

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 23 October 2019 at 6.30pm 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 3 September 2019, enclosed.
3. Matters arising (if any).
4. Councillors' declarations of interest (see enclosed).
5. To receive a presentation on the Mayor of Hexham's Guild of Guides.
6. To consider becoming a Dementia Friendly organisation.
7. To consider the 2020/21 Committee budget (see enclosed).
8. To consider the Hex-press.
9. To consider the Youth Council.
10. To consider relations with Egger (UK) Ltd.
11. To agree a date and time for the next meeting.
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 Clerk before the meeting begins*).



Jane Kevan
Town Clerk
17 October 2019

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

01434 609575 clerk@hexhamtowncouncil.gov.uk

Hagenda1019CommunityEngagement

HEXHAM TOWN COUNCIL

**MINUTES OF THE COMMUNITY ENGAGEMENT COMMITTEE MEETING HELD
ON 3 SEPTEMBER 2019**

530.	PRESENT: Councillor T Pearson in the Chair and Councillors R Hull, S Ball, T G E Gillanders, T Dodds, T Cessford.
531.	APOLOGIES FOR ABSENCE were received from Councillors C Hanley and J Ord.
532.	MINUTES of the meeting held on 17 July 2019, having been circulated, were AGREED.
533.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none">a. HEXHAM BELLMAN (minute 519a and action log refers). Councillor Ball presented sketches of general designs to members and advised that the cost for each of the two costumes will be £1000.00. He also advised that the costumes will not be ready until the end of September. It was noted that the Courant will run a competition and an article on who will be Bellman. Councillor Gillanders advised that this announcement could be made at the Mayor's spring reception when the Honorary Steward and Bailiff award is announced. It was AGREED to monitor the progress of the costumes and refer the matter to a future meeting.b. HEXHAM MARKET (minute 519c and action log refers). The Committee's disappointment regarding the last-minute cancellation of the continental market as well as plans to rerun the event in October was noted.c. VE DAY 75TH ANNIVERSARY CELEBRATION (minute 519e and action log refers) Councillor Ball sought approval for a budget of £3000.00 to hire a 1940s style 7-piece band to perform a set from 2-4:30pm in the bandstand. This was AGREED. It was also AGREED that Councillor Ball will speak to No. 28 in regards to the organisation of the fancy dress.d. LOVE NORTHUMBERLAND AWARDS (minute 522 and action log refers). It was noted that information had been passed on to relevant organisations.e. QEHS (minute 525 and action log refers) It was noted that QEHS will be holding two public drop in sessions in the Winter gardens to showcase building plans, on 11 September from 5pm-8pm and on 14 September from 9:30-12:30pm.f. HEXHAM HALF MARATHON (minute 528 and action log refers) It was noted that Councillor Cessford had met with the event organiser and that following the problems at this year's event the event is subject to approval from Highways before it may take place again.

534.	DECLARATIONS OF INTEREST: No declarations of interest were made.
535.	SOCIAL MEDIA: It was AGREED that the Committee will start planning when the new Administrative Officer is appointed. Councillors expressed a need to develop a social media policy. It was AGREED that the Clerk will research social media training available.
536.	NEW WEBSITE: It was noted that Councillor Pearson has provided comments to the Clerk regarding the draft website. It was AGREED that Councillor Hull will arrange a meeting with the website developer to finalise plans to get the website published and to organise training. It was AGREED that the new staff member will be responsible for the new website.
537.	LOCAL DEMOCRACY WEEK: This issue is pending a response from Mike Bird, NCC.
538.	YOUTH COUNCIL: It was noted that Councillor Hull had spoken to Graeme Atkins about the idea and that the schools are ready to cooperate. It was proposed by Councillor Hull that the committee follow the British Youth Council guidelines. It was noted that the Committee would be responsible for providing the Youth Council with a small budget and a space for meeting. It was AGREED that a working group comprised of interested Councillors, Graeme Atkins and potential Council members should be formed. It was AGREED that Councillor Hull will speak with Mike Bird about his experience regarding this topic. It was also AGREED that Hexham Youth Initiative should be consulted.
539.	HEX-PRESS: Councillor Ball's suggestions of adding VE day, Action Plan, Bellman and Jazz day to the content was noted. It was noted that Councillor Dodds would like a calendar containing press and copy days. It was AGREED that Councillor Pearson will ask the editorial committee for a schedule, and ask the editorial committee to ensure that final copies are sent out to the members of this Committee before they are printed.
540.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on 23 October 2019 at 6.30pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Prepare a press release once HCP responded regarding the Market Place and bandstand (minute 519c refers)	Clerk
Arrange for the winter lights and contact HMS to provide singers (minute 519d refers)	Clerk
Contact No. 28 about fancy dress organisation for VE day 75 th anniversary celebration (minute 533c refers).	Councillor Ball

Organise social media Training (minute 535 refers)	Councillor Pearson, Clerk
Arrange a meeting with the website developer to finalise plans to get the website published and to organise training (minute 536 refers)	Councillor Hull/Clerk
Contact Mike Bird, NCC and HYI regarding a Youth Council (minute 538 refers)	Councillor Hull
Ask the Hex-Press editorial committee for a schedule of copy/print dates and to send final copies of editions to the members of this Committee before printing begins (minute 539 refers).	Councillor Pearson

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
COMMUNITY ENGAGEMENT COMMITTEE 2020/2021 BUDGET

Committee has to consider and agree the Committee budget for the next financial year, 1 April 2020 to 31 March 2021. 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 2020/2021 budget and its required precept on 13 January 2020.

Income has been shown to remind Committee of the Council's income sources. The figures in the "2020/21 draft budget" column below are initial suggestions for the Committee to consider.

HTC Budget 2018/19	2019/20 Agreed Budget	2019/20 Income at 30/9/2019	2018/19 Estimated at 31/3/20	2019/20 Draft Budget	Ref.
INCOME					
Allotments	5704	124	5704	5888	4000
Cemetery	87000	41273	83000	87000	4010
Donations/Grants/Loans	0	0	0	0	4015
N/Plan Grant	0	0	0	0	4105
Miscellaneous	0	0	0	0	4020
TOTAL CREDITS	92704	41397	88704	92888	

COMMUNITY ENGAGEMENT COMMITTEE	2019/20 Agreed budget	2019/20 Spent at 30/9/19	2019/20 Estimated at 31/3/20	2020/21 Draft Budget	Reference
Remembrance Day	2500 *4550	0	2200	2500	7800
Armed Forces Day	0	0	0	3400	tba
War Memorial Reserve	3000 *1900	0	0	3000	5096
Website & IT	5000 *1400	594	2000	2000	7830
Newsletter	1200 *1200	498	1000	1200	7840
Town Twinning (Council expenses)	1000 *590	208	800	1000	7870
Christmas Lights	26000	20113	26000	25000	7040
Christmas Lights Switch On	500	0	400	500	7065
Mayor's Annual Reception	850 *670	622	622	850	7070
Hexham/Northumbria in Bloom (Council expenses)	800 *600	139	350	800	7850
Flower Beds and Tubs – Renew/Replace	500 *380	665	750	750	7110

Flower Beds and Tubs – Planting	6500 *1700	2617	5300	6500	7120
Support for Town Events	5000	-4800	5000	5000	5130
Ceremonial Events	3000	0	2000	1000	tba
TOTALS	55850	20656	46422	53500	

**Additional budget carried forward from 2018/19*