

HEXHAM TOWN COUNCIL

I HEREBY GIVE YOU NOTICE that a meeting of the Council will be held at **Hexham House, Gilesgate, Hexham NE46 3NH** on Monday 9 April 2018 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 5 March 2018, enclosed.
4. Matters arising not on the agenda – for report only, if any.
5. Mayor's announcements.
6. Declarations of interest (see enclosed).
7. To agree accounts for payment (list enclosed).
8. To agree a 2018/19 Action Plan (see enclosed).
9. To re-adopt the Health and Safety Policy (see enclosed).
10. Proposal from Councillor J Ord: "Hexham Town Council calls on Northumberland County Council to ensure that the next round of discussions regarding the possible school reorganisation in the west of Northumberland is carried out in full partnership with every school and the communities which rely on them" (see full proposal enclosed).
11. To consider any correspondence received.
12. 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
3 April 2018

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Hagenda0418

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 5 MARCH 2018

7065.	<p>PUBLIC QUESTIONS: It was noted that the meeting was being recorded for www.hexhamtv.com.</p> <p>A member of the public asked for the Town Council's opinion on education in west Northumberland, noting there are two current consultations. It was noted that Councillors had been asked to consider these and that it will be considered by the Community Engagement Committee on 7 March.</p>
7066.	<p>MARCH COUNCIL MEETING: Councillor T G E Gillanders, the Town Mayor, then opened the Council meeting. Present were Councillors R Hull, T Pearson, E Green, T Cessford, J V R Hare, Mrs C Hanley, Mrs D Bell, J Ord, G M Graham and D Kennedy.</p>
7067.	<p>APOLOGIES FOR ABSENCE were received from Councillors Ball, Dodds and Mrs Homer.</p>
7068.	<p>MINUTES: The minutes of the Town Council meeting held on 5 February 2018, having been circulated, were AGREED.</p>
7069.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none">a. CEMETERY WORKER (minute 7048h refers). It was NOTED that there was a high quality of applicants for this post and that the successful applicant started on 19 February.b. HEXHAM BID (minute 7059 refers). Councillor Kennedy advised he had requested information from the County Council and been advised a total of £307,226 had been received by the BID. He further noted that the surplus and details cannot yet be confirmed and that bills will not be issued in April because of the current consultation.
7070.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Gillanders advised the meeting:</p> <ul style="list-style-type: none">a. SELE FIRST SCHOOL. He had been to a STEM open day on 8 February and seen a truly impressive amount and depth of work.b. BOUNDARY WITH WARDEN PARISH. With Councillor Mrs Hanley he had attended a meeting with Warden Parish Councillors on 13 February where it was agreed to site a bin opposite Ferryman's Cottage for dog waste.c. TYNEDALE LOCAL AREA COUNCIL. Later on 13 February he had attended this meeting and was pleased that the Hextol Foundation, Hexham Holiday Club and West Northumberland Food Bank all received NCC Community Chest funding.d. NORTHUMBERLAND DAY AND ARMED FORCES DAY. He had met with Abbey personnel on 16 February to discuss these events. Canon Rev Dr Winter will arrange a service on the Sele for Armed Forces Day.e. WEST NORTHUMBERLAND FOOD BANK. On 27 February he went to the AGM and noted the Food Bank was responsible for providing 2,200

	food parcels last year.
7071.	DECLARATIONS OF INTEREST: No declarations of interest were made.
7072.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
7073.	PROPOSAL BY COUNCILLOR T CESSFORD: "In regard to the upcoming consultation being run by the County Council on the future of the Hexham BID, in the spirit of the decision being made by businesses for businesses and also to prevent any form of misinterpretation, I believe that Hexham Town Council should not submit a response to the consultation nor exercise its right to vote as a member of the business improvement district. It is imperative that as close to full participation by ALL businesses in the consultation process occurs, and the outcome is formulated without any misconceived notion that the results are being influenced in any way by Hexham Town Council. It is then up to NCC to fully support the result as determined by the businesses, and endeavour to implement the decision as soon as, and by any means, is practically possible." Councillor Cessford indicated Northumberland County Council would also take this approach. It was noted that the Town Council should encourage as many businesses as possible to respond and the proposal was AGREED unanimously by the Councillors present.
7074.	CORRESPONDENCE RECEIVED. <i>(Note: wherever possible, all communications addressed to the Council are circulated to Councillors for information as and when received.)</i> <ol style="list-style-type: none"> a. NORTHUMBERLAND LOCAL PLAN UPDATE AND "CALL FOR SITES": Councillors and the Neighbourhood Plan Steering Group had been circulated information on the County Council's invitation, in order to inform preparation of the forthcoming draft Local Plan, to submit potential development sites for consideration by 12 March. b. POST 16 TRANSPORT CONSULTATION: Councillors had been circulated information on a consultation to make free travel to their local school or college available for most 16-19 year olds who live more than three miles away. c. TEMPORARY TRAFFIC REGULATION ORDER: Councillors had been circulated information on Fore Street being closed from 8.00am to 4.00pm on 8 April for cherry picker work. d. WEST NORTHUMBERLAND EDUCATION CONSULTATIONS: Councillors had been circulated information on a County Council and a Hadrian Learning Trust consultation. It was noted that both of these will be considered by the Community Engagement Committee.
7075.	NEXT MEETING: The next meeting of the Council will be held on 9 April 2018 at 6.45pm at Hexham House, Hexham.

Chairman

Signed as a correct record of the minutes of the meeting held on 5 March 2018.

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 9 APRIL 2018

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 (February)	23.11	0	23.11	DD	5060
Malthurst Ltd	Diesel (March)	115.72	19.30	96.42	Visa	7310
EE & T Mobile	Accounts (March)	43.20	7.20	36.00	DD	5010
Onecom Limited	Phone and broadband (March)	78.14	13.02	65.12	DD	5010
NCC (wages and PAYE)	March	11982.66	0	11982.66	BACS	6020
NCC (pension fund)	March	2140.53	0	2140.53	BACS	6030
NCC (payroll admin fee)	6 payslips @ £4.167 (Feb)	30.00	5.00	25.00	BACS	6020
Opus Energy Limited	Abbey Floodlights	83.28	3.97	79.31	DD	7450
JC & G Herdman	Mayoral chain inscription and new links	568.00	94.67	473.33	Visa	5100
HC Slingsby PLC	First aid kits	179.54	29.92	149.62	Visa	7330
Williamsons Craig Solicitors	Refund for no longer required pre-purchased burial plot	420.00	0	420.00	109012	4010
Cindy Hoten	Deposit for AFD Day entertainment	50.00	0	50.00	BACS	7800
Royal Mail Group Ltd	Response Plus Licence for HNP	116.40	19.40	97.00	109013	5600
Hexham Community Partnership	Balance of Christmas Market 2017 event	54.27	0	54.27	109014	5130
Laba & Davy Ltd T/A The Beaumont Hexham	Mayor's reception (food)	600.00	100.00	500.00	BACS	7070
Hexham Orpheus Choir	Donation	250.00	0	250.00	109015	6066

Nordic Voices	Contribution from Tourism Support Fund	250.00	0	250.00	109016	6096
Hexham Community Partnership	Contribution from Tourism Support Fund	1932.00	0	1932.00	109017	6096
Ecoffins UK LLP	10 bamboo coffins	2086.20	347.70	1738.50	BACS	7340
Viking	Copier paper	41.22	6.87	34.35	BACS	5030
Robin Watson Sign & Design Ltd	3 new signs for the Sele play area	594.00	99.00	495.00	BACS	5094
BW Electrical Solutions	Repairs to Abbey floodlights	752.40	125.40	627.00	BACS	7450
Colin White Tree Surgery	Tree work at QB allotments	912.00	152.00	760.00	BACS	7020
Peter Rodger	Wordfence software (2 year licence) to protect HNP website	150.00	0	150.00	BACS	5600
Peter Rodger	Wordfence software (2 year licence) to protect HTC website	150.00	0	150.00	BACS	7830
Peter Rodger	Website maintenance, etc.	595.00	0	595.00	BACS	7830
Peter Rodger	Steward and Bailiff Award certificate and frame	52.50	0	52.50	BACS	7080
NCC	Litter bin at border with Warden Parish (Warden PC to refund half the cost)	273.42	45.57	227.85	Visa	7100
The Millennium Quest Limited	Balance carried forward for Christmas lights supplied in 2017	10636.80	1772.80	8864.00	109102	7050
Core Music CIC	Grant Aid 2018/2019	5000.00	0	5000.00	109103	6050
Hexham Community Partnership	Grant Aid 2018/2019 (1 of 2)	20000.00	0	20000.00	109104	6050
Hexham Holiday Club	Grant Aid 2018/2019	450.00	0	450.00	109105	6050
Hexham in Bloom	Grant Aid 2018/2019	1000.00	0	1000.00	109106	6050
Hexham Quaker Meeting	Grant Aid 2018/2019	250.00	0	250.00	109107	6050

Hexham Town Twinning Association	Grant Aid 2018/2019	750.00	0	750.00	109108	6050
Hexham & Tynedale Community Trust	Grant Aid 2018/2019	2000.00	0	2000.00	109109	6050
Hexham Youth Initiative	Grant Aid 2018/2019 (1 of 2)	12500.00	0	12500.00	109110	6050
Northumberland Domestic Abuse Services	Grant Aid 2018/2019	300.00	0	300.00	109111	6050
Keep Britain Tidy	Green Flag Award application fee	442.80	73.80	369.00	109112	5100
Down to Earth	Cherry tree, holly shrub and polyanthus	79.98	13.33	66.65	109113	7120
Buttercups & Daisies	Silk flower displays for the Chapel	150.00	0	150.00	109114	7330
Hexham Courant	HNP consultation notices	410.64	68.44	342.20	109115	5600
Jewson Limited	Brush set and paint	36.59	6.10	30.49	109116	7210
Lloyd Ltd	Kubota tractor service	576.23	96.03	480.20	BACS	7320
David Dixon Garden Machinery	Spark plugs for grasscutters	7.80	1.30	6.50	109117	7320
David Dixon Garden Machinery	Blades and elements for grasscutters	111.70	18.62	93.08	109117	7320
David Dixon Garden Machinery	Engine oil for grasscutters	29.69	4.95	24.74	109117	7320
Philip Sewell	Milk	35.62	0	35.62	109118	6010
Steven English	Mileage when waiting for hire vehicle to replace pick-up truck	16.20	0	16.20	109119	6020
TOTALS		79323.24	3126.99	76196.25		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 9 APRIL 2018

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				1655.79		
Cash	Mayoral expenses (staff Christmas gifts)	54.00	0	54.00	109101	5080
Bin 21	Meeting refreshments	9.00	0	9.00	109101	5080
Laba & Davy Ltd T/A The Beaumont Hexham	Mayor's reception (drinks)	432.00	72.00	360.00	BACS	5080
Balance fwd				1232.79		

HEXHAM TOWN COUNCIL – INCOME – MARCH 2018

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Various	Cemetery charges	3104.00	HD2018/17	020318	4010
NCC	Refund of money raised by Mayor's Bandstand appeal	2884.83		080318	5110
Various	Cemetery charges	3964.00	HDW2018/18	090318	4010
Various	Cemetery charges	3780.00	HDW2018/19	130318	4010
Various	Cemetery charges	153.00	HD2018/16	140318	4010
DVLA	Vehicle tax refund	19.16		190318	7310
Various	Cemetery charges	1213.00	HD2018/21	220318	4010
Various	Cemetery charges	946.00	HDW2018/22	220318	4010
NCC	S106 funding for maintaining the two play areas at Park Well, Corbridge Road	25920.00		280318	5094
TOTAL		41983.99			

Hexham Neighbourhood Plan 2017/18

(As at 31 March 2018)

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	£3394.38
	£470.00	Planning Consultant fee	30/6-30/9/17	108940	£2924.38
	£833.75	Sarah Dyer (Heritage Consultant)	Statement of significance re: Workhouse	108959	£2090.63
	£97.00	Freepost licence	March 2018	109013	£1993.63
	£150.00	Website protection software (2 year licence, expiring 8 July 2019)	Invoice received 23/3/18	BACS	£1843.63

HEXHAM TOWN COUNCIL
9 APRIL 2018

HEXHAM TOWN COUNCIL ACTION PLAN 2018/19

The Council is asked to agree the following action plan, based on the one adopted for 2017/18, as considered and recommended by the Finance and General Purposes Committee on 15 March 2018 (Committee minute 447 refers). The actions marked with an * indicate actions that had been expected to be completed in 2017/18, and actions marked with a # are new and specific to 2018/19.

Action	Objective	Budget	Timescale
* Complete the Hexham Neighbourhood Plan	The plan was delayed by the need for a full strategic environmental assessment and the pre-submission consultation will end on 29 April 2018. Once adopted, the Hexham Neighbourhood Plan will contain planning policies and site allocations which will be used by County Council planning officers when making decisions on planning applications in Hexham.	2018/2019 £5000 (reference 5600)	Modification prior to the final referendum (date not yet known).
# Provide outdoor gym equipment at Tyne Green	The aim is to provide a type of equipment new to Hexham, and to enhance both the available sporting facilities at Tyne Green and promote fitness.	2018/2019 £1000 (reference 7190), £10000 (reference 5094), plus s106 funding	To complete by 31st October.
# Review the Town Council website	The website needs to be modernised, simplified and be made more user friendly.	2018/2019 £3000 (reference 7830)	To complete by spring 2019.
# Arrange a WW1 event	This will be a one-off event to celebrate the centenary of the end of WW1.	2018/2019 £2500 (reference 7810)	Start planning in April
Arrange Remembrancetide events in support of the RBL commemoration events	These are annual events.	2018/2019 £7500 (reference 7800)	Start planning in July.

Arrange a Christmas Lights Switch-On event	This is an annual event to promote community engagement.	2018/2019 £500 (reference 7065)	Start planning in August/September.
Enhance and improve Christmas lighting	To continue to add to and enhance the Christmas lighting in Hexham	2018/2019 £10000 (reference 7050)	Planning started in January 2018.
Arrange Armed Forces Day 2018 event	It was agreed in 2016 (Community Engagement Committee minute 174) to hold this every two years. The 2018 event will be on 30 th June. Maintain links with 3RHA.	2018/2019 £7500 (reference 7800)	Planning started in late 2017.
Maintain Council links with Hexham in Bloom by having a Council representative on the committee	Support where possible.	2018/2019 £1000 (reference 7850) NB Grant aid of £1000 awarded for 2018/19	
* Clean and repair the War Memorial	Although 75% costs were awarded under the War Memorials Trust Scheme in August 2017, and listed building consent given in October 2017, the work was delayed by the availability of the masonry company and the winter weather.	2018/2019 £3000 (reference 5096)	Completion expected by end of April.
* Monitor and lobby Northumberland County Council regarding car parking facilities in Hexham	Present/expected loss of 500 long-term parking spaces in Hexham. Northumberland County Council need to provide 500 spaces asap. HTC actively engaged.		On-going
Have a Tier 1 risk assessment of the potential for groundwater pollution carried out for the Cemetery	To consider the extension of current burial arrangements was in last year's action plan. Advice was given that this assessment must be carried out before any purchase of land, etc.		By October

Support tourism	A new budget dedicated to tourism was agreed for 2017/18 and this will continue.	2018/2019 £10000 (reference 6096)	
Promote the Council's Grant Aid scheme	A record 13 applications were received in 2017 for 2018/19.	2018/2019 £74750 (reference 6050)	
Address public toilet provision in Hexham	The Town Council pays for the Sele toilets to remain open in winter.	£2000 (reference 5120)	
Look after planters in the town centre	Maintained by HTC staff.		

HEXHAM TOWN COUNCIL
9 APRIL 2018

REVIEW AND ADOPTION OF HEALTH AND SAFETY POLICY

The attached policy was previously adopted in August 2015 and (with minor amendments and updated to include a reference to the Staff Handbook) was considered and recommended by the Finance and General Purposes Committee on 15 March 2018 for re-adoption (Committee minute 448 refers).

Jane Kevan
Town Clerk
April 2018

HEALTH AND SAFETY POLICY

Hexham Town Council		has overall and final responsibility for health and safety	
The Clerk		has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of:	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Operations Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Operations Manager	All Staff given health and safety training as appropriate; and provided with the necessary training in order to protect themselves and others Ensure that all staff and volunteers are provided with copies of all relevant policies and procedures.	
Engage and consult with employees on day-to-day health and safety conditions	Operations Manager	Staff will be consulted on health and safety matters as new procedures, equipment and techniques are introduced.	
Implement emergency procedures – evacuation in case of fire or other significant incident.	Operations Manager	Escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Operations Manager	Ensure that all staff are provided with copies of all relevant policies and procedures Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment	
Signed:	Appointment::	Date:	
Health and safety law poster is displayed at (location)	Within the Cemetery Workshop		
First-aid box is located:	Within the Cemetery Office		
Accident book is located:	Within the Cemetery Office		

HEALTH AND SAFETY POLICY

Risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Slips, trips and falls	Staff and visitors may be injured if they trip on uneven pathways; protruding tree roots, etc.	Staff are instructed to keep pathways clear, as far as is possible, and to warn unsuspecting visitors of wet/slippery areas. Cables in the offices are properly routed or taped down.	Constant vigilance to be encouraged.	All staff	From now on	Ongoing
Manual Handling	Staff who need to move equipment, material, parts and tools could be subject to sprains, strains and other musculoskeletal disorders.	No person is to move anything greater than their ability to do so. If in doubt, assistance should be sought. All staff are trained in the basics of manual handling.	Ensure that large items are broken down into smaller components to aid movement. Refresher training to be introduced.	Overall control of Operations Manager	From now on	Ongoing
Grave digging and back filling	Staff involved with either of these tasks; members of the public; funeral directors; and Members of the Clergy. Injury may occur from unstable ground, malfunction of the excavator; tripping on grave covers; falling into the grave; or/and grave collapse.	The procedures laid down by NCC in their publication "Grave digging Operational Procedure" are followed (current at 08/11). Where specific advice is required the recommendations of the Institute of Burial and Cremation Administration publication "Code of Safe Working Practice for Cemeteries" is consulted.	Before any interment the Operations Manager outlines the procedures to be followed to involved staff.	Operations Manager	From now on	Ongoing
Landscaping	The Kubota operator or others nearby if the machine overturns or goes out of control.	Only trained and certificated staff are permitted to use the Kubota.	Checks to be made on current certification and records maintained.	Clerk	From August 2015	Done/ ongoing
Grass cutting	Members of the public; staff through hearing damage; and machine malfunction causing lacerations. Biological damage due to the ingestion of animal faeces. Skin damage due to contact with photo-toxic plants.	All staff are trained on the use of pedestrian mowers and are provided with hearing protection, gloves and respiratory protection. Training on the use of ride-on mowers is given internally.	Training records to be kept.	Clerk	From August 2015	Done/ ongoing

HEALTH AND SAFETY POLICY

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Edge strimming	Staff from hard material being thrown up causing contusions. Hearing damage from noise. Musculoskeletal problems from the weight of the strimmer. Burns from hot engines.	All staff are provided with helmets, face guards, gloves and hearing protection. Harnesses to carry the strimmer are also used. Instruction in the operation of the strimmer is given internally.	Training records to be maintained	Clerk	From August 2015	Done/ ongoing
Hedge Cutting	Staff who may fall from a height. Lacerations from the hedge cutters. Hearing damage from noise. Burns from hot engines.	Small scaffold is used to provide a stable platform. Hearing protection is provided. Gloves and eye protection is provided.	Staff member(s) to be trained in scaffold erection. Records of such training are to be maintained.	Operations Manager to organise the training. Clerk to maintain the records.	From August 2015	Training record done
Application of Chemicals	Staff who handle the chemicals; members of the public who are near.	Protective clothing, chemical gloves and respiratory protection is provided. No application takes place if any unprotected person is nearby. All excess chemicals are stored in a secure cupboard. Only minimal amounts of hazardous chemicals are purchased at a time.	Applicators are to be trained and hold valid authorisation certificates. Training records are to be maintained.	Operations Manager to organise the training. Clerk to maintain the records.	From August 2015	Training record done
Use of ladders to gain access	Staff falling off ladders; ladders being damaged and breaking when in use.	Ladders are inspected before use for signs of damage. Staff are instructed in "three point climbing"	Ladders are to be individually numbered and a ladder register is to be opened and maintained.	Operations Manager and Clerk.	From August 2015	Ongoing
Use of a gantry with block and tackle	Employees and headstone erectors may get crushed if a gantry fails or chains break.	Gantry is inspected for signs of damage before use. Only those trained in the use of the gantry are permitted to operate the system.	Chains and block (s) are to be examined by a qualified engineer and records maintained.	Operations Manager and Clerk	From August 2015	Ongoing
Storage of fuel	Fire and possible fatalities	Petrol is stored in two 20l Jerry Cans in a fire proof chest. White diesel is also stored in two 20l jerry cans in the same location. Red diesel is stored in an external tank.	Checks are to be made to prevent fuel being left outside the storage chest for long periods of time.	Operations Manager	From August 2015	Ongoing

HEALTH AND SAFETY POLICY

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Maintenance checks including inspection of cable, blades, tyres, etc. Also includes cleaning and washing.	Staff exposed to sharp blades, fuels, oils; etc which could cause lacerations or exacerbate skin conditions. Use of the jet wash could cause spray bounce-back into the eyes and face.	All staff supplied with hand protection and eye protection.	Staff are to be told to report any lacerations or skin damage to their manager. Where possible, any checks should be completed before leaving the storage shed so as to avoid the need for lone working.	Operations Manager	From August 2015	Ongoing
Use of the Tractors to pull the water bowser; the gritter or to push the snow plough.	Only the Tractor registered for use on the highway may be used on the public highway. Staff may be injured through a road traffic accident or malfunction of the plant.	Only trained drivers are to operate the tractors either on the road or within the cemetery. Regular servicing is undertaken and records kept.	Tractors not compliant with current legislation are to be taken out of service. Tractors are to be assessed in accordance with the "Farm Vehicle Health Check Scheme", run by NFU. All operators are to be certificated. The HSE advice leaflet "Using tractors safely" is to be provided to all users.	Operations Manager and Clerk	From August 2015	Ongoing
Use of chain saws	Staff exposed to noise and sharp blades causing cuts – possibly severe.	Only trained staff to use the saws. Protective clothing, face and eye protection is provided. Gloves are worn when operating the saws but removed when blade sharpening.	Only certificated staff are to use the chain saws. All certificates are to be checked for validity.	Operations Manager and Clerk	From August 2015	Ongoing
Use of back-mounted leaf blowers and hand-held portable leaf suckers.	Staff exposed to noise and musculoskeletal disorders. Burns from hot engines.	Staff are to be warned of the risks.	Any instances of sprains and strains are to be reported.	Operations Manager	From August 2015	Ongoing
The use of a generator, a petrol driven cement mixer, and a petrol driven grave pump,	Staff exposed to Carbon Monoxide poisoning from exhaust fumes. Burns from hot engines and strains and sprains when moving the equipment into location. Fire.	No equipment is to be used in an enclosed space. Hearing and hand protection is provided. Filling of the tanks is carried out using a funnel and small cans.	All staff to be made aware of the risks.	Operations Manager	From August 2015	Ongoing
The use of the pick-up	Staff involved with a road traffic accident.	Only staff with an appropriate licence are to drive the pick-up. The vehicle is regularly serviced and records are kept.	The validity of licences are to be checked on an annual basis and photocopies retained for recording purposes.	Clerk	From August 2015	Done/ ongoing

HEALTH AND SAFETY POLICY

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Inspection of Allotments and Play Parks	Play parks are inspected early in the morning and often necessitate lone working. This exposes staff members to risk of attack.	Staff keep in touch with each other by the use of personal mobile phones.	Staff to be made aware of the potential risks.	Operations Manager	From August 2015	Ongoing
Use of small portable tools.	All small electrical items are subject to PAT testing.	Before use staff give all tools a brief visual examination.	Staff to be made aware of the risk.	Operations Manager	From August 2015	Ongoing
Use of computers	Musculoskeletal disorders; eye strain	None at present.	All work stations are to be assessed for risk and identified users to be offered eye tests and given advice, if necessary, on posture. Staff to be made aware of the risks	Clerk	From August 2015	Ongoing
The use of ground based hand tools	Trivial risks only from the use of forks, shovels, picks, hoes, etc.	None at present	None necessary			

(**NOTE:** This document is an appendix to the Staff Handbook, given to all employees when commencing employment with the Council.)

April 2018 – Date for Review: April 2019
clerk@hexhamtowncouncil.gov.uk

HEALTH AND SAFETY POLICY

Hexham Town Council **9 April 2018** **Full Proposal from Councillor Ord**

I propose that our Town Council calls upon the NCC to ensure that the next round of discussions regarding the possible school reorganisation in the West of Northumberland is carried out in full partnership with every school and the communities which rely on them. Each of the three issues; the future of Haydon Bridge High School, two-tier versus three-tier and the future viability of rural schools and communities, need careful consideration with access to reliable facts, figures and projections. Solutions must be found to keep every school open and that can be achieved through cooperation, imagination and the use of local knowledge.

I would also propose that this council requests Hadrian Learning Trust to reconsider its move to make the High and Middle Schools into an 11 to 18 secondary school. Such a move would not necessarily raise standards in Hexham but would put other schools in the West under threat, closing any of which would cause huge disruption to the education of present pupils and of those to come.

Finally, I hope the Town Council will express its concern for Hexham's infrastructure and the possible conflicts with the principals within the Town Plan should Hadrian Learning Trust take all of the pupils from Haydon Bridge catchment area and in doing so, create a school of well over 2000 pupils here in Hexham.