

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 27 June 2019 at 6.30pm, when the following items will be discussed:

A G E N D A

1. To agree the Committee Chairman.
2. To note Committee members are Councillors R Hull, S Ball, T G E Gillanders, T Pearson, J Ord, J M Graham, T Cessford, C R Homer and T Dodds.
3. Apologies for absence.
4. To receive minutes of the Finance and General Purposes Committee meeting held on 30 April 2019, enclosed.
5. Matters arising, if any.
6. Declarations of interest (see enclosed).
7. To receive bank reconciliation and budget income and expenditure report to 31 May 2019 (attached).
8. To review the 2019/20 Action Plan (see enclosed).
9. To note Historic England's High Street Heritage Action Zone Initiative and Funding.
10. To consider a Projects Officer 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
20 June 2019

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St Andrew's Cemetery
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H agenda 0619 FandGPCCommittee

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 30 APRIL 2019

556.	PRESENT: Councillors R Hull, T G E Gillanders, T Cessford and S Ball.
557.	APOLOGIES FOR ABSENCE were received from Councillors J Ord and T Pearson.
558.	MINUTES of the meeting held on 20 March 2019, having been circulated, were AGREED.
559.	MATTERS ARISING: <ul style="list-style-type: none">a) EMERGENCY PLAN (minute 544 refers). It was AGREED to discuss this with the local Police and Fire Services.b) BUSINESS BANKING OPTIONS (minute 546 refers). It was AGREED to invest in the public sector deposit fund after taking advice on the amount to be invested.c) FUNDING REQUEST (minute 549 refers). It was AGREED to convene a meeting with interested parties so there is a cohesive approach.d) HEXHAM TOMORROW (minute 554 refers). It was noted that a useful meeting had been held, generating lots of ideas.
560.	DECLARATIONS OF INTEREST: There were no declarations of interest.
561.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2018/19 budget report to 31 March 2019 were received and accepted. Copies are attached to the minutes.
562.	UNUSED 2018/2019 BUDGETS: The report attached to the agenda was considered and it was AGREED to carry forward unspent and underspent budgets relating to Office Equipment (reference 5040), Premises Reserve (reference 5092), Trees Maintenance (reference 7410), VMS Units (reference 7160), Street Signs (reference 7170), Street Lighting (reference 7175), Contingency (reference 5100), Staff Salaries (reference 6020), Donations (One Time Only) (reference 6066), Tourism Support Fund (reference 6096), Machines/Equipment – Renew/Replace (reference 7315), Water/Business Rates (reference 7390), Floodlights – Repair/Maintain (reference 7450), Seats (reference 7130), Play Areas – Reserve (reference 5094), Remembrance Days & Events (reference 7800), WW1 Remembrance (reference 7810), War Memorial Reserve (reference 5096), Website (reference 7830), Newsletter (reference 7840), Town Twinning (Council Expenses)(reference 7870), Mayor’s Annual Reception (reference 7070), Hexham in Bloom Council Expenses (reference 7850), Flowerbeds and Tubs – Renew/Replace (reference 7110) and Flowerbeds and Tubs – Planting (reference 7120).
563.	ANPR CAMERA: It was AGREED to support this in principle and make a

	contribution but to note this has not been budgeted for and to wait for new tender information as the Council cannot currently pay the sum requested.
564.	FOOTFALL: It was noted that work is currently being done on collating this.
565.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Wednesday 26 June 2019 at 6.00pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Talk to Northumbria Police and Northumberland Fire and Rescue Service regarding Emergency Plans (minute 559a)	Councillors Hull and Cessford
Get advice regarding the amount to invest (minute 559b)	Clerk and Councillor Ball
Arrange a meeting with interested parties (minute 559c)	Councillor Gillanders
Refer budgets to be carried over to Full Council (minute 562).	Clerk
Contact the Police (minute 563)	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
27 JUNE 2019

HEXHAM TOWN COUNCIL ACTION PLAN 2019/20

The following action plan was considered by the Committee on 20 March 2019 and recommended to Full Council. A technical error was noted (minute 7283 refers) so the Plan has been brought back to this Committee for amendment and further referral to Full Council. 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.

Action	Objective	Budget	Timescale
* 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 22 March 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	S106 funding was granted in March and the installation is to be completed in June 2019.
* Review the Town Council website	The website needs to be modernised, simplified and be made more user friendly.	2018/2019 £3000 (reference 7830)	Work in progress
# 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. Mystery shop/unannounced

			inspection due in the summer.
# 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)	A meeting has been held with a potential new editor. There will be one further edition in the current format and the first edition in a new style in September 2019.
# 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 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 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.		This has started and should be completed in summer 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	Maintained by HTC staff.		

town centre			
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The Committee is requested to further consider this Action Plan and recommend it with amendments/additions to Full Council.

Jane Kevan
Town Clerk
June 2019