

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 December 2019 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 11 November 2019, 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 Council meeting dates in 2020: 13 January, 10 February, 9 March, 6 April, 11 May (Annual Meeting of the Council), 8 June, 13 July, 10 August, 14 September, 12 October, 9 November, 14 December.
9. To note the draft minutes (attached) of Committee meetings held in November.
10. To agree and adopt a Financial Risk Assessment (see 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 December 2019

Hexham Town Council
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St Andrew's Cemetery
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NE46 3RR

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Hagenda1219

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON 11 NOVEMBER 2019

7363.	A minute's silence was observed for Remembrance Day.
7364.	<p>PUBLIC QUESTIONS:</p> <p>CLIMATE CHANGE: A local resident asked about this, asking how the Council can help young residents of Hexham move forward. It was noted that suggestions, etc may be put in writing to the Council or through the Chair of the Planning & Infrastructure Committee, Councillor Gillanders.</p> <p>SUSTAINABILITY ACTION PLAN: A local resident asked about progress. Councillor Gillanders advised of action points and that some can be progressed quite quickly, noting there will be regular updates. Councillor Ball also noted the Council is supporting the Community Centre's forthcoming eco-fair by helping to finance it.</p> <p>MARKET STREET: A local resident asked about safety with large vehicles using this route. It was noted that vehicles must not go on pavements and Inspector Bridges advised of the Road Traffic Act and not endangering other road users. If subjected to reckless driving, she advised to contact the Police immediately. Councillor Homer took a related letter from the resident, advising she was attending a relevant County Council meeting the next day and would take the letter to that meeting.</p> <p>GLASS RECYCLING SKIP AT M&S CAR PARK: A local resident asked about this being removed and was advised it was because of a change of ownership of the car park. It was noted these facilities are still at Wentworth, the municipal site and also at the old fire station site.</p> <p>STEPS FROM THE ROPERY TO THE M&S CAR PARK: A local resident asked if there was any update on the possibility of having handrails here. It was noted that, because of the forthcoming general election, purdah meant there could be no answer made at the meeting.</p> <p>RECORDING OF MEETING. It was noted that the meeting was being recorded for www.hexhamtv.com.</p>
7365.	<p>NOVEMBER COUNCIL MEETING: Councillor R Hull, the Town Mayor, then opened the Council meeting. Present were Councillors S Ball, T G E Gillanders, J M Graham, J V R Hare, T Pearson, T Dodds, J Ord, C R Homer, T Cessford, C Hanley and D Bell.</p>
7366.	<p>APOLOGIES FOR ABSENCE were given on behalf of Councillors Kennedy and Green.</p>
7367.	<p>MINUTES: The minutes of the Town Council meeting held on 14 October 2019, having been circulated, were AGREED.</p>
7368.	<p>MATTERS ARISING: There were no matters arising.</p>
7369.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Hull advised the meeting:</p>

	<p>a. LOCAL DEMOCRACY WEEK: On 17 October, with Councillors Gillanders, Cessford and Kennedy, he had attended an event at Hexham Middle School. 120 children were present and asked over 60 questions. He proposed it would be useful for Councillors to sometimes attend the Middle School parliament and High School Youth Council to talk about issues affecting the town. He is waiting for the schools' responses regarding further meetings.</p> <p>b. SPOOK NIGHT. On 26 October he judged the fancy dress competition, and noted congratulations to Hexham Community Partnership on this very successful event.</p> <p>c. HEXHAM ABBEY FESTIVAL: On 27 October he attended a reception for those who had supported this event in September.</p> <p>d. BONFIRE NIGHT: He wished to congratulate Hexham Round Table on this excellent event.</p> <p>e. HEXHAM EAST RESIDENTS ASSOCIATION: With Councillor Hanley, he went to a meeting on 7 November.</p> <p>f. WAR GRAVES REMEMBRANCE CEREMONY: He had attended this on 9 November.</p> <p>g. SERVICE OF REMEMBRANCE: He noted the well attended parade and thanked Councillor Gillanders and former Councillor Robson for their work on this event. Councillors Cessford, Homer and Hare added their thanks to Councillor Gillanders and the Operations Manager for the event at the Cemetery, to the Remembrance Day Sub-Committee and Clerk for their work, and to the Cadets for attending both events. The appearance and behaviour of all the youth organisations present were also commended.</p> <p>h. WINTER LIGHTS: He noted these were already on but the Christmas Lights Switch-On, followed by the Abbey's Festival of Flame, would be separate events on 29 November.</p> <p>i. THANK YOU LETTER: He noted a letter sent to the Operations Manager by a local resident, highlighting the service and importance of the Cemetery to Hexham.</p>
7370.	DECLARATIONS OF INTEREST: There were no declarations of interest.
7371.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
7372.	UPDATE ON POLICING: Inspector Bridges, accompanied by PC Emery, gave information on three reported incidents on Spook Night; four incidents on the weekend the fair was in Hexham; policing on the bonfire weekend; and car crime. It was noted that crime levels are relatively low in Hexham and that the latest independently researched figures show, on average, 89% satisfaction with Northumbria Police. In response to questions, Inspector Bridges agreed to provide automatic quarterly updates; to consider local social media; to consider writing a piece for the Hex-Press; and that there are no gangs in Hexham with only occasional and small incidents relating to the number of young people (many not from Hexham) at local events.
7373.	DRAFT COMMITTEE MINUTES: The draft minutes for meetings of the Planning & Infrastructure, Finance & General Purposes and Community Engagement

	Committees held in October 2019 were NOTED. Councillor Gillanders noted he and Councillor Ord had attended a bunker site visit regarding the proposed development and found this reassuring that the town will benefit. Councillor Hull noted this investment shows a high degree of confidence in Hexham.
7374.	<p>CORRESPONDENCE RECEIVED. <i>(Note: wherever possible, all communications addressed to the Council are circulated to Councillors for information as and when received.)</i> It was noted that Councillors had been circulated information on:</p> <ul style="list-style-type: none"> a. POLICE INCIDENTS: as advised by Inspector Bridges. b. FOOTFALL COUNTS: to establish a new baseline event in Hexham. c. HEXHAM LIVING WAGE GROUP SCREENING OF SORRY WE MISSED YOU: an invitation for 19 November. d. "CREATING SPACE" AND "COFFEE THURSDAY": events at Adapt (NE). e. PUBLIC SPACES PROTECTION ORDER FOR THE CONTROL OF DOGS: a proposal from the County Council to renew this. f. ANNUAL WEST NORTHUMBERLAND SPORTS AWARDS: an invitation to the event on 15 December. g. TEMPORARY TRAFFIC REGULATION ORDERS: relating to the Run Northumberland Hexham 10K, Hextol Terrace Back Lane, Haugh Lane Industrial Estate and the Christmas market. h. PRE-ELECTION PERIOD (PURDAH): it was also noted that advice from the Northumberland Association of Local Councils had been sent to the Council. i. BECOME A DEMENTIA FRIEND: Councillor Hull noted an event at the Beaumont Hotel on 21 November.
7375.	NEXT MEETING: The next meeting of the Council will be held on 9 December 2019 at 6.45pm at Hexham House, Hexham.

Chairman

Signed as a correct record of the minutes of the meeting held on 11 November 2019.

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 DECEMBER 2019

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 (October)	67.92	0	67.92	DD	5060
Malthurst Ltd	Diesel (November)	284.59	47.43	237.16	Visa	7310
EE & T Mobile	Accounts (November)	46.15	7.69	38.46	DD	5010
Ford Lease	Monthly payment for Transit Tipper	366.00	61.00	305.00	DD	7315
BNP Paribas Leasing Solutions	Mini Excavator monthly rental	322.31	53.72	268.59	DD	7315
NCC (wages and PAYE)	November	10504.58	0	10504.58	BACS	6020
NCC (pension fund)	November	1874.44	0	1874.44	BACS	6030
NCC (payroll admin fee)	5 payslips @ £4.167 (Nov)	25.01	4.17	20.84	BACS	6020
J&J Stanley Ltd	Skip (Quatre Bras – Oct)	252.00	42.00	210.00	BACS	7020
Onecom Limited	Phone and broadband provision	90.19	15.03	75.16	BACS	5010
Saul Rose	Sound Engineer for R Day	50.00	0	50.00	109305	7800
Hexham Brass Band	Remembrance Day	200.00	0	200.00	BACS	7800
Sue Dunne	Northumbrian piper for R day	50.00	0	50.00	109307	7800
Peter Hawkins	Scottish piper for R Day	50.00	0	50.00	109308	7800
Down to Earth	Moss	9.99	0	9.99	Visa	7120
Tesco	Marker Pens	8.00	0	8.00	Visa	7800
Top Signs Limited	Sign for Outdoor Gym at Tyne Green	474.00	79.00	395.00	BACS	5094
The Beaumont t/a Laba & Davy Ltd	Remembrance Day hot buffet lunch	720.00	120.00	600.00	BACS	7800

Millennium Quest Limited	Various repairs to the winter lights, balance of anchor bolts testing and hire of new Shambles roof nets	2875.80	479.30	2396.50	BACS	7040
Hexham Football Club	Donation for equipment storage shed	450.00	0	450.00	BACS	6066
Top Signs Limited	Christmas market banner	60.00	10.00	50.00	BACS	5130
Robson Print Limited	Christmas market bookmarks	196.80	32.80	164.00	BACS	5130
Darlington Borough Council	Winter bedding	1962.00	327.00	1635.00	BACS	7120
Newsquest Media Group	Remembrance events notice	218.40	36.40	182.00	BACS	7800
Newsquest Media Group	Poppy appeal support notice	96.00	16.00	80.00	BACS	7800
Newsquest Media Group	Christmas lights switch-on notice	218.40	36.40	182.00	BACS	7065
Rickerby Ltd	Kubota service	541.35	90.23	451.12	BACS	7320
Rickerby Ltd	Work on John Deere	358.90	59.82	299.08	BACS	7320
Viking	Toner cartridge and paper	78.53	13.09	65.44	BACS	5030
Alan Neale Electrical	Replace heater and switch fuse spur	285.50	0	285.50	BACS	7380
SLCC	Annual Society membership fee	300.00	0	300.00	Visa	6095
ALCC	Annual Association membership fee	40.00	0	40.00	Visa	6095
Tesco	Coffee	4.50	0	4.50	Visa	6010
Tesco	Quality Street and satsumas	13.50	0	13.50	Visa	7065
Lloyd Ltd	Tractor windscreen	578.68	96.45	482.23	BACS	7315
David Dixon Ltd	Battery for PA (R Day)	5.57	0.93	4.64	BACS	7800
David Dixon Ltd	Two blower air filters	30.13	5.02	25.11	BACS	7315
Matthew Charlton	Bolts and washers for bins	10.33	1.72	8.61	BACS	7100
Matthew Charlton	Cement, resin, etc for seats	56.98	9.50	47.48	BACS	7130
Jo Burrill	Refund of Christmas Mkt fee	130.00	0	130.00	BACS	5130
TOTALS		23922.15	1647.30	22274.85		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 9 DECEMBER 2019

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				1740.15		
Millennium Quest Ltd	Removal of bunting for Christmas lights	216.00	36.00	180.00	BACS	5080
Hexham Rotary Club	Christmas cards	100.00	0	100.00	BACS	5080
The Beaumont t/a Laba & Davy Ltd	Remembrance Day drinks	166.85	27.82	139.03	BACS	5080
Balance fwd				1321.12		

HEXHAM TOWN COUNCIL – INCOME – NOVEMBER 2019

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Calder's Kitchen	Christmas Market fee	100.00		051119	5130
HMRC	VAT refund	23239.56		061119	4020
Various	Allotment Rents	806.00		071119	4000
Dr Hugh Penney	Christmas Market fee	5.00		121119	5130
Various	Cemetery charges	625.00	HD2019/66	131119	4010
Various	Cemetery charges	1435.00	HD2019/67	151119	4010
Various	Cemetery charges	2000.00	HDW2019/68	151119	4010
Various	Cemetery charges	1000.00	HDW2019/69	181119	4010
Various	Allotment Rents	155.00		201119	4000
The Photobarn	Christmas Market fee	130.00		201119	5130
Northumberland Sausage	Christmas Market fee	100.00		211119	5130
Various	Cemetery charges	625.00	HD2019/70	271119	4010
Various	Allotment Rents	93.00		271119	4000
Various	Cemetery charges	2190.00	HDW2019/71	281119	4010
Linda Rios	Allotment Rent	31.00		281119	4000
TOTAL		32534.56			

Hexham Neighbourhood Plan 2019/20

(As at 30 November 2019)

Budget	Expense (net)	Detail	Date	Cheque No.	Balance
£5000.00					£5000.00
	£1200.00	Planning consultant fee	Balance owed from 2018/2019 (paid 2/5/2019)	BACS	£3800.00
	£800.00	Planning consultant fee	Work done in July and August 2019	BACS	£3000.00
	£1125.00	Heritage assessments	October 2019	BACS	£1875.00

HEXHAM TOWN COUNCIL

DRAFT MINUTES OF COMMITTEE MEETINGS HELD IN NOVEMBER 2019

**DRAFT MINUTES OF THE TOWN COUNCIL PLANNING & INFRASTRUCTURE
COMMITTEE MEETING HELD ON 12 NOVEMBER 2019**

1238.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors R Hull, J Ord, C Hanley and S Ball.
1239.	APOLOGIES FOR ABSENCE were received from Councillors Bell and Hare.
1240.	MINUTES of the Committee meeting held 29 October 2019, having been circulated, were AGREED.
1241.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none">a) WILDFLOWER PLANTING (minute 1227a refers). It was noted that Councillor Ord is meeting the Trees and Woodlands Officer on 14 November.b) SEAT AT PROSPECT HOUSE (minute 1227b and action log refers). It was noted that Lambert Smith Hampton will contact the Conservation Officer regarding Prospect House and the possibility of inseting the railings to allow access onto the land to install a seat on Hallstile Bank and allow public access through the disused gate.c) CORBRIDGE ROAD SEAT (minute 1227c and action log refers). It was noted that a seat has not yet been ordered pending consideration of other requests and an order for more than one seat being agreed.d) SEAT REQUEST FOR GALLOWS BANK (minute 1227d refers). It was noted that an update is pending regarding County Council staff looking at the site and maybe carrying out some preparatory work.e) LITTER BINS NEAR QEHS (minute 1227e and action log refers). It was AGREED to order two bins.f) CONSULTATION ON SCOPING DOCUMENTS (minute 1230 and action log refers). It was noted that the agreed response had been submitted.g) LOCAL ELECTRICITY BILL (minute 1232 and action log refers). It was noted that five Town Councils have already resolved to support this.h) WYDON BUS STOP SEAT REQUEST (minute 1233 and action log refers). It was AGREED to buy and site a seat.i) ROAD VERGES (minute 1236 and action log refers). A copy of Plantlife's management guidelines in the office was noted.
1242.	DECLARATIONS OF INTEREST: There were no declarations of interest.
1243.	PLANNING APPLICATIONS: It was AGREED there was no objections to, or comments on, the applications received in accordance with the list circulated and attached to the agenda, except in respect of 19/04203/FUL (land east of 1 Bywell Avenue) where the Council objects on the grounds of parking,

	means of access, highway safety and traffic; layout and density of buildings; design, appearance and materials; and nature conservation.
1244.	SUSTAINABILITY ACTION PLAN: The proposed first steps were considered and it was AGREED that the County Council's Sustainability Officer will be invited to the next Committee meeting; Councillor Ord will contact the Carbon Trust; the Clerk will find out if the Council can leave the current electricity contracts early without any penalty; the Operations Manager will check insulation in the office and Lodge; Councillor Ord will contact a surveyor regarding energy efficiency measures within the Council buildings; the Clerk will check if LED lighting is used in the Lodge and Chapel and how the Lodge is heated; the Clerk and Operations Manager will keep a log of use of plastic; Councillor Ord will advise the local Surfers against Sewage group to make a written request for a co-opted Councillor if they wish to pursue this; the Clerk will add consideration of an annual Mayor's award to recognise environmental initiatives throughout Hexham on the Community Engagement Committee agenda; and the Clerk will invite the County Council's Green Spaces Officer to a future meeting.
1245.	LOCAL ELECTRICITY BILL: It was AGREED to defer further consideration until Councillor Gillanders has attended the next Northumberland Association of Local Councils' meeting.
1246.	SEAT AT SOUTHLANDS: Councillor Gillanders noted the seat is in poor condition. It was AGREED to check if it belongs to the Town Council.
1247.	FORMER TOURIST INFORMATION CENTRE: It was noted that application 19/03636/FUL will be considered at the Local Area Council – Tynedale (Planning Only) meeting on 12 November.
1248.	MCCARTHY AND STONE APPLICATION FOR RETIREMENT HOUSING AT WORKHOUSE CAR PARK SITE: Revisions to the proposed scheme were noted.
1249.	METZINGEN AND NOYON ROAD/ROUNDBOUT NAMES: It was noted that there are roads and roundabouts named "Hexham" in the twin towns and it was AGREED to contact the County Council about naming somewhere in Hexham "Metzingen" and "Noyon".
1250.	COMMITTEE BUDGET: Proposed changes to be considered by the Finance & General Purposes Committee were AGREED.
1251.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Tuesday 26 November at 9.30am in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Update the Committee once the Conservation Officer has considered the inset of railings at Prospect House so a seat may be installed on Hallstile Bank (minute 1241b)	Clerk
Order and install a replacement seat on Corbridge Road (minute 1241c)	Clerk/ Operations Manager
Order and site two bins (minute 1241e)	Clerk/Operations Manager
Order and site a seat at Wydon Bus Stop (minute 1241h)	Clerk/Operations Manager
Pursue actions relating to the Sustainability Action Plan proposed first steps as agreed (minute 1244)	Clerk/Councillor Ord/Operations Manager
Ask NALC about the Local Electricity Bill (minute 1245)	Councillor Gillanders
Check the seat at Southlands (minute 1246)	Operations Manager
Contact NCC re town twin names (minute 1249)	Clerk

DRAFT MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 14 NOVEMBER 2019

625.	PRESENT: Councillors R Hull, S Ball, T Cessford, T G E Gillanders and C R Homer.
626.	APOLOGIES FOR ABSENCE were received from Councillors J Ord, T Dodds and T Pearson.
627.	MINUTES of the meeting held on 15 October 2019, having been circulated, were AGREED.
628.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> a) BUSINESS BANKING OPTIONS (minute 614a and action log refers). It was noted that this action is still to be completed. b) ANPR CAMERA (minute 614c and action log refers). It was noted that Councillor Kennedy had offered to contribute to the cost of this from his County Councillor's allowance. It was AGREED to confirm this and the amount as being £2000.00 and to pay the balance of £750.00. c) FUNDING REQUESTS (minute 620 and action log refers). It was noted that the payments had been made. d) RURAL/MARKET TOWNS GROUP (minute 622 and action log refers). It was noted that the Group will be established for the remainder of this financial year and that the Council will be formally invoiced in April 2020.
629.	DECLARATIONS OF INTEREST: Councillor Homer declared a non-pecuniary interest in the organisation requesting funding.

630.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2019/20 budget report to 31 October 2019 were received and accepted. Copies are attached to the minutes.
631.	EXCLUSION of THE PUBLIC: It was resolved and AGREED in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted, namely consideration of the budget for 2020/21 and a funding request, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were requested to withdraw.
632.	COUNCIL BUDGET 2020/21: A draft budget was considered and it was AGREED the budget and the required precept as detailed in confidential note 632 be RECOMMENDED to the Council.
633.	FUNDING APPLICATION: This was considered and action as listed in confidential note 633 was AGREED.
634.	The meeting was reopened to the public.
635.	FINANCIAL RISK ASSESSMENT: It was AGREED to recommend this to Full Council for adoption.
636.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Tuesday 28 January 2020 at 6.00pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Arrange the investment (minutes 628a)	Clerk
Contact Councillor Kennedy and pay the balance to Northumbria Police (minute 628b)	Clerk
Refer the recommended 2020/21 budget to Full Council (minute 632)	Clerk
Arrange funding as agreed (minute 633)	Clerk
Refer the recommended financial risk assessment to Full Council (minute 635)	Clerk

**DRAFT MINUTES OF THE TOWN COUNCIL PLANNING & INFRASTRUCTURE
COMMITTEE MEETING HELD ON 26 NOVEMBER 2019**

1252.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors R Hull, J Ord, C Hanley and J V R Hare.
1253.	APOLOGIES FOR ABSENCE were received from Councillors Ball and Bell.
1254.	MINUTES of the Committee meeting held 12 November 2019, having been circulated, were AGREED.
1255.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> j) SEAT AT PROSPECT HOUSE (minute 1241b and action log refers). It was noted that an update has not to date been received from Lambert Smith Hampton following them contacting the Conservation Officer regarding Prospect House and the possibility of inseting the railings to allow access onto the land to install a seat on Hallstile Bank and allow public access through the disused gate. k) CORBRIDGE ROAD SEAT (minute 1241c and action log refers). It was noted that a seat has been ordered. l) SEAT REQUEST FOR GALLOWS BANK (minute 1241d refers). It was noted that the County Council will remove the tree stump remains. It was AGREED to fund a seat. m) LITTER BINS NEAR QEHS (minute 1241e and action log refers). It was noted that two bins have been ordered. n) LOCAL ELECTRICITY BILL (minute 1241g and action log refers). It was noted that a response from NALC is pending. o) WYDON BUS STOP SEAT REQUEST (minute 1241h and action log refers). It was noted that a seat has been ordered. p) SEAT AT SOUTHLANDS (minute 1246 and action log refers). It was noted that this seat does not belong to the Town Council. q) TOWN TWIN ROAD/ROUNABOUT NAMES (minute 1249 and action log refers). It was noted that the response from the County Council implies there is no issue in principle and it was AGREED to refer this matter to the Full Council to consider.
1256.	DECLARATIONS OF INTEREST: There were no declarations of interest.
1257.	PLANNING APPLICATIONS: It was AGREED there was no objections to, or comments on, the applications received in accordance with the list circulated and attached to the agenda, except in respect of 19/04327/FUL (17-21 Fore Street) where the Council does not object but that this is subject to the new shop fronts complying with the Hexham Shopfront Design Guide.
1258.	<p>SUSTAINABILITY ACTION PLAN: Councillor Ord's notes on the proposed first steps discussed at the last meeting were considered and the following were noted:</p> <ul style="list-style-type: none"> • The County Council's Sustainability Officer has been invited to attend a Committee meeting

	<ul style="list-style-type: none"> • Councillor Ord contacted the Carbon Trust but a self-assessment such as that carried out by Frome Town Council may be more appropriate • The Council can leave the current electricity contracts early without any penalty but will continue to be charged until the contract ends • The Lodge has oil central heating and a wood burning stove, and has cavity insulation above the bathroom and boards above the bedrooms; the office has a false ceiling but the extension is completely insulated; and all the lights in the Lodge and all the security lights, when they fail, are being replaced with LEDs. Noting that there are halogen heaters in the Chapel, it was AGREED to get advice on alternative heating. • It was AGREED to check the Standing Orders for references to procurement and to research if the Council could access a regional procurement group through the County Council • The Council is using recycled paper and recycles empty ink cartridges and toners • Councillor Ord has not to date received a response from the local Surfers against Sewage group to make a written request for a co-opted Councillor if they wish to pursue this • Consideration of an annual Mayor's award to recognise environmental initiatives throughout Hexham is on the next Community Engagement Committee agenda • Councillor Ord will arrange a short demonstration of a non-chemical weed killer • Contacting allotment holders will be deferred until Spring 2020 • The County Council's Tree and Woodlands Officer (West) has responded with some information on trees in Hexham.
1259.	LOCAL ELECTRICITY BILL: It was AGREED to defer further consideration until a response has been received from the Northumberland Association of Local Councils.
1260.	HYDRO GROUP: Correspondence sent to Councillors Hull and Gillanders regarding the schools redevelopment was noted.
1261.	NORTHUMBERLAND LOCAL PLAN: Notification of examination hearings relating to chapter 13 (Managing Natural Resources) were noted.
1262.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Monday 9 December at 9.30am in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Update the Committee once the Conservation Officer has considered the inset of railings at Prospect House so a seat may be installed on Hallstile Bank (minute 1255a)	Clerk
Order a seat for Gallows Bank (minute 1255c)	Clerk
Refer town twin names to Full Council (minute 1255h)	Clerk
Re-contact NCC regarding the Sustainability Officer attending a Committee meeting (minute 1258)	Clerk
Consider the Frome TC self-assessment (minute 1258)	Clerk/Councillor Ord to forward to all Committee members
Contact Westalls re chapel heating alternatives (minute 1258)	Clerk
Check SOs re procurement and contact NALC for advice (minute 1258)	Clerk
Arrange a non-chemical weed killer demo (minute 1258)	Councillor Ord

HEXHAM TOWN COUNCIL

9 DECEMBER 2019

A Financial Risk Assessment must be reviewed and agreed annually by the Council (not a Committee).

The Finance & General Purposes Committee considered the following risk assessment on 14 November 2019 and recommend it for adoption by the Council.

Jane Kevan
Town Clerk
December 2019

FINANCIAL RISK ASSESSMENT

AREA	RISK(S) IDENTIFIED	RISK LEVEL	POTENTIAL IMPACT	MANAGEMENT/ CONTROL OF RISK	ACTION	AUDIT FREQUENCY (months)
PRECEPT	HTC failure to submit precept requirement by the deadline	Low	High	Minuted	Diary (Clerk)	12
	Precept not paid by NCC	Low	High	Checked, report to Council	Minuted	6
	Was the precept adequate?	Low	High	Finance & General Purposes Committee review and receive reports for budget monitoring at least 3 times per year.	Diary	12
CEMETERY	Allocation of incorrect grave plot	Low	Medium	Burial register is updated for each burial.	RFO verify entry	6
	Are the charges reasonable?	Low	Low	Reviewed annually by the Planning & Infrastructure Committee.	Diary	12
	Incorrect invoice(s) issued	Low	Low	Invoice details are recorded in the burial register and cemetery records database.	RFO verify	12
ALLOTMENTS	Are the rents reasonable?	Low	Low	Reviewed annually by the Planning & Infrastructure Committee.	Diary	12
	Incorrect invoices issued	Low	Low	A copy of each invoice is kept in the allotment register.	Diary	12
	Incorrect income recorded	Low	Low	Details of payment are made on the copy invoice in the register.	RFO verify	12

	Income paid by cash lost/stolen	Low	High	Cash payments are recorded and bank records subsequently checked.	RFO verify	6
GRANTS via S106	Failure by HTC to submit valid claim	Low	High	NCC instructions must be followed.	Clerk/RFO verify	12
	Non-receipt of grant from NCC when due	Low	High	Check bank records, contact NCC and report to Planning & Infrastructure Committee.	Clerk/RFO verify	6
SALARIES	Paying the wrong salary	Low	High	Check relevant minute/ staff contract and advise NCC.	Member verify	12
	False documents provided by employee	Low	High	Check documents and references.	Member verify	12
	Making incorrect deductions	Low	Medium	Salaries paid via NCC.		
DIRECT COSTS AND EXPENSES AND ALL PAYMENTS MADE	Goods not supplied or received	Low	Medium	Review ordering system if necessary.	RFO verify	12
	Invoice is for incorrect amount	Low	Medium	Sign the invoice and check the total.	Two Members to verify	12
	Cheque made out incorrectly	Low	Medium	Sign the cheque stub and check the invoice total.	Two Members to verify	12
	Cheque made payable to wrong party	Low	Medium	Sign the cheque stub and check the payee.	RFO verify	12
	Cllr overpaid allowance	Low	Medium	Claims must be in writing.	RFO verify	12
GRANT AID	Using the wrong power to pay	Low	Low	Minute the relevant legislation (NB General Power of Competence adopted in 2017).	Member verify	12

	No record of agreement to pay	Low	Medium	All grants agreed to be minuted.	Member verify	12
	Agreement of grant conditions (if any)	Low	Medium	Must be reasonable and minuted.	RFO verify	12
	Follow up of grant conditions (if any)	Low	Medium	Minute	RFO confirm	12
ELECTION COSTS	Invoice not at agreed rate	Low	Medium	RFO check and consider budget.	RFO verify	12
VAT RECOVERABLE	Vat analysis incorrect	Low	Medium	Checked when received, approval given monthly for accounts for payment, and by internal audit.	RFO verify	12
	Incorrect VAT charged on purchases	Low	Medium	Check to cash book.	RFO verify	12
	Failing to make claim within time limit	Low	High	Submit a return every 6 months.	RFO verify	12
RESERVES	Not being adequate	Low	High	Consider level when budget setting.	RFO opinion	12
ASSETS	Loss, damages	Medium	Medium	Annually inspect assets. Review insurance cover, and check against asset register.	Diary	12
	Damage to third parties	Low	High	Annually review insurance cover.	Diary	12
STAFF	Loss of personnel	Low	High	Monitor hours, stress, sickness, management training, early departure.	Diary + Staff subcommittee keep under review	12
	Staff fraud, Cash loss	Low	High	Review fidelity insurance cover and any insurer conditions.	Diary	12
LOSS	Consequential loss due to damage or third party actions	Low	Medium	Review liability insurance cover and any insurer conditions.	Diary	12

BORROWING	Inadequacy of finances to repay loans	Low	Medium	Check against income and outflow.	RFO opinion	12
LEGAL POWERS	Illegal activity or payment	Low	Medium	Town Clerk is CiLCA qualified. General Power of Competence adopted. Use of advice from NALC and SLCC. Members follow the Code of Conduct.	Clerk/RFO verify	12
FINANCIAL RECORDS	Inadequate	Low	High	RFO check 3 monthly. Financial Regulations reviewed annually. Annual internal and external audit. Two signatures on all cheques.	RFO opinion	12
MINUTES	Inaccurate or illegal	Low	Low	Review and signed by Chair at following meeting.	Clerk	12
MEMBERS' INTERESTS	Not maintained in accordance with Code of Practice or conflict of interest.	Low	Medium	Register of interests filed with NCC. Update as and when changes occur. Code of Conduct advice and declarations of interest on all agendas.	Clerk	12