

HEXHAM TOWN COUNCIL

I HEREBY GIVE NOTICE THAT a meeting of the Hexham Town Council Community Engagement Committee will be held in the Council Office, St Andrew's Cemetery, West Road, Hexham on Wednesday 25 October 2017 at 7.00pm when the following matters will be considered:

A G E N D A

1. Apologies for absence.
2. To receive minutes of the Community Engagement Committee meeting held 14 September 2017 enclosed.
3. Matters arising (if any).
4. Councillors' declarations of interest (see enclosed).
5. To receive minutes of the Community Engagement Remembrance Day Sub-Committee meeting held 14 September 2017 enclosed.
6. To note Hexham Community Partnership's Tourism and Communications Officer post advertisement (circulated to Councillors on 17 October).
7. To note correspondence regarding the Hexham Abbey Bible (sent to Councillors on 1 October).
8. To consider 2018/19 Committee budget (see enclosed).
9. To agree a date and time for the next meeting.
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
19 October 2017

Hexham Town Council
Council Office
St Andrew's Cemetery
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Hexham
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Hagenda1017CommunityEngage

HEXHAM TOWN COUNCIL

MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE MEETING HELD ON 14 SEPTEMBER 2017

366.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors T Cessford, R Hull, S Ball and T Pearson.
367.	APOLOGIES FOR ABSENCE: were received from Councillors Mrs D Bell, Mrs C Hanley, Mrs C R Homer and T Dodds.
368.	MINUTES of the meeting held on 26 July 2017, having been circulated, were AGREED.
369.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none">a. HEXHAM IN BLOOM (minute 358 refers). It was NOTED that Hexham had been awarded six golds and five silver gilts.b. MARKET TOWN BENCHMARKING (minute 362 refers). It was AGREED not to pursue this until after work on the Market Place and possible car parking changes work have been completed.c. SELE PLAY AREA (action log refers). The available S106 funding was noted and it was AGREED that Councillor Cessford and the Clerk are authorised to obtain a final price from the chosen provider and to apply to the next S106 Panel for funding.d. CHRISTMAS LIGHTS (minute 361 and action log refers). The total cost and that Hexham BID is providing £7000 to add to the Town Council Christmas lights budget was NOTED. It was also noted that an officer from Northumberland County Council has advised that motifs may be installed in Battle Hill but that some columns are due for replacement, possibly after Christmas. It was therefore AGREED to defer having motifs until Christmas 2018.e. PIGEONS AT HEXHAM ABBEY (minute 363 and action log refers). It was NOTED that Northumberland County Council no longer deals with pigeons but that Councillor Gillanders and a member of the Hexham Abbey Property Committee will meet to discuss this issue.
370.	DECLARATIONS OF INTEREST: No declarations of interest were made.
371.	REMEMBRANCE DAY SUB-COMMITTEE: It was AGREED to receive and note the minutes of the Sub-Committee meeting held on 26 July 2017.
372.	TYNEDALE SPORT: Councillor Hull had attended a recent meeting where an appeal had been made to local Councils to contribute to funding. It was AGREED that the club should apply for a donation this year and for Grant Aid next year.

373.	JOINT MEETING: It was AGREED to arrange a joint meeting with representatives from the Council, County Council, Hexham Community Partnership, Hexham Abbey and Hexham BID to discuss duplication of work.
374.	MARKET PLACE: Councillor Ball suggested that the landscaping consultants include some art for the Market Place and this was AGREED.
375.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on 25 October 2017 at 7.00pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Obtain a final price from the chosen provider and apply to the next S106 Panel for funding for the Sele play area	Clerk and Councillor Cessford
Defer Christmas lights motifs in Battle Hill until 2018	Clerk
Arrange a joint meeting (minute 373 refers).	Clerk

Chairman

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 should 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 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
MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT
REMEMBRANCE DAY SUB-COMMITTEE MEETING HELD ON 14 SEPTEMBER
2017

220.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors T Cessford, T Pearson, R Hull and S Ball together with Mr T Robson, Mr D M Coates and Mr G Robinson.
221.	APOLOGIES FOR ABSENCE: were received from Mr P Robson and Mr P Clark and Councillors Mrs D Bell, Mrs C R Homer, Mrs C Hanley and T Dodds.
224.	MINUTES of the meeting held on 26 July 2017, having been circulated, were confirmed.
225.	MATTERS ARISING: <ul style="list-style-type: none"> a. WREATH LAYING AT WAR MEMORIAL ON 17 SEPTEMBER (minute 218b refers). It was NOTED that this is at 11.45am. b. ABBEY PARK DRAINAGE (minute 214b and action log refers). It was noted that the Clerk has contacted Northumberland County Council on several occasions without getting a response and it was AGREED to pursue this. c. WAR MEMORIAL (minute 216 and action log refers). It was NOTED that the War Memorials Trust has offered a grant of up to £3,300.00 and that no comments or objections have been received in respect of the application for listed building consent for the refurbishment of the memorial
226.	DECLARATIONS OF INTEREST: No declarations of interest were made.
227.	SERVICE OF REMEMBRANCE: It was NOTED that the draft of this is nearly complete, subject to some names being confirmed and an amendment to the Hexham Abbey Choir singing prior to, rather than as, the wreaths are laid.
228.	PLANTING AT THE WAR MEMORIAL: It was NOTED that colourful planting in November would be appreciated.
229.	DIARY DATES. <ul style="list-style-type: none"> a. War Graves Remembrance ceremony – 11 November 2017 b. Laying of a poppy wreath at the Hexham Hospital Chapel War Memorial – 11 November 2017 c. Remembrance Sunday Parade and Service of Remembrance – 12 November 2017 d. Armed Forces Day – 24 June 2018.
230.	NEXT MEETING: It was AGREED that the next Sub-Committee meeting will be held on 25 October 2017 at 6.30pm in the Council

	Office, St Andrew's Cemetery, Hexham.
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Action Log

Pursue response from NCC re: Abbey Park drainage	Clerk
Complete the Service of Remembrance	Clerk
Confirm there will be colourful planting at the War Memorial in November	Clerk

Chairman

HEXHAM TOWN COUNCIL
COMMUNITY ENGAGEMENT COMMITTEE 2018/2019 BUDGET

Committee has to consider and agree the Committee budget for the next financial year, 1 April 2018 to 31 March 2019. This budget will be amalgamated with other Committee budgets so that the Finance and General Purposes Committee can consider this (combined) Council budget in order to present a recommended budget to the Council.

Council will agree a 2018/2019 budget and its required precept on 8 January 2018.

Income has been shown to remind Committee of the Council's income sources (miscellaneous income includes VAT refunds, the Cemetery double tax charge refund and Christmas Market fees).

The figures in the "2018/19 draft budget" column below are initial suggestions for the Committee to consider.

HTC Budget 2018/19	2017/18 Agreed Budget	2017/18 Income at 30/9/2017	2017/18 Estimated at 31/3/18	2018/19 Draft Budget	Ref.
INCOME					
Allotments	5520	840	5520	5520	4000
Cemetery	65000	59930	105000	85000	4010
Donations/Grants/Loans	0	0	0	0	4015
N/Plan Grant	0	0	0	0	4105
Miscellaneous	0	24764	0	0	4020
TOTAL CREDITS	70520	85534	110520	90520	

COMMUNITY ENGAGEMENT COMMITTEE	2017/18 Agreed budget	2017/18 Spent at 30/9/17	2017/18 Estimated at 31/3/18	2018/19 Draft Budget	Reference
Remembrance Day & Armed Forces Day	7500	115	3000	7500	7800
WW1 Remembrance	0	0	0	0	7810
War Memorials	0	0	0	0	7820
War Memorial Reserve	10000	0	4500	1000	5096
Website	600	0	600	600	7830
Newsletter	1200	316	750	1200	7840
BID/Business Forum	0	0	0	0	7860
Town Twinning (Council expenses)	1000	915	915	1000	7870
Christmas Lights – Repair/Replace	2000	0	2000	2000	7040
Christmas Lights – Additional Units	13500	6500	17152	10000	7050
Christmas Lights – Erect, Dismantle, Store, Insure	9000	3652	9000	9500	7060

Christmas Lights Switch On	1200	0	350	500	7065
Mayor's Annual Reception	750	539	539	750	7070
Steward and Bailiff Award	50	43	43	50	7080
Young Employee of the Year Award	300	300	300	300	7090
Hexham/Northumbria in Bloom (Council expenses)	2300	915	915	1000	7850
Flower Beds and Tubs – Renew/Replace	500	0	300	500	7110
Flower Beds and Tubs – Planting	6500	2627	5500	6500	7120
Support for Town Events	9000	2000	7500	7000	5130
TOTALS	65400	17922	53364	49400	