

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 7 August 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 on 3 July 2017, enclosed.
4. Matters arising, if any.
5. Presentation by David Shorrocks of Network Rail.
6. Mayor's announcements.
7. Declarations of interest (see enclosed).
8. To agree accounts for payment (list enclosed).
9. To review and adopt the Representative Protocol (see enclosed).
10. Local Transport Plan 2018-19 – to agree the Council's top three priority issues (details circulated to Councillors on 20 July 2017).
11. To adopt the General Power of Competence (see enclosed).
12. To resolve that the Council complies with the criteria for the Local Council Award Scheme (see enclosed).
13. To consider any correspondence received.
14. 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
1 August 2017

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Hagenda0817

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 3 JULY 2017

6932.	PUBLIC QUESTIONS: There were no public questions but it was noted that the meeting was being recorded for Hexhamtv (www.hexhamtv.com).
6933.	JULY COUNCIL MEETING: Councillor T G E Gillanders, the Town Mayor, then opened the Council meeting. Present were Councillors R Hull, Mrs D Bell, Mrs C Hanley, T Dodds, T Cessford, E Green, J V R Hare, D Kennedy and S Ball.
6934.	APOLOGIES FOR ABSENCE were received from Councillors J Ord, T Pearson, Mrs C R Homer and J M Graham.
6935.	WEST NORTHUMBERLAND FOOD BANK: Sam Gilchrist, Project Manager, gave a presentation on this registered charity and the growing need for it because of people facing hardship. She advised that there are 80 local volunteers and that various organisations are involved. There are food banks in Hexham, Haltwhistle and Prudhoe. 8,500 bags of food have been distributed in the last four years. It was noted that new volunteers receive welfare rights training and mental health awareness training and are recruited every October. The presentation will be emailed to the Clerk and forwarded to all Councillors.
6936.	MINUTES: The minutes of the Town Council meeting held on 5 June 2017, having been circulated, were AGREED.
6937.	MATTERS ARISING: a) MARKET PLACE (Minute 6919f refers). It was noted that lots of people were giving their opinions and this interest is very positive. b) TYNE VALLEY COMMUNITY RAIL PARTNERSHIP (Minute 6928 refers). It was noted that Councillor Hull is a member of the Tyne Valley Railway Users Group. c) HEXHAM COMMUNITY CENTRE MANAGEMENT COMMITTEE REPRESENTATIVE (Minute 6928 refers). It was noted that Councillor Ball will attend the next management meeting at the Community Centre as an observer.
6938.	MAYOR'S ANNOUNCEMENTS. For information Councillor Gillanders advised the meeting: a. TOWN TWINNING ASSOCIATION. He had been unable to attend the town twinning event in Metzingen and was very grateful to Councillor Cessford who went. It was noted that the weekend was essentially a very successful music festival, with the Hexham Village Band providing much of the entertainment. b. SELE FIRST SCHOOL. He had attended the school's leavers' event and been very impressed with the children's talents which were a credit to themselves, their parents and their teachers. c. HEXHAM CARNIVAL. He had been unable to attend the beginning of the carnival and thanked the Deputy Mayor for attending for him and opening the event. However, he visited later and saw lots of activities.

	<p>d. QUATRE BRAS ALLOTMENT ASSOCIATION. He noted the Association is this year celebrating the 100 year anniversary of the allotments being established and that all are invited to the official opening of its community plot between 1.00pm and 4.00pm on 16 July.</p> <p>e. HEXHAM HIDDEN GARDENS. Also on 16 July, he noted that 10 hidden gardens in Hexham may be visited between 1.30pm and 6.00pm.</p> <p>f. HEXHAM IN BLOOM. He noted that the summer judging from Northumbria in Bloom will take place in Hexham on 19 July.</p> <p>g. HEXHAM ABBEY FLOWER FESTIVAL. This is a new event that he commends. It will take place between 21 and 23 July.</p> <p>h. TASTE TYNE DALE. He advised that this year's event will be on 28 and 29 July.</p>
6939.	DECLARATIONS OF INTEREST: No declarations of interest were made.
6940.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
6941.	CODE OF CONDUCT: The Code of Conduct as circulated was considered and AGREED. (The adopted code can be downloaded from www.hexhamtowncouncil.gov.uk/your-council/statutory-documents/)
6942.	COMMUNICATIONS PROTOCOL: The Communications Protocol as circulated was considered and AGREED. (The adopted protocol can be downloaded from www.hexhamtowncouncil.gov.uk/your-council/statutory-documents/)
6943.	COMPLAINTS PROCEDURE: The Complaints Procedure as circulated was considered and AGREED. (The adopted procedure can be downloaded from www.hexhamtowncouncil.gov.uk/your-council/statutory-documents/)
6944.	MEMBER/OFFICER RELATIONS PROTOCOL: The Member/Officer Relations Protocol as circulated was considered and AGREED. (The adopted protocol can be downloaded from www.hexhamtowncouncil.gov.uk/your-council/statutory-documents/)
6945.	<p>CORRESPONDENCE RECEIVED. (<i>Note: wherever possible, all communications addressed to the Council are circulated to Councillors for information as and when received.</i>)</p> <p>a. GREEN DOG WALKER CAMPAIGN: Councillors had been circulated information from the County Council's Public Health Protection Manager on a new campaign to promote responsible dog ownership in Northumberland.</p> <p>b. TEMPORARY TRAFFIC REGULATION ORDER: Councillors had been circulated information on some roads being closed in Hexham on 16 July for the Hexham Half Marathon event.</p> <p>c. REFURBISHMENT WORKS TO HEXHAM BRIDGE: Councillors had been circulated information on works due to start on 24 July, expected to take a maximum of six weeks to complete.</p> <p>d. LEVEL CROSSINGS AT TYNE GREEN: Councillors had been circulated information from David Shorrocks of Network Rail regarding proposals</p>

	relating to these crossings. It was noted that Mr Shorrocks will attend the next meeting.
6946.	NEXT MEETING: The next meeting of the Council will be held on 7 August 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 3 July 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:-

- “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 7 AUGUST 2017

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 (June)	33.21	0	33.21	DD	5060
Malthurst Ltd	Diesel (July)	320.04	53.33	266.71	Visa	7310
EE & T Mobile	Accounts (July)	127.31	21.22	106.09	DD	5010
Extra Energy Limited	Cemetery account	572.46	95.41	477.05	DD	7370
NCC (wages and PAYE)	July	11377.94	0	11377.94	108902	6020
NCC (pension fund)	July	2035.68	0	2035.68	108902	6030
NCC (payroll admin fee)	6 payslips @ £4.167	30.00	5.00	25.00	108902	6020
Post Office	Stamps	20.05	0	20.05	Visa	5020
Fenland Leisure Products Ltd	T clips for Sele play area repair	20.30	3.38	16.92	Visa	7210
Trevor Cessford	Flight to Metzingen (Town Twinning visit)	384.40	0	384.40	108891	7870
Stokoe Rodger	Internal audit fee	1578.00	263.00	1315.00	108892	6000
Stokoe Rodger	Quarterly bookkeeping fee	432.00	72.00	360.00	108892	6000
Ludman Planning	N/Plan charges to 30/6/17	235.00	0	235.00	108893	5600
Northumberland National Park Authority	Maps for N/Plan consultation	162.00	27.00	135.00	108894	5600
Top Signs Limited	Cemetery gates noticeboard	180.00	30.00	150.00	108895	7330
Top Signs Limited	Dibond numbers for QB allotment plots	216.00	36.00	180.00	108895	7020
Hutchinson Environmental Solutions Ltd	Desludge of Cemetery sewage treatment equipment	264.00	0	264.00	108896	7380

HSBC	Charge for returned Cheque	4.00	0	4.00	DD	5130
Discount Warehouse	Lodge Carpets (balance)	1687.00	281.17	1405.83	108897	7380
Distco Ltd t/a Accent Distribution Services	Hex-Press distribution NE46 1/2/3	180.00	30.00	150.00	BACS	7840
4 Your Home Appliance Spares	Numatic Henry castor wheel	6.98	1.16	5.82	Visa	7330
Thompsons of Prudhoe Limited	Topsoil	208.51	34.75	173.76	108898	7330
Viking	Printer cartridges	63.74	10.63	53.11	108899	5030
NCL Joinery	Cemetery Lodge window work	194.00	0	194.00	108900	7380
Down to Earth Garden Centre	Bedding plants	20.00	3.33	16.67	108901	7120
David Dixon Garden Machinery	Vinyl gloves and latex gloves	12.33	2.05	10.28	108903	7300
David Dixon Garden Machinery	Bolt and mower repair	99.67	16.62	83.05	108903	7320
David Dixon Garden Machinery	Handle	12.31	2.05	10.26	108903	7190
Purdy's Skip Hire	Skip at QB allotments	252.00	42.00	210.00	108904	7020
Purdy's Skip Hire	Cemetery skip	252.00	42.00	210.00	108904	7330
Lloyd Ltd	Kubota tractor service	633.77	105.62	528.15	108905	7320
Lloyd Ltd	Husqvarna mower service	665.00	110.81	554.19	108905	7320
Lloyd Ltd	Filter	38.20	6.37	31.83	108905	7320
Jewson Limited	Nails, hinge and pack of screws	7.14	1.19	5.95	108906	7330
Jewson Limited	Carpet tacks and Ronseal	12.31	2.05	10.26	108906	7330
Jewson Limited	Bolts and washers	18.62	3.10	15.52	108906	7130
TOTALS		22371.57	1303.84	21067.73		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 7 AUGUST 2017

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				2772.61		
						5080
Balance fwd				2772.61		

HEXHAM TOWN COUNCIL – INCOME – JULY 2017

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Various (34 cheques)	Christmas Market fees	5102.00		120717	4020
Various	Cemetery charges	1178.00	HD2017/48	140717	4010
Various	Cemetery charges	301.00	HD2017/49	140717	4010
Various	Cemetery charges	1129.00	HDW2017/50	140717	4010
Judith Smith	Christmas Market fee	165.00		160717	4020
Various	Cemetery charges	945.00	HDW2017/50a	180717	4010
NCC	Christmas Market fee	120.00		180717	4020
Northumberland Honey	Christmas Market fee	140.00		190717	4020
Various	Cemetery charges	1362.00	HDW2017/51	210717	4010
Various	Cemetery charges	151.00	HDW2017/52	210717	4010
Various	Cemetery charges	589.00	HD2017/53	280717	4010
Various	Cemetery charges	1213.00	HD2017/54	280717	4010
Sloecrafts	Christmas Market fee	120.00		300717	4020
TOTAL		12515.00			

Hexham Neighbourhood Plan 2017/18

(As at 31 July 2017)

Budget	Expense (net)	Detail	Date	Cheque No.	Balance
£7700.00					£7700.00
	£450.00	Sarah Dyer (Heritage Consultant advice)	6/4/17	108822	£7250.00
	£135.00	GIS work	4/17	108823	£7115.00
	£141.67	Hexham Abbey Heritage Trading Ltd (hire of Great Hall for Forum 9)	23/5/17	108842	£6973.33
	£1410.00	Planning Consultant fee	31/3-30/4/17	108843	£5563.33
	£1410.00	Planning Consultant fee	30/4-31/5/17	108863	£4153.33
	£221.40	Courant Forum 9 notices	12 & 19/5/17	108865	£3931.93
	£235.00	Planning Consultant fee	31/5-30/6/17	108893	£3696.93
	£135.00	N'land National Park Authority (maps)	12/7/17	108894	£3561.93

HEXHAM TOWN COUNCIL
7 AUGUST 2017

REVIEW AND ADOPTION OF REPRESENTATIVE PROTOCOL

A Representative Protocol was previously adopted in May 2013 and, with slight amendments, is attached and recommended for re-adoption.

Jane Kevan
Town Clerk
July 2017

HEXHAM TOWN COUNCIL

Representative Protocol

Guidelines for Councillors representing the Council on another body/organisation or in general

Scope

It is of paramount importance that Councillors represent both the Council and themselves in the correct manner to ensure that both are not misquoted or misrepresented and views belonging to one or the other are not confused in conversations or meetings.

Situations

Councillors may be requested or volunteer to be a Council representative on another body. This could include attending a group as the Council's representative or attending a meeting of another authority as the Council's representative to pass on information or ask a question.

Also, as most Councillors live or work in the town they may often be stopped by residents who have information, ideas or problems which they wish to have resolved.

Councillor as a representative

Hexham presently has a number of groups with Councillor representatives attending on its behalf, such as Hexham Youth Initiative and Hexham Community Partnership. Whilst attending these groups, Councillors attending as a Hexham Town Council representative should only put forward the views agreed by the Council and not their own personal views. In principle, all Councillors should abide by the democratic decisions of the Council once made.

If you are attending a meeting as a Hexham Town Council representative but feel you have a view, questions or objection which you would like to express as an individual or as a view held by another group or committee then this must be clearly communicated to the meeting you are attending (see some examples below).

No member of the Council should misrepresent or do something 'in the name of the Council' which they have not been authorised to do so by the Council.

Examples

1. The Town Council agreed it supported a particular planning application but you have decided to attend the planning authority meeting because you personally did not like the planning application and have a strong objection towards its design and position.

If you speak and introduce yourself as a Town Councillor for Hexham Town Council then you may only offer the Town Council view - which was that it supported the application.

If you wish to express your personal views at the meeting about the application, then you should not introduce yourself as a Town Councillor for Hexham Town Council and must make it very clear to the meeting that you are expressing your personal views.

If you do not make yourself clear about whose views you are expressing to the meeting then the Town Council could be quoted as not liking or objecting to the application when this was not the case.

2. You have been asked to attend a community meeting as the Council's representative, for no particular purpose but to gather information of what is happening and to see if any items will affect Hexham. You are only attending the meeting because you are the representative of Hexham Town Council and otherwise would not have been invited.

The meeting goes off track and a discussion begins which is not at all relevant to the town of Hexham but that you are interested in and have knowledge about. If you engage in conversation regarding issues, opinions or objections you should make the meeting clearly aware that this is your own personal view and not the views of the Town Council - remembering that you are only there because of the Town Council.

Councillor as a resident

Councillors may sometimes be stopped by residents, when they are out and about, who have information or ideas for them to listen to or problems which they wish to have resolved or passed on. It is important that these queries are noted for either passing on or raising with the Council.

No member of the Council should promise to do something, or agree to do anything, which they have not been authorised to do by the Council.

Example

A resident approaches you because they know you are a Town Councillor. They ask if you might consider their idea which they feel would make things better for their age group.

You go to inspect, for example, an area of land where they are suggesting changes and meet with the land owner and discuss the project. You agree with the resident that the Council thinks this is a good idea and promise that the Council will carry out this project.

These actions, described above, are wrong in a number of ways:

- You should never be seen to be acting on behalf of the Council by getting involved in discussions which the Council is not aware of, such as with a land owner.
- You as an individual should not be giving the Council's 'endorsement' or 'agreement' to anything without its express permission.
- You should not be agreeing to carry out any works, however small, on behalf of the Council.

The recommended course of action to an approach of this kind from a resident would be to listen to the idea/suggestion, note the details, and then raise this at a Council meeting for the Council to consider.

HEXHAM TOWN COUNCIL
7 AUGUST 2017

GENERAL POWER OF COMPETENCE

Background

Parish and Town Councils are corporate bodies that have accumulated legal powers since 1894. However, these powers are constrained to specific legislation so, before undertaking anything, members must be satisfied that the Council has the power to undertake that activity.

Despite the wide range of powers, Town Councils are always at risk of being challenged, so the Localism Act 2011 introduced the General Power of Competence (GPC) which gives local Councils in England the power to do anything an individual can do provided it is not prohibited by other legislation.

The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 states that a Parish or Town Council is eligible under the Act if it has resolved to adopt the GPC; at least two thirds of its members were elected; and the Clerk holds an appropriate qualification such as CiLCA.

The Council must make a resolution at a meeting of the Council and each subsequent relevant annual meeting that it meets the above conditions to confirm and reaffirm eligibility.

Legislative Background

The intention of the legislation is that eligible local authorities will no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenge will be reduced. It is stated in the above Statutory Instrument that:

“The Government’s intention in providing eligible parish councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers”.

Under this legislation, eligible Councils have “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be the power of first, not last, resort. The eligible Council has to ask itself if an individual is allowed to do it. If the answer is “yes”, then a Council is normally permitted to act in the same way.

Types of Activities

Examples of what an eligible Council could use the GPC for include:

- Running a community shop or post office
- Lending or investing money

- Establishing a company or co-operative society to trade and engage in commercial activity
- Establishing a company to provide services such as local transport
- Supporting or providing community-led housing schemes
- Providing grants to individuals.

The power is not restricted to use within the township --- an eligible Town Council can use it anywhere.

Restrictions and Risks

The only real limitation is that the general power of competence cannot be used to circumvent an existing restriction in an existing specific power. The GPC is a power: it cannot, for example, be used to raise the precept.

Existing duties remain in place, such as having regard to the likely effect on crime/disorder and biodiversity. There are also many existing procedural and financial duties that remain in place for the regulation of governance (including the Council being unable to delegate decisions to individual Councillors). Furthermore, Councils must comply with relevant existing legislation (such as employment law, health and safety, equality legislation and duties relating to data protection and freedom of information).

If another Council has a statutory duty to provide a service (e.g. education, social services, highways, footpaths, rights of way), it remains their duty to provide it. Nonetheless, eligible Town Councils may assist. The eligible Town Council would need to ask itself whether an individual, private company or community trust could help. If the answer is “yes”, the Town Council can assist.

Whilst Councils are encouraged to be innovative, they should be aware of the risks of:

- Being challenged
- Their trading activities damaging other local enterprises
- Damage to the Council’s reputation and public money if a project or investment goes wrong.

Local Government Act 1972 (s137)

Expenditure under the Local Government Act (s137) is limited and has to be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with the benefit. Section 137 is a power of last resort.

A Council that is eligible to use the general power of competence can no longer use Section 137 as a power for taking action for the benefit of the area, except under Section 137(3) to contribute to UK charities, public sector funds and public appeals.

Unlike expenditure incurred by a Council under Section 137, the GPC imposes no statutory maximum limit to the level of expenditure which may be incurred by an eligible Council.

Eligibility

The three conditions for eligibility set out in the Statutory Instrument are as follows:

1. **Resolution:** the Council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk.
2. **Electoral mandate:** at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e. not co-opted).
3. **Qualified Clerk:** At the time that the resolution is passed, the Clerk must hold a recognised professional qualification such as the Certificate in Local Council Administration.

Having decided at a full meeting of the Council that it meets the criteria for eligibility at that particular time, a resolution to this effect must be clearly written in the minutes. The Council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the Council to confirm that it still meets the criteria (if it does). A 'relevant' annual meeting is the annual meeting of the Council after the next ordinary election has taken place (so the next 'relevant' date for Hexham Town Council is May 2021).

In consequence, eligibility remains in place until the 'relevant' annual meeting even if the conditions of the eligibility criteria have changed. If the Council loses its qualified Clerk or has insufficient elected Councillors it must also record its ineligibility at the next 'relevant' meeting.

There is no requirement for members to be trained in the general power of competence.

Hexham Town Council satisfies the conditions as all 14 Councillors were elected and the Clerk holds the Certificate in Local Council Administration (CiLCA).

Recommendation

It is recommended that the members consider this report and pass the following resolution:

“Hexham Town Council resolves from 7 August 2017, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence”.

HEXHAM TOWN COUNCIL
7 AUGUST 2017

RESOLVE THE REQUIRED CRITERIA IS IN PLACE FOR THE LOCAL COUNCIL AWARD SCHEME: FOUNDATION AWARD

The Local Council Award Scheme exists to celebrate the successes of the very best local Councils, and to provide a framework to support all local Councils to meet their full potential. There are three levels: Foundation, Quality and Quality Gold.

The Council's Action Plan, agreed on 5 June 2017, states the Council aims to be awarded the Foundation award this year and then work towards the Quality award.

The Foundation award is for Councils who want to show they meet a set of minimum standards to deliver effectively for their communities. To meet this award the Council demonstrates that it has the required documentation and information in place for operating lawfully and according to standard practice. The Council also has policies for training for its Councillors and officers and so has the foundations for improvement and development in place.

The Council is registered with the National Association of Local Councils for the Local Council Award Scheme and, to achieve the Foundation award, has to confirm the required criteria (as below) are in place by resolution at a full Council meeting and then notify and apply to the local accreditation panel coordinator, with the accreditation fee of £50.00.

Criteria	Do you meet these criteria?	Where are these published online?
Its standing orders and financial regulations	✓	http://www.hexhamtowncouncil.gov.uk/your-council/policies-and-protocols/
Its Code of Conduct and a link to Councillors' registers of interests	✓	http://www.hexhamtowncouncil.gov.uk/your-council/policies-and-protocols/ and http://www.hexhamtowncouncil.gov.uk/your-council/town-councillors/
Its publication scheme	✓	http://www.hexhamtowncouncil.gov.uk/your-council/policies-and-protocols/
Its last annual return	✓	http://www.hexhamtowncouncil.gov.uk/your-council/minutes-of-meetings/ (see 2016-11-07 November Full council Meeting pages 12 & 13)
Transparent information about council payments	✓	On every Full Council agenda: http://www.hexhamtowncouncil.gov.uk/next-meeting-agenda/
A calendar of all meetings including the annual meeting of electors	✓	http://www.hexhamtowncouncil.gov.uk/important-dates/

Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	✓	http://www.hexhamtowncouncil.gov.uk/your-council/minutes-of-meetings/
Current agendas	✓	http://www.hexhamtowncouncil.gov.uk/next-meeting-agenda/
The budget and precept information for the current or next financial year	✓	http://www.hexhamtowncouncil.gov.uk/council-budget/
Its complaints procedure	✓	http://www.hexhamtowncouncil.gov.uk/your-council/policies-and-protocols/
Council contact details and Councillor information in line with the Transparency Code	✓	http://www.hexhamtowncouncil.gov.uk/your-council/town-councillors/
Its action plan for the current year	✓	http://www.hexhamtowncouncil.gov.uk/your-council/policies-and-protocols/
Evidence of consulting the community	✓	http://www.hexhamtowncouncil.gov.uk/your-council/minutes-of-meetings/ (Town Plan 2020 Committee, Neighbourhood Plan Committee, Community Engagement Committee and Remembrance Day Sub-Committee) http://www.hexhamtowncouncil.gov.uk/ ("pop up" on Market Place consultation)
Publicity advertising council activities	✓	http://www.hexhamtowncouncil.gov.uk/
Evidence of participating in town and country planning	✓	Planning & Infrastructure Committee agendas/minutes: http://www.hexhamtowncouncil.gov.uk/next-meeting-agenda/

The Council also confirms by resolution at a full council meeting that it has:

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
A risk management scheme	✓	http://www.hexhamtowncouncil.gov.uk/your-council/policies-and-protocols/
A register of assets	✓	Not published but can be provided electronically
Contracts for all members of staff	✓	Not published but can be provided electronically once anonymised
Disciplinary and grievance procedures	✓	http://www.hexhamtowncouncil.gov.uk/your-council/policies-and-protocols/
A policy for training new staff and councillors	✓	http://www.hexhamtowncouncil.gov.uk/your-council/policies-and-protocols/
A record of all training undertaken by staff and councillors in the last year	✓	Not published but can be provided electronically
A clerk who has achieved 12 CPD points in the last year	✓	Not published but can be provided electronically

Recommendation

It is recommended that the members consider this report and pass the following resolution:

“Hexham Town Council resolves that the required criteria are in place for the Local Council Award Scheme: Foundation Award”.