

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 1 October 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 3 September 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. Presentation from County Councillor Glen Sanderson and Paul Jones, Director of Local Services & Housing Delivery, on the Waste Management Strategy.
9. To receive an update on policing in Hexham from Inspector Pam Bridges.
10. To note progress on the 2018/19 Action Plan (see enclosed).
11. To re-adopt the Training and Development Policy (see enclosed).
12. To receive and accept the External Auditor's report for 2017/18 (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
24 September 2018

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

Tel: 01434 609575
Email: clerk@hexhamtowncouncil.gov.uk
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Hagenda1018

HEXHAM TOWN COUNCIL

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 3 SEPTEMBER 2018

7151.	<p>PUBLIC QUESTIONS:</p> <p>BUS SHELTER BY OLD BUS STATION. A local resident advised the damage at this shelter is an eyesore and potentially hazardous. Councillor Homer advised the County Council was dealing with this.</p> <p>BENSON'S MONUMENT: A local resident asked if there was any update on cleaning this. It was noted that the Town Council is still looking at who owns it.</p> <p>PUBLIC TOILETS IN HEXHAM. A local resident asked if there had been any further response from Northumberland County Council regarding his concern about the condition of these. Councillor Gillanders AGREED to pursue this.</p> <p>MARKET PLACE. A local resident requested a progress report on this. It was noted that a meeting with representatives from Sustrans and the County Council was being arranged. Councillor Cessford noted a couple of delays and that the trial closure of Hallstile Bank had taken place after Easter but that the final two designs should be out for consultation soon.</p> <p>RECORDING OF MEETING. It was noted that the meeting was being recorded for www.hexhamtv.com.</p>
7152.	<p>SEPTEMBER COUNCIL MEETING: Councillor T G E Gillanders, the Town Mayor, then opened the Council meeting. Present were Councillors R Hull, S Ball, T Pearson, C Hanley, C R Homer, T Cessford, J V R Hare, J Ord, D Kennedy and T Dodds.</p>
7153.	<p>APOLOGIES FOR ABSENCE were given on behalf of Councillors D Bell, J M Graham and E Green.</p>
7154.	<p>MINUTES: The minutes of the Town Council meeting held on 6 August 2018, having been circulated, were AGREED.</p>
7155.	<p>MATTERS ARISING: There were no matters arising.</p>
7156.	<p>EGGER (UK) LIMITED. A presentation was made by Jackie Watson, Head of Marketing Communications. She provided information that the company's work includes furniture design, flooring and interior design, supplying housebuilders and others. The company has operated since 1961, has 9000 employees worldwide (600 in Hexham), and 18 plants. The turnover last year was 2.68 billion Euros. New plants are being opened in 2020 in North America and Poland. There are two plants in the UK: Hexham and Barony in Ayrshire. Manufacturing is constant and highly automated although staff numbers are also increasing for areas such as marketing and digital work. There is a closed loop production cycle so the work is highly sustainable with 40% of the materials required to make chipboard sourced from recycled wood.</p> <p>In response to questions, Ms Watson advised awareness of where South American timber comes from is extremely important; that the Hexham plant will remain; that there are trees planted for camouflage but that lighting is required at all times for staff safety; that Brexit is seen as an opportunity but that the implications are not yet known; that 100% of the products from Hexham are sold</p>

	in the UK; that there is involvement with the local community such as with Tynedale Hospice at Home; and that there is commitment to work with local schools and universities, and an apprentice open day every year.
7157.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Gillanders advised the meeting:</p> <ol style="list-style-type: none"> a. CHRYSALIS AGM. He had attended this on 8 August. He noted the first class work carried out by this support group for people with dementia and head injuries, noting it is staffed entirely by volunteers. b. A69 WORK. On 14 August he had been to a drop in event at Newton regarding improvement works to take place at the Bridge End junction. It was noted that this is outside the Town Council boundary but would be considered at the following day's meeting of the Planning & Infrastructure Committee. Councillor Kennedy asked for the Committee to consider improvements required at the West Road and Warden junctions and Councillor Homer noted government funding is welcome in the area and the Town Council should make a case for this work being the first steps to further investment and other improvements including dualling to Carlisle.
7158.	DECLARATIONS OF INTEREST: There were no declarations of interest.
7159.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda. It was also agreed to provide details of the cost of damage and vandalism at play areas.
7160.	<p>LOCAL TRANSPORT PLAN 2019/20: It was AGREED The following are the Council priorities for the plan:</p> <ol style="list-style-type: none"> a. Priority One – to proceed with work agreed by the Council following the consultation on Hexham Market Place. b. Priority Two – to have a cycle lane, preferably along the riverbank, between Hexham and Corbridge. c. Priority Three – to have a blanket 20mph speed limit zone for the whole of Hexham. <p>It was also NOTED that a 15mph speed limit for the riverside road at Tyne Green to Café Enna is recommended and Councillor Cessford will investigate this through the Members' Scheme.</p>
7161.	<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>DIRECTION SIGNAGE TO CAR PARKS IN HEXHAM: It was noted that Councillors had been circulated information on the County Council's proposals to improve this.</p>
7162.	PRIDE IN HEXHAM. It was NOTED that the Town Council is supporting this initiative to improve the appearance of retail premises in Hexham, with work starting on vacant premises on 17 September.
7163.	HEXHAM NEIGHBOURHOOD PLAN. It was NOTED that there will be an

	additional public consultation for six weeks from 28 September, looking to update sites on the draft plan. The aim is to have the final plan ready for the end of the year.
7164.	NEXT MEETING: The next meeting of the Council will be held on 1 October 2018 at 6.45pm at Hexham House, Hexham.

Chairman

Signed as a correct record of the minutes of the Annual Town Council meeting held on 3 September 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 1 OCTOBER 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 (August)	31.53	0	31.53	DD	5060
Malthurst Ltd	Diesel (September)	314.69	52.45	262.24	Visa	7310
EE & T Mobile	Accounts (September)	45.43	7.57	37.86	DD	5010
Onecom Limited	Phone and broadband (September)	77.45	12.91	64.54	DD	5010
Ford Lease	Monthly payment for Transit Tipper	366.00	61.00	305.00	DD	7315
NCC (payroll admin fee)	6 payslips @ £4.167 (July)	30.00	5.00	25.00	BACS	6020
Opus Energy Limited	Abbey Floodlights	59.91	2.85	57.06	DD	7450
Hexham Abbey	Car park permit (annual fee)	15.00	0	15.00	Visa	6010
There But Not There Shop	WW1 6' Tommy Silhouette	776.30	129.38	646.92	Visa	7800
Distco Ltd t/a Accent Distribution Services	Hex-Press Distribution	199.33	33.22	166.11	BACS	7840
Ecoffins UK LLP	10 Bamboo coffins	2196.00	366.00	1830.00	BACS	7340
Northfire	Annual fire extinguisher service	60.00	0	60.00	BACS	7380
PKF Littlejohn LLP	External audit fee 2017/18	1560.00	260.00	1300.00	BACS	5070
Hexham Community Partnership	Grant aid 2018/2019 (2 of 2)	20000.00	0	20000.00	109197	6050
Hexham Youth Initiative	Grant aid 2018/2019 (2 of 2)	12500.00	0	12500.00	109198	6050
Post Office	Stamps	20.88	0	20.88	Visa	5020

PWLB	493125 loan instalment	3678.04	0	3678.04	DD	7360
PWLB	496461 loan instalment	1273.65	0	1273.65	DD	7360
Safe and Secure 24	Annual warranty for alarm system	376.20	62.70	313.50	Visa	7380
Electratest (UK) Limited	Annual testing of electrical appliances	116.58	19.43	97.15	BACS	7380
Arco Limited	Refuse sacks, air fresheners	43.07	7.18	35.89	Visa	7380
Arco Limited	Floor cleaner	25.94	4.32	21.62	Visa	7380
Henderson Fencing & Garden Products	Items for Priestlands noticeboard	37.10	6.18	30.92	BACS	7330
Information Commissioner's Office	Annual Data Protection Registration fee	35.00	0	35.00	DD	6000
Easy Hire North East Ltd	Hydraulic breaker to install noticeboard	68.32	11.39	56.93	Visa	7330
Hexham Courant	Focus on Hexham notice	102.00	17.00	85.00	109199	5000
CJL Fenwick	Repair at Sele play area	204.00	34.00	170.00	BACS	7190
SLCC N'land branch	Training day fee	10.00	0	10.00	BACS	6080
Purdy's Skip Hire	Lift at Quatre Bras	252.00	42.00	210.00	BACS	7020
Rickerby Ltd	Work on Kubota	1219.45	203.24	1016.21	BACS	7210
David Dixon Garden Machinery	Latex gloves	6.49	1.08	5.41	109200	7300
David Dixon Garden Machinery	Strimmer cord	39.20	6.53	32.67	109200	7320
David Dixon Garden Machinery	Fit new switch	24.71	4.12	20.59	109200	7320
Matthew Charlton	Nut and bolt	2.20	0.37	1.83	109201	7320
Matthew Charlton	Broom handle	1.94	0.32	1.62	109201	7320
Matthew Charlton	Wood	18.02	3.00	15.02	109201	7330
TOTALS		45802.03	1355.84	44446.19		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 1 OCTOBER 2018

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				2533.29		
						5080
Balance fwd				2533.29		

HEXHAM TOWN COUNCIL – INCOME – SEPTEMBER 2018

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Various	Cemetery charges	1160.00	HDW2018/56	030918	4010
Various	Cemetery charges	310.00	HDW2018/57	050918	4010
NCC	Precept 2 of 2	159000.00		050918	4020
Various	Cemetery charges	485.00	HDW2018/60	100918	4010
Various	Cemetery charges	605.00	HD2018/61	100918	4010
Various	Cemetery charges	485.00	HDW2018/63	140918	4010
Various	Cemetery charges	310.00	HD2018/39	180918	4010
Various	Cemetery charges	790.00	HD2018/64	180918	4010
Various	Cemetery charges	975.00	HDW2018/65	200918	4010
Various	Cemetery charges	1555.00	HD2018/66	200918	4010
War Memorials Trust	Grant for War Memorial refurbishment	3300.00		200918	5096
Various	Cemetery charges	640.00	HD2017/96a	240918	4010
Various	Cemetery charges	640.00	HD2018/02a	240918	4010
TOTAL		170255.00			

Hexham Neighbourhood Plan 2018/19

(As at 30 September 2018)

Budget	Expense (net)	Detail	Date	Cheque No.	Balance
£5000.00					£5000.00
	£342.20	Consultation Notices in the Hexham Courant	16 & 23/3/18 – invoice received 3/4/18	109115	£4657.80
	£1057.50	Planning Consultant fee	30/9/17-16/3/18	109120	£3600.30
	£110.74	Accent Distribution Services - consultation responses delivered with Hex-Press	Invoice received 5/4/18	BACS	£3489.56
	£280.00	Robson Print – response forms	Invoice received 6/4/18	BACS	£3209.56
	£9.79	Laminating pouches	Tesco 8/4/18	109121	£3199.77
£1540.00		Transfer of unspent 2017/18 budget (minute 7102 refers)	14/5/18		£4739.77
	£1006.25	Stacy Towler: support work	27/3-14/5/18	109146	£3733.52
	£167.29	Royal Mail Response Plus service	14/5/18	109147	£3566.23
	£5.04	Royal Mail Response Plus service	18/6/18	109169	£3561.19
£2000.00		Grant from Groundwork UK	6/7/18		£5561.19
	£1400.00	Planning Consultant fee	13/3-24/7/18	109182	£4161.19
	£2000.00	Planning Consultant fee	5 days in August	109194	£2161.19

HEXHAM TOWN COUNCIL ACTION PLAN 2018/19

The Action Plan below was agreed by the Council at its meeting on 9 April 2018 (minute 7085 refers). Notes on progress have been added in the Timescale column. (NB. 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 ended 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)	There will be an additional public consultation for six weeks from 5 October, looking to update sites on the draft plan. The aim is to have the final plan ready for the end of the year.
# 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	4 quotes received/pending, to be considered at an October/November meeting of the P&I Committee.
# 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)	WW1 "Tommy" silhouette on order.
Progress the Market Place improvement project	Further to Sustrans providing possible design proposals, Hallstile Bank will be closed for a trial period in spring 2018 to assess traffic movements.	2018/2019 £20000 (reference 5500)	Sustrans analysing data from trial road closure.
Arrange Remembrancetide events in support of the RBL commemoration events	These are annual events.	2018/2019 £7500 (reference 7800)	Planning in progress.

Arrange a Christmas Lights Switch-On event	This is an annual event to promote community engagement.	2018/2019 £500 (reference 7065)	Planning in progress.
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. Work on the trees in the park was completed in early September.
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)	Successful event held.
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)	Work done in April and completion report submitted to War Memorials Trust. Grant paid 20 September.
* 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	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		Advised Tier 2 assessment needed due to the size of the Cemetery and the

out for the Cemetery	land, etc.		number of burials. Quotes being sought.
Support tourism	A new budget dedicated to tourism was agreed for 2017/18 and this will continue.	2018/2019 £10000 (reference 6096)	£7800 unspent in 2017/18 carried forward (minute 7102 refers).
Promote the Council's Grant Aid scheme	A record 13 applications were received in 2017 for 2018/19.	2018/2019 £74750 (reference 6050)	8 applications received in 2018 for 2019/20 (+2 long-term applications considered in 2017).
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
1 OCTOBER 2018

RE-ADOPTION OF TRAINING AND DEVELOPMENT POLICY

The attached policy was first adopted in September 2016 and, with minor amendments to refer to the Society of Local Council Clerks rather than the Institute of Local Council Management, was considered and recommended by the Finance and General Purposes Committee on 10 September 2018 for re-adoption (Committee minute 487 refers).

Jane Kevan
Town Clerk
September 2018

Hexham Town Council **Training and Development Policy**

Hexham Town Council is committed to training its staff and Councillors. It recognises that well trained and informed officers promote good practice within the Council and increase and encourage community activities.

As a voluntary organisation, the Council values the time given by its Councillors to their community. This policy is aimed at maximising the rewards from that time by ensuring that Councillors understand and enjoy the role they undertake in their community and are properly equipped for it.

1. Hexham Town Council will identify training needs in the light of the overall objectives of the Council and the requirements of the individual. This will be done by means of staff appraisals, questionnaires, interviews, and formal and informal discussions, as well as other methods as appropriate. Any member of staff is welcome to raise any training issue at any time with their manager.
2. Hexham Town Council will encourage its employees and all of its Councillors to attend training meetings and pay expenses arising from such training.
3. The training offered to the Clerk will be no less than the minimum requirement of Continuous Professional Development (CPD) required by the Society of Local Council Clerks.
4. Hexham Town Council will ensure that all of its new Councillors receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to audit and financial management.
5. Hexham Town Council will evaluate and measure the impact and effectiveness of all training.
6. Hexham Town Council will maintain a library of current publications offering advice concerning all aspects of local government.
7. Hexham Town Council is committed to networking with other Councils, as it sees this as an effective means of information gathering, and where possible to link in with training events held by other Councils.
8. Contracts of employment and job descriptions given to staff will include details of the Council's commitment to training.
9. Hexham Town Council is committed to its Clerk being a member of the Society of Local Council Clerks, recognising that it is a lead provider in

training for officers. This commitment extends to the Clerk being a Principal of the Society and to the CPD required to retain this status.

10. Hexham Town Council will ensure that training for both employees and Councillors is adequately covered as an item in the annual budget and that membership fees for the Association and Society of Local Councils are included in the budget.

11. Hexham Town Council will maintain a training record (as below), giving details of dates, titles and providers of development activity undertaken by employees and Councillors.

STAFF TRAINING RECORD

Name:

Job Title:

Qualification/Course Attended and Provider	Date	Date any Refresher Course Needed/CPD Points

September 2016, readopted 1 October 2018 – Date for Review: October 2021
clerk@hexhamtowncouncil.gov.uk

HEXHAM TOWN COUNCIL
AUDIT FOR THE YEAR ENDED 31 MARCH 2018

The Annual Audit was completed and signed off on 11 September 2018 by PKF Littlejohn LLP, the appointed External Auditors.

The External Auditor Certificate states in respect of Hexham Town Council:
We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

The External Auditor Report states:
On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
The smaller authority has not addressed the “except for” matters raised by the external auditor when qualifying the prior year annual return. In the 2017/18 AGAR the Section 2, Box 10 figure for the prior 2016/17 year has not been restated, when it was indicated in the prior year external audit report that the figure was incorrect; “The smaller authority have incorrectly included the hire purchase amount outstanding in Box 10”.

The Council should note the hire purchase was settled in May 2017 and the Internal Auditor has been advised of the External Auditor’s report.

For information the Accounting Statement audited for 2017/18 was:

	Y/E 31/03/17 (£)	Y/E 31/03/18 (£)	
Balances brought forward	126,772	192,671	Balance at year start
(+) Annual precept	293,000	306,875	Precept received
(+) Total other receipts	226,605	167,765	All income less precept
(-) Staff costs	172,057	156,543	All costs for staff
(-) Loan interest/capital repayments	17,020	19,617	Capital and interest on any loans
(-) All other payments	264,629	339,486	Payments less staff and loans
= Balances carried forward	192,671	151,665	Balance at year end
Total cash/short term investments	177,304	121,966	Bank balances
Total fixed & long term assets	1,547,334	1,541,425	Fixed assets (Premises etc.)
Total borrowings	198,754	182,862	Total due PWLB loans
Trust funds	None	None	

The Council is required and is **RECOMMENDED** to receive and accept the Auditor's report for 2017/18 as detailed above.

Jane Kevan
Town Clerk
September 2018