

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 10 June 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 Annual Meeting of the Council meeting held on 13 May 2019, enclosed.
4. Matters arising not on the agenda – for report only, if any.
5. To receive for information the minutes of the Annual Town Meeting held on 8 May, enclosed.
6. Mayor's announcements.
7. Declarations of interest (see enclosed).
8. To agree accounts for payment (list enclosed).
9. To approve the annual statement of accounts, governance statement and internal audit report (see enclosed).
10. To note the draft minutes (attached) of Committee meetings held in May.
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
4 June 2019

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

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Hagenda0619

HEXHAM TOWN COUNCIL

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 13 MAY 2019

7268.	PRESENT: Councillor T G E Gillanders, Town Mayor, opened the Council meeting. Also present were Councillors S Ball, T Cessford, C Hanley, J V R Hare, J Ord, C R Homer, D Kennedy and R Hull.
7269.	CHAIRMAN (TOWN MAYOR): In the absence of any other nominations, in accordance with Local Government Act 1972, section 15 (2) it was AGREED that Councillor R Hull be elected Town Mayor and Chairman of the Council, proposed by T G E Gillanders, seconded by C R Homer.
7270.	DECLARATION OF ACCEPTANCE OF OFFICE: In accordance with Local Elections (Declaration of Acceptance of Office) Order 12/1465, schedule 1, Councillor Hull took the Chair and signed his Declaration of Acceptance of Office as Town Mayor and Chairman of the Council. Councillor Hull thanked the outgoing Mayor for his hard work and positive leadership, adding that he was proud to become Mayor and would work hard on behalf of the Council and the town but that Councillor Gillanders would be a hard act to follow (to unanimous applause). Councillor Hull went on to describe exciting opportunities and prospects ahead for Hexham and a desire to work with the business community and the community generally in pursuit of ambitious plans, including with the Hexham Community Partnership and the many organisations in the town. Looking forward he talked of improving communications through Hexpress, the town newsletter in a new format from September and also improving the Town Council website. He hoped to make Hexham an even more attractive destination for residents and visitors. Councillor Hull ended with a final essential message which that the Council should aim to harness the community spirit of Hexham and to 'talk the town up'.
7271.	APOLOGIES FOR ABSENCE were given on behalf of Councillors D Bell, T Dodds and T Pearson.
7272.	VICE CHAIRMAN (DEPUTY TOWN MAYOR): In the absence of any other nominations it was AGREED that Councillor S Ball be elected Deputy Town Mayor and Vice Chairman of the Council, proposed by R Hull, seconded by T Cessford.
7273.	PUBLIC QUESTIONS: BENSON'S MONUMENT: A local resident noted communication received from Northumberland County Council regarding the required clean-up of the statue on Beaumont Street, specifically that the Council was seeking costs and that this was welcome news on the anniversary of his request for information. FORMER ABBEY CLINIC: The above resident sought support from the Town Council to encourage the owners of the former Abbey Clinic to improve their south-facing wall, presently boarded with ply-wood. Councillor Homer responded that work had already been confirmed on this matter. HEXHAM MARKET PLACE: A local resident sought an update on the result of the on-going consultation concerning the redevelopment of Hexham Market Place, of which a 'pedestrianised-zone' was one of the options. The resident noted that the consultation ended 10 weeks previously and no further information has been received. Councillor

	Cessford responded that Northumberland County Council was responsible for running the consultation and feeding back on the vote.
7274.	MAYOR'S ALLOWANCE: It was AGREED the Mayor's Allowance for 2019/20 be as the agreed 2019/20 budget (£2,100).
7275.	<p>STANDING COMMITTEES: The proposal by Councillor Hull that the members of the Council Standing Committees should be as follows was AGREED.</p> <ul style="list-style-type: none"> a. Finance and General Purposes Committee: Councillors R Hull, J M Graham, E Green, T G R Gillanders, T Cessford, J Ord, C R Homer, T Pearson and T Dodds. b. Planning and Infrastructure Committee: Councillors J V R Hare, R Hull, D Bell, E Green, T G R Gillanders, C Hanley and J Ord. c. Community Engagement Committee: Councillors T Pearson, R Hull, S Ball, T Dodds, D Bell, T G R Gillanders, T Cessford, C Hanley and C R Homer.
7276.	<p>TOWN PLAN 2020 AND NEIGHBOURHOOD PLAN COMMITTEES: The proposals by Councillor Hull that these Committees should continue and that members should be as follows was AGREED.</p> <ul style="list-style-type: none"> a. Town Plan 2020 Committee: Councillors R Hull, S Ball, J M Graham, T Dodds, T G R Gillanders, T Cessford and T Pearson. b. Neighbourhood Plan Committee: Councillors R Hull, T G R Gillanders, T Cessford, J Ord, T Dodds, C R Homer and D Kennedy. <p>It was further AGREED that the Town Plan 2020 Committee be authorised to agree any Committee expenditure up to but not exceeding the agreed 2019/20 budget of £20,000 together with £43,400 that was not spent in 2018/19, so £63,400 and AGREED that the Neighbourhood Plan Committee be authorised to agree any Committee expenditure up to but not exceeding the 2019/20 budget of £5,000.</p>
7277.	<p>HEXHAM HUB SHOWCASE: Councillor Hull invited Anne Lawson from Northumberland County Council's Community Regeneration to speak regarding the recent Hexham Hub showcase event held on 23 March in The Great Hall at Hexham Abbey. Mrs Lawson described that the event was well attended by over 500 residents, with visual displays of plans for schools; refurbishment at Wentworth Leisure; a summary of the work so far on the Market Place project; and also those developers of key sites in the town – the 'Bunker site' on Alemouth Road; the old Hexham Swimming pool site on Gilesgate; and the old Workhouse and site on Corbridge Road. Those attending were welcome to food samples from Northumberland providers and could find out about business support. Members were presented with the results of feedback which was very positive. Councillor Cessford commented that the event was well organised and those who attended enjoyed it, highlighting that the next steps would be paramount as it was important to have moved forward. Councillor Ball noted it was important to 'talk Hexham up', particularly the voluntary response. He also took the opportunity to ask Mrs Lawson if she felt there was a requirement for a Town Centre Manager in Hexham. She responded that the Hexham Hub was an alternative role to a Town Centre Manager that brings partners together and drives forward to make an impact as a team. Councillor Kennedy commented that the event was well attended and well researched and also took the opportunity to ask about alternatives for gym users during the refurbishment of Wentworth gym and any possible financial recompense. Councillor Homer responded that her understanding was that equipment would be moved during</p>

	<p>the short time that the gym was out of action and therefore the service would be unaffected. She added that the investment was vast and it was expected that Wentworth would offer an improved welcome and become a flagship for Active Northumberland.</p> <p>Councillor Ball highlighted feedback suggesting there should be more public art in the town, suggesting a heritage trail. Mrs Lawson responded that there was a strong arts offer in the town and they were thinking of ways to capitalise on this.</p> <p>She concluded that the plan was to have a couple of events every year and that the next would be in the autumn.</p>																									
7278.	MINUTES: The minutes of the Town Council meeting held on 8 April 2019, having been circulated, were AGREED.																									
7279.	<p>MATTERS ARISING:</p> <p>HEXHAM NEIGHBOURHOOD PLAN (Minute 7261i refers). It was noted that the Neighbourhood Plan has been submitted as a legal and true record and that it is open for comment for 6 weeks, following which it will go to an independent examiner, then for public referendum.</p> <p>HIGH STREET COMMUNITY CLEAN-UP FUND (Minute 7261g refers). It was noted that there had been a 'deep clean of chewing gum' from the Town Centre and before and after photographs showed very good results.</p> <p>CLEAN AND GREEN LITTER INITIATIVE (Minute 7261e refers). It was noted that Councillor Cessford was taking part in a litter picking initiative on Saturday 11 May from 10am until 12 noon in Priestlands Estate and all members were welcome.</p>																									
7280.	DECLARATIONS OF INTEREST: There were no declarations of interest.																									
7281.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.																									
7282.	BANKERS: It was AGREED the account with HSBC Bank plc continue, noting that the bank is authorised to pay all cheques and other instructions for payment signed on behalf of the Council by any two Councillors and to accept the Town Clerk as fully empowered to act in any other transaction with the bank and who is authorised to supply the bank as and when necessary with a list of persons authorised to sign and give receipts and the bank may rely on such lists.																									
7283.	2019/20 ACTION PLAN: The recommended Action Plan for 2019/20 as circulated with the agenda was noted to have a technical error, therefore it was AGREED this should be brought back to the Finance & General Purposes Committee and then to Full council.																									
7284.	<p>UNSPENT BUDGETS: It was AGREED to carry over unspent and underspent budgets from 2018/19 as follows:</p> <table border="1"> <thead> <tr> <th>Budget</th> <th>Ref.</th> <th>2018/2019 Underspend</th> <th>2019/2010 Budget</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Office Equipment</td> <td>5040</td> <td>600.00</td> <td>600.00</td> <td>1200.00</td> </tr> <tr> <td>Premises Reserve</td> <td>5092</td> <td>5000.00</td> <td>5000.00</td> <td>10000.00</td> </tr> <tr> <td>Trees Maintenance</td> <td>7410</td> <td>2000.00</td> <td>3000.00</td> <td>5000.00</td> </tr> <tr> <td>VMS Units</td> <td>7160</td> <td>1000.00</td> <td>4000.00</td> <td>5000.00</td> </tr> </tbody> </table>	Budget	Ref.	2018/2019 Underspend	2019/2010 Budget	Total	Office Equipment	5040	600.00	600.00	1200.00	Premises Reserve	5092	5000.00	5000.00	10000.00	Trees Maintenance	7410	2000.00	3000.00	5000.00	VMS Units	7160	1000.00	4000.00	5000.00
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	Street Signs	7170	3000.00	3000.00	6000.00
	Street Lighting (to carry forward into Contingency)	7175	35000.00	0	35000.00
	Contingency	5100	27000.00	20000.00	82000.00 (inc. Street Lighting budget)
	Staff Salaries	6020	11000.00	148000.00	159000.00
	Donations (One Time Only)	6066	580.00	2500.00	3080.00
	Tourism Support Fund	6096	15490.00	10000.00	25490.00
	Machines/Equipment – Renew/Replace	7315	30000.00	10000.00	40000.00
	Water/Business Rates	7390	2000.00	2200.00	4200.00
	Floodlights – Repair/Maintain	7450	5000.00	7500.00	12500.00
	Seats	7130	800.00	2500.00	3300.00
	Play Areas – Reserve	5094	44000.00	10000.00	54000.00
	Remembrance Day & Events	7800	2750.00	2500.00	5250.00
	WW1 Remembrance	7810	1800.00	0	Add to R Day budget (7800)
	War Memorial Reserve	5096	1900.00	3000.00	4900.00
	Website	7830	1400.00	5000.00	6400.00
	Newsletter	7840	1200.00	1200.00	2400.00
	Town Twinning (Council Expenses)	7870	590.00	1000.00	1590.00
	Mayor's Annual Reception	7070	670.00	850.00	1520.00
	Hexham in Bloom (Council Expenses)	7850	600.00	800.00	1400.00
	Flowerbeds and Tubs – Renew/Replace	7110	380.00	500.00	880.00
	Flowerbeds and Tubs – Planting	7120	1700.00	6500.00	8200.00
7285.	DRAFT COMMITTEE MINUTES: The draft minutes for meetings of the Planning & Infrastructure and Finance & General Purposes Committees held in April 2019 were NOTED . It was further NOTED regarding RECYCLING BINS (P&I minute 1094 refers) that recycling bins will be trialled in the Town Centre.				
7286.	CORRESPONDENCE RECEIVED. <i>(Note: wherever possible, all communications addressed to the Council are circulated to Councillors for information as and when received.)</i> <ol style="list-style-type: none"> a. COMMUNITY CHEST SCHEME: It was noted that Councillors had been circulated information on the County Council's scheme that local community groups and charities may wish to apply to. b. NORTHUMBERLAND DAY: It was noted that Councillors had been circulated information on Northumberland Day 2019 (Sunday 26 May). c. HOLMDALE: It was noted that Councillors had been circulated information on a development scheme. Cllr Gillanders described 'very popular' laid out plans and timescale, feedback seemed positive. Cllr Cessford also attended and asked questions about the residents who live there. One-to-one discussions 				

	<p>are being held with residents affected.</p> <p>d. HOUSING STRATEGY FOR NORTHUMBERLAND: It was noted that Councillors had been circulated the new draft strategy and that the consultation will close on 31 May. It was AGREED to pass to the planning committee. Cllr Homer commented that it was vital that Hexham Town Council respond, particularly in regards the type of housing required in Hexham.</p> <p>e. CLIMATE EMERGENCY PETITION: It was noted that Councillors had been circulated information on a petition to close on 26 June.</p>
7287.	CLOSURE OF BEALES: Members noted with sadness the decision to close Beales store and that there were plans for the redevelopment of the site. Councillor Homer referred to preliminary work to find a new location for the Post Office. Councillor Hare noted that although Beales was a relatively new name in Hexham, its predecessor, Robbs, has been part of the town for many years.
7288.	CANON DAGMAR WINTER: Councillor Hull offered congratulations on behalf of the Council to the Rector of Hexham, Canon Dagmar Winter on her appointment to the post of Bishop of Huntingdon from 3 July. It was noted that Rev. Graham Usher, the previous Hexham Rector, had just been appointed Bishop of Norwich.
7289.	STOLEN POST BOXES: Councillor Kennedy updated that following a 7 month wait, eventually the post boxes stolen from Maidens Walk and Beech Hill have been reinstated and the third post box at Causey Hill is expected in the next 16-24 weeks.
7290.	CLERK: The Mayor offered the thanks of the Council to Sarah Eden, Town Clerk of Prudhoe, for clerking the meeting tonight and sent well wishes to Jane Kevan (Town Clerk).
7291.	NEXT MEETING: The next meeting of the Council will be held on 10 June 2019 at 6.45pm at Hexham House, Hexham.

Chairman

Signed as a correct record of the minutes of the Annual Meeting of the Council held on 13 May 2019.

HEXHAM TOWN COUNCIL

MINUTES OF THE ANNUAL TOWN MEETING HELD ON 8 MAY 2019

ATM137.	PRESENT: Councillor T G E Gillanders, the Town Mayor, in the Chair and Councillors R Hull, T Cessford, S Ball, J Ord, C Hanley, T Pearson, J M Graham, T Dodds, D Kennedy and J V R Hare, together with ten members of the public.
138.	APOLOGIES for absence were given on behalf of Councillors D Bell and C R Homer.
139.	MINUTES: The minutes of the last Annual Town Meeting, held on 23 April 2018, were received and, having been circulated, taken as read.
140.	MAYOR'S REPORT for 2018/19: The report of Councillor T G E Gillanders is attached to this minute and it was AGREED it be received. A copy has also been placed on the Council website.
141.	RESOLUTIONS: No notices of resolutions had been received for consideration and no resolutions or proposals were put to the meeting.
142.	A PRESENTATION was made to the meeting by Mrs Liz Prudhoe, Director of Adapt (North East). She advised of the charity's history, primary objective of improving the quality of life for disabled people with the provision of transport as a secondary objective, of funding and support, and of the services provided. These services include a café, changing place facility, computers, a meeting room, monthly community information mornings with a dementia adviser, links with Healthwatch Northumberland, a wheelchair loan service, DBS checks for other charities, and an advocacy service. In response to questions, the excellent range of services and the importance of all organisations being good at signposting were noted, together with information on services being provided for all of Northumberland but the transport being focused mostly around Hexham and Prudhoe.
143.	MATTERS RAISED BY MEMBERS OF THE PUBLIC: Local residents commented on the following: <ul style="list-style-type: none">a. Climate change and a thank you to the Council for setting up a sustainability groupb. Biodiversity and a request to consider birds and bugs, etc.c. A declaration of climate emergencyd. An online petition regarding recycling plastic bottles and a deposit scheme.
144.	There being no further business before the meeting, the Mayor declared the meeting closed.

Annual Town Report 2018/19
By Councillor Tom Gillanders, Mayor of Hexham.

Writing my Annual Town Report has given me the opportunity to reflect on all that has happened throughout the year. The Town Council continued to work closely with its partners who included local groups such as the three Rotary Clubs and the local Lions Club; Hexham 41 Club and its associated Round Table; Hexham Community Partnership; as well as Northumberland County Council. In the past year these have been joined by Hexham Hub which combines representatives from the town and county councils with those from local businesses. This group had its first public outing in March 2019 with a showcase event in the Great Hall which received much positive comment from residents.

The County Council has continued to play a significant part in the daily life of the town. A partnership agreement with the Town Council meant that a new mechanical sweeper was provided in June which has significantly improved the level of street cleanliness. Prior to this all cleaning was carried out manually. In July the town saw Beaumont Street transformed as we hosted the launch of Great Northumberland 2018 which heralded 80 days of activities and events across the county. While all this was going on the County Council continued to replace and upgrade the street lighting throughout the town.

The regeneration of the Market Place has continued to attract both support and criticism with members of the public being encouraged to air their views during the spring of 2019. The results of a voting system have yet to be released but controversy will be sure to be around. Following a series of meetings with officers from the County Council a number of additional long-term parking spaces became available. While this will not resolve the issue of non-availability of parking it does make a small contribution to the solution.

The Neighbourhood Plan Steering Group continued to beaver away and despite a few setbacks was able to submit their plan to the County Council by the end of March. Neighbourhood planning was introduced through the Localism Act in 2011 and gave communities the opportunity to shape and define how their area should grow and change in the future.

For the future we can look forward to the formation of the North of Tyne Combined Authority which is being established to provide improved conditions for housing, economic planning and community provision. In addition we are involved with the Borderlands Partnership which brings together the five cross-border local authorities of Carlisle City Council, Cumbria County Council, Dumfries and Galloway Council, Northumberland County Council and Scottish Borders Council to promote the economic growth of the area that straddles the Scotland-England border.

With 2018 commemorating the centenary of the ending of the First World War, Hexham remembered those who sacrificed for our freedoms. This was with a series of events culminating with Remembrance weekend when members of our Army and Air Force youth organisations placed poppy crosses on each of the graves of the war dead buried in St Andrew's Cemetery. The following day the service of remembrance at the recently cleaned and refurbished Cenotaph and War Memorial attracted the

largest ever attendance. In June the town celebrated Armed Forces Day with a military parade and march-past in Beaumont Street followed by activities and stalls in the Sele. As a tribute to the town the North East War Memorials Trust donated a park bench inscribed with “Lest we forget” and this is now positioned in the Cemetery directly outside the west chapel.

The Town Council was delighted to hear that it had been awarded Foundation status in the Local Council Award Scheme. These awards are made to Councils which can demonstrate the highest standards of public accountability. It is the first time that the Town Council has applied for such an award and the successful outcome was due to the efforts of our Town Clerk, Mrs Jane Kevan. It is noteworthy that only two of these awards have been made across the County. In addition the appearance of, and management plan for, the Cemetery attracted Green Flag Status. This international award, now into its third decade, is a sign to the public that the space boasts the highest possible environmental standards, is beautifully maintained and has excellent visitor facilities. These awards are fitting tributes to the hard work put in by all the Council staff.

Hexham continues to be fortunate in having so many volunteer groups who all subscribe to improving the social, cultural, and spiritual life of the town. Not the least among these is a group known as the “Hexham Bloomers”. This group has, for many years, improved the appearance of the town throughout the summer months by providing hanging baskets to the town’s shops. This year the judges of Northumbria in Bloom acknowledged the efforts of this small group by awarding the town eight gold certificates and three silver gilts – almost entirely due to the work put in by these volunteers.

After a few years of uncertainty I am delighted to confirm that the Town Twinning Association is going from strength to strength. Over thirty members travelled to Noyon in France to cement our town twinning relationship while a similar number of Germans from Metzingen visited Hexham. In this coming year it has already been arranged that we shall receive visitors from Noyon.

One of the highlights for the town was the visit by HRH Prince Charles in September. He was able to visit a specially arranged market before going on to tour the Abbey. Many townspeople turned out to greet him and the children from the town’s primary schools were given centre stage along the route.

It would be remiss of me not to mention the work being carried out by Hexham Community Partnership to provide events and activities in the town. Over this past year they have arranged and organised two litter picks where local groups and businesses have provided teams to clean and clear rubbish and litter from the streets. They have also arranged a successful Spring Festival and a suitably scary Spook Night.

Finally, I pay tribute to all my fellow Councillors who have supported me over the last two years and who have given so generously of their time. All Councillors are volunteers and enter public life with no prospect of financial reward. Despite their political differences all Councillors are strong in their support for the town of Hexham.

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 10 JUNE 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 (April)	11.90	0	11.90	DD	5060
Malthurst Ltd	Diesel (May)	347.25	57.87	289.38	Visa	7310
EE & T Mobile	Accounts (May)	46.70	7.78	38.92	DD	5010
Onecom Limited	Phone and broadband (May)	82.75	13.79	68.96	DD	5010
Ford Lease	Monthly payment for Transit Tipper	366.00	61.00	305.00	DD	7315
Opus Energy Limited	Abbey Floodlights	71.99	3.43	68.56	DD	7450
British Gas	Cemetery electricity	1415.26	235.87	1179.39	DD	7370
Ludman Planning Ltd	Work on HNPlan	1200.00	0	1200.00	BACS	5600
TutorCare Limited	First Aid Course	474.00	79.00	395.00	Visa	6080
Adrian Norman	Reimbursement for wrong burial fee paid	151.00	0	151.00	109301	4010
Beales	Clock & batteries	11.99	0	11.99	Visa	5040
Tyne Valley Community Rail Partnership	Annual Shareholder Membership	10.00	0	10.00	BACS	5050
J&J Stanley Ltd	Skip at Quatre Bras (April)	252.00	42.00	210.00	BACS	7020
ITC Digital	25% payment re new website	600.00	100.00	500.00	BACS	7830
David Dixon Ltd	Grasscutter spring clutch	16.18	2.70	13.48	BACS	7320
David Dixon Ltd	Oil	32.83	5.47	27.36	BACS	7320
David Dixon Ltd	Head swift load	24.29	4.05	20.24	BACS	7320
Came & Company	Tractor insurance	282.11	0	282.11	BACS	7310
Adapt (NE)	H in Bloom judging transport	41.40	0	41.40	BACS	7850
Newsquest	Annual Town	144.48	24.08	120.40	BACS	5000

Media Group	Meeting notice					
Hollybush Sawmill	Boarded planters	798.00	133.00	665.00	Visa	7110
David Dixon Ltd	Cable Ties	2.10	0.35	1.75	BACS	7330
Derek's Shoe Bar	Inscription on Mayoral chain, etc	29.00	0	29.00	BACS	5100
Robson Print	Mayor's business cards	57.60	9.60	48.00	BACS	????
Lloyd Ltd	Husqvarna repair	134.40	22.40	112.00	BACS	7320
Matthew Charlton	Cement	6.83	1.14	5.69	BACS	7100
Matthew Charlton	Washers and rawlplugs	5.81	0.97	4.84	BACS	7100
TOTALS		6631.47	807.10	5824.37		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 10 JUNE 2019

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				76.15		
	Add agreed 2019/2020 budget of £2100.00					5080
Balance fwd				2176.15		

HEXHAM TOWN COUNCIL – INCOME – MAY 2019

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Beverley Stephenson	Christmas Market fee	100.00		010518	5130
Trevor Craggs	Christmas Market fee	130.00		010518	5130
Door to the Hexham	Christmas Market fee	130.00		020518	5130
Mark Wright	Christmas Market fee	130.00		020518	5130
Various	Cemetery charges	625.00	HD2019/26	030519	4010
Dr Hugh Penney	Christmas Market fee	100.00		090518	5130
Ceramic George	Christmas Market fee	100.00		110518	5130
HMRC	VAT Refund	12698.18		140519	4020
Various	Cemetery charges	785.00	HD2019/30	150519	4010
Various	Cemetery charges	3850.00	HDW2019/31	150519	4010
Various	Cemetery charges	190.00	HDW2019/32	150519	4010
Various	Cemetery charges	190.00	HD2019/33	150519	4010
LollaMac	Christmas Market fee	130.00		290518	5130
TOTAL		19158.18			

Hexham Neighbourhood Plan 2019/20

(As at 31 May 2019)

Budget	Expense (net)	Detail	Date	Cheque No.	Balance
£5000.00					£5000.00
	£1200.00	Planning Consultant fee	Balance owed from 2018/2019 (paid 2/5/2019)	BACS	£3800.00

HEXHAM TOWN COUNCIL

**ANNUAL GOVERNANCE AND ACCOUNTING STATEMENTS YEAR ENDING
31 MARCH 2019**

The Council must approve annual governance and accounting statements for the year ending 31 March 2019 and then submit them to its external auditors, PKF Littlejohn.

Annual Governance Statement 2018/19

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 2019, 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 of the Accounts and Audit Regulations.	During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	Yes
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 31/03/18 (£)	Y/E 31/03/19 (£)	
Balances B/F	192,671	151,665	Balance at year start
+ Annual precept	306,875	318,000	Precept received
+ Total other receipts	167,765	159,603	All income less precept
[-] Staff costs	156,543	155,098	All costs for staff
[-] Loan interest/capital repayments	19,617	9,903	Capital & Interest on loans
[-] All other payments	339,486	272,895	Payments less staff and loans
= Balance C/F	151,665	191,372	Balance at year end
Note: vat debtor			
Total cash/short term investments	121,966	178,674	Bank balances
Total fixed assets& long term investments	1,541,425	1,541,154	Fixed assets [Premises etc.]
Total borrowings	182,862	181,129	Total due PWLB loans
Trust funds	None	None	

The annual accounting statement is certified and signed: *"I, Jane Kevan, RFO, certify that for the year ending 31 March 2019 the accounting statement presents fairly the financial position of the Council and its income and expenditure."*

Annual Internal Audit Report for 2018/19

<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 2019.</p> <p>The internal audit for 2018/19 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 2019	

It is **RECOMMENDED** the above governance statement, annual accounting statement and internal audit report be approved by the Council. No matters have been raised for the Council's attention by the internal auditor in his report.

Jane Kevan, Town Clerk and RFO
24 May 2019

DRAFT MINUTES OF COMMITTEE MEETINGS HELD IN MAY 2019

**DRAFT MINUTES OF THE TOWN COUNCIL PLANNING AND
INFRASTRUCTURE COMMITTEE MEETING HELD ON 7 MAY 2019**

1107.	PRESENT: Councillor J V R Hare in the Chair and Councillors T G E Gillanders, R Hull, J Ord and C Hanley.
1108.	APOLOGIES FOR ABSENCE were received from Councillor Bell.
1109.	MINUTES of the Committee meeting held 23 April 2019, having been circulated, were AGREED.
1110.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none">a) STREET LIGHTS (minute 1100 refers). It was noted that a response from an NCC Officer is pending regarding why the lights in Hexham reduce to 50% light output after midnight but do not visibly dim.b) AUTOMATIC NUMBER PLATE RECOGNITION CAMERAS (minute 1100b and action log refers). It was noted that this matter had been referred to the Finance and General Purposes Committee.c) MISSING SEAT (minute 1100c and action log refers). It was noted that a replacement seat with fixings has been ordered.d) LITTER BIN REQUESTS (minute 1100d and action log refers). It was noted that the local resident has requested replacement bins for the one outside the old Carphone Warehouse in the Market Place and for the one by the steps of the former bank in the Cattle Market. This was AGREED.e) RECYCLING BINS (minute 1100f and action log refers). It was noted that a meeting has been arranged with an NCC Officer for this to be trialed in the town centre.f) QUATRE BRAS ALLOTMENTS (minute 1104 and action log refers). It was noted that the tenant has been advised.g) WEED CLEARANCE (minute 1105 and action log refers). It was AGREED to discuss this with the Operations Manager at the next meeting.
1111.	DECLARATIONS OF INTEREST: There were no declarations of interest.
1112.	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, except in respect of 19/01262/ADE (Car Dealership, Corbridge Road) to request that the illuminated sign is turned off between 9.00pm and 8.00am every day.
1113.	PROSPECT HOUSE: A presentation was made to the Committee on a pending planning application and revised plans for the building.

1114.	HEXHAM HOUSE: It was noted that the application (18/04431/ADE) had been withdrawn.
1115.	HEXHAM COMMUNITY CHURCH: It was noted that the application (19/00215/VARYCO) had been withdrawn.
1116.	LAND NORTH OF CLONTIBRET: Following further information regarding the application 19/00980/FUL, it was AGREED to withdraw the Committee's previous objection.
1117.	FAIRFIELD SITE: It was AGREED to contact Hexham Community-Led Housing about this.
1118.	HEXHAM MIDDLE SCHOOL: It was AGREED that a response from the Council should be submitted to the consultation on the relocation of the school.
1119.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Friday 7 May at 10.00am in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Further request a response regarding street lights (minute 1101a)	Clerk
Invite the Operations Manager to the next meeting (minute 1110g)	Clerk
Advise of the objection being withdrawn (minute 1116)	Clerk
Contact Hexham Community-Led Housing (minute 1117)	Councillor Ord
Agree a consultation response (minute 1118)	Councillor Hull

Chairman.....

DRAFT MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE MEETING
HELD ON 7 MAY 2019

494.	PRESENT: Councillor T Pearson in the Chair and Councillors T G E Gillanders, R Hull, C Hanley, S Ball and T Cessford.
495.	APOLOGIES FOR ABSENCE were received from Councillors T Dodds and D Bell.
496.	MINUTES of the meeting held on 4 March 2019, having been circulated, were AGREED.
497.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> a. CHRISTMAS LIGHTS SWITCH-ON EVENT AND SELE FIRST SCHOOL PTA (minute 488b refers). It was noted that the school may sell mulled wine near the bandstand. b. HEX-PRESS (minute 488c log refers). It was noted that Councillor Ord is also a nominated member on the editorial board. c. HEXHAM BELLMAN (minute 488e refers). Councillor Ball advised he and Councillor Hanley will work on the costume design, to be made at Denize Designs and with support from the Town Criers Guild. Councillor Ball will also contact the Courant for any historical pictures. d. TAKE PRIDE IN HEXHAM (minute 488h refers). It was noted that Councillors Gillanders and Hull, with Mrs Gillanders and former Councillor Robson, had cleaned Wentworth Car Park on 3 April. It was AGREED that Hexham Community Partnership is thanked for coordinating this initiative. e. REGENERATION OF HEXHAM (minute 492 and action log refers). Councillor Hull advised he would circulate the results of the meeting to the Committee. f. HEXHAM TASTE FESTIVAL (minute 494 refers). It was noted that this event has been confirmed for Friday 13 and Saturday 14 September. g. BENCHMARKING (minute 491 and action log refers). It was noted that this was discussed at the Hub meeting and the County Council is still considering what to do.
498.	DECLARATIONS OF INTEREST: No declarations of interest were made.
499.	NEW WEBSITE: It was AGREED to defer consideration of proposals for this to another meeting.
500.	HEXHAM MARKET: A proposal from Greg Gavin, NCC Head of Neighbourhood Services, regarding canopies was considered. It was AGREED to support a common format but other issues should be addressed first and to request a plan for encouraging more stalls on Tuesdays and Saturdays, and specialist markets, etc.

501.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Monday 24 th June 2019 at 6.00pm in the Council Office, St Andrew's Cemetery, Hexham.
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Action Log

Publicise the "winter lights" (minute 488a)	Clerk
Social Media (minute 488(d) refers). Contact QEHS to seek possible assistance.	Councillor Cessford
Work on the Bellman costume design and contact the Courant (minute 497c refers)	Councillors Ball and Hanley
Circulate results of the Regeneration of Hexham meeting (minute 497e refers)	Councillor Hull
Respond to NCC re: Hexham market (minute 500 refers)	Clerk and Councillor Pearson

Chairman