

HEXHAM TOWN COUNCIL

I HEREBY GIVE YOU NOTICE that a meeting of the Council will be held in the Conference Room, Dene Park House, Corbridge Road, Hexham NE46 1HN on Monday 8 January 2018 at 6.45pm, when the following items will be discussed:

A G E N D A

1. Council to hear questions from Hexham residents regarding matters on the agenda or relating to Hexham.
2. Apologies for absence.
3. To agree minutes of the Town Council meeting held on 4 December 2017, enclosed.
4. Matters arising not on the agenda – for report only, if any.
5. Mayor's announcements.
6. Declarations of interest (see enclosed).
7. To agree accounts for payment (list enclosed).
8. To consider any correspondence received.
9. Councillor J M Graham proposal: "That the Council agrees the 2018/19 budget and precept recommended by the Finance and General Purposes Committee (Minute 397) (enclosed).
10. To adopt a Co-option Policy (enclosed).
11. To review and adopt the Disciplinary Policy (enclosed).
12. To review and adopt the Dispensations Policy (enclosed).
13. To review and adopt the Equal Opportunities Policy (enclosed).
14. To review and adopt the Equality and Diversity Policy (enclosed).
15. To review and adopt the Grievance Policy (enclosed).
16. To note progress on the Action Plan (see enclosed).
17. Any urgent matters at the Chairman of the meeting's discretion.
(Matters to be raised under this item should be written out (if possible) and handed to the Chairman of the meeting or the Town Clerk before the meeting begins.)



Jane Kevan
Town Clerk
2 January 2018

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Hagenda0118

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 4 DECEMBER 2017

7014.	<p>PUBLIC QUESTIONS: It was noted that the meeting was being recorded for Hexhamtv (www.hexhamtv.com).</p> <p>HALLSTILE BANK: There were some public questions on the trial closure scheduled for early next year, relating to the consultation with Sustrans on options for the Market Place. Concerns were raised regarding Sustrans, the need for the trial closure and for it lasting 12 weeks. A petition entitled “We the undersigned traders of Hexham oppose the proposals to pedestrianise Beaumont Street – Market Street – The Market Place – Hallstile Bank as it will adversely effect the town centre businesses of Hexham”, signed by 63 people, was submitted. Councillor Cessford advised Sustrans was one of three specialists who tendered for the Market Place consultation; that this is for the people of Hexham and so anything will only happen if desired by the majority in the town; that the trial closure is as the two favoured designs both involve the possible closure of Hallstile Bank; that it was considered there should be a trial rather than just close it; and that the County Council set the 12 week timetable. He also advised that car parking was being addressed with on-going meetings.</p>
7015.	<p>DECEMBER COUNCIL MEETING: Councillor T G E Gillanders, the Town Mayor, then opened the Council meeting. Present were Councillors R Hull, J Ord, Mrs D Bell, Mrs C R Homer, E Green, T Cessford, J V R Hare, Mrs C Hanley, J M Graham, S Ball and D Kennedy.</p>
7016.	<p>APOLOGIES FOR ABSENCE were received from Councillors T Pearson and T Dodds.</p>
7017.	<p>MINUTES: The minutes of the Town Council meeting held on 6 November 2017, having been circulated, were AGREED, subject to an amendment at minute 7002c to clarify that the premises referred to were Hadrian House and not Hexham House.</p>
7018.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none">a. FIRE SERVICE (minute 7004 refers). It was NOTED that the opportunity to apply to be a retained firefighter remains open.b. REMEMBRANCE DAY (minute 7011 refers). It was NOTED that this had been an excellent event, with a great turnout from local youth organisations and very well supported by the public. Colonel Gent’s letter in the Hexham Courant regarding the special relationship with Albemarle was also noted, together with other letters sent to the Mayor.
7019.	<p>PRESENTATION BY RICHARD WEARMOUTH, CHAIRMAN OF ARCH: Councillor Wearmouth advised Northumberland County Council’s economic plan had seen a lot of change because of Brexit, the change of administration at County Hall, the North of Tyne Mayor and the Borderlands deal. With a devolution deal to North Tyneside, South Tyneside and Northumberland there is an opportunity at the direction of the new authority. The County Council will be looking to the Town Council in the future for ideas for funding and to shape what the County Council is doing. He also advised this is the opportunity to put new local plans in place that don’t strip out the greenbelt and do what people want. He confirmed a decision had been made to establish a new company to</p>

	replace Arch and that the new development company will focus on not having large capital spend on projects that don't create jobs and that he also wants to see an end to investment outside the County. He particularly wants town centres in Northumberland to be redeveloped, to look at business support and provide access to training. He also advised the delivery of affordable homes will be looked at, together with addressing car parking.
7020.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Gillanders advised the meeting:</p> <ol style="list-style-type: none"> a. BID AGM. He had attended this on 8 November and was elected as a Director of the Board. b. WAR GRAVES REMEMBRANCE. With many other Councillors, the Deputy Lord Lieutenant and some others, he led the laying of poppy crosses at St Andrew's Cemetery on 11 November, followed by crosses being laid at St Mary's Churchyard and the Memorial Board at Hexham Hospital. Councillor Cessford noted the Mayor's research and reading at each of the war graves at the Cemetery and thanked him for this work. c. REMEMBRANCE DAY. He had attended services at the War Memorial and Hexham Abbey. The whole day went very well and, on behalf of the Town Council, he wished to thank all those who worked hard behind the scenes, including Council staff. d. HEXHAM CHRISTMAS TREE. On 19 November he was photographed with some Hexham 5th brownies and cubs who had designed the Christmas tree banner and also a representative from Egger (UK) Ltd. He thanked Egger and Scotts Haulage for delivering the tree and thinks the artwork is very tasteful. e. NORTHUMBERLAND ASSOCIATION OF LOCAL COUNCILS. He had attended a meeting on 18 November and noted it was useful sharing experiences. f. LIAISON MEETING. With Councillors Hull, Cessford and Dodds, he had been to a meeting with Ruth Bendell, Northumberland County Council's Infrastructure Manager, on 23 November. g. CHRISTMAS LIGHTS SWITCH-ON. On 24 November he accompanied Santa to the bandstand and then the Christmas tree for the lights to be switched on. Some of the trees in the park failed to light up but this is being resolved. It was noted that possibly the largest ever crowd attended and he thanked the Mini Police for helping to patrol the event. h. HEXHAM MULTI-ORGANISATIONAL MEETING. He went to a joint meeting with representatives from other organisations on 27 November where future events in Hexham were discussed, together with overlaps and how anything may be done differently. He noted that the number and range of events in Hexham is very impressive. i. TASTE TYNE DALE. He advised that feedback information included around 90% of traders took at least 25% more just on the Saturday than they did all weekend in 2016; the bar profit share was up by 150% but this may have been due to longer opening hours; the number of people attending increased; and traders liked having the event in the park.
7021.	DECLARATIONS OF INTEREST: No declarations of interest were made.
7022.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
7023.	CORRESPONDENCE RECEIVED. <i>(Note: wherever possible, all</i>

	<p><i>communications addressed to the Council are circulated to Councillors for information as and when received.)</i></p> <ul style="list-style-type: none"> a. TEMPORARY TRAFFIC REGULATION ORDER: Councillors had been circulated information regarding Beaumont Street and the Market Place for the Christmas Market. b. HENRY BELLS HOMES. A request had been received for a local Councillor to become a board member. It was agreed to circulate details of the request to all Councillors. c. HEXHAM YOUTH INITIATIVE AGM. Following Councillor Cessford's attendance, annual reports for 2017 are available from the Clerk. d. PHARMACY NEEDS ASSESSMENT CONSULTATION. Councillors had been circulated information on this consultation which will end on 29 January 2018. e. FULLY FUNDED SUPPORT TO HELP CULTURAL, CREATIVE AND CRAFT BUSINESSES IN NORTHUMBERLAND. Information on this, including a session in Hexham on 27 February 2018, was noted and it was agreed to circulate information to all Councillors.
7024.	HEXHAM BID: This item was withdrawn.
7025.	NEIGHBOURHOOD PLAN: Councillor Ord thanked former Councillor Dave Clegg and the Steering Group for all their hard work and asked, as the Northumberland Local Plan Core Strategy had been withdrawn, what reassurances were there that the Hexham Neighbourhood Plan will be respected, particularly with regard to affordable housing, using the brownfield sites, and any appeals that the developers could make. It was NOTED, from legal advice given to the County Council, that the Core Strategy had been withdrawn as it was not in the best interest of the County, particularly regarding greenfield sites, and that the Hexham Neighbourhood Plan will carry significant weight as long as it does not conflict with the National Planning Policy Framework.
7026.	COUNCIL MEETING DATES IN 2018: These were AGREED as 8 th January, 5 th February, 5 th March, 9 th April, 14 th May (Annual Meeting of the Council), 4 th June, 2 nd July, 6 th August, 3 rd September, 1 st October, 5 th November, 3 rd December.
7027.	NEXT MEETING: The next meeting of the Council will be held on 8 January 2018 at 6.45pm at Dene Park House, Corbridge Road, Hexham.

Chairman

Signed as a correct record of the minutes of the meeting held on 4 December 2017.

HEXHAM TOWN COUNCIL - DECLARATIONS OF INTEREST

Under the Code of Conduct adopted by the Council on 3 September 2012 Councillors must declare if they have a disclosable interest in any matters under consideration.

To do so Councillors must use one of the following statements:-

- “I have a disclosable pecuniary interest
in..... (for example) Agenda item
3, Planning application number 14/1234”.
(NOTE: Code of Conduct paragraphs 11&15 apply).
- “I have a disclosable personal interest
in..... (for example) Agenda
item 4, Grant aid application by Hexham Youth Initiative
(NOTE: Code of Conduct paragraph 13 applies).

Councillors should familiarise themselves with the Code of Conduct regarding the definitions of (A) pecuniary interest and (B) other personal interest and their obligations when declaring any such interests.

To ensure Councillors’ interests are correctly minuted please use one of the above statements when declaring an interest.

NB. Should a Councillor wish to take part in the consideration and voting on a matter or matters in which he/she has a disclosable interest then they may request a dispensation be granted to enable them to take part in the discussion and voting on it but at least 10 days’ notice must be given for any dispensation request.

HEXHAM TOWN COUNCIL
ACCOUNTS FOR PAYMENT 8 JANUARY 2018

Payments are authorised by LGA 1972 s14, 144, 145, 214 or 215 or PCA 1957

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Safe and Secure 24	Alarm systems 24 hour monitoring	15.60	2.60	13.00	DD	7380
HSBC	Bank charges (November)	48.82	0	48.82	DD	5060
Malthurst Ltd	Diesel (December)	175.49	29.25	146.24	Visa	7310
EE & T Mobile	Accounts (December)	18.27	1.00	17.27	DD	5010
Onecom Limited	Phone and broadband (Nov)	78.05	13.01	65.04	DD	5010
Northumbria in Bloom	2018 entry fee	200.00	0	200.00	108975	7850
Royal British Legion Poppy Appeal	Wreath for DL (reimbursed by Lord Lieutenant's office)	50.00	0	50.00	108976	7800
Sport Tynedale	Donation	300.00	0	300.00	108977	6066
Purdy's Skip Hire	Skip at Cemetery	252.00	42.00	210.00	108979	7330
Purdy's Skip Hire	Skip at QB allotments	252.00	42.00	210.00	108979	7020
City B Group Ltd	Christmas market stall hire	4543.20	757.20	3786.00	108980	5130
Hexham Courant	Christmas lights switch-on notice	218.40	36.40	182.00	108981	7065
AA Media Limited	Christmas market AA signs	575.40	95.90	479.50	108982	5130
Ian Proctor Sound & Lighting Ltd	Lighting and toilets for Christmas market	2172.00	362.00	1810.00	108983	5130
Post Office	Stamps	28.00	0	28.00	Visa	5020
Bolton Gate Services Ltd	Repair to roller shutter door	234.84	39.14	195.70	108984	7380
Arco Limited	Handwash, etc.	14.77	2.46	12.31	108985	7330
Rickerby Ltd	Kubota oil leak	77.31	12.89	64.42	BACS	7320
Rickerby Ltd	Bulb	5.76	0.96	4.80	BACS	7320
David Dixon Garden Machinery	Cable tie	2.10	0.35	1.75	109986	7330
David Dixon Garden Machinery	Heavy duty loppers	30.18	5.03	25.15	108986	7315
Core Music CIC	Music for Christmas market	450.00	75.00	375.00	108987	5130
Hutchinson Environmental	Routine service of sewage	211.20	35.20	176.00	108988	7380

Solutions Ltd	treatment equipment					
Philip Sewell	Milk account	18.90	0	18.90	108989	6010
Jewson Limited	Yellow building sand	3.06	0.51	2.55	108990	7330
Jewson Limited	25k Lime	5.65	0.94	4.71	108990	7330
Lloyd Ltd	Tractor fuel gauge repair	662.96	110.49	552.47	108991	7320
Rickerby Ltd	Tractor oil leak	20.77	3.46	17.31	BACS	7320
Rickerby Ltd	Tractor service	441.32	73.55	367.77	BACS	7320
Rickerby Ltd	Kubota excavator service	399.83	66.64	333.19	BACS	7320
TOTALS		11505.88	1807.98	9697.90		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 8 JANUARY 2018

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				2347.19		
Rotary Club of Hexham	Christmas cards	100.00	0	100.00	108978	5080
Balance fwd				2247.19		

HEXHAM TOWN COUNCIL – INCOME – DECEMBER 2017

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Various	Allotment rents	90.00		011217	4000
Various	Allotment rent	60.00		061217	4000
Various	Cemetery charges	925.00	HD2017/92	061217	4010
NCC	Contribution from County Councillor Cessford for Sele Play Area refurbishment	3000.00		131217	5094
Various	Cemetery charges	3964.00	HDW2017/93	181217	4010
Various	Cemetery charges	3761.00	HD2017/94	181217	4010
National Trust	Christmas market fee	120.00		191217	4020
The Lieutenancy of Northumberland	Remembrance Day wreath for DL	50.00		201217	7800
TOTAL		11970.00			

Hexham Neighbourhood Plan 2017/18

(As at 31 December 2017)

Budget	Expense (net)	Detail	Date	Cheque No.	Balance
£7700.00					£7700.00
	£450.00	Sarah Dyer (Heritage Consultant advice)	6/4/17	108822	£7250.00
	£135.00	GIS work	4/17	108823	£7115.00
	£141.67	Hexham Abbey Heritage Trading Ltd (hire of Great Hall for Forum 9)	23/5/17	108842	£6973.33
	£1410.00	Planning Consultant fee	31/3-30/4/17	108843	£5563.33
	£1410.00	Planning Consultant fee	30/4-31/5/17	108863	£4153.33
	£221.40	Courant Forum 9 notices	12 & 19/5/17	108865	£3931.93
	£235.00	Planning Consultant fee	31/5-30/6/17	108893	£3696.93
	£135.00	N'land National Park Authority (maps)	12/7/17	108894	£3561.93
	£167.55	Arc4 presentation 19/10/16	Invoice received 11/8/17	108907	£3394.48
	£470.00	Planning Consultant fee	30/6-30/9/17	108940	£2924.48
	£833.75	Sarah Dyer (Heritage Consultant)	Statement of significance re: Workhouse	108959	£2090.73

AGENDA ITEM 9 refers.

PROPOSAL by Councillor J M Graham, Chairman of the Finance and General Purposes Committee, that:

Council should agree its 2018/19 budget and the precept of £318000.00 required in accordance with the following:

For information, increased budgets include:

- Cemetery income (this is difficult to forecast as it is not known how many burials there will be; how many will be traditional and how many in the woodland area; and how many will be for parish residents – but a significant increase was agreed based on the estimated income for this year).
- Premises – repair/maintain (as this includes all repairs to the Cemetery and buildings, and costs relating to the alarm system, the sewage system, and annual tests and services).
- Floodlights – repair/maintain (as some on the roof of the Abbey have not worked for several years and may be repaired next year).
- WW1 Remembrance (as there will be an event in 2018 relating to the centenary of the end of WW1: this budget will then be deleted).
- Website (as a review of this is planned).

Decreased budgets include:

- Telephones (because of a change of supplier for the office phone and also revised mobile phone contracts).
- Postage (because of a greater use of email).
- Office equipment (as this was increased for 2017/18 only, for a new laptop and associated equipment).
- War Memorial Reserve (as work on the Hexham War Memorial is scheduled in early 2018 and a grant towards the cost of this has been approved by the War Memorials Trust).
- Christmas Lights Switch-on (as the event will continue to be held at the Bandstand so a temporary stage as used in 2015 and 2016 is not required).
- Hexham/Northumbria in Bloom (as Hexham in Bloom has applied for Grant Aid for 2018/19).

Also:

- This year's Contingency budget has been split into a new budget for partnership working and a decreased contingency budget for next year.
- The Winter Maintenance budget will become zero/be deleted because the new budget for partnership working is expected to include this work.
- There will be a new budget for street lighting (as the Town Council will pay for heritage lighting in Hexham).

HEXHAM TOWN COUNCIL (RECOMMENDED) BUDGET 2018/19

HTC Budget 2018/19	2017/18 Agreed Budget	2017/18 Income at 31/10/2017	2017/18 Estimated at 31/3/18	2018/19 Draft Budget	Ref.
INCOME					
Allotments	5520	4560	5520	5520	4000
Cemetery	65000	67123	105000	85000	4010
Donations/Grants/loans	0	0	0	0	4015
N/Plan Grant	0	0	0	0	4105
Miscellaneous	0	970	0	0	4020
TOTAL CREDITS	70520	72653	110520	90520	

HTC BUDGET 2018/19	2017/18 Agreed budget	2017/18 As at 31/10/2017	2017/18 Estimated at 31/3/18	2018/19 Draft Budget	Ref.
ADMINISTRATION					
Advertising	600	217	700	700	5000
Telephones	2900	1375	2800	1200	5010
Postages	450	120	250	300	5020
Stationery/Copying	600	350	600	650	5030
Office equipment	1500	490	1200	600	5040
Subscriptions	1900	1835	1835	2000	5050
Bank charges	600	282	500	600	5060
External audit	1200	0	1330	1400	5070
Mayor's allowance	2100	1540	2100	2100	5080
Elections reserve	6000	0	0	4620	5090
Bandstand reserve	0	20000	0	0	5110
Partnership working	0	0	0	28000	tba
Contingency	38000	10006	15000	14000	5100
Sele WC	2000	0	2000	2000	5120
TOTALS	57850	36215	28315	58170	
TOWN PLAN 2020 COMMITTEE					
Town Plan 2020 Development reserve	20000	19325	27825	20000	5500
TOTALS	20000	19325	27825	20000	
NEIGHBOURHOOD PLAN COMMITTEE					
Neighbourhood Plan	2000	4305	7700	5000	5600
TOTALS	2000	4305	7700	5000	
FINANCE & GENERAL PURPOSES COMMITTEE					
Internal audit/bookkeeping	2800	2035	2755	3000	6000
Staff welfare	450	255	430	450	6010
Staff salaries	126534	68520	138500	143000	6020
Staff pension contributions	24000	12214	25374	26265	6030
Travelling expenses	300	112	200	300	6035
Grant Aid	6750	6750	6750	74750	6050
Grant Aid under S137	65000	65000	65000	0	6060
HCP longterm S137 grant	0	0	0	0	6062
HYI longterm S137 grant	0	0	0	0	6064
Donations (one time only)	1500	800	1500	2000	6066
Risk management/H&S	500	0	0	500	6070
Training	500	361	751	1000	6080
Local Council Award Scheme	500	0	50	200	6090
Professional fees	1000	100	100	1000	6095
Tourism support fund	10000	0	0	10000	6096
TOTALS	239834	156147	241410	262465	
PLANNING AND INFRASTRUCTURE COMMITTEE	2017/18 Agreed budget	2017/18 As at 31/10/2017	2017/18 Estimated at 31/3/18	2018/19 Draft Budget	Ref.
Personal protective equipment	1400	672	1350	1700	7300

Machines/equipment – fuel/road tax/insurance	6500	2871	5500	6500	7310
Machines/equipment – renew/replace	20000	1950	20000	20000	7315
Machines/equipment – repair/maintain	4000	3308	5000	5000	7320
Non-specific expenses	4000	1586	3500	4000	7330
Stock – caskets and other	10000	5492	6000	7000	7340
Headstone raft foundations	6000	0	0	6000	7350
Debt charges (PWL B)	9905	4952	9905	9905	7360
Heat/light	4500	1750	3500	4000	7370
Premises – repair/maintain	3000	6378	8500	6000	7380
Premises reserve	5000	0	0	5000	5092
Water rate/business rate	1800	1390	2000	2200	7390
Trees maintenance	1200	1890	1890	2000	7410
Insurances (not motor)	9500	6820	6820	8500	7420
Floodlights – repair/maintain	2000	1285	2000	7500	7450
Town clock – repair/maintain	250	0	0	250	7460
Dene Park Allotments – maintain	550	210	500	600	7000
Broadway (QB) Allotments – maintain	3500	1852	3500	4000	7020
Wydon Park Allotments – maintain	150	15	100	150	7030
Seats x 57 – repair/maintain/replace	1500	884	884	1500	7130
Litter bins x 85 – renew/replace	3000	583	2303	3000	7100
Bus shelters x 12 – repair/maintain	250	0	100	250	7150
VMS units x 6 – repair/maintain	1000	0	0	1000	7160
Street signs x 6 – repair/maintain	3000	0	0	3000	7170
Play areas x 6 – repair/maintain	1000	13	600	1000	7190
Play areas x 6 – ROSPA inspection	650	525	525	700	7200
Play areas x 6 – vandalism	500	17	100	500	7210
Play areas – reserve	10000	0	0	10000	5094
Winter Maintenance	3000	0	1000	0	7211
Street Lighting	0	0	0	35000	tba
TOTALS	117155	44443	85577	156255	
COMMUNITY ENGAGEMENT COMMITTEE	2017/18 Agreed budget	2017/18 As at 31/10/2017	2017/18 Estimated at 31/3/18	2018/19 Draft Budget	Ref.
Remembrance Day & Armed Forces Day	7500	324	3000	7500	7800
WW1 Remembrance	0	0	0	2500	7810
War Memorials	0	0	0	0	7820
War Memorial Reserve	10000	0	4500	3000	5096
Website	600	0	600	3000	7830
Newsletter	1200	316	750	1200	7840

BID/Business Forum	0	0	0	0	7860
Town Twinning (Council expenses)	1000	915	915	1000	7870
Christmas Lights – Repair/Replace	2000	2000	2000	2000	7040
Christmas Lights – Additional Units	10000	17152	17152	10000	7050
Christmas Lights – Erect, Dismantle, Store, Insure	9000	9000	9000	9500	7060
Christmas Lights Switch On	1200	0	350	500	7065
Mayor’s Annual Reception	750	539	539	750	7070
Steward and Bailiff Award	50	43	43	50	7080
Young Employee of the Year Award	300	300	300	300	7090
Hexham/Northumbria in Bloom (Council expenses)	2300	915	915	1000	7850
Flower Beds and Tubs – Renew/Replace	500	0	300	500	7110
Flower Beds and Tubs – Planting	6500	2627	5500	6500	7120
Support for Town Events	9000	2000	7500	7000	5130
TOTALS	61900	36131	53364	56300	

HEXHAM TOWN COUNCIL 2018/19 BUDGET

HTC BUDGET 2018/19	2017/18 Agreed budget	2017/18 As at 31/10/2017	2017/18 Estimated at 31/3/18	2018/19 Draft Budget
EXPENDITURE SUMMARY				
Administration	57850	36215	28315	58170
Town Plan 2020 Committee	20000	19325	27825	20000
Neighbourhood Plan Committee	2000	4305	7700	5000
Finance and General Purposes	239834	156147	241410	262465
Planning and Infrastructure	117155	44443	85577	156255
Community Engagement	61900	36131	53364	56300
TOTALS	498739	296566	444191	558190

HEXHAM TOWN COUNCIL 2018/19 BUDGET

Balance at 31/10/17			259300
Likely expenditure at 31/3/18	(444191)		
Expenditure to 31/10/17	<u>(296566)</u>		
Expenditure to come 2017/18		(147625)	
Likely income at 31/3/18	110520		
Income to 31/10/17	<u>72653</u>		
Likely net income to come in 2017/18		37867	
Likely net expenditure to come in 2017/18			(109758)
Expected balance at year end 2017/18			<u>149542</u>
2018/19			
Budget expenditure		(558190)	
Budget income		90520	
Budget net expenditure			<u>(467670)</u>
Balance required			<u>(318128)</u>
RECOMMENDED PRECEPT			<u>318000</u>

2016/17

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should have paid £71.64 per annum (£293000/4090).

2017/18

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should have paid £72.84 per annum (£306875/4213).

2018/19

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should pay £74.20 per annum (£318000/4286).

HEXHAM TOWN COUNCIL
8 JANUARY 2018
CO-OPTION POLICY

The Finance and General Purposes Committee has considered this policy and recommends it to Full Council.

POLICY REGARDING THE CO-OPTION OF A TOWN COUNCILLOR

Whenever the need for co-option arises Hexham Town Council will seek and encourage applications from anyone who is eligible to stand as Town Councillor.

1. The co-option of a Town Councillor occurs when a casual vacancy occurs at Hexham Town Council and no poll (by-election) has been called. A casual vacancy occurs when:
 - A Councillor fails to make his declaration of acceptance of office at the proper time;
 - A Councillor resigns;
 - A Councillor dies;
 - A Councillor becomes disqualified (criteria for disqualification are outlined in section 4); or
 - A Councillor fails for six (6) months to attend meetings of a council committee or subcommittee without acceptable mitigation.

Once a vacancy has been confirmed the Clerk of Hexham Town Council will advise the Electoral Officer of Northumberland County Council.

2. Once the date for nominations to the Town Council has passed the Electoral Officer, if no formal election is to take place, will advise the Clerk of the Council that the co-option process may start. Co-option is the process by which the Town Council selects a new Councillor and it is done as an agenda item within a monthly Town Council meeting.
3. The Town Council manages the process of co-option by itself and will demonstrate transparency and openness by ensuring that a fair and equitable procedure is followed. This procedure is set out below:
 - The Clerk of Hexham Town Council invites interested candidates to write to the Clerk by a specified date.
 - This date will be no longer than two weeks after the Electoral Officer has notified that no election will take place.
 - This invitation will be made by:
 - a) A notice placed on the Town Council noticeboard and website.
 - b) Other methods of invitation may also be considered, but in each case a closing date for receipt of applications will be specified.
4. Qualifications. A person will only be considered as a Councillor if he/she is a British citizen, an eligible Commonwealth citizen or a citizen of any member state of the European Union, is over 18, and an elector in the parish of Hexham.

Disqualifications. There are several ways in which a person may be disqualified:

- a) If a person holds a paid office or other place of profit in the gift or disposal of the council or any committee or subcommittee thereof of a company controlled by the Council.
 - b) Bankruptcy and execution of compositions or arrangements with creditors. This ends 5 years after discharge.
 - c) Conviction in the United Kingdom, the Channel Islands or the Isle of Man within 5 years before the election and has been sentenced to not less than three months imprisonment (whether suspended or not) without the option of a fine. If a free pardon has been given the disqualification ceases.
 - d) Corrupt or illegal practices.
5. Applications received are circulated to Councillors ahead of the meeting at which a Town Councillor is to be co-opted. At the Council meeting only Councillors who are present at the meeting where co-option is to take place will be eligible to vote.
 6. At the Town Council meeting candidates are invited to say something about themselves and Councillors have the opportunity to ask questions of the candidates. Each candidate will be allocated a maximum of three minutes.
 7. In a closed session of the Town Council, without the public present, members will consider the candidates and, following the discussion, the public are invited back into the meeting before the voting takes place.
 8. The Chairman will request the Councillors present to nominate any of the candidates. Candidates will require a proposer and seconder to progress to the voting stage. If there is only one vacancy, a Councillor may only nominate or second one candidate. One candidate needs to receive an absolute majority of votes.
 9. The Chairman will then place the names of those nominated into alphabetical order and proceed to vote. Councillors will have one vote per vacancy to be filled.
 10. Voting will be in accordance with Standing Orders by a show of hands and will continue until one candidate has received an absolute majority of those Councillors present. At this stage, the successful candidate will be declared co-opted.
 11. Should no single candidate receive a majority on the first vote, the candidate with the lowest number of votes is eliminated. Voting will then take place for the remaining candidates until one person receives an absolute majority.
 12. The successful candidate is then declared co-opted to the Town Council and will be asked to join the meeting.
 13. The successful candidate is a Councillor in their own right and is no different to any other member as co-option is a legitimate form of election as part of the election process. The co-opted Councillor is then invited to sign a Declaration of Acceptance of Office and will agree to be bound by the Code of Local Government Conduct.
 14. Should there be no suitable applicant for the vacancy by the date of the Council meeting then Council will decide at the meeting whether or not a vacancy will be agreed or if the Town Clerk will be asked to advertise the

vacancy again.

Adopted by Hexham Town Council on XXX

ENDS

HEXHAM TOWN COUNCIL
8 JANUARY 2018

REVIEW AND ADOPTION OF DISCIPLINARY POLICY
REVIEW AND ADOPTION OF DISPENSATIONS POLICY
REVIEW AND ADOPTION OF EQUAL OPPORTUNITIES POLICY
REVIEW AND ADOPTION OF EQUALITY AND DIVERSITY POLICY
REVIEW AND ADOPTION OF GRIEVANCE POLICY

The attached policies were all previously adopted in May 2013 and (updated to include a reference to the Staff Handbook where appropriate) are recommended for re-adoption.

Jane Kevan
Town Clerk
January 2018

HEXHAM TOWN COUNCIL **DISCIPLINARY POLICY**

1. INTRODUCTION

This disciplinary procedure is designed to help and encourage employees to achieve and maintain acceptable standards of conduct and job performance at all times, including the need to:

- Fulfil the duties specified in their contract of employment.
- Be honest and act beyond suspicion of dishonesty.
- Maintain high standards of integrity and conduct to protect the Council's image and reputation with the public.

1.1 This policy indicates the disciplinary procedure that will normally be followed in the event of misconduct. The following list provides examples of conduct that will normally be regarded as misconduct leading to disciplinary proceedings. The list is not exhaustive and these are examples only:

- Unsatisfactory timekeeping.
- Absenteeism, including any absence from work during a working day without prior authorisation or instruction.
- Failure to comply with rules and regulations applicable to job requirements.
- Failure by an employee to perform the duties and responsibilities of his or her post to the standard expected by the Council.
- Insubordination.
- Any other conduct that from time to time is defined by the Council as amounting to misconduct.

1.2 For first instances of minor misconduct the employee's manager or the Town Clerk may speak to the employee informally before implementing a formal disciplinary procedure. However there is no obligation for the employee's manager or the Clerk to do this.

2. This policy applies to all employees of Hexham Town Council.

3. VERBAL WARNING.

Verbal warnings are issued for most first instances of general misconduct, depending on the seriousness of the offence. If the employee is given a verbal warning he or she will be warned of the likely consequences of any further disciplinary offences or a failure to improve his or her conduct to the satisfaction of the Council. A note confirming the verbal warning will be placed on the employee's personnel file (and a copy will be provided to the employee). A verbal warning will normally remain in force for 6 months.

The verbal warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

4. FIRST WRITTEN WARNING

In the case of a serious offence or repetition of an earlier minor offence the employee will normally be given a first written warning. A first written warning will be issued by the employee's manager or the Town Clerk and will set out:

- i. the nature of the offence and the improvement required (if appropriate) and over what period;
- ii. the likely consequences of any further offence or failure by the employee to improve his/her conduct to an acceptable standard;
- iii. that further offences will result in more serious disciplinary action; and
- iv. the employee's right of appeal.

A first Written Warning will normally remain in force for 6 months.

The first written warning stage of the procedure may be omitted if the offence is of a sufficiently serious nature.

5. FINAL WRITTEN WARNING

If further misconduct occurs within the time period specified in a first written warning, or if the misconduct is sufficiently serious, the employee will be given a final written warning. A final written warning will be issued by the employee's manager or the Town Clerk and will set out:

- i. the nature of the offence and the improvement required (if appropriate) and over what period;
- ii. the likely consequences of any further offence or a failure by the employee to improve his/her conduct to an acceptable standard;
- iii. that further offences will result in more serious disciplinary action up to and including dismissal; and
- iv. the employee's right of appeal.

Final written warnings may also be issued in circumstances where the misconduct does not amount to gross misconduct, but is sufficiently serious enough to warrant only one written warning.

A final written warning will normally remain in force for 12 months.

6. STANDARD COUNCIL DISCIPLINARY PROCEDURE

6.1 In the case of further misconduct within the time period specified in any final written warning or if the misconduct is sufficiently serious and the Council deems it to be appropriate to contemplate the dismissal, demotion or suspension (without pay) of the employee the following formal disciplinary procedure will be followed.

6.2 The Council will investigate the alleged misconduct and will establish the facts surrounding the complaint as necessary, taking into account the statements of any available witnesses.

6.3 The Council will set out in writing the alleged conduct or other circumstances which lead the Council to contemplate dismissing the employee or taking disciplinary action against the employee and the basis for the allegation, and will send the employee a copy of the statement inviting the employee to attend a disciplinary meeting to discuss the matter. The employee will be provided with a reasonable opportunity to consider his or her response to the information provided in the statement before attending the meeting. The employee must take all reasonable steps to attend the meeting.

6.4 Disciplinary meetings will normally be convened within 5 working days of the Council sending the employee the written statement referred to in 6.3 above. The employee may be accompanied to any disciplinary meeting by a fellow employee or by a representative of a trade union or friend. The Council will be represented by the employee's manager or the Town Clerk.

6.5 If the time or date proposed for the meeting is inconvenient (either for the employee or for the employee's companion should he or she wish to be accompanied to the meeting in line with to 6.4 above) the employee may ask to postpone the meeting by up to 5 working days.

6.6 The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the employee's manager or the Clerk to consider their decision.

6.7 After the meeting the Council will inform the employee of the decision and any applicable sanction within 5 working days (the meeting may be reconvened for this purpose). The decision will be confirmed to the employee in writing.

6.8. If the employee wishes to appeal against the decision he or she must notify the Council in writing within 5 days of receiving written notice of the decision.

6.9. If the employee notifies the Council that he or she wishes to appeal, the employee will be invited to attend a disciplinary appeal meeting before the Council's Staff Committee. The employee must take all reasonable steps to attend that disciplinary appeal meeting. The employee has the right to be

accompanied to a disciplinary appeal meeting by a fellow employee or by a representative of a trade union or friend.

6.10. A disciplinary appeal meeting will normally be convened within 10 working days of the Council receiving notification that the employee wishes to appeal in line with 6.8 above. If the meeting date is inconvenient for the employee or the employee's companion he or she may ask to postpone the meeting by up to 5 working days.

i. Any new evidence that the employee wishes to put forward will be considered, as will any new evidence from the Council. The original disciplinary penalty will be reviewed.

ii. The disciplinary appeal sanction originally imposed cannot be increased upon appeal.

iii. The disciplinary appeal meeting will not necessarily take place before any disciplinary sanction imposed by the Council takes effect. If the employee's appeal is against dismissal and the appeal is successful the employee will be reinstated and continuity of employment will be preserved.

iv. The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Council's Staff Committee time to consider its decision.

6.11. After the disciplinary appeal meeting the Council will inform the employee of its final decision within 5 working days (the meeting may be reconvened for this purpose). The decision will be confirmed to the employee in writing.

7. COUNCIL DISMISSAL PROCEDURE FOR USE IN GROSS MISCONDUCT

7.1. The following list provides examples of conduct that will normally be regarded by the Council as Gross Misconduct. This list is not exhaustive and these are examples only:

- Refusal or repeated failure by an employee to carry out his or her duties.
- Falsification of documents or information (including expense claims).
- Unauthorised disclosure of confidential information.
- Assaulting a fellow employee or any other person whilst acting or purporting to act on behalf of the Council.
- Insulting, indecent or offensive behaviour towards a fellow employee or any other person whilst acting or purporting to act on behalf of the Council.
- Serious or repeated harassment (including sexual and racial harassment).
- Incapacity at work due to the influence of alcohol, un-prescribed drugs or any other substance.
- Wilful damage to Council property.
- Theft, unauthorised use or possession of Council property or theft of the property of a fellow employee.
- Conduct bringing the Council into disrepute.

- Any other conduct that from time to time is defined by the Council as amounting to gross misconduct.

7.2. If an employee is accused of any Gross Misconduct he or she may be suspended from work on full pay pending the outcome of an investigation into the alleged offence(s). Such a period of suspension will not normally exceed 10 working days unless there are exceptional circumstances.

7.3. The Council will investigate the matter and will establish the facts surrounding the complaint as necessary, taking into account the statements of any available witnesses. As part of that investigation the employee will be interviewed.

7.4. If the Council believes the employee is guilty of gross misconduct his or her employment will be terminated summarily without notice or pay in lieu of notice.

7.5. The Council will send the employee a statement, setting out the allegations of misconduct that led to the employee's dismissal and the Council's basis for thinking that the employee is guilty of that misconduct. The date on which the employment terminated will be confirmed to the employee and the employee may be reminded of any continuing obligations he or she may have following the termination of employment. This statement will also explain the employee's right to appeal against the Council's decision.

7.6. If the employee wishes to appeal against the Council's decision he or she must notify the Council in writing within 5 working days of receiving notice of the Council's decision as in 7.5 above.

7.7. If the employee appeals the Council will invite the employee to attend a disciplinary appeal meeting before the Council's Staff Committee. The employee must take all reasonable steps to attend the meeting. The employee has the right to be accompanied to a disciplinary appeal meeting by a fellow employee or by a representative of a trade union or friend.

7.8. Any disciplinary appeal meeting will normally be convened within 10 working days of the Council receiving notice from the employee that he or she wishes to appeal as outlined in 7.6 above. If the date of the meeting is inconvenient for the employee or his or her companion the employee may ask to postpone the meeting by up to 5 working days.

i. Any new evidence that the employee wishes to put forward will be considered as will any new evidence from the Council. The original disciplinary penalty will be reviewed.

ii. The disciplinary sanction originally imposed cannot be increased upon appeal.

iii. The disciplinary appeal meeting will not necessarily take place before any disciplinary sanction imposed by the Council takes effect. If the employee's appeal is against dismissal and the appeal is successful he or she will be reinstated and continuity of employment will be preserved.

iv. The meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Council's Staff Committee time to consider its decision.

v. After the disciplinary appeal meeting the employee will be informed of the Council's final decision within 5 working days (the meeting may be reconvened for this purpose). The Council's decision will be confirmed to the employee in writing.

8. GENERAL PROCEDURAL INFORMATION

8.1. Verbal warnings and written warnings will normally be issued by the employee's manager or the Town Clerk. Disciplinary proceedings raised under the standard Council disciplinary procedure will also normally be investigated, and any meetings to discuss the disciplinary proceedings will be conducted, by the employee's manager or the Clerk.

8.2. Where disciplinary proceedings are instigated against the Clerk or all employee relations matters are dealt with by the Council's Staff Committee, verbal warnings and written warnings will be given by the Chairman of that Committee. Any investigations and any meetings will be carried out by the Council's Staff Committee. Any disciplinary appeal meeting will be conducted by 3 members of the Council who do not sit on the Staff Committee.

(NOTE: This document is an appendix to the Staff Handbook, given to all employees when commencing employment with the Council.)

January 2018 – Date for Review: January 2020

clerk@hexhamtowncouncil.gov.uk

HEXHAM TOWN COUNCIL
THE GRANTING OF DISPENSATIONS UNDER THE CODE OF CONDUCT

NOTE: This document may be revised if and when additional information is received following any legal proceedings or Government clarifications.

1. The Council adopted its Code of Conduct on 3 September 2012 (readopting it on 3 July 2017). Under this code, if Councillors wish to take part in the consideration and voting on a matter or matters in which they have a personal and/or prejudicial disclosable interest then they may request a dispensation be granted to enable them to take part in the discussion and to vote on it. (A Councillor must continue to declare his or her interest, be it personal or personal and prejudicial.)
2. As the Code adopted by the Council is based upon the NALC code of conduct, the Town Clerk is responsible, as the statutory officer, for granting dispensations under the Localism Act 2012 c7 s33.
3. A request for a dispensation must be in writing and provide factual evidence as to why a dispensation is required and to what business it relates to (a planning application, a grant application, etc.)
4. A request for a dispensation should be made at least ten days before a meeting. It is not practical to request a dispensation on receipt of the agenda. It may also be necessary to request further information before a dispensation can be granted.
5. A file will be kept of all relevant paperwork for each Councillor requesting a dispensation. This will be open to public scrutiny.
6. Once all documentation is available then a dispensation may be granted and will only be granted on one of the following basis:
 - a. Without dispensation the Council would be unable to consider, discuss and decide upon an issue as it would not be quorate (LA 2012 c7 s33 (2a)).
 - b. The political balance of the Council would be distorted and this could alter the outcome of the decision (LA 2012 c7 s33 (2b)).
 - c. A dispensation is in the interests of the residents living in the area (LA 2012 c7 s33 (2c)).
 - d. It is otherwise appropriate to grant a dispensation (LA 2012 c7 s33 (2e)).
7. When a dispensation is granted:
 - a. The reason for selecting a specific basis will be recorded in case there are any subsequent challenges, legal or otherwise.
 - b. The date of and the period of the dispensation will be recorded and the dispensation will be minuted.
 - c. The Councillor requesting the dispensation will be advised in writing of the decision and the basis for it.

- d. The Councillor will be advised how long the dispensation will last (the dispensation period will never exceed the term of the Council).
However, a dispensation will also only be granted for the length of time that the issue, over which the dispensation is being granted, will exist.
- 8. 'Blanket' dispensations will not be granted.
- 9. Councillors should note in particular paragraph 4 above. This period is the minimum and will be adhered to.

January 2018 – Date for Review: January 2020
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HEXHAM TOWN COUNCIL **EQUAL OPPORTUNITIES POLICY**

THE LEGAL POSITION

It is unlawful to discriminate against an individual on the following grounds which, under the Equality Act 2010, are known as “protected characteristics”: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex or sexual orientation.

THE PURPOSE

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). The Council opposes all forms of unlawful and unfair discrimination whether it is direct or indirect discrimination, victimization or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

THE SCOPE

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Council.

THE COUNCIL’S COMMITMENT

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing society as a whole. Breaches of the Council’s equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the Council’s Grievance procedure.

This policy is fully supported by all members of the Council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).

This policy will be monitored and reviewed on a regular basis and at least once every two years. Any other personnel policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that the Council strives to remain an Equal Opportunities employer.

(NOTE: This document is an appendix to the Staff Handbook, given to all employees when commencing employment with the Council.)

January 2018 – Date for Review: January 2020
clerk@hexhamtowncouncil.gov.uk

HEXHAM TOWN COUNCIL **EQUALITY AND DIVERSITY POLICY**

Hexham Town Council recognizes that it functions at a fundamental level of democracy and that its services affect, both directly and indirectly, the lives of all those who work for the Council and all those who visit the Council's Cemetery, play areas, allotment sites and elsewhere. It recognizes it has a role in the pursuit of opportunity for all.

The Council acknowledges that certain groups and individuals within society are discriminated against and wishes to declare its commitment to working towards equality in employment and delivery of its services.

In particular, the Council will work to combat discrimination and to ensure that prospective and present employees and those who may use or wish to use the Council's properties and services are not treated less favourably on the grounds of age, disability, ethnicity, gender, marital status, sexual orientation, culture, religion or nationality or are disadvantaged by the application of other conditions or requirements which cannot be shown to be justified. In doing so, the Council will work within its resources and the appropriate legislative framework.

In employment the aim is to provide a non-discriminatory working environment where discrimination, harassment or bullying is unacceptable and will not be tolerated. Employment policies, procedures and practices will promote equality of opportunity and all decisions regarding recruitment, selection, training, promotion and career management will be based solely on objective and job related requirements.

In access to services at the Cemetery, play areas, allotment sites and elsewhere the aim is to ensure that all those who receive a service from the Council or wish to use a Council service can do so without fear of discrimination or disadvantage.

Translating this policy and ethos into practice is the responsibility of all employees (no matter how employed) and members of the Council.

People are entitled to be treated fairly, in a consistent manner and with dignity and respect.

(NOTE: This document is an appendix to the Staff Handbook, given to all employees when commencing employment with the Council.)

First adopted by Hexham Town Council on 2 March 2009

January 2018 – Date for Review: January 2021

HEXHAM TOWN COUNCIL **GRIEVANCE POLICY & PROCEDURE**

1. INTRODUCTION

1.1. This procedure applies to all employees of the Council.

1.2. The objectives of the procedure are:

- To foster good relationships between the Council and its employees by discouraging the harbouring of grievances;
- To settle grievances as near as possible to their point of origin;
- To ensure the Council treats grievances seriously and resolves them as quickly as possible; and
- To ensure that employees are treated fairly and consistently throughout the Council.

1.3. Matters excluded from this procedure are as follows:

- Appeals against salary or gradings;
- Appeals against disciplinary actions;
- Income tax, national insurance matters, rates of pay collectively agreed at the national or local level;
- Rules of pension schemes; and
- A grievance about a matter over which the Council has no control.

2. INFORMAL GRIEVANCE PROCEDURE

In the interests of maintaining good working relations the employee is encouraged to first discuss any grievance with the Town Clerk with a view to resolving the matter informally if appropriate. If the employee feels that this is not appropriate or he or she wishes to pursue a formal grievance they should follow the procedure detailed below.

STANDARD COUNCIL GRIEVANCE PROCEDURE

3.1. The employee must set out his/her grievance in writing ("Statement of Grievance") and provide a copy to the Clerk.

3.2. Once the Council has had a reasonable opportunity to consider its response to the information provided in the Statement of Grievance the employee will be invited to attend a grievance meeting to discuss the matter. The employee must take all reasonable steps to attend the meeting. Grievance meetings will normally be convened with 14 days of the Council receiving the Statement of Grievance. The employee has the right to be accompanied to a grievance meeting by a fellow employee, by a Trade Union representative or by a friend. If the meeting is inconvenient for either the employee or his or her companion, the employee has the right to postpone the meeting by up to 5 working days.

3.3. A grievance meeting may be adjourned to allow matters raised during the course of the meeting to be investigated, or to afford the Clerk time to consider the decision.

3.4. After the meeting the employee will be informed of the Council's decision within 5 working days (the meeting may be reconvened for this purpose). The Council's decision will be confirmed to the employee in writing.

3.5. If the employee wishes to appeal against the Council's decision he or she must inform the Council within 5 working days of receiving the decision.

3.6. If the employee notifies the Council that they wish to appeal, the employee will

be invited to attend a grievance appeal meeting before the Council's Staff Committee. The employee must take all reasonable steps to attend that meeting. The employee has the right to be accompanied to a grievance appeal meeting by a fellow employee, by a Trade Union representative or friend.

3.7. A grievance appeal meeting will normally be convened within 7 working days of the Council receiving notice that the employee wishes to appeal as outlined in 3.5 above. If the meeting time is inconvenient for the employee or his or her companion, the employee may ask to postpone the meeting by up to 5 working days.

3.8. After the grievance appeal meeting the employee will be informed of the Council's final decision within 5 working days (the meeting may be reconvened for this purpose). The Council's decision will be confirmed to the employee in writing.

4. A MODIFIED COUNCIL GRIEVANCE PROCEDURE (FOR FORMER EMPLOYEES)

4.1. If an ex-employee wishes to raise a grievance, he or she must set out their grievance and the basis for that grievance in writing and provide a copy to the Chairman of the Council's Staff Committee.

4.2. Following receipt of a statement of grievance as in 4.1 above, the Council will either write to the ex-employee inviting him or her to attend a meeting to discuss the grievance or to ask for the ex-employee's agreement to the Council responding to the grievance in writing.

4.2.1. If the ex-employee does not agree to the matter being dealt with by correspondence within 7 working days of the Council writing to them as in 4.2 above, steps 3.1 to 3.4 of the standard Council grievance procedure will be followed. The meeting will be conducted by the Council's Staff Committee.

4.2.2. If the ex-employee does agree to the matter being dealt with by correspondence, the Council's Staff Committee will consider his or her grievance and will respond to the ex-employee in writing within 14 days of the receipt of such confirmation setting out the basis for the Council's decision.

5. GENERAL PROCEDURAL INFORMATION

5.1. Grievances raised under the standard Council grievance procedure will normally be investigated and any meetings to discuss the grievance will be conducted by the Clerk.

5.2. If an employee's grievance is about the Clerk they should raise the matter with the Chairman of the Council. All investigations and any grievance meeting will be conducted by the Council Staff Committee and any grievance appeal meeting will be conducted by 3 members of the Council who do not sit on the Council's Staff Committee.

5.3. A copy of the Statement of Grievance, a note of the decision taken at the first stage of the procedure, any notice of appeal and appeal decision will be placed on the employee's/ex-employee's personnel file, together with any notes or evidence taken or compiled during the course of the procedure.

(NOTE: This document is an appendix to the Staff Handbook, given to all employees when commencing employment with the Council.)

HEXHAM TOWN COUNCIL ACTION PLAN 2017/18

The Action Plan below was agreed by the Council at its meeting on 5 June 2017 (minute 6924 refers). Notes on progress have been added in the Timescale column.

Action	Objective	Budget	Timescale
Complete the Hexham Neighbourhood Plan	The draft plan was considered at the public forum in May 2017, prior to consultation, assessment and the final referendum. Once adopted, the Hexham Neighbourhood Plan will contain planning policies and site allocations which will be used by County Council planning officers when making decisions on planning applications in Hexham. The withdrawal of the NCC Core Strategy will increase the HNP's significance for the town.	2017/2018 £7700 (reference 5600)	<i>The Steering Group is expecting the AECOM assessments to be completed by mid-January; then a 'Healthcheck', to check everything is clear and robust, to be completed mid-February; the 'pre-submission consultation' will follow in March, with resulting modifications to the Plan, before the HNP is formally submitted to the County Council for assessment, external assessment and approval, in April; followed by a full town-wide referendum and, if a majority agrees, the Plan will come into force.</i>
Arrange training for new Councillors	There will be a new Council following the May 2017 election. All new Councillors will require training, including a brief on existing Committees and what they do.	2017/2018 £500 (reference 6080)	The Town Clerk will do an introductory brief and issue documents including "The Good Councillor's Guide" and a copy of the budget to all new Councillors in May. Additional local training

			<p>availability to be monitored.</p> <p><i>Completed in May. Three Councillors have also attended NALC training on an Introduction to Local Councils; two have attended NALC training on Finance; and one has attended a Community-led Affordable Housing Workshop.</i></p>
Refurbish Sele Play Area	The aim is to enhance the safety of this play area as some patches of wear in the Wetpour surface were identified in the summer 2016 RoSPA report. Some items of play equipment also need minor work or to be updated.	2017/2018 £1000 (reference 7190), plus s106 funding	<p>To complete by 31st October.</p> <p><i>Kompan Ltd has refurbished the play area, including some Wetpour resurfacing and providing some additional and inclusive play equipment. S106 funding has been granted.</i></p>
Resurface the Skate Park			<i>Quotes have been requested.</i>
Arrange Remembrancetide events in support of the RBL commemoration events	These are annual events.	2017/2018 £7500 (reference 7800)	<p>Start planning in July.</p> <p><i>The events were held on 11 and 12 November.</i></p>
Arrange Christmas Lights Switch-On event	This is an annual event to promote community engagement.	2017/2018 £1200 (reference 7065)	<p>Start planning in August/ September.</p> <p><i>The event was held on 24 November.</i></p>

Enhance and improve Christmas lighting		2017/2018 £13500 (reference 7050)	<i>New lights were displayed in Fore Street, Battle Hill, St Mary's Chare and Market Street.</i>
Start to arrange Armed Forces Day 2018 event	It was agreed in 2016 (Community Engagement committee minute 174) to hold this every two years so the next event will be in June 2018. Maintain links with 3RHA.	No budget in 2017/2018 but to plan into 2018/2019 budget	To book local armed forces by June and contact Abbey and traders in October. <i>Planning is on schedule.</i>
Maintain Council links with Hexham in Bloom by having a Council representative on the committee	Support where possible.	2017/2018 £2300 (reference 7850)	<i>Councillor Mrs Bell is the Council representative.</i>
Apply under Council Award Scheme	The Council aims to be awarded the Foundation Award this year and then work towards the Quality Award.	2017/2018 £500 (reference 6090)	On-going <i>The application was submitted on 8 September.</i>
Clean and repair the War Memorial	Started/being processed.	Up to 75% costs funded under the War Memorials Trust Grants Scheme	Completion by end of October. <i>A grant offer of up to £3,300 was received in August. Listed Building Consent for the refurbishment work was validated on 16 August. The work will be carried out in early 2018.</i>
Monitor and lobby Northumberland County Council regarding car parking facilities in Hexham	Present/expected loss of 500 long-term parking spaces in Hexham. Northumberland County Council need to provide 500 spaces asap. HTC actively engaged.		On-going

Apply for St Andrew's Cemetery to be given a Green Flag award	To write a management plan, including seasonal photos.		Application to be submitted in January.
Consider extension of current burial arrangements	Research land options		<i>Advised that a Tier 1 risk assessment of the potential for groundwater pollution is required – quotes for this requested.</i>
Support tourism	A new budget dedicated to tourism has been agreed.	2017/2018 £10000 (reference tba)	
Support town wide events			<i>Northumberland Day and Taste Tynedale have been supported.</i>
Promote the Council's Grant Aid scheme		2017/2018 £6750 (reference 6050) £65000 (s137) (reference 6060)	<i>A record 13 applications were received for 2018/19. Following the Council's adoption of the General Power of Competence in August, an improved Grant Aid policy was approved by the Finance & General Purposes Committee.</i>
Address public toilet provision in Hexham	An options report was considered by the P&I Committee on 10/3/17 and F&GP Committee on 11/4/17.		On-going.
Look after HTC planters in the town centre	Maintained by HTC staff.		
Consider Local Transport Plan priorities	Consider road safety schemes, footpaths, etc. as part of the NCC LTP programme		<i>These were considered and agreed on 4 September (minute</i>

			<i>6973 refers).</i>
Review service levels	Consider reduced service from NCC e.g. weed spraying		<i>Further information from the County Council is pending. £28,000 is in the 2018/19 budget for partnership working.</i>