

HEXHAM TOWN COUNCIL

I HEREBY GIVE YOU NOTICE that a meeting of the Council will be held at Hexham House, Gilesgate, Hexham NE46 3NH on Monday 2 July 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 June 2018, 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 receive a presentation from Dave Clegg on the Hexham Neighbourhood Plan.
9. To agree a new member of the Finance and General Purposes Committee.
10. To note progress on the 2018/19 Action Plan (see enclosed).
11. To consider any correspondence received.
12. 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
26 June 2018

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Hagenda0718

HEXHAM TOWN COUNCIL

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 4 JUNE 2018

7116.	<p>PUBLIC QUESTIONS: BENSON'S MONUMENT. A local resident noted that it is difficult to read the plaque. Councillor Dodds advised of some loose stone on the monument and it was noted that the Council hopes to follow the recent refurbishment of the War Memorial with cleaning or restoring other monuments.</p> <p>PUBLIC TOILETS IN HEXHAM. A local resident advised he was concerned about the state of these and noted he would contact the County Council.</p> <p>RECORDING OF MEETING. It was noted that the meeting was being recorded for www.hexhamtv.com.</p>
7117.	<p>JUNE COUNCIL MEETING: Councillor T G E Gillanders, the Town Mayor, then opened the Council meeting. Present were Councillors S Ball, J Ord, T Pearson, T Cessford, Mrs C R Homer, R Hull, Mrs C Hanley, J V R Hare, Mrs D Bell, T Dodds, E Green and D Kennedy.</p>
7118.	<p>APOLOGIES FOR ABSENCE were given on behalf of Councillor J M Graham.</p>
7119.	<p>MINUTES: The minutes of the Town Council meeting held on 14 May 2018, having been circulated, were AGREED, with the following amendments.</p> <ul style="list-style-type: none">a) POSSIBLE SCHOOL REORGANISATION (minute 7104 refers). "Elected official" should read "elected officials".b) POLICING IN HEXHAM (minute 7106 refers). It was also noted that benchmarking on crime statistics had been discussed and there is generally a low rate in Hexham.c) GREAT NORTHUMBERLAND (minute 7107h refers). It was agreed to amend the first two sentences of this minute to "On his behalf, the Deputy Mayor attended the press and partner launch of Great Northumberland, the NCC summer 2018 programme of culture and arts events designed to complement the Great Exhibition of the North, on 26 April. It was noted that it was excellent that this took place in Hexham and it was an enormous opportunity that the launch event for the programme would take place in Hexham again on 7 July."
7120.	<p>MATTERS ARISING: There were no matters arising.</p>
7121.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Gillanders advised the meeting:</p> <ul style="list-style-type: none">a. GREEN FLAG AWARD. With the Clerk and Operations Manager, he had met two Green Flag judges on 16 May. Following consideration of a management plan for the Cemetery, they were visiting to discuss this and have a site visit. The outcome will be known in early July.b. ROTARY CLUB OF HADRIAN'S WALL. On 18 May he had attended a fundraising evening and been presented with a cheque for £1100 as a contribution towards accessible play equipment in the Sele play area.c. LITTER PICK. On 20 May he took part in a Town Council organised litter pick in and around the Market Square. Councillors Mrs Hanley, Cessford

	<p>and Pearson and others were also present. Councillor Cessford noted there will be another litter pick at Priestlands from 10.00am on Sunday 10 June.</p> <p>d. STREET CLEANING MACHINE: On his behalf, on 1 June the Deputy Mayor went to see a new street cleaning machine dedicated to being operated in Hexham, following a new partnership initiative between the Town and County Councils. It was noted that the Town Council was contributing £28,000 and that this was a very important development for the town.</p> <p>e. JOURNAL CULTURE AWARDS: On his behalf, the Deputy Mayor attended this event at Hexham Abbey on 24 May. There was a huge turnout and it was an interesting and enjoyable evening.</p>
7122.	DECLARATIONS OF INTEREST: There were no declarations of interest made.
7123.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda. It was also AGREED that the Clerk will research the costs of alternative skip suppliers.
7124.	ANNUAL GOVERNANCE AND ACCOUNTS STATEMENTS 2017/2018: It was noted that the Council must approve annual governance and accounting statements for the year ending 31 March 2018 and then submit them to its external auditors, PKF Littlejohn. It was AGREED to approve the following annual governance statement and annual accounting statement.

Annual Governance Statement 2017/18

We acknowledge as the members of Hexham Town Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:	The statements below mean the Council has:	
We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Prepared the accounting statements in accordance with the Accounts and Audit Regulations.	Yes
We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	Yes
We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Has only done what it has the legal power to do and has complied with Proper Practices in doing so.	Yes
We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements	During the year gave all persons interested the	Yes

of the Accounts and Audit Regulations.	opportunity to inspect and ask questions about this authority's accounts.	
We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Considered and documented the financial and other risks it faces and has dealt with them properly.	Yes
We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	Yes
We took appropriate action on all matters raised in reports from internal and external audit.	Responded to matters brought to its attention by internal and external audit.	Yes
We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have, included them in the accounting statements.	Disclosed everything it should have about its business activity during the year including events taking place after the year end, if relevant.	Yes
Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	The Council is not a sole managing trustee of any local trust or trusts.	N/A

Annual Accounting Statement

	Y/E 31/03/17 (£)	Y/E 31/03/18 (£)	
Balances B/F	126,772	192,671	Balance at year start
+ Annual precept	293,000	306,875	Precept received
+ Total other receipts	226,605	167,765	All income less precept
[-] Staff costs	172,057	156,543	All costs for staff
[-] Loan interest/capital repayments	17,020	19,617	Capital & Interest on loans
[-] All other payments	264,629	339,486	Payments less staff and loans
= Balance C/F	192,671	151,665	Balance at year end
Note: vat debtor			
Total cash/short term investments	177,304	121,966	Bank balances

Total fixed assets& long term investments	1,547,334	1,541,425	Fixed assets [Premises etc.]
Total borrowings	198,754	182,862	Total due PWLB loans
Trust funds	None	None	

The annual accounting statement had been certified and signed: *“I, Jane Kevan, RFO, certify that for the year ending 31 March 2018 the accounting statement presents fairly the financial position of the Council and its income and expenditure.”*

Council also considered and AGREED to accept the following report from its Internal Auditor, Mark Bradley, an auditor partner with Stokoe Rodger, Accountants.

Annual Internal Audit Report for 2017/18

<p>This authority’s internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.</p> <p>The internal audit for 2017/18 has been carried out in accordance with this authority’s needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.</p>	
Internal control objective	Agreed?
Appropriate accounting records have been kept properly throughout the financial year.	Yes
This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes
This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes
The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes
Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	Yes
Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes
Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.	Yes
Asset and investments registers were complete and accurate and properly maintained.	Yes
Periodic and year-end bank account reconciliations were properly carried out.	Yes
Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes
Trust funds. The Council met its responsibilities as a trustee.	Not applicable
Internal Audit carried out by Mark Bradley (Stokoe Rodger and Co.) Signed this 23 rd day of May 2018	

7125.	STANDING ORDERS: The revised Standing Orders as circulated were considered and AGREED.
7126.	<p>CORRESPONDENCE RECEIVED. <i>(Note: wherever possible, all communications addressed to the Council are circulated to Councillors for information as and when received.)</i></p> <ul style="list-style-type: none"> a. HEXHAM PRIORY SCHOOL: Councillors had been circulated information on a consultation introducing the proposal of Hexham Priory School becoming an academy with the Eden Academy. b. WEST ROAD: Councillors had been circulated information on a Waiting and Loading Parking Restriction being implemented. c. HEXHAM TOWN CENTRE: Councillors had been circulated information on the introduction of a 20mph speed restriction. d. TYNEDALE HOSPICE AT HOME: A letter has been received thanking the Council for a recent donation of £250. e. NORTHUMBERLAND LOCAL PLAN: Councillors had been circulated information on the forthcoming consultation on a draft of this Plan. Subject to approval by the County Council's Cabinet on 14 June, consultation will begin on 4 July and take place over a six week period until 15 August. It was noted that it is important that the Town Council respond to the consultation and AGREED that this will be referred to both the Planning and Infrastructure and Neighbourhood Plan Committees.
7127.	NEXT MEETING: The next meeting of the Council will be held on 2 July 2018 at 6.45pm at Hexham House, Hexham.

Chairman

Signed as a correct record of the minutes of the Town Council meeting held on 4 June 2018.

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 2 JULY 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 (May)	40.03	0	40.03	DD	5060
HSBC	Annual safe fee	18.38	3.06	15.32	DD	5060
Malthurst Ltd	Diesel (June)	289.96	48.32	241.64	Visa	7310
EE & T Mobile	Accounts (June)	44.95	7.49	37.46	DD	5010
Onecom Limited	Phone and broadband (June)	77.51	12.92	64.59	DD	5010
Ford Lease	Initial Rental for Transit Tipper	1098.00	183.00	915.00	DD	7315
Ford Lease	Monthly payment for Transit Tipper	366.00	61.00	305.00	DD	7315
NCC (wages and PAYE)	June	11692.08	0	11692.08	BACS	6020
NCC (pension fund)	June	2093.62	0	2093.62	BACS	6030
NCC (payroll admin fee)	6 payslips @ £4.167 (June)	30.00	5.00	25.00	BACS	6020
Opus Energy Limited	Abbey Floodlights	66.16	3.15	63.01	DD	7450
Purdy's Skip Hire	Lift at Quatre Bras	252.00	42.00	210.00	BACS	7020
Came & Company Local Council Insurance	Annual premium for Council insurance	4993.23	0	4993.23	109155	7420
Nicholson Portnell Solicitors	Refund for no longer required pre-purchased burial plot	446.00	0	446.00	109156	4010
Co-Op	Milk	3.08	0	3.08	Visa	6010
Post Office	Postage	8.36	0	8.36	Visa	5020
Classic Masonry Ltd	War Memorial Refurbishment	5274.00	879.00	4395.00	109157	5096
A R Owen Insurance Services Ltd	Addition of Park Well play areas to policy	45.35	0	45.35	109158	7420
The Cumbria Clock	Service and repair to Town Clock	912.00	152.00	760.00	109159	7460

Company Ltd						
Henderson & Harrison Ltd	Service of Lodge solid fuel stove	123.17	20.53	102.64	109160	7380
Henderson & Harrison Ltd	Service of Lodge oil boiler	191.82	31.97	159.85	109160	7380
Hags-Smp Ltd	Replacement zip wire seat and chain	184.80	30.80	154.00	109161	7210
Tesco	Scourer pads and cleaner	2.00	0	2.00	Visa	7330
Hexham Community Partnership	Hidden Gardens banners, road closure for Spook Night	410.00	0	410.00	109162	6096
Stokoe Rodger	Internal audit fee	1578.00	263.00	1315.00	109163	6000
Viking	Toilet roll, paper towels, floor cleaner	107.94	17.99	89.95	BACS	7330
Arnold Clark Automobiles Limited	Supply and fit tow bar and mini light bar to Ford Tipper	696.00	116.00	580.00	109164	7315
Top Signs Limited	Supply and it decals to Tipper	90.00	15.00	75.00	109165	7315
C J L Fenwick	Seat repair at Tyne Green play area	84.00	14.00	70.00	BACS	7210
Sutcliffe Play (Scotland) Ltd	Swing bearings	450.27	75.04	375.23	109166	7190
Down to Earth	Growmore, water gel, hosepipe	93.93	15.65	78.28	109167	7120
JLD Stone	Stone plaques	120.00	20.00	100.00	BACS	7340
Turfcare Specialists Limited	Ryegrass	137.20	1.20	136.00	109168	7380
Royal Mail Group Ltd	Response Plus Service for HNPlan consultation	5.04	0.84	4.20	109169	5600
Jewson Ltd	Turps, paint	31.25	5.21	26.04	109170	7130
Jewson Ltd	Brick jointer, sand	28.72	4.79	23.93	109170	7190
Lloyd Ltd	Husqvarna repair	114.88	19.15	95.73	BACS	7320
David Dixon Garden Machinery	Latex gloves, strimmer hook	15.75	2.62	13.13	109171	7320
TOTALS		32231.08	2053.33	30177.75		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 2 JULY 2018

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				2783.29		
						5080
Balance fwd				2783.29		

HEXHAM TOWN COUNCIL – INCOME – JUNE 2018

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Lolla Mac	Christmas Market fee	180.00		060618	4020
Various	Cemetery charges	2135.00	HDW2018/36	120618	4010
Various	Cemetery charges	1190.00	HD2018/37	190618	4010
Various	Cemetery charges	310.00	HD2018/38	190618	4010
Various	Cemetery charges	485.00	HD2017/32a	260618	4010
TOTAL		4300.00			

Hexham Neighbourhood Plan 2018/19

(As at 30 June 2018)

Budget	Expense (net)	Detail	Date	Cheque No.	Balance
£5000.00					£5000.00
	£342.20	Consultation Notices in the Hexham Courant	16 & 23/3/18 – invoice received 3/4/18	109115	£4657.80
	£1057.50	Planning Consultant fee	30/9/17-16/3/18	109120	£3600.30
	£110.74	Accent Distribution Services - consultation responses delivered with Hex-Press	Invoice received 5/4/18	BACS	£3489.56
	£280.00	Robson Print – response forms	Invoice received 6/4/18	BACS	£3209.56
	£9.79	Laminating pouches	Tesco 8/4/18	109121	£3199.77
£1540.00		Transfer of unspent 2017/18 budget (minute 7102 refers)	14/5/18		£4739.77
	£1006.25	Stacy Towler: support work	27/3-14/5/18	109146	£3733.52
	£167.29	Royal Mail Response Plus service	14/5/18	109147	£3566.23
	£5.04	Royal Mail Response Plus service	18/6/18	109169	£3561.19

HEXHAM TOWN COUNCIL ACTION PLAN 2018/19

The Action Plan below was agreed by the Council at its meeting on 9 April 2018 (minute 7085 refers). Notes on progress have been added in the Timescale column. (NB. The actions marked with an * indicate actions that had been expected to be completed in 2017/18, and actions marked with a # are new and specific to 2018/19.)

Action	Objective	Budget	Timescale
* Complete the Hexham Neighbourhood Plan	The plan was delayed by the need for a full strategic environmental assessment and the pre-submission consultation ended on 29 April 2018. 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.	2018/2019 £5000 (reference 5600)	Modification prior to the final referendum (date not yet known). Update to be provided at July Full Council meeting.
# Provide outdoor gym equipment at Tyne Green	The aim is to provide a type of equipment new to Hexham, and to enhance both the available sporting facilities at Tyne Green and promote fitness.	2018/2019 £1000 (reference 7190), £10000 (reference 5094), plus s106 funding	To complete by 31st October.
# Review the Town Council website	The website needs to be modernised, simplified and be made more user friendly.	2018/2019 £3000 (reference 7830)	To complete by spring 2019.
# Arrange a WW1 event	This will be a one-off event to celebrate the centenary of the end of WW1.	2018/2019 £2500 (reference 7810)	Start planning in April.
Progress the Market Place improvement project	Further to Sustrans providing possible design proposals, Hallstile Bank will be closed for a trial period in spring 2018 to assess traffic movements.	2018/2019 £20000 (reference 5500)	Sustrans analysing data from trial road closure.
Arrange Remembrancetide events in support of the RBL commemoration events	These are annual events.	2018/2019 £7500 (reference 7800)	Start planning in July.

Arrange a Christmas Lights Switch-On event	This is an annual event to promote community engagement.	2018/2019 £500 (reference 7065)	Start planning in August/September.
Enhance and improve Christmas lighting	To continue to add to and enhance the Christmas lighting in Hexham	2018/2019 £10000 (reference 7050)	Planning started in January 2018.
Arrange Armed Forces Day 2018 event	It was agreed in 2016 (Community Engagement Committee minute 174) to hold this every two years. The 2018 event will be on 30 th June. Maintain links with 3RHA.	2018/2019 £7500 (reference 7800)	Planning started in late 2017.
Maintain Council links with Hexham in Bloom by having a Council representative on the committee	Support where possible.	2018/2019 £1000 (reference 7850) NB Grant aid of £1000 awarded for 2018/19	
* Clean and repair the War Memorial	Although 75% costs were awarded under the War Memorials Trust Scheme in August 2017, and listed building consent given in October 2017, the work was delayed by the availability of the masonry company and the winter weather.	2018/2019 £3000 (reference 5096)	Completion expected by end of April. Completion report submitted to War Memorials Trust.
* 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
Have a Tier 1 risk assessment of the potential for groundwater pollution carried out for the Cemetery	To consider the extension of current burial arrangements was in last year's action plan. Advice was given that this assessment must be carried out before any purchase of land, etc.		By October

Support tourism	A new budget dedicated to tourism was agreed for 2017/18 and this will continue.	2018/2019 £10000 (reference 6096)	£7800 unspent in 2017/18 carried forward (minute 7102 refers).
Promote the Council's Grant Aid scheme	A record 13 applications were received in 2017 for 2018/19.	2018/2019 £74750 (reference 6050)	
Address public toilet provision in Hexham	The Town Council pays for the Sele toilets to remain open in winter.	£2000 (reference 5120)	
Look after planters in the town centre	Maintained by HTC staff.		