

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 November 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 2 October 2017, enclosed.
4. Matters arising, if any.
5. Mayor's announcements.
6. Declarations of interest (see enclosed).
7. To agree accounts for payment (list enclosed).
8. To consider any correspondence received.
9. Presentation by Gordon Allan on the Sport England Opportunity Fund Bid submitted by Mental Health Matters.
10. To receive a verbal update from Councillor Hull on the Tyne Valley Community Rail Users Group.
11. To receive a verbal report from Councillor Mrs Homer on the Community Safety Hub.
12. To adopt Co-option Policy (see enclosed).
13. To adopt Grant Aid Policy (see enclosed).
14. To agree an amendment to the 2017/18 Town Plan 2020 Development Reserve budget (see enclosed).
15. To accept report of external auditor for the year 2016/17 (see enclosed).
16. 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
31 October 2017

A REMINDER: THE REMEMBRANCE DAY PARADE AND SERVICE OF REMEMBRANCE WILL BE HELD ON SUNDAY 12 NOVEMBER

Hexham Town Council
Council Office
St Andrew's Cemetery
West Road
Hexham
NE46 3RR
Tel: 01434 609575
[Email: clerk@hexhamtowncouncil.gov.uk](mailto:clerk@hexhamtowncouncil.gov.uk)
Hagenda1117

www.hexhamtowncouncil.gov.uk

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 2 OCTOBER 2017

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| 6979. | <p>PUBLIC QUESTIONS:</p> <p>MARKET PLACE CONSULTATION: A resident noted that this consultation is ending soon and advised some residents have not made comments as they are unable to use the Stickyworld website. There is some concern about the possibility of total pedestrianisation and the knock-on effect for businesses. There would also be potential problems with closing either Hallstile Bank or Market Street to traffic.</p> <p>RECORDING OF MEETING: It was noted that the meeting was being recorded for Hexhamtv (www.hexhamtv.com).</p> |
| 6980. | <p>OCTOBER COUNCIL MEETING: Councillor T G E Gillanders, the Town Mayor, then opened the Council meeting. Present were Councillors R Hull, J Ord, Mrs D Bell, T Pearson, S Ball, T Dodds, J V R Hare, Mrs C Hanley, J M Graham and D Kennedy.</p> |
| 6981. | <p>APOLOGIES FOR ABSENCE were received from Councillors Mrs C R Homer, E Green and T Cessford.</p> |
| 6982. | <p>MINUTES: The minutes of the Town Council meeting held on 4 September 2017, having been circulated, were AGREED.</p> |
| 6983. | <p>MATTERS ARISING: PARKING ON THE SELE (minute 6976 refers). It was NOTED that a Northumberland County Council Estates' officer had advised there is a barrier behind the gate and that the Council is looking to sort a combi-lock for this, providing the key/code only to the residents of Sele Cottages.</p> |
| 6984. | <p>MAYOR'S ANNOUNCEMENTS. For information Councillor Gillanders advised the meeting:</p> <ul style="list-style-type: none">a. HEXHAM IN BLOOM PRIVATE GARDEN COMPETITION. He had presented the first prize certificate and garden vouchers to Mr and Mrs J Strain of 15 Garden Terrace.b. TYNEDALE LOCAL COUNCIL. He and the Deputy Mayor had attended this meeting on 12 September.c. NORTHUMBERLAND IN BLOOM. On 13 September he had attended the awards ceremony in Gateshead. Hexham in Bloom had coordinated 11 entries for Hexham, resulting in six golds and five silver gilts. This was a terrific achievement, including one of the golds being awarded to St Andrew's Cemetery. Councillor Hare noted there should be more local press coverage of these results and that he will contact the Hexham Courant.d. BATTLE OF BRITAIN. He had laid a wreath at the Battle of Britain window at Hexham Abbey on 15 September and, on 17 September, attended a service of thanksgiving at the War Memorial.e. QUEEN'S HALL. He noted that the Deputy Mayor had attended a closing event auction which had raised £17,000, with match funding from the Arts Council for the Hall. |

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| 6985. | DECLARATIONS OF INTEREST: No declarations of interest were made. |
| 6986. | ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda. |
| 6987. | ACTION PLAN: Progress was NOTED, including revised dates for refurbishing the Sele play area and cleaning and repairing the War Memorial. |
| 6988. | <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> <ul style="list-style-type: none"> a. HEXHAM CONSTITUENCY COMMUNITY CHAMPION AWARDS: Guy Opperman, Hexham Constituency MP, had written to the Council with some nomination forms, requesting these be circulated and that nominations are sent in. b. CITIZENS ADVICE NORTHUMBERLAND: Councillors had been circulated information on this service, noting drop-in and appointment sessions in Hexham are at the Community Centre between 9.30am and 3.30pm on Wednesdays and Fridays. c. HEXHAM HOLIDAY CLUB. The new leaders of the Club thank the Council for its donation to support their 2017 mission and sent a thank you video produced by their youth team. d. HEATING OIL CLUB. An Oil-Club has been launched for Hexham. The service is free and some leaflets had been sent. Further information is also available at www.oil-club.co.uk e. TEMPORARY TRAFFIC REGULATION ORDERS: Councillors had been circulated information regarding Beaumont Street and Market Place for Spook Night; Cowgarth for the bonfire and fireworks display; and Bridge End. |
| 6989. | DICKINSONS, HEXHAM: Councillor Gillanders noted his disappointment of Dickinsons closing two shops and staff being made redundant, without any consultation about possible closure. It was AGREED that Dickinsons had made an important contribution to the town economy and that the Town Council must work with the County Council and also Arch and Hexham BID if they become involved to make best use of the premises. Councillor Hare also noted that the previous NatWest bank premises had been left in a poor state and that the old bus station was an eyesore. It was AGREED that the Clerk will write to Dysart and ask a representative to attend a Full Council meeting, and also write to the owner of the bank building to request information on plans for the premises. |
| 6990. | COMMERCIAL VEHICLES DISPLAYED OUTSIDE HEXHAM ABBEY: Councillor Gillanders NOTED that the Council needs to check who gave permission for cars to be displayed on this land which belongs partly to the Abbey and partly to Northumberland County Council (Highways). |
| 6991. | HEXHAM ABBEY BIBLE: Councillor Gillanders noted that all Councillors had been emailed by the president of a company in the USA about a Hexham bible. It was AGREED that a reply should be sent from the Abbey as staff there will know if this is a missing relic. |

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| 6992. | NEXT MEETING: The next meeting of the Council will be held on 6 November 2017 at 6.45pm at Dene Park House, Corbridge Road, Hexham. |
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Chairman

Signed as a correct record of the minutes of the meeting held on 2 October 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 6 NOVEMBER 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 (September) | 39.80 | 0 | 39.80 | DD | 5060 |
| HSBC | Charge for returned Cheque | 4.00 | 0 | 4.00 | DD | 5130 |
| Malthurst Ltd | Diesel (October) | 269.98 | 44.99 | 224.99 | Visa | 7310 |
| EE & T Mobile | Accounts (October) | 119.59 | 19.93 | 99.66 | DD | 5010 |
| Onecom Limited | Phone and broadband (September) | 78.02 | 13.00 | 65.02 | DD | 5010 |
| NCC (wages and PAYE) | September | 11083.38 | 0 | 11083.38 | 108935 | 6020 |
| NCC (pension fund) | September | 1974.92 | 0 | 1974.92 | 108935 | 6030 |
| NCC (payroll admin fee) | 6 payslips @ £4.167 | 30.00 | 5.00 | 25.00 | 108935 | 6020 |
| T G E Gillanders | Mileage expenses | 112.05 | 0 | 112.05 | 108934 | 6035 |
| Timpson | Keys for Wydon Park allotments | 15.00 | 0 | 15.00 | Visa | 7030 |
| Derek's Shoe Bar | Keys for Dene Park allotments | 9.90 | 0 | 9.90 | 108936 | 7000 |
| NCC | Van hire (taking records to Archive office) | 150.00 | 25.00 | 125.00 | 108937 | 7330 |
| Broxap Limited | 8 litter bins | 2064.00 | 344.00 | 1720.00 | 108938 | 7100 |
| BDO LLP | External audit fee 2016/17 | 1596.00 | 266.00 | 1330.00 | 108939 | 5070 |
| Astrotex Ltd | Astroturf | 269.70 | 44.95 | 224.75 | Visa | 7800 |
| Ludman Planning | N/Plan charges to 30/9/17 | 470.00 | 0 | 470.00 | 108940 | 5600 |
| Cumbrian Newspapers Ltd | Taste Tynedale Food Festival | 6600.00 | 1100.00 | 5500.00 | 108941 | 5130 |
| Viking | Stationery | 65.72 | 10.95 | 54.77 | 108942 | 5030 |
| Arco Limited | Soap and hand towels | 88.07 | 14.68 | 73.39 | 108943 | 7330 |

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|------------------------------|---|----------|---------|----------|--------|------|
| T Dodd | Roof repairs at Cemetery | 268.00 | 0 | 268.00 | 108944 | 7380 |
| Northumbria Pest Control | Cluster fly treatment in Chapel | 162.00 | 27.00 | 135.00 | 108945 | 7380 |
| Philip Sewell | Milk Account | 24.30 | 0 | 24.30 | 108946 | 6010 |
| Purdy's Skip Hire | Skip at QB allotments | 252.00 | 42.00 | 210.00 | 108947 | 7020 |
| Purdy's Skip Hire | Skip at Dene Park allotments | 252.00 | 42.00 | 210.00 | 108947 | 7000 |
| Rickerby Ltd | Work on tractor | 446.17 | 71.38 | 374.79 | 108948 | 7320 |
| Hexham Brass Band | Remembrance Day fee | 200.00 | 0 | 200.00 | 108949 | 7800 |
| Sue Dunne | N/Piper fee for R day | 50.00 | 0 | 50.00 | 108950 | 7800 |
| Peter Hawkins | Piper fee R Day | 50.00 | 0 | 50.00 | 108951 | 7800 |
| Blue Attic Audio | Sound Engineer for R Day | 50.00 | 0 | 50.00 | 108952 | 7800 |
| Robson Print | R Day programmes | 498.00 | 0 | 498.00 | BACS | 7800 |
| Robson Print | Christmas Market bookmarks | 237.60 | 39.60 | 198.00 | BACS | 5130 |
| Artistic Solutions Ltd | Christmas Market stage | 2170.44 | 361.74 | 1808.70 | 108953 | 5130 |
| The Hexham Courant | Rotary Club of Hexham Christmas Chronicle | 55.00 | 0 | 55.00 | 108954 | 5000 |
| Lloyd Ltd | Work on Kubota | 194.08 | 32.35 | 161.73 | 108955 | 7320 |
| David Dixon Garden Machinery | Grasscutter repair | 18.58 | 3.10 | 15.48 | 108956 | 7320 |
| David Dixon Garden Machinery | Rope for Remembrance Day | 17.23 | 2.87 | 14.36 | 108956 | 7800 |
| David Dixon Garden Machinery | Cable ties | 3.78 | 0.63 | 3.15 | 108956 | 5130 |
| David Dixon Garden Machinery | Grasscutter repair | 24.63 | 4.10 | 20.53 | 108956 | 7320 |
| Jewson Limited | Sharp sand for fitting bins | 6.14 | 1.02 | 5.12 | 108957 | 7100 |
| Jewson Limited | Rawlplugs and washers for bins | 50.11 | 8.35 | 41.76 | 108957 | 7100 |
| Jewson Limited | Rawlplugs and washers for bins | 6.61 | 1.10 | 5.51 | 108957 | 7100 |
| TOTALS | | 30092.40 | 2528.34 | 27564.06 | | |

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

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

HEXHAM TOWN COUNCIL – INCOME – OCTOBER 2017

| Credit from | Detail | Amount | Invoice reference | Date | Ref. |
|------------------------|-----------------------|-----------------|-------------------|--------|------|
| Various | Allotment rents | 660.00 | | 021017 | 4000 |
| Various | Cemetery charges | 589.00 | HD2017/73 | 021017 | 4010 |
| Various | Cemetery charges | 1890.00 | HDW2017/74 | 021017 | 4010 |
| Various | Christmas Market fees | 1823.00 | | 041017 | 4020 |
| Various | Allotment rents | 780.00 | | 051017 | 4000 |
| Various | Cemetery charges | 773.00 | HD2017/75 | 091017 | 4010 |
| Various | Cemetery charges | 151.00 | HD2017/76 | 091017 | 4010 |
| Various | Cemetery charges | 301.00 | HD2017/77 | 101017 | 4010 |
| Various | Allotment rents | 540.00 | | 111017 | 4000 |
| Various | Cemetery charges | 302.00 | HD2017/79 | 111017 | 4010 |
| Various | Allotment rents | 270.00 | | 111017 | 4000 |
| Northumberland Sausage | Christmas Market fee | 120.00 | | 121017 | 4020 |
| CWGC | War graves | 168.00 | | 161017 | 4010 |
| Various | Cemetery charges | 1129.00 | HDW2017/78 | 181017 | 4010 |
| Various | Allotment rents | 510.00 | | 181017 | 4000 |
| Various | Allotment rents | 330.00 | | 241017 | 4000 |
| Various | Cemetery charges | 945.00 | HDW2017/81 | 261017 | 4010 |
| Various | Allotment rents | 630.00 | | 311017 | 4000 |
| Various | Cemetery charges | 945.00 | HDW2017/82 | 311017 | 4010 |
| J A Bakewell | Christmas Market fee | 124.00 | | 311017 | 4020 |
| TOTAL | | 12980.00 | | | |

Hexham Neighbourhood Plan 2017/18

(As at 31 October 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 |
| | £167.55 | Arc4 presentation 19/10/16 | Invoice received 11/8/17 | 108907 | £3394.48 |
| | £470.00 | Planning Consultant fee | 30/6-30/9/17 | 108940 | £2924.48 |

HEXHAM TOWN COUNCIL **CO-OPTION POLICY**

The Finance and General Purposes Committee considered this policy at its meeting on 11 October 2017 and recommend the following Co-option Policy to Full Council.

POLICY REGARDING THE CO-OPTION OF A TOWN COUNCILLOR

1. When a vacancy on Hexham Town Council occurs, for whatever reason, the Electoral Officer of Northumberland County Council must be so advised by the Clerk of Hexham Town Council.
2. Once the date for nominations to the Town Council has passed the Electoral Officer, if no formal election is to take place, will advise the Clerk of the Council that the co-option process may start. Co-option is the process by which the Town Council selects a new Councillor and it is done as an agenda item within a monthly Town Council meeting.
3. The Town Council manages the process of co-option by itself and will demonstrate transparency and openness by ensuring that a fair and equitable procedure is followed. This procedure is set out below:
 - The Clerk of Hexham Town Council invites interested candidates to write to the Clerk by a specified date.
 - This date will be no longer than two weeks after the Electoral Officer has notified that no election will take place.
 - This invitation will be made by:
 - a) An advertisement in the press and
 - b) A notice placed on the Town Council noticeboard.
 - c) Other methods of invitation may also be considered, but in each case a closing date for receipt of applications will be specified.
4. Qualifications. A person will only be considered as a Councillor if he/she is a British citizen, an eligible Commonwealth citizen or a citizen of any member state of the European Union, is over 18, and an elector in the parish of Hexham.

Disqualifications. There are several ways in which a person may be disqualified:
 - a) If a person holds a paid office or other place of profit in the gift or disposal of the council or any committee or subcommittee thereof of a company controlled by the council.
 - b) Bankruptcy and execution of compositions or arrangements with creditors. This ends 5 years after discharge.
 - c) Conviction in the United Kingdom, the Channel Islands or the Isle of Man within 5 years before the election and has been sentenced to not less than three months imprisonment (whether suspended or not) without the option of a fine. If a free pardon has been given the disqualification ceases.
 - d) Corrupt or illegal practices.
5. If there is more than one candidate, the letters received are circulated to

Councillors ahead of the meeting at which a Town Councillor is to be co-opted. At the Council meeting only Councillors who are present at the meeting where co-option is to take place will be eligible to vote.

6. At the Town Council meeting candidates are invited to say something about themselves and Councillors have the opportunity to ask questions of the candidates. Each candidate will be allocated a maximum of three minutes.
7. In a closed session of the Town Council, without the public present, members will consider the candidates and, following the discussion, the public are invited back into the meeting before the voting to takes place.
8. The Chairman will request the Councillors present to nominate any of the candidates. Candidates will require a proposer and seconder to progress to the voting stage. If there is only one vacancy, a Councillor may only nominate or second one candidate. One candidate needs to receive an absolute majority of votes.
9. The Chairman will then place the names of those nominated into alphabetical order and proceed to vote. Councillors will have one vote per vacancy to be filled.
10. Voting will be in accordance with Standing Orders by a show of hands and will continue until one candidate has received an absolute majority of those Councillors present. At this stage, the successful candidate will be declared co-opted.
11. Should no single candidate receive a majority on the first vote, the candidate with the lowest number of votes is eliminated. Voting will then take place for the remaining candidates until one person receives an absolute majority.
12. The successful candidate is then declared co-opted to the Town Council and will be asked to join the meeting.
13. The successful candidate is a Councillor in their own right and is no different to any other member as co-option is a legitimate form of election as part of the election process. The co-opted Councillor is then invited to sign a Declaration of Acceptance of Office and will agree to be bound by the Code of Local Government Conduct.
14. Should there be no applicant for the vacancy by the date of the Council meeting then Council will decide at the meeting whether or not a vacancy will be agreed or if the Town Clerk will be asked to advertise the vacancy again.

Adopted by Hexham Town Council on XXX

ENDS

HEXHAM TOWN COUNCIL **GRANT AID POLICY**

The Finance and General Purposes Committee considered this policy at its meeting on 11 October 2017 and recommend the following Grant Aid Policy to Full Council.

GRANT AID POLICY AND PROCEDURE

1. BACKGROUND

Hexham Town Council is funded by the residents of Hexham and therefore only has limited funds to assist community organisations located and working in Hexham for the benefit of the community.

Subject to funding being available, Hexham Town Council is committed to providing assistance and support to local community groups which are set up to promote community life for Hexham residents. The Council's financial support is provided by way of grants which are decided against criteria set by, and which may be amended from time to time by, Hexham Town Council.

Hexham Town Council is committed to following best practice in grant giving in order to provide sustainable funding and support to voluntary and community groups, whilst providing value for money for local taxpayers and ensuring that public money is spent in a responsible manner.

So the Council can assess applications rationally and objectively, as many will inevitably be dissimilar in content, it is both necessary and helpful to assess all applications received against a range of criteria. These are designed to be a general indication of need but are not exclusive and can be flexibly applied.

The Town Council's policy on grants is based on the principle of promoting the development of partnerships which encourage and enable local community organisations to deliver local projects to the residents of Hexham. In general, the following principles apply:

- Assistance will be given on the basis of need, merit and contribution to the local community.
- Applicants must clearly show how any assistance given will benefit Hexham residents or the environment of Hexham.
- Any assistance given may be subject to ongoing monitoring and subsequent evaluation of the outcome of the grant.
- Organisations should not make a presumption that funding will continue on a year to year basis.

All successful applicants will be invited to have a table/display stand at the Annual Town Meeting to demonstrate their work/services and the benefit experienced by the grant.

2. THE AIMS OF THE COUNCIL'S GRANT AID POLICY

Hexham Town Council provides grants to support the following aims:

- To enable local people to participate in voluntary groups and activities.
- To help the Town's voluntary groups to improve their effectiveness.
- To ensure the provision of services, needed by the Town's residents, via the voluntary sector.
- To support organisations which meet the needs of people experiencing social and economic difficulties.
- To ensure that there is equality of access and opportunity for all Hexham Town residents to the services it provides and funds.
- To improve or enhance the local environment.
- To achieve value for money.

The Town Council defines a voluntary group as a non-profit making organisation, set up and run by a voluntary, unpaid management committee.

3. THE GRANTS PROCESS

To apply for a Town Council grant you must be a charity, community group or local voluntary organisation with a constitution and dedicated bank account, operating or providing a service to the community in Hexham. All funding requests must use the Council's application form and applicants should provide all information requested. The form can be downloaded from the Council's website or are available from the office.

Applications (in triplicate please) should be posted or hand-delivered to the Town Council office at the address on the application form.

If necessary a completed application may be emailed to meet the closing date but this should be followed by hard copies together with supporting documents.

Applications must be received by 1 September for the next financial year so that provision can be made in the following year's budget.

All valid grant applications will be assessed by the Finance & General Purposes (F&GP) Committee in September/October of each year, and be ratified at the January Full Council meeting when the budget is agreed. All applicants will usually be notified of the Council's decision in January.

The F&GP Committee will award a grant at a figure it deems suitable, taking into account this policy, and not necessarily the figure that has been applied for.

Grants will be paid as soon as is practical after 1st April (larger grants may be paid in two equal instalments, the second after 1st October).

There were 13 applications received in 2017 and a Grant Aid budget of £xxx, subject to the overall Council budget, was proposed for 2018/2019.

Hexham Town Council supports a wide variety of grants which have been used to fund both revenue and capital projects, core costs and specific project work. The Council particularly welcomes applications from small or newly formed groups and those that have not applied before.

4. THE FOLLOWING CRITERIA IS USED FOR GRANT APPLICATIONS:

- Whether the group/project has followed the grants process and meets the Council's requirements and grant giving policy.
- Level of benefit to Hexham and the impact the grant will make.
- Evidence of a well-managed group, including previous experience and track record.
- Financial sustainability and viability of the group and/or project.
- Evidence of partnership working.
- Evidence that funding has been sought from other sources and the level of match funding available.
- Evidence of compliance with previous grant award conditions (if applicable).

5. HEXHAM TOWN COUNCIL WILL NOT FUND THE FOLLOWING:

- Organisations that do not provide a service to the community in Hexham.
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts and sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.
- Projects that may take place before an application can be decided.
- Organisations that have a closed or restricted membership.
- Equipment or other costs that have already been purchased or incurred prior to the application being considered.

6. CONDITIONS OF FUNDING

Grants will be made subject to the following conditions:

- They can only be used for the purpose of the application.
- If the Town Council's grant is part of the overall cost, no monies will be paid until there is evidence that the entire objective is funded.
- No monies should be spent in advance of the application. Evidence of expenditure may be requested.
- Grants will be paid by cheque or bank transfer to an organisation or group.
- The recipient must agree to participate in suitable publicity to note the Town Council's contribution.
- Applicants must submit a copy of the organisation's constitution, latest bank statement and a copy of last year's accounts with their application.

- Organisations are expected to provide the Town Council with written evidence of what the grant has been spent on and the benefit it has brought to Hexham. Such evidence should include copies of invoices and receipts and, where applicable, photos, attendance numbers, press clippings, etc. This information should be submitted within one month of the event/project end or by the end of February each year (whichever is sooner), so that it can be reported at the Annual Town Meeting.

Grants for capital projects will be paid after proof of the project being completed has been received (which must be within the financial year that the grant has been applied for).

Application forms and any information submitted to support an application will be held on file as follows before being destroyed:

Successful applicants: for two years following the year in which the grant was awarded.

Unsuccessful applicants: until the approval of the minutes of the meeting which declined the application.

It is anticipated that some organisations may ask for a guarantee of funding for a number of years. Whilst this is legally possible, it is recommended that no such binding commitments are given. This is because there is the potential for significant changes in the legislative obligations placed on local Councils. It would be possible to give an indicative, but non-legally binding, assurance that a continuation of a grant is likely to be a priority when budgets are set each year.

Amendments to this Policy and Procedure can be made at any time.

Adopted by Hexham Town Council on XXX

ENDS

HEXHAM TOWN COUNCIL
TOWN PLAN 2020 DEVELOPMENT RESERVE

The agreed 2017/18 budget for the Town Plan 2020 Development Reserve (reference 5500) was £20,000.00.

It was expected that the payment to Sustrans for £19,325.00 plus VAT for consultation work on Hexham Market Place would be paid out of the previous year's budget. However, the invoice was not sent until May 2017 and was therefore paid out of this year's budget.

The 2016/17 budget was also £20,000.00 but only one payment was made during the year (for £41.00, in November 2016, to Hexham Trinity Methodist Church for the hire of a room for the Market Place consultation).

In addition, a contribution of £10,000.00 from Northumberland County Council to share the cost of the consultation was received in September 2016.

There was therefore a balance of £29,959.00 unspent from this budget in 2016/17.

As the Town Plan 2020 Committee has approved further expenditure in 2017/18, the Council is recommended to approve adding the sum of £29,959.00 to the current budget so that the 2017/18 budget is increased from £20,000.00 to £49,959.00.

Jane Kevan
Town Clerk
October 2017

HEXHAM TOWN COUNCIL
AUDIT FOR THE YEAR ENDED 31 MARCH 2017

The Annual Audit was completed and signed off on 28 September 2017 by BDO LLP, the appointed External Auditors.

The External Auditor Certificate states: *“We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017 in respect of Hexham Town Council”.*

The External Auditor Report states: *“Except for the matters reported below, on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met”.*

The report also states: *“There was incorrect treatment of the hire purchase agreement; an amendment was required to the annual return, and there was no internal audit report (other than the completion of the annual internal audit report of the Annual Return).”*

The recommendations from BDO LLP to address these are:

“In future the amount relating to this hire purchase agreement should not be reflected in the annual return. The only costs which should be reflected are the hire purchase annual repayments which should be included in box 6. Box 10 in future years should not include the hire purchase agreement.”

“The smaller authority should ensure that the annual return is fully and correctly prepared in future years.”

“The internal auditor should be requested to produce a letter to state that there are no issues that came to their attention and this should be reported to the smaller authority.”

For information the Accounting statement audited for year ending 31 March 2017 was:

| | Y/E 31/03/16 (£) | Y/E 31/03/17 (£) | |
|-----------------------------|------------------|------------------|-------------------------------|
| Balances B/F | 137276 | 126772 | Balance at year start |
| + Annual precept | 284500 | 293000 | Precept received |
| + Total other receipts | 178323 | 226605 | All income less precept |
| [-] Staff costs | 172773 | 172057 | All costs for staff |
| [-] Loan int'/cap' payments | 15248 | 17020 | Capital & Interest on loans |
| [-] Total other payments | 285306 | 264629 | Payments less staff and loans |

| | | | |
|-----------------------------------|---------|---------|------------------------------|
| = Balances C/F | 126772 | 192671 | Balance at year end |
| Note: VAT debtor | 36149 | 36989 | VAT refund |
| Total cash/short term investments | 104518 | 177304 | Bank balances |
| Total fixed & long term assets | 1544367 | 1547334 | Fixed assets [Premises etc.] |
| Total borrowings | 202119 | 198754 | Total due PWLB loans |
| Trust funds | None | None | |

Council is required and is **RECOMMENDED** to receive and accept the Auditor's report for 2016/17 as detailed above.

Jane Kevan
Town Clerk
October 2017