



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

18 September 2026

To all members

You are hereby summoned to attend the Ordinary Meeting of Prudhoe Town Council on Thursday 24th September 2026, at 7:00pm, 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 Hall
Town Clerk

www.prudhoetowncouncil.gov.uk
Email: clerk@prudhoetowncouncil.gov.uk
Office Telephone Number: (01661) 835487
Mobile Telephone Number: 07495856624

**AGENDA FOR THE ORDINARY MEETING
OF PRUDHOE TOWN COUNCIL**
to be held on **THURSDAY 24th SEPTEMBER 2026** commencing at **7:00PM**
at **The Spetchells Centre, Meeting Rooms 1 & 2 Front Street, Prudhoe, NE42 5AA**

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

AGENDA – ORDINARY MEETING OF PRUDHOE TOWN COUNCIL

1. Welcome by Chair

Meeting opened by Chair Cllr Dot Dickinson.

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. Public Participation

Please telephone or email the Council Office with questions on items on the agenda no later than 12 noon on Wednesday 23rd September 2026.

6. Co-option of Town Councillor for the West Wylam Ward and Mickley Ward

a) Eligible Applicants

To receive the names of those persons that have applied and are eligible to be co-opted from the Town Clerk (Anyone wishing to join the council via co-option must be eligible under s.79 of the Local Government Act 1972, and not disqualified under s.80 of the Local Government Act 1972) (enc)ⁱ

b) Statement from Candidates

The Chair will invite each candidate to speak for up to five (5) minutes to introduce themselves to current councillors, give information on their background and experience and explain why they wish to become a Councillor for Prudhoe Town Council.

c) Voting on Co-option

The Chair shall seek proposers and seconders for each nomination (whether or not they have spoken) in alphabetical order. In the event of more than one candidate being proposed and seconded to take a vote and elect the candidate with absolute majority. *(Where more than 2 persons have been nominated, and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.)*

7. Prudhoe Youth Project

Gemma Nixon, Youth Project Manager: -

a) Second Quarter report to receive second quarter update and address any questions (enc)ⁱⁱ – to follow

b) Funding 2025/26 to agree to release second quarter funding (£7,500.)

8. Draft Minutes of the Ordinary Meeting held on 23rd July 2026

To receive and agree the minutes as a true record (enc)ⁱⁱⁱ

9. Draft Minutes of the Cemetery and War Memorial Committee Meeting held on 9th September 2026

To receive draft minutes and endorse agreed actions which will be presented for agreement as a true record, at the next Cemetery and War Memorial Committee meeting scheduled 19th October 2026^{iv}

10. Draft Minutes of the Finance and Human Resources Committee Meeting held on 10th September 2026

To receive draft minutes and endorse agreed actions which will be presented for agreement as a true record, at the next Finance and Human Resources Committee meeting scheduled 22nd October 2026^v

11. Reports

a) Chair's Report

To receive a report from Cllr Dot Dickinson 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.)

12. 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 July 2026 (enc)^{vi}

b) Bank Reconciliation

To receive the Bank Reconciliation dated 7th August 2026 (enc)^{vii}

To receive the Bank Reconciliation dated 9th September 2026 (enc)^{viii}

c) Statement of Budget and Expenditure

To receive statement to date (enc)^{ix} – to follow

13. Financial Regulations Update

To receive and agree to adopt the updated Financial Regulations(enc)^x (last updated in May 2026), noting amendments relating to Section 9 – Payment Cards, following the approval of a payment card for the Business Account.

14. Annual Governance and Accountability Return (AGAR), Year Ending March 2026

a) External Auditor Report/Certificate

To receive the External Auditor Report/Certificate.

b) Notice of Conclusion of Audit

To receive and endorse the publication of the Notice of Conclusion of Audit (with dates for inspection), on the Town Council's website, alongside Annual Governance and Accountability Return, year ending March 2026, and to agree any other action required.

Please note that at the time of writing the conclusion of audit has not been received.

15. Chair of Planning, Contract and Works Committee

Following the resignation of Cllr Mike Smith there is now a vacancy for Chair of the Committee. Members are therefore requested to elect the Chair in accordance with Standing Order 4(d)(vi).

16. Standing Committees

Following the resignation of Cllr Russ Greig the following vacancies have arisen:-

a) Finance and Human Resources Committee

The Finance Committee shall comprise six councillors, excluding ex officio members. Members are therefore asked to agree on the nomination of a new member.

To note the current Committee comprises of the following members:-

1. Cllr Bryan Futers
2. Cllr Jane Johnson
3. Cllr Val Leslie
4. Cllr Gerry Price
5. Cllr Holly Waddell (Chair)

b) Cemetery and War Memorial Committee

The Human Resources Committee shall comprise six councillors, excluding ex officio members. Members are therefore asked to agree on the nomination of a new member.

To note the current Committee comprises of the following members:-

1. Cllr Jane Johnson
2. Cllr Angie Scott
3. Cllr Glenn Simpson
4. Cllr Carol Stephenson (Chair)
5. Cllr Ignasious Varghese

17. Reports from Outside Bodies

To receive following reports and record any questions for response:-

OUTSIDE BODY	CURRENT PTC REPRESENTATIVE(S) 2026-2027
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 Jonathan Wheeler & 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 & Cllr Val Leslie
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 Gerry Price & Cllr Holly Waddell
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 Val Leslie, Cllr Gerry Price, Cllr Mike Smith & Cllr Jonathan Wheeler

Climate Change and Biodiversity	Cllr Russ Greig, Cllr Gerry Price, Cllr Mike Smith, Cllr Carol Stephenson & Cllr Jonathan Wheeler
East Centre Advisory Group	Cllr Dot Dickinson, Cllr Val Leslie & Cllr Carol Stephenson

- a) Tyne Valley Community Rail Partnership (TVCRP) – Information regarding AGM – circulated 24/08/26 & 18/09/2026
- b) Miners Lamp Café and Community Hub – Cream Tea and Community Information Event – circulated 27/08/2026
- c) Prudhoe Community Partnership Annual General Meeting – circulated 02/09/2026
- d) NALC Annual General Meeting – circulated 08/09/2026 updated 09/09.

18. Invitation to representatives of Gentoo, Homes England and Northumberland County Council to attend the Full Council Meeting of Prudhoe Town Council to discuss the Prudhoe Walled Garden

To receive and consider Cllr Stephenson's proposal (enc)^{xi} regarding the future of Prudhoe Walled Garden, the uncertainty surrounding its proposed community asset status, and concerns regarding the condition of the associated Grade II listed buildings.

It is proposed that Prudhoe Town Council invite representatives from Homes England, Gentoo and Northumberland County Council to attend a full Council meeting in November 2027 to provide an update on the future of the Walled Garden and the listed buildings.

19. Staff Recruitment/Maternity Leave

Due to the Duty Clerk commencing maternity leave in October, the Council has created a fixed-term Administration Assistant position for a period of one year. The temporary appointment will provide additional administrative support during the maternity leave period and help maintain continuity and the effective day-to-day operation of the Council's office.

The shortlisting process has been carried out this week, and successful shortlisted candidates will be invited to attend an interview. A further update will be provided once the recruitment process has been completed.

20. Tynedale Talking Newspaper

Members are asked to consider Tynedale Talking Newspaper's (TTN) for a donation of £50. TTN has provided a free weekly service for over 40 years for people with little or no sight, enabling them to remain connected with the local community. The service is entirely volunteer-led, with no paid staff, and relies on the goodwill of volunteers and support from local organisations. Each week, TTN records extracts from the *Hexham Courant*, alongside articles from *The Northumbrian* magazine or its own general-interest magazine. Around 6% of listeners are in the Prudhoe area currently, although this fluctuates. Increasingly listeners also access the service online via the TTN website.

21. Correspondence

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

- a) Prudhoe Library revised proposal submitted to cabinet – circulated 27/07.
- b) West Road Cemetery Bulletin– circulated 27/07, 07/08, 24/05, 07/09, 11/09, 18/09.
- c) NALC Update July – circulated 27/07.
- d) NALC Chief Executive Bulletin – circulated 23/07, 31/07, 13/08, 18/09.
- e) NALC Events – circulated 04/08, 01/09, 18/09.
- f) Rural Services Network (RSN) Newsletter – circulated 31/07, 24/08.
- g) ESCAPE Janet Murphy MBE finalist North East Charity Awards 2026 – circulated 31/07.
- h) Tyne River Trust Nurdle update – circulated 31/07/26
- i) NCVO Newsletter – circulated 31/07
- j) Community Governance Review Update – circulated 03/08.
- k) St Mary Magdalene Grant Award 25/26 update/thanks – circulated 18/08.

- l) NCC Net Zero Update – circulated 24/08.
- m) Electrical Safety Fund – circulated 26/08.
- n) Thriving Together newsletter– circulated 01/08, 17/09.
- o) Energy Resilience Grants – circulated 01/09.
- p) Northumberland Libraries Newsletter – circulated 18/09.
- q) Health Watch Northumberland News & Annual Report – circulated 18/09.
- r) Cllr Sanderson invite Town & Parish Conference -circulated 18/09.
- s) West Road Cemetery, thank you re Community Celebration Event – circulated 18/09.
- t) Carbon Literacy Update – circulated 18/09.
- u) Warm Spaces – circulated 18/09.
- v) Preparing communities for digital switchover – circulated 18/09.

22. Date of Next Meeting

To note the next Ordinary meeting will be held Thursday 22nd October 2026.

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- ⁱ Co-option Eligibility
 - ⁱⁱ Prudhoe Youth Project Report Quarter 2 – to follow
 - ⁱⁱⁱ Drafts Minutes of Ordinary Meeting held 23rd July 2026
 - ^{iv} Draft Minutes Cemetery & War Memorial Committee Meeting held 9th September 2026
 - ^v Draft Minutes Finance & Human Resources Committee Meeting held 10th September 2026
 - ^{vi} Schedule of Accounts Paid/To be Paid
 - ^{vii} Bank Reconciliation dated 7th August 2026
 - ^{viii} Bank Reconciliation dated 9th September 2026
 - ^{ix} Statement of Budget and Expenditure to date – to follow
 - ^x Updated Financial Regulations
 - ^{xi} Walled Garden Invitation Proposal