

## **HEXHAM TOWN COUNCIL**

**I HEREBY GIVE YOU NOTICE** that a meeting of the Council will be held in the Conference Room, Dene Park House, Corbridge Road, Hexham NE46 1HN on Monday 6 February 2017 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 9 January 2017, enclosed.
4. Matters arising, if any.
5. Mayor's announcements.
6. Declarations of interest (see memorandum enclosed).
7. To agree accounts for payment (list enclosed).
8. To consider any correspondence received.
9. To approve and adopt a risk assessment for 2016/17 (see attached).
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 of the Council before the meeting begins.)*

Jane Kevan  
Clerk Designate  
31 January 2017

Hexham Town Council  
Council Office  
St Andrew's Cemetery  
West Road  
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NE46 3RR  
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Hagenda0217

## HEXHAM TOWN COUNCIL

### MINUTES OF THE TOWN COUNCIL MEETING HELD ON 9 JANUARY 2017

6840.	<p>PUBLIC QUESTIONS: FORMER BUS STATION DEVELOPMENT. A resident noted that the Development Director of Dysart Developments Limited would later be addressing the Council on this development. She asked if he would advise on interested retailers as there is concern in Hexham about competition and a desire for a variety of smaller retailers.</p>
6841.	<p>JANUARY COUNCIL MEETING: Councillor T Cessford, the Town Mayor, then opened the Council meeting. Present were Councillors T G E Gillanders, T Robson, J V R Hare, M R Allan, P E Oliver, Mrs C Hanley, J M Graham, Dr N F Rose, D Clegg, D Kennedy and S Ball.</p>
6842.	<p>APOLOGIES FOR ABSENCE were received from Councillors G C Ferguson and Mrs C R Homer. The Council AGREED to grant Councillor Ferguson leave of absence for medical reasons.</p>
6843.	<p>MINUTES: The minutes of the Town Council meeting held on 5 December 2016, having been circulated, were AGREED.</p>
6844.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"><li>a. CHRISTMAS LIGHTS SWITCH-ON (Minute 6832f refers). It was noted that comments had been made that this should be held at the bandstand again. This will be discussed by the Community Engagement Committee.</li><li>b. ST CUTHBERT'S CLOSE AND 22 AND 24 HENCOTES (Minute 6835b refers). It was noted that demolition permission had been granted but it was still unclear why there was an entrance needed off Hencotes. A further planning application is pending.</li></ul>
6845.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Cessford advised the meeting:</p> <ul style="list-style-type: none"><li>a. CHRISTMAS MARKET. This event had gone very well and he thanked all who had been involved.</li><li>b. EVENTS IN HEXHAM. He took the opportunity to thank everyone, including many volunteers, who throughout the year help put on events.</li></ul>
6846.	<p>DECLARATIONS OF INTEREST: No declarations of interest were made.</p>
6847.	<p>ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.</p>
6848.	<p>CORRESPONDENCE RECEIVED. <i>(Note: wherever possible, all</i></p>

	<p><i>communications addressed to the Council are circulated to Councillors for information as and when received.)</i></p> <ul style="list-style-type: none"> <li>a. HEXHAM FLOOD RECOVERY MAP: Councillors had been circulated information on a map produced by the Environment Agency, County Council and Northumbrian Water to demonstrate key assets, completed flood recovery works and continuing investigations.</li> <li>b. HEXHAM PEDESTRIAN SIGNS: Councillors had been circulated information on a draft audit document received from Active Northumberland and it was noted that the Planning and Infrastructure Committee will consider it on 13 January.</li> <li>c. RESIDENTS PERMIT PARKING PLACES AT MAIDENS WALK: Councillors had been circulated information on this suggestion received from Northumberland County Council and it was noted that the Planning and Infrastructure Committee will consider it on 13 January.</li> <li>d. NORTH TOURISM FAIRS 2017: Councillors had been circulated information about this and it was noted that the date of the Fair at Hexham Mart will be 23 March.</li> </ul>
6849.	<p>PRESENTATION BY MIKE CLARK: Mr Clark advised that Dysart Developments Limited does not yet have possession of the old bus station site and is waiting to exchange contracts. Site investigations are pending and some excavation will be required to complete this. Once there is full information on the site, the design can be completed and the tender/commission process can take place. It is intended that the full development will be done at once. It is not an easy site to develop so this will cause significant disruption but the company will try to mitigate impact. There will be nearly two years of work. Planning permission is for retail and apartments. There has been a mixed response for retail units with a greater demand for smaller units. In response to questions Mr Clark advised:</p> <ul style="list-style-type: none"> <li>a. There will be a security plan (including 24 hour CCTV) in addition to the management plan in place.</li> <li>b. There will be a site manager who will ensure the area will be kept clean and safe.</li> <li>c. Approaches had been received from an electrical retailer, for leisure outlets and from restaurateurs. The company is not looking for bookmakers, off-licences or hot food takeaways.</li> <li>d. The company hopes to disrupt traffic in Priestpopple as little as possible and hopes to work from the other side as much as possible.</li> <li>e. There will be disabled access, street furniture including public seating, and artwork displayed.</li> </ul>
6850.	<p>PROPOSAL BY COUNCILLOR J M GRAHAM: "Council should agree the 2017/18 precept of £306,875.00 and budget as recommended by the Finance and General Purposes Committee". This proposal was AGREED unanimously by the Councillors present. The 2017/18 budget is as follows:</p>

<b>HTC BUDGET 2017/18</b>	<b>2017/18 Agreed Budget</b>	<b>Reference</b>
<b>INCOME</b>		
Allotments income	5520	4000
Cemetery income	65000	4010
Donations/Grants/Loans	0	4015
Neighbourhood Plan grant	0	4105
Miscellaneous	0	4020
<b>TOTAL CREDITS</b>	<b>70520</b>	
<b>HTC BUDGET 2017/18</b>	<b>2017/18 Agreed Budget</b>	<b>Reference</b>
<b>ADMINISTRATION</b>		
Advertising	600	5000
Telephones	2900	5010
Postages	450	5020
Stationery/Copying	600	5030
Office equipment	1500	5040
Subscriptions	1900	5050
Bank charges	600	5060
External audit	1200	5070
Mayor's allowance	2100	5080
Elections reserve	6000	5090
Bandstand reserve	0	5110
Sele WC - NCC charge	2000	5120
Contingency Fund	38000	5100
<b>TOTALS</b>	<b>57850</b>	
<b>TOWN PLAN 2020 COMMITTEE</b>		
Town Plan 2020 Development reserve	20000	5500
<b>TOTALS</b>	<b>20000</b>	
<b>NEIGHBOURHOOD PLAN COMMITTEE</b>		
Neighbourhood Plan & N/Plan Forum	2000	5600
<b>TOTALS</b>	<b>2000</b>	
<b>FINANCE &amp; GENERAL PURPOSES COMMITTEE</b>		
Internal accounting and audit	2800	6000
Staff welfare, catering and the like	450	6010
Salaries	126534	6020
Pension contributions	24000	6030
Travelling expenses	300	6035
Grant Aid	6750	6050
Grant Aid under sec 137	65000	6060
HCP Long term Grant under sec 137	0	6062
HYI Long term Grant under sec 137	0	6064
Donations (One time only)	1500	6066
Risk Management/H&S	500	6070

Councillors and employees training	500	6080	
Local Council Award Scheme	500	6090	
Professional fees	1000	6095	
Tourism support fund	10000	tba	
<b>TOTALS</b>	<b>239834</b>		
<b>PLANNING &amp; INFRASTRUCTURE COMMITTEE</b>			
Personal Protective equipment	1400	7300	
Machines/equipment – fuel/road tax/insurance	6500	7310	
Machines/equipment – renew/replace	20000	7315	
Machines/equipment repair/maintain	4000	7320	
Non-specific expenses	4000	7330	
Stock - Caskets and other	10000	7340	
Headstone raft foundations	6000	7350	
Debt charges (PWLB)	9905	7360	
Heat/light	4500	7370	
Premises repair maintain	3000	7380	
Premises reserve	5000	5092	
Water rate/Business rate	1800	7390	
Trees maintenance	1200	7410	
Insurances (not motor)	9500	7420	
Floodlights Repair Maintain	2000	7450	
Town clock Repair Maintain	250	7460	
Dene Park allotments Maintain	550	7000	
Broadway allotments Maintain	3500	7020	
Wydon Park allotments Maintain	150	7030	
Seats x 59 Repair Replace Renew	1500	7130	
Litter bins x 86 Repair Replace	3000	7100	
Bus shelters x 12 Repair Replace	250	7150	
VMS units x 6 Repair Replace	1000	7160	
Street signs x 6 Repair Replace	3000	7170	
Play Areas x6 Repair	1000	7190	
Play Areas x6 ROSPA inspection	650	7200	
Play Areas x6 Vandalism	500	7210	
Play Areas Development Fund	10000	5094	
Winter Maintenance	3000	tba	
<b>TOTALS</b>	<b>117155</b>		
<b>COMMUNITY ENGAGEMENT COMMITTEE</b>			
Remembrance Days & Armed Forces Day	7500	7800	
WW1 Remembrance	0	7810	
War Memorials	0	7820	
War Memorial Reserve	10000	5096	
Website	600	7830	
Newsletter	1200	7840	
BID/Business Forum	0	7860	
Town Twinning [Council expenses]	1000	7870	

Christmas lights Repair Replace	2000	7040	
Christmas lights Additional units	10000	7050	
Christmas lights Erect Dismantle Store Insure	9000	7060	
Christmas lights Switch on	1200	7065	
Mayor's annual reception	750	7070	
Steward and Bailiff award	50	7080	
Young Employee of the year award	300	7090	
Hexham/Northumbria in Bloom (Council expenses)	2300	7850	
Flower beds and tubs Renew Replace	500	7110	
Flower beds and tubs Planting	6500	7120	
Support for town events	9000	5130	
<b>TOTALS</b>	<b>61900</b>		

### HEXHAM TOWN COUNCIL 2017/18 BUDGET

HTC BUDGET 2017/18	2017/18 Agreed Budget	Reference
<b>EXPENDITURE SUMMARY</b>		
Administration	57850	
Town Plan 2020 Committee	20000	
Neighbourhood Plan Committee	2000	
Finance and General Purposes	239834	
Planning and Infrastructure	117155	
Community Engagement	61900	
<b>TOTALS</b>	<b>498739</b>	

With a precept of £306,875.00 and when using the base figure as supplied by NCC, the average (Band D) Council Tax payer should pay £72.84 per annum (306875/4213).

6851.	BUS SERVICE 74: It was AGREED to defer this item to the Finance and General Purposes Committee.
6852	HEXHAM TYNE BRIDGE: Masonry arch repair work scheduled to commence in June 2017 was NOTED. It was AGREED to request further information on the hours of the proposed overnight traffic management plan.
6853	COUNCIL MEETING DATES IN 2017: The dates of 6 February, 6 March, 3 April, 15 May (Annual Town Meeting followed by the Annual Meeting of the Council), 5 June, 3 July, 7 August, 4 September, 2 October, 6 November and 4 December were NOTED.
6854.	NEXT MEETING: The next meeting of the Council will be held on 6 February 2017 at 6.45pm at Dene Park House, Corbridge Road, Hexham.

Chairman .....

Signed as a correct record of the minutes of the meeting held on 9 January 2017.

## **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:-

1. "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].
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 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.]

Derick Tiffin,  
Clerk of the Council



**HEXHAM TOWN COUNCIL**  
**ACCOUNTS FOR PAYMENT 6 FEBRUARY 2017**

Payments are authorised by LGA 1972 s14, 144, 145, 214 or 215 or PCA 1957

<b>Payee</b>	<b>Detail</b>	<b>Amount</b>	<b>VAT</b>	<b>Net</b>	<b>Cheque number</b>	<b>Ref.</b>
Safe and Secure 24	Alarm systems 24 hour monitoring	15.60	2.60	13.00	DD	7380
CNH Industrial	Tractor HP	644.00	0	644.00	DD	7315
HSBC	Bank charges (December)	46.96	0	46.96	DD	5060
Malthurst Ltd	Diesel (Jan)	110.08	18.34	91.74	Visa	7310
EE & T Mobile	Accounts (Jan)	156.52	26.09	130.43	DD	5010
Extra Energy Limited	Cemetery account	163.83	27.30	136.53	DD	7370
NCC (wages and PAYE)	January	13768.44	0	13768.44	108645	6020
NCC (pension fund)	January	1965.51	0	1965.51	108645	6030
NCC	Initial payroll fee	300.00	50.00	250.00	108645	6020
NCC (payroll admin fee)	7 payslips @ £4.167	35.00	5.83	29.17	108645	6020
Northumbria in Bloom	Entry fee	200.00	0	200.00	108636	7850
Trees Please Ltd	Trees for woodland burial area (part payment)	930.00	155.00	775.00	Visa	7330
Christmas Plus Ltd	Installation of festive display	5271.00	878.50	4392.50	108637	7060
Hexham Scaffolding Co.	Christmas lights switch-on stage	1020.00	170.00	850.00	108638	7065
MGM Ltd	Window and repointing work at Cemetery Lodge	13141.92	2190.32	10951.60	108639	7380
CJL Fenwick	Repairs to Cemetery railings	348.00	58.00	290.00	108640	7380
Hexham Courant	Christmas market notice	115.58	19.26	96.32	108641	5130
Core Music CIC	Christmas market music programme	420.00	70.00	350.00	108642	5130
Core Music CIC	Christmas market	250.00	0	250.00	108642	5130

	performer fees					
Artistic Solutions Ltd	Christmas market stage	2170.44	361.74	1808.70	108643	5130
British Red Cross Society	Christmas market first aid service	316.80	52.80	264.00	108644	5130
Ludman Planning	N/Plan charges to 19/1	940.00	0	940.00	108646	5600
Hexham Courant	N/Plan Forum notices	234.72	39.12	195.60	108647	5600
Jewson Limited	Washers and bolts for litter bin	14.11	2.35	11.76	108648	7100
David Dixon Ltd	Secateurs	27.98	4.66	23.32	108649	7315
J T Dove Ltd	Cement	74.16	12.36	61.80	108650	7380
Burncliffe Electrical Ltd	Testing chapel lights	45.00	7.50	37.50	108651	7380
Gilberts (Blackpool) Ltd	Vent grille cover (Cemetery Lodge)	67.67	11.28	56.39	108652	7380
Jane Kevan	Mileage 31/10/16 – 30/1/17	29.70	0	29.70	108653	6020
J F Walton & Son	Candles (for the Chapel)	12.00	0	12.00	Visa	7330
J T Dove Ltd	Paving flags	145.46	24.24	121.22	108654	7380
TOTALS		42980.48	4187.29	38793.19		

**HEXHAM TOWN COUNCIL**  
**MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 6 FEBRUARY 2017**

<b>Payee</b>	<b>Detail</b>	<b>Amount</b>	<b>VAT</b>	<b>Net</b>	<b>Cheque number</b>	<b>Ref.</b>
Balance b/f		2491.49				
						5080
Balance fwd				2491.49		

**HEXHAM TOWN COUNCIL – INCOME – JANUARY 2016**

<b>Credit from</b>	<b>Detail</b>	<b>Amount</b>	<b>Invoice reference</b>	<b>Date</b>	<b>Ref.</b>
Various	Cemetery charges	184.00	HDW2017/01	040117	4010
Various	Cemetery charges	184.00	HDW2017/02	090117	4010
Various	Cemetery charges	773.00	HD2017/04	160117	4010
Various	Cemetery charges	1419.00	HDW2017/07	170117	4010
Various	Cemetery charges	773.00	HD2017/06	230117	4010
Various	Cemetery charges	1890.00	HD2017/08	270117	4010
<b>TOTAL</b>		<b>5223.00</b>			

## Hexham Neighbourhood Plan 2016/17

(As at 31 January 2017)

Income	Expense (net)	Detail	Date	Cheque No.	Balance
£8678.00		Groundwork UK Grant	29/4/16		£8678.00
	£188.00	Parish Online	6/5/16	107775	£8490.00
	£120.00	Hire of Great Hall 20/4/16	6/5/16	107776	£8370.00
	£108.00	NCC Colour Prints of Maps for Forum	10/5/16	107783	£8262.00
	£1351.25	Planning Consultant Fee	31/3-19/5/16	108406	£6910.75
	£94.50	Hexham Courant (Housing Survey Notice)	9/6/16	108420	£6816.25
	£1057.50	Planning Consultant Fee	20/5-19/6/16	108465	£5758.75
	£5.00	Coloured printer paper	19/7/16	108451	£5753.75
	£705.00	Planning Consultant Fee	20/6-19/7/16	108465	£5048.75
	£169.80	Hexham Courant (Forum 6 Notices)	15 & 22/7	108473	£4878.95
	£352.50	Planning Consultant Fee	19/7-19/8/16	108508	£4526.45
	£2820.00	Planning Consultant Fee	19/8-19/10/16	108558	£1706.45
	£169.80	Hexham Courant (Forum 7 Notices)	14 & 21/10/16	108563	£1536.65
	£120.00	Hire of Great Hall 26/10/16	9/11/16	108578	£1416.65
	£2820.00	Planning Consultant fee	19/10- 19/11/16	108599	-£1403.35
	£1400.00	Planning Consultant fee	19/11- 19/12/16	108627	-£2803.35
	£940.00	Planning Consultant fee	19/12/16- 19/01/17	108646	-£3743.35
	£195.60	Hexham Courant (Forum 8 notices)	13 & 20/1/17	108647	-£3938.95

## HEXHAM TOWN COUNCIL

Annually the Council (not a Committee) must review and agree a risk assessment.

The Finance & General Purposes Committee considered the original wording needed to be more detailed (minute 288 refers) and a revised risk assessment was then recommended for adoption by the Council at its 7 November 2016 meeting. However, Council requested the Committee consider clarifying the risk assessment further and the version below is now recommended for adoption by the Council.

The original assessment had already been considered and deemed adequate by BDO LLP, the Council external auditors.

### RISK ASSESSMENT AND MANAGEMENT FOR YEAR 2016/17

ITEM	RISK	HIGH MEDIUM LOW	MANAGEMENT OF RISK	STAFF ACTION	AUDIT FREQUENCY (months)
<b>PRECEPT</b>	HTC fails to submit precept requirement by the deadline	H	Minuted	Diary	12
	Precept not paid by NCC	L	Checked, report to Council	Minuted	6
	Was the precept adequate?	H	Finance committee review at least 3 times per annum	Diary	12
<b>CEMETERY</b>	Allocation of incorrect grave plot	M	Burial register is updated for each burial	RFO verify entry	6
	Are the charges reasonable?	L	Reviewed annually by the Planning & Infrastructure Committee	Diary	12
	Incorrect invoice(s) issued	M	Invoice details are recorded in the burial register and cemetery records database	RFO verify	12
<b>ALLOTMENTS</b>	Are the rents reasonable?	L	Reviewed annually by the Planning & Infrastructure	Diary	12

			Committee		
	Incorrect invoices issued	L	A copy of each invoice is kept in the allotment register	Diary	12
	Incorrect income recorded	L	Details of payment are made on the copy invoice in the register	RFO verify	12
	Income paid by cash lost/stolen	H	Cash payments are recorded and bank records subsequently checked	RFO verify	6
<b>GRANTS via S106</b>	Failure by HTC to submit valid claim	M	NCC instructions must be followed	RFO verify	12
	Non-receipt of grant from NCC when due	L	Check bank records, contact NCC and report to Planning & Infrastructure Committee	RFO verify	6
<b>SALARIES</b>	Paying the wrong salary	L	Check relevant minute/ staff contract and advise NCC	Member verify	12
	False documents provided by employee	L	Check documents and references	Member verify	12
	Making incorrect deductions	L	Salaries paid via NCC		
<b>DIRECT COSTS AND EXPENSES AND ALL PAYMENTS MADE</b>	Goods not supplied or received	M	Review ordering system if necessary	RFO verify	12
	Invoice is for incorrect amount	L	Sign the invoice and check the total	Two Members to verify	12
	Cheque made out incorrectly	M	Sign the cheque stub and check the	Two Members to verify	12

			invoice total		
	Cheque made payable to wrong party	H	Sign the cheque stub and check the payee	RFO verify	12
	Cllr overpaid allowance	M	Claims must be in writing	RFO verify	12
<b>GRANT AID</b>	Using the wrong power to pay	M	Minute the relevant legislation	Member verify	12
	No record of agreement to pay	L	All grants agreed to be minuted	Member verify	12
	Agreement of grant conditions (if any)	L	Must be reasonable and minuted	RFO verify	12
	Follow up of grant conditions (if any)	L	Minute	RFO confirm	12
<b>ELECTION COSTS</b>	Invoice not at agreed rate	L	RFO check and consider budget	RFO verify	12
<b>VAT RECOVERABLE</b>	Vat analysis incorrect	L	Checked when received, approval given monthly for accounts for payment, and by internal audit	RFO verify	12
	Incorrect VAT charged on purchases	L	Check to cash book	RFO verify	12
	Failing to make claim within time limit	M	Submit a return every 6 months	RFO verify	12
<b>RESERVES</b>	Not being adequate	L	Consider level when budget setting	RFO opinion	12
<b>RESERVES EARMARKED</b>	Not being adequate	L	Consider level when budget setting	RFO opinion	12
<b>ASSETS</b>	Loss, damages	M	Annually inspect assets. Review insurance	Diary	12

			cover, and check against asset register		
	Damage to third parties	M	Annually review insurance cover	Diary	12
<b>STAFF</b>	Loss of personnel	L	Monitor hours, stress, sickness, management training, early departure	Diary + Staff subcommittee keep under review	12
	Staff fraud, Cash loss	L	Review fidelity insurance cover and any insurer conditions	Diary	12
<b>LOSS</b>	Consequential loss due to damage or third party actions	M	Review liability insurance cover and any insurer conditions	Diary	12
<b>BORROWING</b>	Inadequacy of finances to repay loans	L	Check against income and outflow	RFO opinion	12
<b>LEGAL POWERS</b>	Illegal activity or payment	M	Educate Council on legal powers	RFO verify	12
<b>FINANCIAL RECORDS</b>	Inadequate	L	RFO check 3 monthly	RFO opinion	12
<b>MINUTES</b>	Inaccurate or illegal	L	Review and signed by Chair at following meeting	Clerk	12
<b>MEMBERS INTERESTS</b>	Conflict of interest	M	Update as and when changes occur	Clerk	12



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Clerk Designate  
31 January 2017

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## HEXHAM TOWN COUNCIL

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6841.	<p>JANUARY COUNCIL MEETING: Councillor T Cessford, the Town Mayor, then opened the Council meeting. Present were Councillors T G E Gillanders, T Robson, J V R Hare, M R Allan, P E Oliver, Mrs C Hanley, J M Graham, Dr N F Rose, D Clegg, D Kennedy and S Ball.</p>
6842.	<p>APOLOGIES FOR ABSENCE were received from Councillors G C Ferguson and Mrs C R Homer. The Council AGREED to grant Councillor Ferguson leave of absence for medical reasons.</p>
6843.	<p>MINUTES: The minutes of the Town Council meeting held on 5 December 2016, having been circulated, were AGREED.</p>
6844.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"><li>a. CHRISTMAS LIGHTS SWITCH-ON (Minute 6832f refers). It was noted that comments had been made that this should be held at the bandstand again. This will be discussed by the Community Engagement Committee.</li><li>b. ST CUTHBERT'S CLOSE AND 22 AND 24 HENCOTES (Minute 6835b refers). It was noted that demolition permission had been granted but it was still unclear why there was an entrance needed off Hencotes. A further planning application is pending.</li></ul>
6845.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Cessford advised the meeting:</p> <ul style="list-style-type: none"><li>a. CHRISTMAS MARKET. This event had gone very well and he thanked all who had been involved.</li><li>b. EVENTS IN HEXHAM. He took the opportunity to thank everyone, including many volunteers, who throughout the year help put on events.</li></ul>
6846.	<p>DECLARATIONS OF INTEREST: No declarations of interest were made.</p>
6847.	<p>ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.</p>
6848.	<p>CORRESPONDENCE RECEIVED. <i>(Note: wherever possible, all</i></p>

	<p><i>communications addressed to the Council are circulated to Councillors for information as and when received.)</i></p> <ul style="list-style-type: none"> <li>a. HEXHAM FLOOD RECOVERY MAP: Councillors had been circulated information on a map produced by the Environment Agency, County Council and Northumbrian Water to demonstrate key assets, completed flood recovery works and continuing investigations.</li> <li>b. HEXHAM PEDESTRIAN SIGNS: Councillors had been circulated information on a draft audit document received from Active Northumberland and it was noted that the Planning and Infrastructure Committee will consider it on 13 January.</li> <li>c. RESIDENTS PERMIT PARKING PLACES AT MAIDENS WALK: Councillors had been circulated information on this suggestion received from Northumberland County Council and it was noted that the Planning and Infrastructure Committee will consider it on 13 January.</li> <li>d. NORTH TOURISM FAIRS 2017: Councillors had been circulated information about this and it was noted that the date of the Fair at Hexham Mart will be 23 March.</li> </ul>
6849.	<p>PRESENTATION BY MIKE CLARK: Mr Clark advised that Dysart Developments Limited does not yet have possession of the old bus station site and is waiting to exchange contracts. Site investigations are pending and some excavation will be required to complete this. Once there is full information on the site, the design can be completed and the tender/commission process can take place. It is intended that the full development will be done at once. It is not an easy site to develop so this will cause significant disruption but the company will try to mitigate impact. There will be nearly two years of work. Planning permission is for retail and apartments. There has been a mixed response for retail units with a greater demand for smaller units. In response to questions Mr Clark advised:</p> <ul style="list-style-type: none"> <li>a. There will be a security plan (including 24 hour CCTV) in addition to the management plan in place.</li> <li>b. There will be a site manager who will ensure the area will be kept clean and safe.</li> <li>c. Approaches had been received from an electrical retailer, for leisure outlets and from restaurateurs. The company is not looking for bookmakers, off-licences or hot food takeaways.</li> <li>d. The company hopes to disrupt traffic in Priestpopple as little as possible and hopes to work from the other side as much as possible.</li> <li>e. There will be disabled access, street furniture including public seating, and artwork displayed.</li> </ul>
6850.	<p>PROPOSAL BY COUNCILLOR J M GRAHAM: "Council should agree the 2017/18 precept of £306,875.00 and budget as recommended by the Finance and General Purposes Committee". This proposal was AGREED unanimously by the Councillors present. The 2017/18 budget is as follows:</p>

<b>HTC BUDGET 2017/18</b>	<b>2017/18 Agreed Budget</b>	<b>Reference</b>
<b>INCOME</b>		
Allotments income	5520	4000
Cemetery income	65000	4010
Donations/Grants/Loans	0	4015
Neighbourhood Plan grant	0	4105
Miscellaneous	0	4020
<b>TOTAL CREDITS</b>	<b>70520</b>	
<b>HTC BUDGET 2017/18</b>	<b>2017/18 Agreed Budget</b>	<b>Reference</b>
<b>ADMINISTRATION</b>		
Advertising	600	5000
Telephones	2900	5010
Postages	450	5020
Stationery/Copying	600	5030
Office equipment	1500	5040
Subscriptions	1900	5050
Bank charges	600	5060
External audit	1200	5070
Mayor's allowance	2100	5080
Elections reserve	6000	5090
Bandstand reserve	0	5110
Sele WC - NCC charge	2000	5120
Contingency Fund	38000	5100
<b>TOTALS</b>	<b>57850</b>	
<b>TOWN PLAN 2020 COMMITTEE</b>		
Town Plan 2020 Development reserve	20000	5500
<b>TOTALS</b>	<b>20000</b>	
<b>NEIGHBOURHOOD PLAN COMMITTEE</b>		
Neighbourhood Plan & N/Plan Forum	2000	5600
<b>TOTALS</b>	<b>2000</b>	
<b>FINANCE &amp; GENERAL PURPOSES COMMITTEE</b>		
Internal accounting and audit	2800	6000
Staff welfare, catering and the like	450	6010
Salaries	126534	6020
Pension contributions	24000	6030
Travelling expenses	300	6035
Grant Aid	6750	6050
Grant Aid under sec 137	65000	6060
HCP Long term Grant under sec 137	0	6062
HYI Long term Grant under sec 137	0	6064
Donations (One time only)	1500	6066
Risk Management/H&S	500	6070

Councillors and employees training	500	6080	
Local Council Award Scheme	500	6090	
Professional fees	1000	6095	
Tourism support fund	10000	tba	
<b>TOTALS</b>	<b>239834</b>		
<b>PLANNING &amp; INFRASTRUCTURE COMMITTEE</b>			
Personal Protective equipment	1400	7300	
Machines/equipment – fuel/road tax/insurance	6500	7310	
Machines/equipment – renew/replace	20000	7315	
Machines/equipment repair/maintain	4000	7320	
Non-specific expenses	4000	7330	
Stock - Caskets and other	10000	7340	
Headstone raft foundations	6000	7350	
Debt charges (PWLB)	9905	7360	
Heat/light	4500	7370	
Premises repair maintain	3000	7380	
Premises reserve	5000	5092	
Water rate/Business rate	1800	7390	
Trees maintenance	1200	7410	
Insurances (not motor)	9500	7420	
Floodlights Repair Maintain	2000	7450	
Town clock Repair Maintain	250	7460	
Dene Park allotments Maintain	550	7000	
Broadway allotments Maintain	3500	7020	
Wydon Park allotments Maintain	150	7030	
Seats x 59 Repair Replace Renew	1500	7130	
Litter bins x 86 Repair Replace	3000	7100	
Bus shelters x 12 Repair Replace	250	7150	
VMS units x 6 Repair Replace	1000	7160	
Street signs x 6 Repair Replace	3000	7170	
Play Areas x6 Repair	1000	7190	
Play Areas x6 ROSPA inspection	650	7200	
Play Areas x6 Vandalism	500	7210	
Play Areas Development Fund	10000	5094	
Winter Maintenance	3000	tba	
<b>TOTALS</b>	<b>117155</b>		
<b>COMMUNITY ENGAGEMENT COMMITTEE</b>			
Remembrance Days & Armed Forces Day	7500	7800	
WW1 Remembrance	0	7810	
War Memorials	0	7820	
War Memorial Reserve	10000	5096	
Website	600	7830	
Newsletter	1200	7840	
BID/Business Forum	0	7860	
Town Twinning [Council expenses]	1000	7870	

Christmas lights Repair Replace	2000	7040	
Christmas lights Additional units	10000	7050	
Christmas lights Erect Dismantle Store Insure	9000	7060	
Christmas lights Switch on	1200	7065	
Mayor's annual reception	750	7070	
Steward and Bailiff award	50	7080	
Young Employee of the year award	300	7090	
Hexham/Northumbria in Bloom (Council expenses)	2300	7850	
Flower beds and tubs Renew Replace	500	7110	
Flower beds and tubs Planting	6500	7120	
Support for town events	9000	5130	
<b>TOTALS</b>	<b>61900</b>		

### HEXHAM TOWN COUNCIL 2017/18 BUDGET

HTC BUDGET 2017/18	2017/18 Agreed Budget	Reference
<b>EXPENDITURE SUMMARY</b>		
Administration	57850	
Town Plan 2020 Committee	20000	
Neighbourhood Plan Committee	2000	
Finance and General Purposes	239834	
Planning and Infrastructure	117155	
Community Engagement	61900	
<b>TOTALS</b>	<b>498739</b>	

With a precept of £306,875.00 and when using the base figure as supplied by NCC, the average (Band D) Council Tax payer should pay £72.84 per annum (306875/4213).

6851.	BUS SERVICE 74: It was AGREED to defer this item to the Finance and General Purposes Committee.
6852	HEXHAM TYNE BRIDGE: Masonry arch repair work scheduled to commence in June 2017 was NOTED. It was AGREED to request further information on the hours of the proposed overnight traffic management plan.
6853	COUNCIL MEETING DATES IN 2017: The dates of 6 February, 6 March, 3 April, 15 May (Annual Town Meeting followed by the Annual Meeting of the Council), 5 June, 3 July, 7 August, 4 September, 2 October, 6 November and 4 December were NOTED.
6854.	NEXT MEETING: The next meeting of the Council will be held on 6 February 2017 at 6.45pm at Dene Park House, Corbridge Road, Hexham.

Chairman .....

Signed as a correct record of the minutes of the meeting held on 9 January 2017.

## **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:-

1. "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].
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 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.]

Derick Tiffin,  
Clerk of the Council



**HEXHAM TOWN COUNCIL**  
**ACCOUNTS FOR PAYMENT 6 FEBRUARY 2017**

Payments are authorised by LGA 1972 s14, 144, 145, 214 or 215 or PCA 1957

<b>Payee</b>	<b>Detail</b>	<b>Amount</b>	<b>VAT</b>	<b>Net</b>	<b>Cheque number</b>	<b>Ref.</b>
Safe and Secure 24	Alarm systems 24 hour monitoring	15.60	2.60	13.00	DD	7380
CNH Industrial	Tractor HP	644.00	0	644.00	DD	7315
HSBC	Bank charges (December)	46.96	0	46.96	DD	5060
Malthurst Ltd	Diesel (Jan)	110.08	18.34	91.74	Visa	7310
EE & T Mobile	Accounts (Jan)	156.52	26.09	130.43	DD	5010
Extra Energy Limited	Cemetery account	163.83	27.30	136.53	DD	7370
NCC (wages and PAYE)	January	13768.44	0	13768.44	108645	6020
NCC (pension fund)	January	1965.51	0	1965.51	108645	6030
NCC	Initial payroll fee	300.00	50.00	250.00	108645	6020
NCC (payroll admin fee)	7 payslips @ £4.167	35.00	5.83	29.17	108645	6020
Northumbria in Bloom	Entry fee	200.00	0	200.00	108636	7850
Trees Please Ltd	Trees for woodland burial area (part payment)	930.00	155.00	775.00	Visa	7330
Christmas Plus Ltd	Installation of festive display	5271.00	878.50	4392.50	108637	7060
Hexham Scaffolding Co.	Christmas lights switch-on stage	1020.00	170.00	850.00	108638	7065
MGM Ltd	Window and repointing work at Cemetery Lodge	13141.92	2190.32	10951.60	108639	7380
CJL Fenwick	Repairs to Cemetery railings	348.00	58.00	290.00	108640	7380
Hexham Courant	Christmas market notice	115.58	19.26	96.32	108641	5130
Core Music CIC	Christmas market music programme	420.00	70.00	350.00	108642	5130
Core Music CIC	Christmas market	250.00	0	250.00	108642	5130

	performer fees					
Artistic Solutions Ltd	Christmas market stage	2170.44	361.74	1808.70	108643	5130
British Red Cross Society	Christmas market first aid service	316.80	52.80	264.00	108644	5130
Ludman Planning	N/Plan charges to 19/1	940.00	0	940.00	108646	5600
Hexham Courant	N/Plan Forum notices	234.72	39.12	195.60	108647	5600
Jewson Limited	Washers and bolts for litter bin	14.11	2.35	11.76	108648	7100
David Dixon Ltd	Secateurs	27.98	4.66	23.32	108649	7315
J T Dove Ltd	Cement	74.16	12.36	61.80	108650	7380
Burncliffe Electrical Ltd	Testing chapel lights	45.00	7.50	37.50	108651	7380
Gilberts (Blackpool) Ltd	Vent grille cover (Cemetery Lodge)	67.67	11.28	56.39	108652	7380
Jane Kevan	Mileage 31/10/16 – 30/1/17	29.70	0	29.70	108653	6020
J F Walton & Son	Candles (for the Chapel)	12.00	0	12.00	Visa	7330
J T Dove Ltd	Paving flags	145.46	24.24	121.22	108654	7380
TOTALS		42980.48	4187.29	38793.19		

**HEXHAM TOWN COUNCIL**  
**MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 6 FEBRUARY 2017**

<b>Payee</b>	<b>Detail</b>	<b>Amount</b>	<b>VAT</b>	<b>Net</b>	<b>Cheque number</b>	<b>Ref.</b>
Balance b/f		2491.49				
						5080
Balance fwd				2491.49		

**HEXHAM TOWN COUNCIL – INCOME – JANUARY 2016**

<b>Credit from</b>	<b>Detail</b>	<b>Amount</b>	<b>Invoice reference</b>	<b>Date</b>	<b>Ref.</b>
Various	Cemetery charges	184.00	HDW2017/01	040117	4010
Various	Cemetery charges	184.00	HDW2017/02	090117	4010
Various	Cemetery charges	773.00	HD2017/04	160117	4010
Various	Cemetery charges	1419.00	HDW2017/07	170117	4010
Various	Cemetery charges	773.00	HD2017/06	230117	4010
Various	Cemetery charges	1890.00	HD2017/08	270117	4010
<b>TOTAL</b>		<b>5223.00</b>			

## Hexham Neighbourhood Plan 2016/17

(As at 31 January 2017)

Income	Expense (net)	Detail	Date	Cheque No.	Balance
£8678.00		Groundwork UK Grant	29/4/16		£8678.00
	£188.00	Parish Online	6/5/16	107775	£8490.00
	£120.00	Hire of Great Hall 20/4/16	6/5/16	107776	£8370.00
	£108.00	NCC Colour Prints of Maps for Forum	10/5/16	107783	£8262.00
	£1351.25	Planning Consultant Fee	31/3-19/5/16	108406	£6910.75
	£94.50	Hexham Courant (Housing Survey Notice)	9/6/16	108420	£6816.25
	£1057.50	Planning Consultant Fee	20/5-19/6/16	108465	£5758.75
	£5.00	Coloured printer paper	19/7/16	108451	£5753.75
	£705.00	Planning Consultant Fee	20/6-19/7/16	108465	£5048.75
	£169.80	Hexham Courant (Forum 6 Notices)	15 & 22/7	108473	£4878.95
	£352.50	Planning Consultant Fee	19/7-19/8/16	108508	£4526.45
	£2820.00	Planning Consultant Fee	19/8-19/10/16	108558	£1706.45
	£169.80	Hexham Courant (Forum 7 Notices)	14 & 21/10/16	108563	£1536.65
	£120.00	Hire of Great Hall 26/10/16	9/11/16	108578	£1416.65
	£2820.00	Planning Consultant fee	19/10- 19/11/16	108599	-£1403.35
	£1400.00	Planning Consultant fee	19/11- 19/12/16	108627	-£2803.35
	£940.00	Planning Consultant fee	19/12/16- 19/01/17	108646	-£3743.35
	£195.60	Hexham Courant (Forum 8 notices)	13 & 20/1/17	108647	-£3938.95

## HEXHAM TOWN COUNCIL

Annually the Council (not a Committee) must review and agree a risk assessment.

The Finance & General Purposes Committee considered the original wording needed to be more detailed (minute 288 refers) and a revised risk assessment was then recommended for adoption by the Council at its 7 November 2016 meeting. However, Council requested the Committee consider clarifying the risk assessment further and the version below is now recommended for adoption by the Council.

The original assessment had already been considered and deemed adequate by BDO LLP, the Council external auditors.

### RISK ASSESSMENT AND MANAGEMENT FOR YEAR 2016/17

ITEM	RISK	HIGH MEDIUM LOW	MANAGEMENT OF RISK	STAFF ACTION	AUDIT FREQUENCY (months)
<b>PRECEPT</b>	HTC fails to submit precept requirement by the deadline	H	Minuted	Diary	12
	Precept not paid by NCC	L	Checked, report to Council	Minuted	6
	Was the precept adequate?	H	Finance committee review at least 3 times per annum	Diary	12
<b>CEMETERY</b>	Allocation of incorrect grave plot	M	Burial register is updated for each burial	RFO verify entry	6
	Are the charges reasonable?	L	Reviewed annually by the Planning & Infrastructure Committee	Diary	12
	Incorrect invoice(s) issued	M	Invoice details are recorded in the burial register and cemetery records database	RFO verify	12
<b>ALLOTMENTS</b>	Are the rents reasonable?	L	Reviewed annually by the Planning & Infrastructure	Diary	12

			Committee		
	Incorrect invoices issued	L	A copy of each invoice is kept in the allotment register	Diary	12
	Incorrect income recorded	L	Details of payment are made on the copy invoice in the register	RFO verify	12
	Income paid by cash lost/stolen	H	Cash payments are recorded and bank records subsequently checked	RFO verify	6
<b>GRANTS via S106</b>	Failure by HTC to submit valid claim	M	NCC instructions must be followed	RFO verify	12
	Non-receipt of grant from NCC when due	L	Check bank records, contact NCC and report to Planning & Infrastructure Committee	RFO verify	6
<b>SALARIES</b>	Paying the wrong salary	L	Check relevant minute/ staff contract and advise NCC	Member verify	12
	False documents provided by employee	L	Check documents and references	Member verify	12
	Making incorrect deductions	L	Salaries paid via NCC		
<b>DIRECT COSTS AND EXPENSES AND ALL PAYMENTS MADE</b>	Goods not supplied or received	M	Review ordering system if necessary	RFO verify	12
	Invoice is for incorrect amount	L	Sign the invoice and check the total	Two Members to verify	12
	Cheque made out incorrectly	M	Sign the cheque stub and check the	Two Members to verify	12

			invoice total		
	Cheque made payable to wrong party	H	Sign the cheque stub and check the payee	RFO verify	12
	Cllr overpaid allowance	M	Claims must be in writing	RFO verify	12
<b>GRANT AID</b>	Using the wrong power to pay	M	Minute the relevant legislation	Member verify	12
	No record of agreement to pay	L	All grants agreed to be minuted	Member verify	12
	Agreement of grant conditions (if any)	L	Must be reasonable and minuted	RFO verify	12
	Follow up of grant conditions (if any)	L	Minute	RFO confirm	12
<b>ELECTION COSTS</b>	Invoice not at agreed rate	L	RFO check and consider budget	RFO verify	12
<b>VAT RECOVERABLE</b>	Vat analysis incorrect	L	Checked when received, approval given monthly for accounts for payment, and by internal audit	RFO verify	12
	Incorrect VAT charged on purchases	L	Check to cash book	RFO verify	12
	Failing to make claim within time limit	M	Submit a return every 6 months	RFO verify	12
<b>RESERVES</b>	Not being adequate	L	Consider level when budget setting	RFO opinion	12
<b>RESERVES EARMARKED</b>	Not being adequate	L	Consider level when budget setting	RFO opinion	12
<b>ASSETS</b>	Loss, damages	M	Annually inspect assets. Review insurance	Diary	12

			cover, and check against asset register		
	Damage to third parties	M	Annually review insurance cover	Diary	12
<b>STAFF</b>	Loss of personnel	L	Monitor hours, stress, sickness, management training, early departure	Diary + Staff subcommittee keep under review	12
	Staff fraud, Cash loss	L	Review fidelity insurance cover and any insurer conditions	Diary	12
<b>LOSS</b>	Consequential loss due to damage or third party actions	M	Review liability insurance cover and any insurer conditions	Diary	12
<b>BORROWING</b>	Inadequacy of finances to repay loans	L	Check against income and outflow	RFO opinion	12
<b>LEGAL POWERS</b>	Illegal activity or payment	M	Educate Council on legal powers	RFO verify	12
<b>FINANCIAL RECORDS</b>	Inadequate	L	RFO check 3 monthly	RFO opinion	12
<b>MINUTES</b>	Inaccurate or illegal	L	Review and signed by Chair at following meeting	Clerk	12
<b>MEMBERS INTERESTS</b>	Conflict of interest	M	Update as and when changes occur	Clerk	12