

## 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 24 July 2019 at 6.30pm, 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 27 June 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 30 June 2019 (attached).
6. To consider a Job Description for a Projects Officer post.
7. To agree exclusion of the public during consideration of agenda item 8.
8. To consider a funding request.
9. To agree a date for the next meeting of the Committee.
10. 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  
18 July 2019

Hexham Town Council  
Council Office  
St Andrew's Cemetery  
West Road  
Hexham  
NE46 3RR  
01434 609575

[clerk@hexhamtowncouncil.gov.uk](mailto:clerk@hexhamtowncouncil.gov.uk)  
H agenda 0719 FandGPCCommittee

## HEXHAM TOWN COUNCIL

### MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 27 JUNE 2019

566.	PRESENT: Councillors R Hull, T G E Gillanders, T Cessford, T Pearson, T Dodds, S Ball, J Ord and C R Homer.
567.	CHAIRMAN: It was AGREED that Councillor R Hull remain the Committee Chairman.
568.	COMMITTEE MEMBERS: It was NOTED the 2019/20 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.
569.	APOLOGIES FOR ABSENCE were received from Councillor J M Graham.
570.	MINUTES of the meeting held on 30 April 2019, having been circulated, were AGREED.
571.	MATTERS ARISING: <ul style="list-style-type: none"><li>a) EMERGENCY PLAN (minute 559a and action log refers). It was AGREED to forward some information sent by Councillor Cessford to all members of the Committee.</li><li>b) BUSINESS BANKING OPTIONS (minute 559b and action log refers). It was AGREED that Councillor Ball and the Clerk will meet asap regarding the amount to be invested.</li><li>c) FUNDING REQUEST (minute 559c and action log refers). It was AGREED to progress a meeting with interested parties so there is a cohesive approach, and to ask for a breakdown of costs.</li><li>d) UNUSED BUDGETS (minute 562 refers). It was noted that all Committee Chairman should monitor their budgets at each meeting of their committees.</li><li>e) ANPR CAMERA (minute 563 and action log refers). It was noted that a response had been sent on 7 May. It was AGREED to contact Northumbria Police again for any update.</li></ul>
572.	DECLARATIONS OF INTEREST: Councillors T Cessford and C R Homer declared a non-pecuniary interest in agenda items 9 and 10 and a funding request.
573.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2019/20 budget report to 31 May 2019 were received and accepted. Copies are attached to the minutes.
574.	2019/2020 ACTION PLAN: A revised plan was reviewed and it was AGREED to recommend the following Action Plan to the Council for agreement at its next meeting.

## HEXHAM TOWN COUNCIL ACTION PLAN 2019/20

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 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	The Council's Training Policy notes, as a voluntary organisation, the Council values the time given by its	2019/20 £2000 (reference	

training session	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.	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 consider a third food festival event.	2019/20 £3500 from the £5000 budget (reference 5130)	To be held in 2020.
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	Make full use of the dedicated tourism budget.	2019/2020 £10000 (reference 6096)	
Promote the Council's Grant Aid scheme	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.		

575.	HERITAGE ACTION ZONE HIGH STREETS INITIATIVE: It was NOTED that an application for an expression of interest for Hexham is being prepared by the Hexham Hub. What the Town Council may be able to offer in terms of funding and staff/volunteer time as part of a match funding offer was considered. It was AGREED to commit, subject to confirmation by Full Council on 8 July, £20,000 as an initial contribution to the match funding plus up to two days FTE staff time subject to the Council deciding to appoint an additional member of staff and to review this as and when the project
------	--

	progresses.
576.	PROJECTS OFFICER POST: It was AGREED to support in principle the creation of such a post and to set up a working group of Councillors Hull, Ball and Homer to prepare an appropriate job description.
577.	FUNDING APPLICATION: It was NOTED that further information is needed and Councillor Cessford will contact the applicant.
578.	PHONES AND BROADBAND: It was NOTED that the Council has withdrawn from an agreement with a new supplier and that OFCOM has provided advice regarding a complaint about the lack of service and working equipment.
579.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Wednesday 24 July 2019 at 6.30pm in the Council Office, St Andrew's Cemetery, Hexham.

### Action Log

Forward the Emergency Plan information to all Committee members (minute 571a)	Clerk
Get advice regarding the amount to invest (minute 571b)	Clerk and Councillor Ball
Arrange a meeting with interested parties and ask for a breakdown of costs (minute 571c)	Councillor Gillanders
Contact Northumbria Police for any update (minute 571e)	Clerk
Refer the Action Plan to Full Council (minute 573).	Clerk
Consider a Projects Officer post (minute 575)	Councillors Hull, Ball and Homer
Contact the funding applicant (minute 576)	Councillor Cessford

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.