

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 14 January 2019 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 3 December 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. Presentation from Dave Clegg on the Hexham Neighbourhood Plan.
9. Councillor R Hull proposal: "That the Council agrees the 2019/20 budget and precept recommended by the Finance & General Purposes Committee (minute 516)" (see enclosed).
10. To agree and adopt a Financial Risk Assessment (see enclosed).
11. To note progress on the Action Plan (see enclosed).
12. To note the draft minutes (attached) of Committee meetings held in December.
13. To consider any correspondence received.
14. 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
8 January 2019

Hexham Town Council
Council Office
St Andrew's Cemetery
West Road
Hexham
NE46 3RR

Tel: 01434 609575
Email: clerk@hexhamtowncouncil.gov.uk
www.hexhamtowncouncil.gov.uk

Hagenda0119

HEXHAM TOWN COUNCIL

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 3 DECEMBER 2018

7196.	<p>PUBLIC QUESTIONS:</p> <p>BENSON'S MONUMENT: A local resident asked if there was any progress on who owns this. It was noted that a law lecturer at Northumbria University is hoping a student could be briefed to research this.</p> <p>PUBLIC TOILETS: A local resident asked if the Town Council was aware of any progress being made on improving these.</p> <p>HALLSTILE BANK: A local resident asked if the Town Council could contact the County Council to progress a date to implement a length restriction.</p> <p>MARKET PLACE: A local resident requested an update on the study by Sustrans. It was noted there will be a meeting on 12 December.</p> <p>COWGARTH: A local resident complained about the poor condition and was advised that work is scheduled for the new year.</p> <p>BUNKER SITE: A local resident noted the recent public consultation event and advised of concerns regarding a further supermarket near Tesco and Aldi when one is needed at the east end of Hexham; that the parking places are welcome but too far away; and that the site is a flood plain.</p> <p>CHRISTMAS LIGHTS: A local resident commented that these are lovely.</p> <p>RECORDING OF MEETING. It was noted that the meeting was being recorded for www.hexhamtv.com.</p>
7197.	<p>DECEMBER COUNCIL MEETING: Councillor T G E Gillanders, the Town Mayor, then opened the Council meeting. Present were Councillors R Hull, J Ord, C Hanley, S Ball, T Pearson, J V R Hare, J M Graham, D Kennedy, T Dodds, D Bell and C R Homer.</p>
7198.	<p>APOLOGIES FOR ABSENCE were given on behalf of Councillor T Cessford.</p>
7199.	<p>MINUTES: The minutes of the Town Council meeting held on 5 November 2018, having been circulated, were AGREED.</p>
7200.	<p>MATTERS ARISING: It was noted that the Remembrance events, on the Saturday and Sunday, had gone very well, with an exceptional attendance on the Sunday and that the young people were exemplary. It was further noted that Spook Night was excellent and that a new survey from Right Move shows Hexham is the happiest place to live in the North East. It was also noted that the Christmas lights switch-on event was a great success, with thanks due to Santa, Egger UK Limited, the Mini Police and the Middle School Orchestra.</p>
7201.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Gillanders advised the meeting:</p> <ul style="list-style-type: none">a. SKATEPARK. The stolen notice advising of the rules and other information had been recovered, but was too damaged to re-use so the Town Council had arranged and will pay for a replacement.b. HEXHAM MIDDLE SCHOOL. He had met the Head Girl and Boy prior to Remembrance Day to talk about the event and their involvement reading a Wilfrid Gibson poem and "At the going down of the sun and in the

	<p>morning, we will remember them". He was impressed that every pupil had made a poppy and recommended Councillors have a look at the amazing picture of these on the school's website.</p> <p>c. WAR GRAVES REMEMBRANCE CEREMONY. This had been on 10 November, with poppy crosses being laid at each of the 49 war graves at the Cemetery. It was attended by some Councillors, members of the Community Engagement Remembrance Day Sub-Committee, Army Cadets and Air Training Corps Cadets.</p> <p>d. ADAPT AGM: He had attended this on 14 November.</p> <p>e. NALC: He had attended this County meeting in the morning on 17 November.</p> <p>f. CHRISTMAS TREE: On the afternoon of 17 November he joined 3rd Hexham Brownies and 1st Hexham Cub Scouts at the tree and was photographed with them for the Courant, to feature the artwork they had created for the banner on the tree donated by Egger UK.</p>
7202.	DECLARATIONS OF INTEREST: There were no declarations of interest.
7203.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
7204.	<p>MARKETS STRATEGY: Northumberland County Council's Head of Neighbourhood Services and Market Manager made a presentation on the review of markets and stakeholder meetings in the last two years. It was noted that nationally traditional markets are struggling and that the new strategy is to create a diverse market experience. There are successful partnership models in Morpeth and Blyth and it is hoped the Town Council will be involved in one for Hexham. Funding possibilities are being researched and a programme to attract traders is being developed.</p> <p>In answer to questions, it was noted that the County Council thinks Hexham Market is gradually improving; that an initiative to offer fashion students free stalls is a good idea; that maybe craft beers and foodie stalls could be promoted; that there needs to be a combination of strategies for Hexham to survive and that the Community Partnership should be involved; that Dilston College, local schools and buskers could be involved; that the Market's 800th anniversary will be in 2022; and that a joint meeting will be arranged in the New Year.</p>
7205.	MEETING DATES IN 2019: It was AGREED that these will be on Mondays 14 January, 11 February, 11 March, 8 April, 13 May (Annual Meeting of the Council), 10 June, 8 July, 5 August, 9 September, 14 October, 11 November, and 9 December.
7206.	<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> <p>a. TEMPORARY ROAD CLOSURE: It was noted that Councillors had been circulated information on a planned road closure for development work at the former swimming pool in Gilesgate, expected between 14 and 20 January.</p> <p>b. CONSULTATION ON CAR PARKING CHARGES AT SELECTED</p>

	<p>COASTAL AND RAILWAY CAR PARKS: It was noted that Councillors had been circulated information on this (although it does not refer to Hexham).</p> <p>c. GLOBAL VIOLENCE AGAINST WOMEN: It was noted that Councillors had been advised of an awareness campaign promoted by Tynedale Soroptomists and that the Abbey floodlights had been coloured orange as part of this campaign between 25 November and 2 December.</p> <p>d. GIBSON PLACE: It was noted that Councillors had been circulated information on options being considered regarding the possible introduction of a residents' parking scheme or physical traffic calming measures.</p> <p>e. HEALTHWATCH NORTHUMBERLAND BOARD: It was noted that Councillors had been circulated the most recent annual report and an invitation to attend a meeting on 18 December.</p>
7207.	<p>BEST UK HOLIDAY COUNTY DESTINATION: It was noted that Northumberland has won Gold at the British Travel Awards and that the County Council should be congratulated, and that businesses and voters should be thanked. It was further noted that this provides a platform to promote tourism in Hexham and it was AGREED this will be considered by the Community Engagement Committee. Councillor Hull advised he had attended a seminar on the future of high streets, which included Hexham in a study, and it was AGREED that the Finance & General Purposes Committee will consider this further.</p>
7208.	<p>NEXT MEETING: The next meeting of the Council will be held on 14 January 2019 at 6.45pm at Hexham House, Hexham.</p>

Chairman

Signed as a correct record of the minutes of the meeting held on 3 December 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 14 JANUARY 2019

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)	33.67	0	33.67	DD	5060
Malthurst Ltd	Diesel (December)	292.35	48.73	243.62	Visa	7310
EE & T Mobile	Accounts (December)	44.95	7.49	37.46	DD	5010
Onecom Limited	Phone and broadband (December)	77.88	12.98	64.90	DD	5010
Ford Lease	Monthly payment for Transit Tipper	366.00	61.00	305.00	DD	7315
NCC (wages and PAYE)	December	10210.84	0	10210.84	BACS	6020
NCC (pension fund)	December	1821.82	0	1821.82	BACS	6030
NCC (payroll admin fee)	5 payslips @ £4.167 (December)	25.01	4.17	20.84	BACS	6020
Opus Energy Limited	Abbey Floodlights	79.99	3.81	76.18	DD	7450
The Hextol Foundation	Town Twinning reception	144.00	24.00	120.00	109216	7870
Newsquest Media Group	Christmas lights switch-on notice	218.40	36.40	182.00	BACS	7065
Newsquest Media Group	Rotary Club of Hexham Christmas Chronicle	218.40	36.40	182.00	BACS	5000
Assettrac Ltd	Grave pegs	1092.00	182.00	910.00	BACS	7340
Top Signs Limited	Replacement Skatepark notice	384.00	64.00	320.00	BACS	5094
A R Owen Insurance Services Ltd	Ford Transit tipper insurance	897.00	0	897.00	Visa	7310
Hexham Community Partnership	Balance re: Christmas market	8032.50	0	8032.50	BACS	5130
Easy Hire North East Ltd	Crowd control barriers for Christmas lights switch-on	76.80	12.80	64.00	BACS	7065

M R Cook Construction Ltd	Headstone raft foundations	10103.70	1683.95	8419.75	BACS	7350
AA Media Limited	Christmas market road signs	585.00	97.50	487.50	BACS	5130
Ian Proctor Sound & Lighting Ltd	Cancellation charge for Christmas market	720.00	120.00	600.00	BACS	5130
Ludman Planning	HNP Work	1800.00	0	1800.00	BACS	5600
New Row Farm Nurseries	Bare root roses	198.00	33.00	165.00	BACS	7120
St Luke's Laundry	Cleaning Santa costume	14.00	0	14.00	BACS	7065
J R Robson	Window work at Cemetery office	597.60	99.60	498.00	BACS	7380
Millennium Quest Ltd	Balance for Christmas lights and anchor bolts testing	6777.60	1129.60	5648.00	BACS	5100
Rickerby Ltd	Kubota fault	839.45	139.91	699.54	BACS	7320
Tesco	Tea bags	19.98	0	19.98	Visa	6010
Arco Limited	Protective clothing for Cemetery staff	43.19	7.20	35.99	Visa	7300
Northumbria in Bloom	2019 entry fee	200.00	0	200.00	109218	7850
Lloyd Ltd	Husqvarna service	476.39	79.40	396.99	BACS	7320
David Dixon Ltd	Blower replacement starter and recoil	28.63	4.77	23.86	109219	7320
David Dixon Ltd	Blower inspection and oil	31.97	5.33	26.64	109219	7320
David Dixon Ltd	Grasscutter starter and rotor	77.22	12.88	64.34	109219	7320
David Dixon Ltd	Replace broken height adjuster on tractor	88.99	14.83	74.16	109219	7320
Matthew Charlton	Tyne Green play area repair wood	24.60	4.10	20.50	109220	7190
Matthew Charlton	Cement for flagpole	13.18	2.20	10.98	109220	7330
Matthew Charlton	Bolts for litter bins	10.66	1.78	8.88	109220	7100
TOTALS		46681.37	3932.43	42748.94		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 14 JANUARY 2019

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				1794.20		
Muscular Dystrophy (Tynedale Branch)	Donation	150.00	0	150.00	109217	5080
Post Office	Stamps for Christmas cards	34.80	0	34.80	Visa	5080
Balance fwd				1609.40		

HEXHAM TOWN COUNCIL – INCOME – DECEMBER 2018

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Various	Allotment fees	120.00		071218	4000
Various	Cemetery charges	7805.00	HDW2018/80	171218	4010
Various	Cemetery charges	2670.00	HDW2018/81	171218	4010
Various	Cemetery charges	1070.00	HDW2018/82	211218	4010
TOTAL		11665.00			

Hexham Neighbourhood Plan 2018/19

(As at 31 December 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
£2000.00		Grant from Groundwork UK	6/7/18		£5561.19
	£1400.00	Planning Consultant fee	13/3-24/7/18	109182	£4161.19
	£2000.00	Planning Consultant fee	5 days in August	109194	£2161.19
	£99.40	Courant notice	20/9/18	BACS	£2061.79
	£170.10	Revised Courant notice	4/10/18	BACS	£1891.69
	£1800.00	Planning Consultant fee	21/12/18	BACS	£91.69

HEXHAM TOWN COUNCIL

AGENDA ITEM 9 REFERS.

PROPOSAL by Councillor R Hull, Chairman of the Finance and General Purposes Committee, that:

Council should agree its 2019/20 budget and the precept of £324,000.00 required in accordance with the following:

For information, increased budgets include:

- Partnership working.
- Training.
- Premises – repair/maintain (as it has been identified that work is required on the East Chapel).
- Vehicle Message Sign Units (as the existing budget was insufficient for any major repair or replacement).

Decreased budgets include:

- Machines/equipment – renew/replace (as replacements are likely to be lease hired rather than purchased).

Also:

- A winter maintenance budget has been reintroduced.
- The street lighting budget has been deleted as payment should be this financial year.
- The budgets for Remembrance and Armed Forces Day events will be separated.
- The Christmas lights budgets will be amalgamated (maintaining a separate budget for the switch-on event).
- The Steward and Bailiff Award budget will be amalgamated into the Mayor's Annual Reception budget.
- There will be a new budget for ceremonial events (for a Hexham Bellman/ Town Crier).

HEXHAM TOWN COUNCIL (RECOMMENDED) BUDGET 2019/20

HTC Budget 2019/20	2018/19 Agreed Budget	2018/19 Income at 31/10/2018	2018/19 Estimated at 31/3/19	2019/20 Draft Budget	Ref.
INCOME	A	B	C	D	E
Allotments	5520	4440	5520	5704	4000
Cemetery	85000	47601	85000	87000	4010
Donations/Grants/loans	0	1100	1100	0	4015
N/Plan Grant	0	2000	2000	0	4105
Miscellaneous	0	1239	1239	0	4020
TOTAL CREDITS	90520	56380	94859	92704	

HEXHAM TOWN COUNCIL BUDGET 2019/20

HTC BUDGET 2017/18	2018/19 Agreed budget	2018/19 As at 31/10/2018	2018/19 Estimated at 31/3/19	2019/20 Draft Budget	Ref.
ADMINISTRATION	A	B	C	D	E
Advertising	700	265	650	750	5000
Telephones	1200	653	1200	1300	5010
Postages	300	80	130	250	5020
Stationery/Copying	650	304	600	650	5030
Office equipment	600	0	200	600	5040
Subscriptions	2000	1900	1900	2200	5050
Bank charges	600	265	500	600	5060
External audit	1400	1300	1300	1500	5070
Mayor's allowance	2100	1347	2000	2100	5080
Elections reserve	4620	4615	4615	5000	5090
Bandstand reserve	0	0	0	Remove	5110
Partnership working	28000	0	26000	35000	
Contingency	14000 (+ 22800 carried forward)	732	2000	20000	5100
Sele WC	2000	2000	2000	2000	5120
TOTALS	58170	13461	43095	71950	
TOWN PLAN 2020 COMMITTEE	2018/19 Agreed budget	2018/19 As at 31/10/2018	2018/19 Estimated at 31/3/19	2019/20 Draft Budget	Ref.
Town Plan 2020 Development reserve	20000 (+ 14000 carried forward)	-9600	0	20000	5500
TOTALS	20000	-9600	0	20000	
NEIGHBOURHOOD PLAN COMMITTEE	2018/19 Agreed budget	2018/19 As at 31/10/2018	2018/19 Estimated at 31/3/19	2019/20 Draft Budget	Ref.
Neighbourhood Plan	5000 (+ 1540 carried forward)	4648	6540	5000	5600
TOTALS	5000	4648	6540	5000	
FINANCE & GENERAL PURPOSES COMMITTEE	2018/19 Agreed budget	2018/19 As at 31/10/2018	2018/19 Estimated at 31/3/19	2019/20 Draft Budget	Ref.
Internal audit/bookkeeping	3000	2070	2790	3000	6000
Staff welfare	450	134	350	400	6010
Staff salaries	143000	80476	134000	148000	6020

Staff pension contributions	26265	14354	23500	28000	6030
Travelling expenses	300	112	250	300	6035
Grant Aid	74750	74750	74750	12100	6050
HCP longterm grant	0	0	0	40000	6062
HYI longterm grant	0	0	0	25000	6064
Donations (one time only)	2000	1000	2000	2500	6066
Risk management/H&S	500	0	0	500	6070
Training	1000	974	1200	2000	6080
Local Council Award Scheme	200	0	100	100	6090
Professional fees	1000	0	700	1000	6095
Tourism support fund	10000 (+ 7800 carried forward)	1410	3000	10000	6096
TOTALS	262465	175280	242640	272900	
PLANNING AND INFRASTRUCTURE COMMITTEE	2018/19 Agreed budget	2018/19 As at 31/10/2018	2018/19 Estimated at 31/3/19	2019/20 Draft Budget	Ref.
Personal protective equipment	1700	633	1100	1700	7300
Machines/equipment – fuel/road tax/insurance	6500	3256	6200	6500	7310
Machines/equipment – renew/replace	20000 (+ 16000 carried forward)	3971	6000	10000	7315
Machines/equipment – repair/maintain	5000	3054	5000	5500	7320
Non-specific expenses	4000	913	2500	3000	7330
Stock – caskets and other	7000	1930	5000	7000	7340
Headstone raft foundations	6000	0	8419	6000	7350
Debt charges (PWL B)	9905	4952	9905	9905	7360
Heat/light	4000	2157	4000	4500	7370
Premises – repair/maintain	6000	7191	9500	15000	7380
Premises reserve	5000	0	0	5000	5092
Water rate/business rate	2200	160	2000	2200	7390
Trees maintenance	2000	0	3000	3000	7410
Insurances (not motor)	8500	5039	5289	7000	7420
Floodlights – repair/maintain	7500	448	3000	7500	7450
Town clock – repair/maintain	250	760	760	900	7460
Dene Park Allotments – maintain	600	430	500	600	7000
Broadway (QB) Allotments – maintain	4000	1938	3000	4000	7020
Wydon Park Allotments – maintain	150	0	0	150	7030

Seats x 57 – repair/maintain/replace	1500	26	200	2500	7130
Litter bins x 85 – renew/replace	3000	1899	3000	3500	7100
Bus shelters x 12 – repair/maintain	250	1344	1500	1000	7150
VMS units x 4 – repair/maintain	1000	0	0	4000	7160
Street signs x 4 – repair/maintain	3000	0	0	3000	7170
Play areas x 8 – repair/maintain	1000	1219	2500	2000	7190
Play areas x 8 – ROSPA inspection	700	641	641	700	7200
Play areas x 8 – vandalism	500	453	800	800	7210
Play areas – reserve	10000(+ 25920 carried forward)	1525	6000	10000	5094
Winter Maintenance	0	0	0	15000	7211
Street Lighting	35000	0	20000	0	tba
TOTALS	156255	43939	109814	141955	
COMMUNITY ENGAGEMENT COMMITTEE	2018/19 Agreed budget	2018/19 As at 31/10/2018	2018/19 Estimated at 31/3/19	2019/20 Draft Budget	Ref.
Remembrance Day & Armed Forces Day	7500	3300	3600	2500	7800
Armed Forces Day			0	0	tba
WW1 Remembrance	2500	647	750	0	7810
War Memorial Reserve	3000	1095	1095	3000	5096
Website	3000	595	3000	5000	7830
Newsletter	1200 (+ 700 carried forward)	499	997	1200	7840
Town Twinning (Council expenses)	1000	286	490	1000	7870
Christmas Lights – Repair/Replace	2000	2000	2600	3000	7040
Christmas Lights – Additional Units	10000	9864	9864	12000	7050
Christmas Lights – Erect, Dismantle, Store, Insure (amalgamate the above three budgets from 2019/20)	9500	21208	21208	11000	7060
Christmas Lights Switch On	500	0	265	500	7065
Mayor’s Annual Reception	750	0	610	790	7070

Steward and Bailiff Award (amalgamate the above two budgets from 2019/20)	50	0	60	60	7080
Young Employee of the Year Award	300	0	0	0	7090
Hexham/Northumbria in Bloom (Council expenses)	1000	166	466	800	7850
Flower Beds and Tubs – Renew/Replace	500	117	300	500	7110
Flower Beds and Tubs – Planting	6500	2901	4540	6500	7120
Support for Town Events	7000	184	1000	5000	5130
Ceremonial Events	0	0	0	3000	tba
TOTALS	56300	42862	50845	55850	

HEXHAM TOWN COUNCIL 2018/19 BUDGET

HTC BUDGET 2018/19	2018/19 Agreed budget	2018/19 As at 31/10/2018	2018/19 Estimated at 31/3/19	2019/20 Draft Budget
EXPENDITURE SUMMARY				
Administration	58170	13461	43095	71950
Town Plan 2020 Committee	20000	-9600	0	20000
Neighbourhood Plan Committee	5000	4648	6540	5000
Finance and General Purposes	262465	175280	242640	272900
Planning and Infrastructure	156255	43939	109814	141955
Community Engagement	56300	42862	50845	55850
TOTALS	558190	270590	452934	567655

HEXHAM TOWN COUNCIL 2019/20 BUDGET

	Actuals	Forecasts	Expected Outcomes
Balance at 31/10/18	294780		
Likely expenditure at 31/3/19		452934	
Expenditure to 31/10/18	270590		
Expenditure to come 2018/19		182344	
Likely income at 31/3/19		94859	
Income to 31/10/18	56380		
Likely net income to come in 2018/19		38479	
Likely net expenditure to come in 2018/19			143865
Expected balance at year end 2018/19			150915
2019/20			
Budget expenditure		567655	
Budget income		92704	
Budget net expenditure			474951
Balance required			324036
PRECEPT	To be agreed 14 January 2019		324000

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 (£306,875/4213).

2018/19

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should have paid £74.20 per annum (£318,000/4286).

2019/20

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should pay £75.31 per annum (£324,000/4302).

NB If the proposed change to the Council Tax Support Scheme is approved by NCC in early 2019, this will change to £324,000/4319 and so £75.02.

HEXHAM TOWN COUNCIL
14 JANUARY 2019

ADOPTION OF FINANCIAL RISK ASSESSMENT

A financial risk assessment must be reviewed and agreed annually by the Council (not a Committee).

The Finance & General Purposes Committee considered the following risk assessment on 28 November 2018 and recommend it for adoption by the Council.

Jane Kevan
Town clerk
January 2019

FINANCIAL RISK ASSESSMENT

AREA	RISK(S) IDENTIFIED	RISK LEVEL	POTENTIAL IMPACT	MANAGEMENT/ CONTROL OF RISK	ACTION	AUDIT FREQUENCY (months)
PRECEPT	HTC failure to submit precept requirement by the deadline	Low	High	Minuted	Diary (Clerk)	12
	Precept not paid by NCC	Low	High	Checked, report to Council	Minuted	6
	Was the precept adequate?	Low	High	Finance & General Purposes Committee review and receive reports for budget monitoring at least 3 times per year.	Diary	12
CEMETERY	Allocation of incorrect grave plot	Low	Medium	Burial register is updated for each burial.	RFO verify entry	6
	Are the charges reasonable?	Low	Low	Reviewed annually by the Planning & Infrastructure Committee.	Diary	12
	Incorrect invoice(s) issued	Low	Low	Invoice details are recorded in the burial register and cemetery records database.	RFO verify	12
ALLOTMENTS	Are the rents reasonable?	Low	Low	Reviewed annually by the Planning & Infrastructure Committee.	Diary	12
	Incorrect invoices issued	Low	Low	A copy of each invoice is kept in the allotment register.	Diary	12
	Incorrect income recorded	Low	Low	Details of payment are made on the copy invoice in the register.	RFO verify	12

	Income paid by cash lost/stolen	Low	High	Cash payments are recorded and bank records subsequently checked.	RFO verify	6
GRANTS via S106	Failure by HTC to submit valid claim	Low	High	NCC instructions must be followed.	Clerk/RFO verify	12
	Non-receipt of grant from NCC when due	Low	High	Check bank records, contact NCC and report to Planning & Infrastructure Committee.	Clerk/RFO verify	6
SALARIES	Paying the wrong salary	Low	High	Check relevant minute/ staff contract and advise NCC.	Member verify	12
	False documents provided by employee	Low	High	Check documents and references.	Member verify	12
	Making incorrect deductions	Low	Medium	Salaries paid via NCC.		
DIRECT COSTS AND EXPENSES AND ALL PAYMENTS MADE	Goods not supplied or received	Low	Medium	Review ordering system if necessary.	RFO verify	12
	Invoice is for incorrect amount	Low	Medium	Sign the invoice and check the total.	Two Members to verify	12
	Cheque made out incorrectly	Low	Medium	Sign the cheque stub and check the invoice total.	Two Members to verify	12
	Cheque made payable to wrong party	Low	Medium	Sign the cheque stub and check the payee.	RFO verify	12
	Cllr overpaid allowance	Low	Medium	Claims must be in writing.	RFO verify	12
GRANT AID	Using the wrong power to pay	Low	Low	Minute the relevant legislation (NB General Power of Competence adopted in 2017).	Member verify	12

	No record of agreement to pay	Low	Medium	All grants agreed to be minuted.	Member verify	12
	Agreement of grant conditions (if any)	Low	Medium	Must be reasonable and minuted.	RFO verify	12
	Follow up of grant conditions (if any)	Low	Medium	Minute	RFO confirm	12
ELECTION COSTS	Invoice not at agreed rate	Low	Medium	RFO check and consider budget.	RFO verify	12
VAT RECOVERABLE	Vat analysis incorrect	Low	Medium	Checked when received, approval given monthly for accounts for payment, and by internal audit.	RFO verify	12
	Incorrect VAT charged on purchases	Low	Medium	Check to cash book.	RFO verify	12
	Failing to make claim within time limit	Low	High	Submit a return every 6 months.	RFO verify	12
RESERVES	Not being adequate	Low	High	Consider level when budget setting.	RFO opinion	12
ASSETS	Loss, damages	Medium	Medium	Annually inspect assets. Review insurance cover, and check against asset register.	Diary	12
	Damage to third parties	Low	High	Annually review insurance cover.	Diary	12
STAFF	Loss of personnel	Low	High	Monitor hours, stress, sickness, management training, early departure.	Diary + Staff subcommittee keep under review	12
	Staff fraud, Cash loss	Low	High	Review fidelity insurance cover and any insurer conditions.	Diary	12
LOSS	Consequential loss due to damage or third party actions	Low	Medium	Review liability insurance cover and any insurer conditions.	Diary	12

BORROWING	Inadequacy of finances to repay loans	Low	Medium	Check against income and outflow.	RFO opinion	12
LEGAL POWERS	Illegal activity or payment	Low	Medium	Town Clerk is CiLCA qualified. General Power of Competence adopted. Use of advice from NALC and SLCC. Members follow the Code of Conduct.	Clerk/RFO verify	12
FINANCIAL RECORDS	Inadequate	Low	High	RFO check 3 monthly. Financial Regulations reviewed annually. Annual internal and external audit. Two signatures on all cheques.	RFO opinion	12
MINUTES	Inaccurate or illegal	Low	Low	Review and signed by Chair at following meeting.	Clerk	12
MEMBERS' INTERESTS	Not maintained in accordance with Code of Practice or conflict of interest.	Low	Medium	Register of interests filed with NCC. Update as and when changes occur. Code of Conduct advice and declarations of interest on all agendas.	Clerk	12

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)	An additional public consultation, looking to update sites on the draft plan, closed on 16 November. An update is being provided at today's 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	Following four quotes/proposals received, a preferred supplier has been chosen and a s106 funding application will be submitted by the next deadline of 15 February.
# Review the Town Council website	The website needs to be modernised, simplified and be made more user friendly.	2018/2019 £3000 (reference 7830)	Four quotes have been received/ are pending.
# Arrange a WW1 event	This was a one-off event to celebrate the centenary of the end of WW1.	2018/2019 £2500 (reference 7810)	A WW1 "Tommy" silhouette was purchased and displayed.
Progress the Market Place improvement project	Further to Sustrans providing possible design proposals, Hallstile Bank was closed for a trial period in spring 2018 to assess traffic movements.	2018/2019 £20000 (reference 5500)	Two options have been referred to the County Council for resident consultation, for 6 weeks from 7 th January.

Arrange Remembrancetide events in support of the RBL commemoration events	These are annual events.	2018/2019 £7500 (reference 7800)	Successful events held.
Arrange a Christmas Lights Switch-On event	This is an annual event to promote community engagement.	2018/2019 £500 (reference 7065)	Successful event held.
Enhance and improve Christmas lighting	To continue to add to and enhance the Christmas lighting in Hexham	2018/2019 £10000 (reference 7050)	Additional lights are in the park and in trees at Priestpopple.
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 was on 30 th June. Maintain links with 3RHA.	2018/2019 £7500 (reference 7800)	Successful event held.
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	Hexham Town received a Silver Gilt and St Andrew's Cemetery received Gold.
* 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)	Work was done in April and the grant was paid in September.
* 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.		Advised Tier 2 assessment needed due to the size of the Cemetery and the number of burials. Two quotes received and a third pending.
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)	8 applications received in 2018 for 2019/20 (+2 long-term applications considered in 2017).
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.		

HEXHAM TOWN COUNCIL

DRAFT MINUTES OF COMMITTEE MEETINGS HELD IN DECEMBER 2018

DRAFT MINUTES OF THE TOWN COUNCIL PLANNING AND INFRASTRUCTURE COMMITTEE MEETING HELD ON 11 DECEMBER 2018

1001.	PRESENT: Councillor J V R Hare in the Chair and Councillors T G E Gillanders, R Hull, J Ord, D Bell and C Hanley.
1002.	APOLOGIES FOR ABSENCE were received from the Clerk.
1003.	MINUTES of the Committee meeting held 23 November 2018, having been circulated, were AGREED.
1004.	MATTERS ARISING: a) MEETING AT TYNE GREEN (minute 981 and action log refers). It was noted that this had taken place on 7 December when it had been agreed that the preferred site for outdoor gym equipment, in the form of an obstacle course, is beside the play area. b) BINS AT B&M/M&S CAR PARK (minute 999 and action log refers). It was noted that the County Council had provided an email address for Carter Towler, Chartered Surveyors, if there is a litter issue.
1005.	DECLARATIONS OF INTEREST: Councillor Mrs Hanley declared an interest in planning application 18/04159/OUT and subsequently left the room and took no part in consideration of this application.
1006.	PLANNING APPLICATIONS: It was AGREED there was no objections to or comments on the applications received in accordance with the list circulated and attached to the agenda or to 18/04204/ADE (46 Priestpopple) and 18/04297/LBC (former Abbey House Clinic), except for 18/04159/OUT (land west of Villa Roma) on the grounds of overlooking/privacy and overshadowing.
1007.	WETPOUR REPAIRS AT DENE PARK PLAY AREA: It was AGREED to defer consideration of this until the next meeting.
1008.	PUBLIC FOOTPATH DIVERSION ORDER: It was noted that the existing footpath section from Loughbrow Lodge to 40m west of 28 Loughbrow Park is subject to a County Council diversion order so it is taken out of scrub/woodland and onto a section of the driveway leading to Loughbrow House.

1009.	LAND AT BRAMLEY HOUSE, ELVASTON ROAD: It was noted that the County Council has made a Tree Preservation Order on an English Oak situated 10m south west of the south west corner of Bramley House.
1010.	BUNKER SITE: It was noted that most Councillors had been able to attend a presentation on 10 December on proposals for this site and that copies of the public consultation boards would subsequently be emailed to all Councillors.
1011.	REPORT ON PROPOSALS TO MINE SAND AND GRAVEL AT ANICK: Copies of this report had been submitted immediately before the meeting and it was AGREED to defer consideration until the next meeting.
1012.	NEXT MEETING: It was AGREED the next Committee meeting will be held on Friday 11 January 2019 at 10.00am in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

List Wetpour repairs on the next agenda (minute 1007)	Clerk
List the Anick report on the next agenda (minute 1011)	Clerk

Chairman.....

HEXHAM TOWN COUNCIL
DRAFT MINUTES OF THE TOWN PLAN 2020 COMMITTEE MEETING HELD ON
12 DECEMBER 2018

190.	PRESENT: Councillors T G E Gillanders, R Hull, T Cessford, T Pearson and S Ball, Dr M Podevyn and two local residents.
191.	APOLOGIES FOR ABSENCE were received from Councillor T Dodds and J M Graham, and the Clerk.
192.	MINUTES of the Committee meeting held 22 October 2018, having been circulated, were AGREED.
193.	MATTERS ARISING: FITNESS TRAIL AT TYNE GREEN (minute 184b refers). It was noted that a preferred proposal had been chosen by the Planning & Infrastructure Committee and that a site meeting took place on 7 December.
194.	DECLARATIONS OF INTEREST: There were no declarations of interest made.
195.	MARKET PLACE PROJECT: A presentation was made by Dr Podevyn from Sustrans Limited where he outlined the background to the consultation, reviewed the four schemes that had been presented to the public and, as a result of that, presented two appropriate options. One of these is for the complete pedestrianisation of the Market Place and the other allows some parking. Both options will require traffic control measures and the opening of the Market Place by the repositioning of the Pant. It was AGREED to refer these options to the County Council for resident consultation.
196.	NEXT MEETING: It was AGREED that the date of the next Committee meeting is to be confirmed subject to receiving information from Northumberland County Council on the consultation dates.

Chairman.....