

## 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 13 January 2020 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 9 December 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. Councillor S Ball proposal: "That the Council agrees the 2020/21 budget and precept recommended by the Finance & General Purposes Committee (minute 632)" (see enclosed).
9. Presentation from Mike Thornicroft, CEO, and Charlotte Pearson, Head of Income Generation, Tynedale Hospice at Home.
10. To consider the consultation on the proposed move of the Post Office in Hexham (circulated to all Councillors on 20 December).
11. To note the draft minutes (attached) of Committee meetings held in December.
12. To consider any correspondence received.
13. 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  
7 January 2020

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

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Hagenda0120

## HEXHAM TOWN COUNCIL

### MINUTES OF THE TOWN COUNCIL MEETING HELD ON 9 DECEMBER 2019

7376.	<p><b>PUBLIC QUESTIONS:</b></p> <p><b>FORMER ABBEY CLINIC:</b> A local resident noted the poor condition of the building and asked if the Council was aware of any progress. Councillor Cessford noted planning permission has been granted but there is no time limit to carry out the work.</p> <p><b>LIGHTING AT NEW KARBON HOMES DEVELOPMENT:</b> A local resident asked for the Council's view regarding the 24 lights erected. Councillor Cessford advised he had already been in touch with the County Council's lighting department as it was agreed this was too much.</p> <p><b>HEXHAM COMMUNITY PARTNERSHIP:</b> A local resident asked if HCP is the delivery arm of the Town Council. Councillor Hull advised not, although the Council does provide grant aid to the organisation.</p>
7377.	<p><b>DECEMBER COUNCIL MEETING:</b> 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, D Kennedy, T Cessford, C Hanley and D Bell.</p>
7378.	<p><b>APOLOGIES FOR ABSENCE</b> were given on behalf of Councillors Green, Homer and Ord.</p>
7379.	<p><b>MINUTES:</b> The minutes of the Town Council meeting held on 11 November 2019, having been circulated, were <b>AGREED</b>.</p>
7380.	<p><b>MATTERS ARISING:</b> There were no matters arising.</p>
7381.	<p><b>MAYOR'S ANNOUNCEMENTS.</b> For information Councillor Hull advised the meeting:</p> <ul style="list-style-type: none"><li>a. <b>EGGER:</b> On 14 November, with Councillors Ball, Pearson and Homer, he had attended a liaison meeting. These meetings will take place at least every six months and are to look at potential joint projects.</li><li>b. <b>NORTHUMBERLAND AREA LOCAL COUNCILS:</b> He attended a meeting on 16 November.</li><li>c. <b>HEXHAM NEIGHBOURHOOD PLAN STEERING GROUP:</b> With Councillor Gillanders, he went to this on 18 November. The plan is now with the independent external examiner. Once his comments are received, the County Council may accept or reject them and then arrange a referendum.</li><li>d. <b>ADMINISTRATIVE OFFICER:</b> On 19 and 28 November, with Councillors Ball and Cessford and the Clerk, he interviewed shortlisted applicants for this post. The successful candidate will start on 6 January.</li><li>e. <b>WEBSITE:</b> With Councillor Dodds and the Clerk, he received some training on 22 November on how to make any changes to the website and add new documents, etc.</li><li>f. <b>BORDERLANDS CONFERENCE:</b> He attended this on 25 November.</li></ul>

	<p>g. HEXHAM YOUTH INITIATIVE: He attended the AGM on 2 December with Councillors Ball, Cessford and Gillanders.</p> <p>h. HEXHAM HUB: On 2 December he also attended a Hub meeting.</p> <p>i. LIAISON MEETING: On 3 December, with Councillors Gillanders, Cessford and Dodds and the Clerk, he met with Ruth Bendell, Infrastructure Manager at NCC.</p> <p>j. HAPPIEST PLACE: On 4 December he did three radio and two television interviews regarding Hexham being voted Britain's happiest place to live in a national survey. There was very wide national and local press and social media coverage and he hopes the accolade will attract new residents and industry.</p> <p>k. AIR CADETS: On 6 December he attended an event for new air cadets.</p> <p>l. PATRICK EAVIS: He was sad to note the death of Mr Eavis, a previous head at QEHS.</p> <p>m. CHRISTMAS LIGHTS: He thanked all involved in the switch-on event and Egger for the beautiful and very tall tree. He also wished to congratulate the Abbey on the Festival of Flame and hopes this will be extended next year.</p> <p>n. HEXHAM HIGH STREETS HERITAGE ACTION ZONE: He noted that last week the County Council submitted a detailed scheme to Historic England for approval before it becomes the basis for further development by the community. He also noted that many people were invited to and attended the community workshop on 14 November and that he hoped for a briefing for Town Councillors in the new year.</p> <p>o. CHRISTMAS MARKET: He advised that this event organised by the Hexham Community Partnership would be held on 14 December.</p>
7382.	DECLARATIONS OF INTEREST: There were no declarations of interest.
7383.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
7384.	MEETING DATES IN 2020: It was AGREED that these will be on Mondays 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 and 14 December.
7385.	DRAFT COMMITTEE MINUTES: The draft minutes for meetings of the Planning & Infrastructure and Finance & General Purposes Committees held in November 2019 were NOTED. Councillor Gillanders highlighted the work relating to the sustainability action plan. Councillor Pearson also noted a Community Engagement Committee meeting on 4 December when it was agreed that the Town Council become a dementia friendly organisation, and plans for the VE day anniversary event were discussed.
7386.	FINANCIAL RISK ASSESSMENT: It was AGREED to adopt the assessment as recommended by the Finance & General Purposes Committee.
7387.	CORRESPONDENCE RECEIVED. <i>(Note: wherever possible, all communications addressed to the Council are circulated to Councillors for</i>

	<p><i>information as and when received.</i>) It was noted that Councillors had been circulated information on:</p> <ul style="list-style-type: none"> <li>a. PROPOSED NEW 3G FOOTBALL PITCH: information from Kathie Keady, Sports Development Manager, on this being part of the new development at QEHS.</li> <li>b. HEXHAM IN BLOOM: details of a walkabout on 13 November to discuss advice from the Britain in Bloom judges on how to improve Hexham Town's performance next year.</li> <li>c. VCS BULLETIN: including information on the new Tanga Club in Hexham, a rotary honour for the founder of Core Music, and NCC's climate commitments.</li> <li>d. HAPPIEST TOWN: a BBC press release on Hexham being the happiest place to live in Britain.</li> </ul>
7388.	LOCAL AREA COUNCIL MEETING: Councillor Cessford noted the 10 December meeting was not being held at Hexham House but at the Mart. It was further noted that Councillor Gillanders will attend to speak about two of the planning applications.
7389.	ST CUTHBERT'S CLOSE: Councillor Kennedy offered congratulations to Karbon Homes on the quality of the development.
7390.	NEXT MEETING: The next meeting of the Council will be held on 13 January 2020 at 6.45pm at Hexham House, Hexham.

Chairman .....

Signed as a correct record of the minutes of the meeting held on 9 December 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 13 JANUARY 2020**

Payments are authorised by LGA 1972 s14, 144, 145, 214 or 215 or PCA 1957

<b>Payee</b>	<b>Detail</b>	<b>Amount</b>	<b>VAT</b>	<b>Net</b>	<b>Cheque number</b>	<b>Ref.</b>
Safe and Secure 24	Alarm systems 24 hour monitoring	15.60	2.60	13.00	DD	7380
HSBC	Bank charges (November)	34.66	0	34.66	DD	5060
Malthurst Ltd	Diesel (December)	100.58	16.76	83.82	Visa	7310
EE & T Mobile	Accounts (December)	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)	December	10504.58	0	10504.58	BACS	6020
NCC (pension fund)	December	1874.44	0	1874.44	BACS	6030
NCC (payroll admin fee)	5 payslips @ £4.167 (Dec)	25.01	4.17	20.84	BACS	6020
J&J Stanley Ltd	Skip (Quatre Bras – November)	252.00	42.00	210.00	BACS	7020
Onecom Limited	Phone and broadband provision	90.95	15.16	75.79	BACS	5010
Ludman Planning Ltd	HNP work	240.00	0	240.00	BACS	5600
Newsquest Media Group	Rotary Club of Hexham Christmas chronicle	218.40	36.40	182.00	BACS	5000
Sunnett Balloons	Entertainer at Christmas lights switch-on	165.00	0	165.00	BACS	7065
Tesco	Tea bags	11.96	0	11.96	Visa	6010
Royal British Legion Poppy Appeal	Remembrance Day wreaths	250.00	0	250.00	109309	7800
Northumbria in Bloom	2020 entry fee	200.00	0	200.00	109310	7850
Arco Limited	Protective clothing for Cemetery staff	489.38	81.56	407.82	Visa	7300
Easy Hire North East Ltd	Crowd barriers for lights switch-on	37.72	6.29	31.43	BACS	7065

Distco Ltd t/a Accent Distribution Services	Hex-Press distribution	236.76	39.46	197.30	BACS	7840
Lloyd Ltd	Grasshopper service	186.50	31.09	155.41	BACS	7320
Viking	Paper towels, refuse sacks	108.84	18.14	90.70	BACS	7330
Broxap Limited	2 seats	916.80	152.80	764.00	BACS	7130
A R Owen Insurance Services Ltd	Ford Transit tipper insurance	897.00	0	897.00	Visa	7310
Mole Country Stores	Rat bait	9.18	1.53	7.65	Visa	7330
St Luke's Laundry	Cleaning Santa outfit	17.00	0	17.00	BACS	7065
Opus Energy	Abbey floodlights	1064.82	50.70	1014.12	DD	7450
ITC Service Limited	Email and domain migration (one-off cost)	330.00	55.00	275.00	BACS	7830
ITC Service Limited	Monthly PC/laptop maintenance fee (Nov)	7.20	1.20	6.00	BACS	7830
Post Office	Stamps	36.60	0	36.60	Visa	5020
Rickerby Ltd	Tractor service	417.98	69.67	348.31	BACS	7320
Rickerby Ltd	Kubota repair	248.40	41.40	207.00	BACS	7320
Philip Sewell	Milk	47.60	0	47.60	BACS	6010
AA Devts Limited	Christmas market signage	598.80	99.80	499.00	BACS	5130
City B Group Ltd	Christmas market stalls hire	3286.80	547.80	2739.00	BACS	5130
The Crack Ltd	Christmas market advert	120.00	20.00	100.00	BACS	5130
Alistair Reay	Sound engineer at Christmas lights switch-on	50.00	0	50.00	BACS	7065
Matthew Charlton	Concrete and paving flags	240.80	40.13	200.67	BACS	7130
Lloyd Ltd	Husqvarna service	1408.18	234.70	1173.48	BACS	7320
Ecoffins UK LLP	5 bamboo caskets	1064.40	177.40	887.00	BACS	7340
<b>TOTALS</b>		<b>26538.40</b>	<b>1908.17</b>	<b>24630.23</b>		

**HEXHAM TOWN COUNCIL**  
**MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 13 JANUARY 2019**

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				1321.12		
Post Office	Stamps for Christmas cards	36.60	0	36.60	BACS	5080
Cash	Staff Christmas gratuities	53.00	0	53.00	BACS	5080
Balance fwd				1231.52		

**HEXHAM TOWN COUNCIL – INCOME – DECEMBER 2019**

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Various	Cemetery charges	1275.00	HD2019/73	021219	4010
Various	Cemetery charges	160.00	HD2019/74	021219	4010
Various	Cemetery charges	815.00	HD2019/75	091219	4010
Various	Allotment Rents	124.00		091219	4000
Various	Cemetery charges	2190.00	HDW2019/76	111219	4010
Various	Cemetery charges	160.00	HDW2019/77	131219	4010
Various	Cemetery charges	315.00	HD2019/78	131219	4010
Various	Allotment Rents	93.00		161219	4000
Various	Cemetery charges	1190.00	HDW2019/80	191219	4010
Various	Allotment Rents	31.00		191219	4000
Various	Cemetery charges	1465.00	HD2019/81	201219	4010
Various	Cemetery charges	4040.00	HDW2019/82	311219	4010
<b>TOTAL</b>		<b>11858.00</b>			



## Hexham Neighbourhood Plan 2019/20

(As at 31 December 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
	£240.00	Planning consultant fee	November 2019	BACS	£1635.00

## HEXHAM TOWN COUNCIL

### AGENDA ITEM 8 REFERS.

**PROPOSAL** by Councillor S Ball, Vice Chairman of the Council and Member of the Finance and General Purposes Committee, that:

Council should agree its 2020/21 budget and the precept of £333,000.00 required in accordance with the following:

For information, increased budgets include:

- Staff salaries (due to the new Administrative Officer post)
- Grant aid

Decreased budgets include:

- Contingency (as there is an expected carry forward sum)
- Town Plan Development Reserve (as there is an expected carry forward sum)
- Neighbourhood Plan (as this should be completed before the new financial year)
- Machines/equipment – renew/replace (as major items are hired)
- Floodlights – repair/maintain (as there is an expected carry forward sum)
- Play areas - reserve (as there is an expected carry forward sum)
- Winter maintenance (as this year's budget will only be partially used)
- War Memorial reserve (as it was recently refurbished)
- Website & IT (as a new website was launched this year)
- Support for Town Events (as the introduction of the Tourism Support Fund budget in 2017/18 has resulted in this budget primarily only being used for the Christmas market)

Also:

- The budget includes £20,000.00 reserved for the Heritage Action Zone.
- A sustainability budget has been introduced.

### **HEXHAM TOWN COUNCIL (RECOMMENDED) BUDGET 2020/21**

<b>HTC Budget 2020/21</b>	<b>2019/20 Agreed Budget</b>	<b>2019/20 Income at 31/10/2019</b>	<b>2019/20 Estimated at 31/3/20</b>	<b>2020/21 Draft Budget</b>	<b>Ref.</b>
<b>INCOME</b>					
Allotments	5704	4185	5704	5888	4000
Cemetery	87000	42916	88000	91000	4010
Donations/Grants/loans	0	0	0	0	4015
N/Plan Grant	0	0	0	0	4105
Miscellaneous	0	114	114	0	4020
<b>TOTAL CREDITS</b>	<b>92704</b>	<b>47215</b>	<b>93818</b>	<b>96888</b>	

<b>HTC BUDGET 2020/21</b>	<b>2019/20 Agreed budget</b>	<b>2018/19 As at 31/10/2019</b>	<b>2018/19 Estimated at 31/3/20</b>	<b>2019/20 Draft Budget</b>	<b>Ref.</b>
<b>ADMINISTRATION</b>					
Advertising	750	768	768	900	5000
Telephones	1300	880	1500	1600	5010
Postages	250	54	100	200	5020
Stationery/Copying	650	196	500	650	5030
Office equipment	600 (+ 600 carried forward)	-34	600	600	5040
Subscriptions	2200	1940	2200	2200	5050
Bank charges	600	156	400	500	5060
External audit	1500	1000	1000	1200	5070
Mayor's allowance	2100	1400	2100	2100	5080
Elections reserve	5000	0	0	5000	5090
Partnership working	35000	0	26000	30000	5091
Contingency	20000 (+ 35000 + 27000 carried forward)	10028	30000	10000 Including 20000 reserved for the Heritage Action Zone	5100
Sele WC	2000	2000	2000	2000	5120
<b>TOTALS</b>	<b>71950</b>	<b>18388</b>	<b>67168</b>	<b>56950</b>	

<b>HTC BUDGET 2020/21</b>	<b>2019/20 Agreed budget</b>	<b>2018/19 As at 31/10/2019</b>	<b>2018/19 Estimated at 31/3/20</b>	<b>2019/20 Draft Budget</b>	<b>Ref.</b>
<b>TOWN PLAN COMMITTEE</b>					
Town Plan Development reserve	20000 (+ 43400 carried forward)	0	0	5000	5500
<b>TOTALS</b>	<b>20000</b>	<b>0</b>	<b>0</b>	<b>5000</b>	
<b>NEIGHBOURHOOD PLAN COMMITTEE</b>					
Neighbourhood Plan	5000	3125	5000	1000	5600
<b>TOTALS</b>	<b>5000</b>	<b>3125</b>	<b>5000</b>	<b>1000</b>	
<b>HTC BUDGET 2020/21</b>	<b>2019/20 Agreed budget</b>	<b>2018/19 As at 31/10/2019</b>	<b>2018/19 Estimated at 31/3/20</b>	<b>2019/20 Draft Budget</b>	<b>Ref.</b>
<b>FINANCE &amp; GENERAL PURPOSES COMMITTEE</b>					
Internal audit/bookkeeping	3000	2790	3150	3500	6000
Staff welfare	400	98	250	350	6010
Staff salaries	148000 (+ 11000 carried forward)	74197	148000	165000 Including 10000 reserved for the HAZ	6020
Staff pension contributions	28000	13121	28000	31000	6030
Travelling expenses	300	30	80	300	6035
Grant Aid	12100	12100	12100	14100	6050
HCP longterm grant	40000	40000	40000	40000	6062
HYI longterm grant	25000	25000	12500	27000	6064
Donations (one time only)	2500 (+ 580 carried forward)	1090	2500	2500	6066
Risk management/H&S	500	0	0	500	6070
Training	2000	264	2000	2000	6080
Local Council Award Scheme	100	0	0	0	6090
Professional fees	1000	224	500	1000	6095
Tourism support fund	10000 (+ 15490 carried forward)	2750	10000	10000	6096
<b>TOTALS</b>	<b>272900</b>	<b>171664</b>	<b>259080</b>	<b>297250</b>	

<b>HTC BUDGET 2020/21</b>	<b>2019/20 Agreed budget</b>	<b>2018/19 As at 31/10/2019</b>	<b>2018/19 Estimated at 31/3/20</b>	<b>2019/20 Draft Budget</b>	<b>Ref.</b>
<b>PLANNING AND INFRASTRUCTURE COMMITTEE</b>					
Personal protective equipment	1700	656	1400	1500	7300
Machines/equipment – fuel/road tax/insurance	6500	3101	6000	6500	7310
Machines/equipment – renew/replace	10000 (+ 30000 carried forward)	14614	20000	5000	7315
Machines/equipment – repair/maintain	5500	1933	5000	5500	7320
Non-specific expenses	3000	410	1000	2000	7330
Stock – caskets and other	7000	2506	6500	7500	7340
Headstone raft foundations	6000	0	0	6000	7350
Debt charges (PWLB)	9905	4952	9905	9905	7360
Heat/light	4500	1816	4500	5000	7370
Premises – repair/maintain	15000	4967	12000	12000	7380
Premises reserve	5000 (+ 5000 carried forward)	0	0	2000	5092
Water rate/business rate	2200 (+ 2000 carried forward)	0	0	2000	7390
Trees maintenance	3000 (+ 2000 carried forward)	0	3000	3000	7410
Insurances (not motor)	7000	5900	5900	5900	7420
Floodlights – repair/maintain	7500 (+ 5000 carried forward)	150	3000	3000	7450
Town clock – repair/maintain	900	0	900	900	7460
Dene Park Allotments – maintain	600	210	630	700	7000
Broadway (QB) Allotments – maintain	4000	1470	2300	4000	7020
Wydon Park Allotments – maintain	150	0	0	150	7030

Seats x 57 – repair/maintain/replace	2500 (+ 800 carried forward)	1691	2500	3000	7130
Litter bins x 85 – renew/replace	3500	413	3000	3500	7100
Bus shelters x 12 – repair/maintain	1000	0	0	2000	7150
VMS units x 5 – repair/maintain	4000 (+ 1000 carried forward)	145	145	2000	7160
Street signs x 4 – repair/maintain	3000	0	0	3000	7170
Play areas x 8 – repair/maintain	2000	300	1000	2000	7190
Play areas x 8 – ROSPA inspection	700	685	685	750	7200
Play areas x 8 – vandalism	800	0	200	800	7210
Play areas – reserve	10000 (+ 44000 carried forward)	23987	26000	2000	5094
Winter Maintenance	15000	0	2000	2000	7211
Sustainability	0	0	0	3000	tba
<b>TOTALS</b>	<b>141955</b>	<b>69906</b>	<b>117565</b>	<b>106605</b>	

<b>HTC BUDGET 2020/21</b>	<b>2019/20 Agreed budget</b>	<b>2018/19 As at 31/10/2019</b>	<b>2018/19 Estimated at 31/3/20</b>	<b>2019/20 Draft Budget</b>	<b>Ref.</b>
<b>COMMUNITY ENGAGEMENT COMMITTEE</b>					
Remembrance Day	2500 (+4550 carried forward)	523	2200	2500	7800
Armed Forces Day	0	0	0	3400	tba
War Memorial Reserve	3000 (+ 1900 carried forward)	0	0	500	5096
Website & IT	5000 (+ 1400 forward)	1334	2000	2000	7830
Newsletter	1200 (+ 1200 carried forward)	498	1000	1200	7840
Town Twinning (Council expenses)	1000 (+ 590 carried forward)	804	1000	1000	7870
Christmas Lights	26000	20113	26000	26000	7040
Christmas Lights Switch On	500	0	400	500	7065
Mayor's Annual Reception	790 (+ 670 carried forward)	622	622	350	7070
Hexham/Northumbria in Bloom (Council expenses)	800 (+ 600 carried forward)	139	350	300	7850
Flower Beds and Tubs – Renew/Replace	500 (+ 380 carried forward)	665	750	750	7110
Flower Beds and Tubs – Planting	6500 (+ 1700 carried forward)	2617	5300	5500	7120
Support for Town Events	5000	-5660	5000	2000	5130
Ceremonial Events	3000	0	2000	1000	tba
<b>TOTALS</b>	<b>55850</b>	<b>21655</b>	<b>46622</b>	<b>47000</b>	

## HEXHAM TOWN COUNCIL 2020/21 BUDGET

HTC BUDGET 2020/21	2019/20 Agreed budget	2019/20 As at 31/10/2019	2019/20 Estimated at 31/3/20	2020/21 Draft Budget
<b>EXPENDITURE SUMMARY</b>				
Administration	71950	18388	67168	56950
Town Plan 2020 Committee	20000	0	0	5000
Neighbourhood Plan Committee	5000	3125	5000	1000
Finance and General Purposes	272900	171664	259080	297250
Planning and Infrastructure	141955	69906	117565	106605
Community Engagement	55850	21655	46622	47000
<b>TOTALS</b>	<b>567655</b>	<b>284738</b>	<b>495435</b>	<b>513805</b>



## HEXHAM TOWN COUNCIL 2020/21 BUDGET

	Actuals	Forecasts	Expected Outcomes
Balance at 31/10/19	248043		
Likely expenditure at 31/3/20		495435	
Expenditure to 31/10/19	284738		
Expenditure to come 2019/20		210697	
Likely income at 31/3/20		93818	
Income to 31/10/19	47215		
Likely net income to come in 2019/20		46603	
Likely net expenditure to come in 2019/20			164094
Expected balance at year end 2019/20			83949
<b>2020/21</b>			
Budget expenditure		513805	
Budget income		96888	
Budget net expenditure			416917
Balance required			332968
PRECEPT	To be agreed 13 January 2020		333000

### **2018/19**

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should have paid £74.20 per annum (£318000/4286).

### **2019/20**

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should pay £75.02 per annum (£324000/4319).

### **2020/21**

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should pay £76.43 per annum (£333000/4357).

## HEXHAM TOWN COUNCIL

### DRAFT MINUTES OF COMMITTEE MEETINGS HELD IN DECEMBER 2019

#### DRAFT MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT COMMITTEE MEETING HELD ON 4 DECEMBER 2019

553.	PRESENT: Councillor T Pearson in the Chair and Councillors R Hull, S Ball, T Cessford, T G E Gillanders and C Hanley.
554.	APOLOGIES FOR ABSENCE were received from Councillor J Ord.
555.	MINUTES of the meeting held on 23 October 2019, having been circulated, were AGREED.
556.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"><li>a. HEXHAM BELLMAN COSTUMES (minute 533a and action log refers). It was noted that Councillors Ball and Hanley will progress this.</li><li>b. VE DAY 75<sup>TH</sup> ANNIVERSARY CELEBRATION (minute 554a and action log refers). It was noted that there will be some people in 1940s dress arranged via Claire Heaviside at No. 28.</li><li>c. HEXHAM HALF MARATHON (minute 544b log refers). It was noted that a 2020 event is now being planned.</li><li>d. NEW WEBSITE (minute 544c and action log refers). It was noted that the Clerk and Councillors Hull and Dodds had received training.</li><li>e. MARKET PLACE AND BANDSTAND (minute 544d and action log refers). It was noted that a press release to promote the use of these is still pending as there has not yet been a response from Hexham Community Partnership.</li><li>f. SOCIAL MEDIA TRAINING (minute 544f and action log refers). It was noted that the new Administrative Officer will be in post from 6 January and to contact NALC regarding possible training.</li><li>g. YOUTH COUNCIL (minute 544g and action log refers). It was noted that Councillor Hull has contacted the High and Middle Schools and that a visit to the Middle School will be made in the new year. It was AGREED that two or three Councillors will attend.</li><li>h. GUILD OF GUIDES (minute 546 and action log refers). It was noted that they will be encouraged to join HCP.</li></ul>
557.	DECLARATIONS OF INTEREST: No declarations of interest were made.
558.	REMEMBRANCE DAY SUB-COMMITTEE: Notes from a meeting on 12 November were noted.

559.	DEMENTIA FRIENDLY: It was AGREED that the Council become a Dementia Friendly organisation, subject to a check that it meets the criteria.
560.	MAYOR'S AWARD TO RECOGNISE ENVIRONMENTAL INITIATIVES: This was considered and AGREED. It was further agreed to issue a press release in the spring and present the award at the Mayor's spring reception.
561.	HEX-PRESS: It was noted that an issue is being circulated this week and that the next issue will feature Hexham being voted the happiest place to live in Britain and the Town Council becoming a dementia friendly organisation.
562.	IMPROVING COMMUNITY ENGAGEMENT: It was AGREED to defer consideration of this to the next meeting.
563.	HAPPIEST PLACE TO LIVE: It was noted that Hexham had been voted as the happiest place to live in Britain and that features on this were in the local and national media.
564.	CHRISTMAS LIGHTS SWITCH-ON AND FESTIVAL OF FLAME: It was noted that both of these events went well. It was also noted that the current Christmas lights contract expires on 30 January 2020 and it was AGREED to tender for a new three-year contract.
565.	TOWN AND COUNTY COUNCILS' LIAISON MEETING: It was noted that the latest six-monthly meeting had taken place on 3 December. Comments on issues with pavements in Hexham were AGREED to be sent to the County Council.
566.	HEXHAM HIGH STREETS HERITAGE ACTION ZONE: It was noted there had been a successful community event on 14 November and, at the Hub meeting on 2 December, Councillor Hull had requested a briefing for the Town Council.
567.	SHOWCASE EVENT: It was noted that there will be a similar event in 2020 to that held in March 2019.
568.	EGGER (UK) LTD: The meeting on 14 November was noted, including the possibility of support for new signage in Hexham.
569.	HEXHAM IN BLOOM: A report on a walkabout in Hexham on 13 November was noted. It was AGREED to further support Hexham in Bloom if possible and to arrange a meeting to consider this.
570.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Wednesday 29 January 2020 at 5.30pm in the Council Office, St Andrew's Cemetery, Hexham.

### Action Log

Provide an update on the Hexham Bellman costumes (minute 556a refers)	Councillors Ball and Hanley
Recontact HCP re preparing a press release to promote the Market Place and bandstand for events (minute 556e refers)	Clerk
Contact NALC re arranging social media training (minute 556f refers)	Clerk
Attend the HMS parliament meeting (minute 556g refers)	2-3 Committee members
Contact the Guild of Guides re becoming HCP members (minute 556h refers)	Clerk
Check the Council meets the criteria to become a Dementia Friendly organisation (minute 559 refers)	Clerk
Consider the criteria for a Mayor's environmental initiative award and issue a press release (minute 560 refers)	Councillor Hull/Clerk
Consider content for the Hex-Press (minute 561 refers)	All
Arrange a Christmas lights contract tender (minute 564)	Clerk
Send the pavements issues list to NCC (minute 565)	Clerk
Arrange a HSHAZ briefing (minute 566)	Councillor Hull/Clerk
Arrange a meeting re Hexham in Bloom (minute 569)	Councillor Hull/Clerk

**DRAFT MINUTES OF THE TOWN COUNCIL PLANNING & INFRASTRUCTURE  
COMMITTEE MEETING HELD ON 9 DECEMBER 2019**

1263.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors R Hull, C Hanley and D Bell.
1264.	APOLOGIES FOR ABSENCE were received from Councillors Hare and Ord.
1265.	MINUTES of the Committee meeting held 26 November 2019, having been circulated, were AGREED except to amend 1258 to “Councillor Ord has not to date received a response from the local Surfers against Sewage group to make a written request to attend a meeting if they wish to pursue this”.
1266.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> <li>a) SEAT AT PROSPECT HOUSE (minute 1255a 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 insetting the railings to allow access onto the land to install a seat on Hallstile Bank and allow public access through the disused gate.</li> <li>b) SEAT REQUEST FOR GALLOWS BANK (minute 1255c and action log refers). It was noted that a seat has been ordered.</li> <li>c) TOWN TWIN ROAD/ROUNABOUT NAMES (minute 1255h and action log refers). It was noted that this will not be referred to the Full Council to consider until there is a clearer proposal.</li> <li>d) CARBON FOOTPRINT (minute 1258 and action log refers). It was AGREED to defer consideration of the self-assessment sent with the agenda to the next meeting.</li> <li>e) CHAPEL HEATING (minute 1258 and action log refers). It was noted that Westalls will visit on 13 December.</li> <li>f) PROCUREMENT (minute 1258 and action log refers). It was noted that NALC would like to see a regional procurement group with the Town Council and NCC.</li> <li>g) NON-CHEMICAL WEEDKILLER DEMONSTRATION (minute 1258 and action log refers). It was noted that this has been offered for late January.</li> </ul>
1267.	DECLARATIONS OF INTEREST: Councillor Gillanders declared a non-pecuniary interest in applications 19/04562/VARYCO and 19/04545/FUL and took no part in consideration of them.
1268.	SUSTAINABILITY ACTION PLAN: County Council Officers Peter Jeffreys and Martin Podevyn provided information on waste collection; recycling; current contracts; a current review of systems; a local walking and cycling infrastructure strategy and the desire to prioritise a network rather than something piecemeal. Mr Jeffreys will in due course advise on glass collections from businesses in Hexham and arrange a Councillor visit to the facility at West Sleekburn. The officers will also provide contact details relating to the renewable energy team in the procurement section and for the

	officer working on nature and biodiversity.
1269.	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 19/04545/FUL (1-7 Priestpople) where the Council does not object but regrets there is no provision for affordable housing in line with the emerging Hexham Neighbourhood Plan and that the opportunity is not being taken to significantly improve the energy efficiency of the building.
1270.	PUBLIC FOOTPATH NO 52 DIVERSION ORDER 2019: The Order made on 2 December relating to work at the former swimming pool was noted.
1271.	BLUE SKY RESORTS LTD: The appeals to the Secretary of State regarding the variation of the condition to allow a 12 month habitation period were noted.
1272.	LOCAL AREA COUNCIL: It was noted that Councillor Gillanders will speak at the meeting on 10 December to consider applications relating to the Old Workhouse and Car Park east of Fairnington Centre, both on Corbridge Road.
1273.	QEHS APPLICATION: It was noted that amended or updated plans and documents have been received and any further comments are requested by 18 December.
1274.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Friday 13 December at 11.30am 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 1266a)	Clerk
Consider the Frome TC carbon footprint self-assessment (minute 1266d)	All
Arrange a non-chemical weed killer demo for late January (minute 1266g)	Clerk
Contact the NCC procurement team (minute 1268 refers)	Clerk

**DRAFT MINUTES OF THE TOWN COUNCIL PLANNING & INFRASTRUCTURE  
COMMITTEE MEETING HELD ON 13 DECEMBER 2019**

1275.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors R Hull, S Ball, J Ord and J V R Hare.
1276.	APOLOGIES FOR ABSENCE were received from Councillor Hanley.
1277.	MINUTES of the Committee meeting held 9 December 2019, having been circulated, were AGREED.
1278.	MATTERS ARISING: h) CARBON FOOTPRINT (minute 1266d and action log refers). It was noted that this may be taken on by a Newcastle University student for an MSc dissertation subject. i) LOCAL AREA COUNCIL (minute 1272 refers). It was noted that the applications relating to the Old Workhouse and Car Park east of Fairnington Centre were both granted with some conditions.
1279.	DECLARATIONS OF INTEREST: There were no declarations of interest.
1280.	PLANNING APPLICATIONS: It was AGREED there was no objection to application 19/03998/CCD (QEHS) and the Council welcomes the revised traffic plans but would like this to be reviewed within two years and traffic patterns should be monitored very carefully so earlier changes can be made if necessary. The Council also considers there is a need for a plan to encourage walking and cycling to school and would like to see more cycle parking spaces. Application 19/04687/OUT (land north of Eilansgate) was also considered. It was AGREED that the objection submitted in October 2015 to the previous application 14/03776/OUT stands, with the additional comment that the Council supports the County Ecologist's previous objection.
1281.	LAND EAST OF 1 BYWELL AVENUE: It was noted that this application (19/04203/FUL) is being referred for Committee consideration.
1282.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Tuesday 7 January 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 1266a)	Clerk
Contact the NCC procurement team (minute 1268 refers)	Clerk