Town Clerk/RFO and the Deputy Clerk, and to agree to any further training.

b) Training and Development for Councillors

To identify any training needs for town councillors and to agree to action these.

8. Financial Update

a) 2025-2026 Year End and Internal Audit

To receive an update on the 2025-26 Annual Governance and Accountability Return (AGAR), including the Internal Auditor Report.

9. Assessment

To receive an update from the Clerk and Deputy Clerk following a workplace assessment of the Council Office and to agree any recommendations for improvements. Please note any agreed improvements will be reported back to Full Council for formal approval.

10. Date of Next Meeting

To consider and agree date of next meeting.

11. Exclusion of 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 to be transacted, as this item of business relates to staffing matters.

12. Staffing Matters

To consider a staffing matter and agree any actions and recommendations to Full Council.

ⁱ Minutes of the Human Resources Committee Meeting held 23rd April 2026

ⁱⁱ Minutes of Finance Committee Meeting held 15th April 2026