

## HEXHAM TOWN COUNCIL

**I HEREBY GIVE NOTICE THAT** a meeting of the Finance and General Purposes Committee will be held in the Council Office, St Andrew's Cemetery, Hexham on 20 March 2019 at 6.00pm, when the following items will be discussed:

### **A G E N D A**

1. Apologies for absence.
2. To receive minutes of the Finance and General Purposes Committee meeting held on 21 January 2019 enclosed.
3. Matters arising, if any.
4. Declarations of interest (see enclosed).
5. To receive bank reconciliation and budget income and expenditure report to 28 February 2019 (attached).
6. To consider an Action Plan for 2019/20 (see enclosed).
7. To agree exclusion of the public during consideration of agenda items 8, 9 and 10.
8. To consider a funding request (see enclosed).
9. To consider a staff salary increase (see enclosed).
10. To consider a currently vacant Cemetery Worker post.
11. To agree a date for the next meeting of the Committee.
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 Clerk before the meeting begins.*)



Jane Kevan  
Town Clerk  
14 March 2019

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H agenda 0319 FandGPCommittee

## HEXHAM TOWN COUNCIL

### MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 21 JANUARY 2019

523.	PRESENT: Councillors R Hull, C R Homer, T Cessford, J Ord, T Dodds and T Pearson.
524.	APOLOGIES FOR ABSENCE were received from Councillors T G E Gillanders, J M Graham and E Green.
525.	MINUTES of the meeting held on 28 November 2018, having been circulated, were AGREED.
526.	MATTERS ARISING: a) BUSINESS BANKING OPTIONS (minute 511a and action log refers). It was noted that Mark Davies from CCLA Investment Management Limited was able to attend the next Committee meeting to advise on the public sector deposit fund if it will be held on 20 March. b) EMERGENCY PLAN (minute 511b and action log refers). It was AGREED to defer further consideration of this until a future meeting.
527.	DECLARATIONS OF INTEREST: Councillor Homer declared an interest in agenda item 14 and Councillor Dodds declared an interest in agenda item 7.
528.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2018/19 budget report to 31 December 2018 were received and accepted. Copies are attached to the minutes.
529.	INTERNAL AUDITOR: It was AGREED to appoint Stokoe Rodger LLP as the internal auditor for 2018/19.
530.	BUS SERVICE 74: Making a financial subsidy in conjunction with Ponteland Town Council and adjoining Councils towards this bus service was considered. It was AGREED to pay a donation of £150.00 from the 2018/19 donations (one time only) budget.
531.	FUNDING POLICY: An amended draft policy was considered and AGREED, subject to "community organisations" in the first sentence being changed to "constituted community organisations".
532.	LIVING WAGE FOUNDATION: A proposal from Councillor Gillanders had been amended to "to recommend to Full Council that the Council supports the Living Wage Foundation and note it pays in excess of the living wage to all its employees". This proposal was AGREED.
533.	FUTURE OF HIGH STREETS: Information on a seminar attended by Councillor Hull was noted. It was AGREED that this will be discussed at the Hexham Hub and may also be referred to the Town Plan 2020 Committee.

534.	NEWCASTLE AND NORTHUMBERLAND LOCAL COUNCIL OF THE YEAR 2019: It was AGREED to submit an entry.
535.	HEXHAM HUB REPRESENTATIVES: It was AGREED that these will be Councillors Hull and Graham.
536.	EXCLUSION of THE PUBLIC: It was resolved and AGREED in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted, namely consideration of reports relating to a funding request and staffing issue, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were requested to withdraw.
537.	FUNDING REQUEST: This was considered and action as listed in confidential note 537 was AGREED.
538.	STAFFING ISSUE: This was considered and action as listed in confidential note 538 was AGREED.
539.	The meeting was reopened to the public.
540.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Wednesday 20 March 2019 at 6.00pm in the Council Office, St Andrew's Cemetery, Hexham.

### Action Log

Contact Mark Davies at CCLA and invite him to attend the next Committee meeting (minute 526a)	Clerk
Further consider Town Councils' Emergency Plans (minute 526b)	Committee
Refer the recommended funding policy to Full Council (minute 531)	Clerk
Recommend to Full Council that it supports the Living Wage Foundation (minute 532)	Councillor Gillanders
Draft a Newcastle and Northumberland Local Council of The Year 2019 entry (minute 534).	Clerk
Advise the organisation as agreed in confidential note 537	Clerk/Councillor Hull
Advise of the staffing issue as agreed in confidential note 538	Clerk

Chairman .....

**HEXHAM TOWN COUNCIL - DECLARATIONS OF INTEREST**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**

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:-

1. "I have a disclosable pecuniary interest  
in..... (for example:) Agenda item 3,  
Planning application number 13/1234".  
(NOTE: Code of Conduct paragraphs 11&15 apply).
  
2. "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 interest.

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**  
**FINANCE & GENERAL PURPOSES COMMITTEE**  
**20 MARCH 2019**

**HEXHAM TOWN COUNCIL ACTION PLAN 2019/20**

The following action plan is based on the previous ones, adopted for 2017/18 and 2018/19. The actions marked with an \* indicate actions that had been expected to be completed in 2018/19, and actions marked with a # are new and specific to 2019/20.

<b>Action</b>	<b>Objective</b>	<b>Budget</b>	<b>Timescale</b>
* Implement the Hexham Neighbourhood Plan	The plan was delayed by the need for a full strategic environmental assessment and a second town-wide consultation on identified sites for housing being required. 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.	2019/2020 £5000 (reference 5600)	The plan was submitted to NCC on XXX to be examined, modified if required, and for a referendum to be arranged.
* 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.	2019/2020 £10000 + approx. £35000 carried forward (reference 5094), plus s106 funding	To complete in summer 2019.
* 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 in spring 2019
# Work with NCC and stakeholders in the town to develop a plan to regenerate the primary shopping area	The aim is to improve the central shopping area of the town		To complete in summer 2019
# Retain the Green Flag Award for the Cemetery	The Cemetery was awarded this on the first attempt for 2018/19. The aim now is to continue to promote it as well managed and maintained.	2019/20 £20000 (reference 5100)	Entry submitted in January 2019.
# Update the Welcome to Hexham signs	These are faded and may be out of date.		

# All Councillors to attend at least one training session	The Council's Training Policy notes, as a voluntary organisation, the Council values the time given by its Councillors to their community. The policy is aimed at maximising the rewards from that time by ensuring that Councillors understand and enjoy the role they undertake in their community and are properly equipped for it.	2019/20 £2000 (reference 6080)	
# Review the Hex-Press/ Council newsletter	The current Hex-Press does not reflect or inform on what the Town Council does. The method of circulation also needs to be reviewed.	2019/20 £1200 (reference 7840)	
# Facilitate a Hexham Taste event	To arrange a third food festival event in conjunction with the Hexham Courant.	2019/20 £3500 from the £5000 budget (reference 5130)	To be held in September 2019.
Arrange Remembrancetide events in support of the RBL commemoration events	These are annual events.	2019/2020 £2500 (reference 7800)	Start planning in July.
Arrange a Christmas Lights Switch-On event	This is an annual event to promote community engagement.	2019/2020 £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 (this year in Gilesgate) and also have "winter lights" in the park switched on Oct-Feb/March.	2019/2020 £26000 (reference 7040)	Agreed in January.
Maintain Council links with Hexham in Bloom by having a Council representative on the committee	Support where possible.	2019/2020 £800 (reference 7850) NB Grant aid of £1000 awarded for 2019/20	
* Monitor and lobby Northumberland	Present/expected loss of 500 long-term parking spaces in Hexham. Northumberland County Council		On-going

County Council regarding car parking facilities in Hexham	need to provide 500 spaces asap. HTC actively engaged.		
* Have a Tier 1 or 2 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 autumn 2019
# Develop a sustainability plan	Initiated by the Planning & Infrastructure Committee to protect bees and other wildlife		
Support tourism	A new budget dedicated to tourism was agreed for 2017/18 and this will continue.	2019/2020 £10000 (reference 6096)	
Promote the Council's Grant Aid scheme	A record 13 applications were received in 2017 for 2018/19. 7 applications were received in 2018 for 2019/20 (two long-term grants had been awarded in 2017).	2019/2020 £12100 (reference 6050), £40000 (reference 6062) and £25000 (reference 6064)	
Address public toilet provision in Hexham	The Town Council pays for the Sele toilets to remain open in winter.	2019/20 £2000 (reference 5120)	
Look after planters in the town centre	Maintained by HTC staff.		

The Committee is requested to consider this Action Plan and recommend it to Full Council.

Jane Kevan  
Town Clerk  
February 2019