



HEXHAM TOWN COUNCIL

I GIVE NOTICE that an online meeting of the Council will be held on Monday 10 August 2020 at 6.45pm, when the following items will be discussed:

(please email clerk@hexhamtowncouncil.gov.uk by 2.00pm on 10 August to request a Zoom meeting invitation if you are a Hexham resident wishing to ask a question/join the meeting)

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 Council meeting held on 13 July 2020, 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 consider a resolution on racism proposed by Councillor Ord (see enclosed).
9. To note the draft minutes (attached) of Committee meetings held in July.
10. To note any correspondence received.
11. 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 given to the Chairman of the meeting or the Town Clerk before the meeting begins.)

Jane Kevan
Town Clerk
4 August 2020

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

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Hagenda0820

HEXHAM TOWN COUNCIL

MINUTES OF THE ONLINE TOWN COUNCIL MEETING HELD ON 13 JULY 2020

7586.	<p>PUBLIC QUESTIONS:</p> <p>CLOSURE OF MARKET PLACE TO TRAFFIC: A local resident asked if Councillors would be willing to attend an event during the farmers market on 25 July. It was noted this was up to individual Councillors to consider.</p> <p>TEMPORARY PEDESTRIANISATION: Councillor Ord, on behalf of a local resident, asked whether there are any plans to temporarily pedestrianise Hexham Market Place, Market Street and Beaumont Street at particular times of the week and day, to allow customers to socially distance without dodging traffic and for businesses like pubs and restaurants to use the additional road space to accommodate their customers safely. It was noted this is the responsibility of the County Council and that the Clerk would forward the query.</p> <p>CYCLE ROUTES: A local resident noted an event in Hexham on 11 July attended by 100 people and asked about timetables for routes. Councillor Homer advised of the Cycling and Walking Board made up of various interested parties, including the County Council, and of the delivery plan in the public domain. She further advised this was underpinned by plans for 12 towns in Northumberland, including Hexham, and that there had been a positive response from the DfT for 36 proposed cycling and 24 walking corridors. There will be public consultation on these later this summer. There are five priority corridors, of which Hexham to Corbridge is one. This will be off-road, involve land purchases, and possibly cost £5M. A similar bidding process for tranche two is currently being looked at.</p> <p>CYCLING EVENT: Another local resident asked if Councillors will accompany others on any future family cycling event, such as that held on 11 July. It was noted this will be for individual Councillors to decide.</p> <p>HEXHAMTV: It was noted that the meeting was being streamed/recorded.</p>
7587.	<p>JULY COUNCIL MEETING: Councillor R Hull, the Town Mayor, then opened the Council meeting. Present were Councillors S Ball, T Cessford, T G E Gillanders, C R Homer, J M Graham, T Pearson, D Kennedy, C Hanley, T Dodds, J Ord and J V R Hare.</p>
7588.	<p>APOLOGIES FOR ABSENCE were received from Councillor Green.</p>
7589.	<p>MINUTES: The minutes of the Council meeting held on 8 June 2020, having been circulated, were AGREED.</p>
7590.	<p>MATTERS ARISING: It was noted that there were no matters arising.</p>
7591.	<p>MAYOR'S ANNOUNCEMENTS. For information Councillor Hull advised the meeting of the following:</p> <ul style="list-style-type: none">a. HEXHAM COMMUNITY TOGETHER: He has continued to attend regular meetings and hopes this initiative ensured no-one in Hexham was unable to get help if needed. He wished to thank all involved and the volunteers.b. HEXHAM HUB: With Councillors Cessford and Homer and the Clerk, he

	<p>attended a meeting on 17 June. It was noted that the Hexham High Streets Heritage Action Zone work is now likely to be programmed from 1 October although some preliminary work is being done. He also noted work on various redevelopments is ongoing.</p> <ul style="list-style-type: none"> c. TOWN CENTRE: On 27 June, at the invitation of NCC together with Councillor Cessford and a representative of Hexham Civic Society and to follow up suggestions made to NCC, he had toured the town centre with NCC staff. He further noted quick wins were identified and are in place and other requests are being considered by the County Council, with a wider regeneration approach also being considered. d. FARMERS MARKET: He had discussed how to ensure the successful operation of the farmers market with its organiser Peter Sansom. e. SKATEPARK AND PLAY AREAS: He noted these had been reopened in line with Government guidance. f. CHRISTMAS LIGHTS: On 19 June, with the Clerk, he met with representatives of the Christmas lights company to consider work required for this year's display. g. A69 BRIDGE END ROUNDABOUT: On 3 July he was informed of a work update. Councillor Homer noted Highways England are adding and updating signs to better guide drivers. Councillor Kennedy noted that Bridge End Industrial Estate businesses are reporting a loss of business due to this work. h. LIAISON WITH NCC: With the Clerk, he had an online meeting on 6 July with the new Infrastructure Manager, Robin McCartney. He thanked Ruth Bendell, taking early retirement, for all her help previously. i. TOURISM: Later on 6 July, with Councillors Homer and Pearson, he took part in an informal discussion with Hexham Community Partnership board members about promoting tourism. Councillor Homer suggested a tourism app funded by the Town Council, being arranged by HCP, be considered at the next Community Engagement Committee meeting. j. POLICE INSPECTOR: He noted Pam Bridges is retiring soon and wished her well. k. MP: He noted the very sad loss of Guy and Flora Opperman's baby twins and that his thoughts are with Guy and Flora. l. COUNCIL STAFF: He thanked all the staff for their work in the last four months, in difficult circumstances.
7592.	DECLARATIONS OF INTEREST: There were no declarations of interest.
7593.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
7594.	ANNUAL GOVERNANCE AND ACCOUNTS STATEMENTS 2019/20: It was noted that the Council must approve annual governance and accounting statements for the year ending 31 March 2020 and then submit them to its external auditors, PKF Littlejohn. It was AGREED to approve the following annual governance statement and annual accounting statement:

Annual Governance Statement 2019/20

<p>We acknowledge as the members of Hexham Town Council our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:</p>	<p>The statements below mean the Council has:</p>	
<p>We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</p>	<p>Prepared the accounting statements in accordance with the Accounts and Audit Regulations.</p>	<p>Yes</p>
<p>We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</p>	<p>Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</p>	<p>Yes</p>
<p>We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.</p>	<p>Has only done what it has the legal power to do and has complied with Proper Practices in doing so.</p>	<p>Yes</p>
<p>We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</p>	<p>During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</p>	<p>Yes</p>
<p>We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>	<p>Considered and documented the financial and other risks it faces and has dealt with them properly.</p>	<p>Yes</p>
<p>We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</p>	<p>Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</p>	<p>Yes</p>

We took appropriate action on all matters raised in reports from internal and external audit.	Responded to matters brought to its attention by internal and external audit.	Yes
We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have included them in the accounting statements.	Disclosed everything it should have about its business activity during the year including events taking place after the year end, if relevant.	Yes
Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	The Council is not a sole managing trustee of any local trust or trusts.	N/A

Annual Accounting Statement

	Y/E 31/03/19 (£)	Y/E 31/03/20 (£)	
Balances B/F	151,665	191,372	Balance at year start
+ Annual precept	318,000	324,000	Precept received
+ Total other receipts	159,603	114,414	All income less precept
[-] Staff costs	155,098	156,189	All costs for staff
[-] Loan interest/capital repayments	9,903	9,903	Capital & Interest on loans
[-] All other payments	272,895	318,093	Payments less staff and loans
= Balance C/F	191,372	145,601	Balance at year end
Note: vat debtor			
Total cash/short term investments	178,674	132,830	Bank balances
Total fixed assets & long term investments	1,541,154	1,591,849	Fixed assets (Premises etc.)
Total borrowings	181,129	179,318	Total due PWLB loans
Trust funds	None	None	

The annual accounting statement is certified and signed: *"I, Jane Kevan, RFO, certify that for the year ending 31 March 2020 the accounting statement presents fairly the financial position of the Council and its income and expenditure."*

7595.	INFORMATION BOARD PROPOSAL: The proposal from Councillor Ord as outlined in the agenda was not seconded so not agreed.
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7596.	DRAFT COMMITTEE MINUTES: The draft minutes for meetings of the Finance & General Purposes and Planning & Infrastructure Committees held in June 2020 were NOTED.
7597.	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: <ul style="list-style-type: none"> a. COVID-19: information from NALC, Northumberland CVA, VCS Support Services/Assembly, Community Action Northumberland and from NCC, and emails from local residents on post Covid ideas for Hexham. b. CPRE: summer newsletter. c. LET HEXHAM FLOURISH: email regarding the Wildlife Trust Report. d. A69 BRIDGE END: update. e. HEXHAM SPACE FOR NATURE: update. f. NORTHUMBRIA POLICE SURVEY: on neighbourhood safety. g. TEMPORARY TRAFFIC REGULATION ORDERS: for Battle Hill and Causey Hill Road. h. HEXHAM DRAGON PAGEANT: proposed event.
7598.	RESIDENTS INVOLVEMENT: Councillor Ord asked about discussions and it was AGREED to consider this at a future meeting.
7599.	HEXHAM HIDDEN GARDENS: It was noted that this year there will be an online event between 17 July and 17 August and to visit www.hexhamcommunity.net for more information.
7600.	NEXT MEETING: The next meeting of the Council will be held on 10 August 2020 at 6.45pm.

Chairman

Signed as a correct record of the minutes of the meeting held on 13 July 2020.

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 10 AUGUST 2020

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 (July)	11.00	0	11.00	DD	5060
Malthurst Ltd	Diesel (July)	548.61	91.44	457.17	Visa	7310
EE & T Mobile	Accounts (July)	39.77	6.63	33.14	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)	July	12419.41	0	12419.41	BACS	6020
NCC (pension fund)	July	2404.67	0	2404.67	BACS	6030
NCC (payroll admin fee)	6 payslips @ £4.167 (July)	30.00	5.00	25.00	BACS	6020
ITC Service Limited	Monthly PC/laptops maintenance and cloud fees (June/July)	53.52	8.92	44.60	DD	7830
Opus Energy	Abbey floodlights	96.89	4.61	92.28	DD	7450
British Gas	Cemetery electricity	335.73	15.98	319.75	DD	7370
Onecom Limited	Phone and broadband	101.32	16.89	84.43	BACS	5010
Zoom Video Communications	Monthly fee (June/July)	14.39	2.40	11.99	Visa	5100
J & J Stanley Ltd	Skip at QB allotments (June)	300.00	50.00	250.00	BACS	7020
Robson Print Limited	Play area notices	192.00	32.00	160.00	BACS	5100
J T Dove Ltd	Cement	80.52	13.42	67.10	BACS	7380
NCC (pest control)	Treatment for rats at DP allotments	110.00	0	110.00	BACS	7000
Lloyd Ltd	Grasscutter service and repair	338.19	56.36	281.83	BACS	7320
Robson Print Limited	Scan of Cemetery plan for website	6.00	1.00	5.00	BACS	7830
Henderson & Harrison Ltd	Cemetery Lodge oil boiler service	191.82	31.97	159.85	BACS	7380

HHGL Limited t/a Homebase	Hose gun	18.95	3.15	15.80	Visa	7315
S V Auto & Machinery	Grasscutter repairs	55.07	4.00	51.07	BACS	7320
Robson Print Limited	Further play area notices	288.00	48.00	240.00	BACS	5100
Darlington Borough Council	Summer bedding plants	3275.50	545.92	2729.58	BACS	7120
T Dodd	Headstone repairs	1400.00	0	1400.00	BACS	6020
Viking	Hand towels and sanitiser	86.04	14.34	71.70	BACS	7330
Stokoe Rodger LLP	Bookkeeping Services 1/4-30/6/20	432.00	72.00	360.00	BACS	6000
Hutchinson Environmental Solutions Ltd	Sewage treatment routine service	211.20	35.20	176.00	BACS	7380
Matthew Charlton	Graffiti remover	12.10	2.02	10.08	BACS	7210
Matthew Charlton	Cement for headstone repairs	70.32	11.72	58.60	BACS	7380
Matthew Charlton	Threaded rod for headstone repairs	83.10	13.85	69.25	BACS	7380
TOTALS		23910.03	1204.14	22705.89		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 10 AUGUST 2020

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				2101.52		
						5080
Balance fwd				2101.52		

HEXHAM TOWN COUNCIL – INCOME – JULY 2020

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Public Sector Deposit Fund	Dividend	27.27		020720	4030
Various	Cemetery charges	1457.00	HD2020/41	070720	4010
Various	Cemetery charges	3760.00	HD2020/42	170720	4010
TOTAL		5244.27			

HEXHAM TOWN COUNCIL
10 AUGUST 2020

Full Proposal from Councillor J Ord

The Local Government Association has stated that:

“Fairness, equality and social justice flows through everything local government does. The diversity in our country is what brings the richness to all of our communities.

The Local Government Association stands with all of our councils in the UK and across the world in their work to tackle racism.

Local government is wholly committed to equality, diversity and inclusion, reflecting the communities we serve and we will do all we can to ensure we continue to be at the forefront of confronting racism and discrimination in whatever form it shows itself.

It’s vital that we are all part of the much-needed conversation on how we can all confront and end racism. Local government is listening.

Racism has no place in our communities or in our lives.”

Hexham Town Council agrees with the statement from the Local Government Association and further resolves to make Hexham a happy and healthy place in which to work, live, raise a family and visit, free from racism and discrimination.

HEXHAM TOWN COUNCIL
DRAFT MINUTES OF COMMITTEE MEETINGS HELD ONLINE IN JULY 2020

DRAFT MINUTES OF THE TOWN COUNCIL PLANNING & INFRASTRUCTURE
COMMITTEE MEETING HELD ON 16 JULY 2020

1399.	PRESENT: Councillor T G E Gillanders in the chair and Councillors R Hull, S Ball, C Hanley, J V R Hare and D Bell.
1400.	APOLOGIES FOR ABSENCE: Apologies were received from Councillor J Ord.
1401.	MINUTES of the Committee meeting held 22 June 2020, having been circulated, were AGREED.
1402.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> a. GLYPHOSATE (minute 1387 and action log refers). It was NOTED that letters had been sent to NCC and Karbon Homes. The latter has replied to advise external contractors are researching alternatives and Karbon Homes is trying to reduce its herbicide use. b. HEXHAM AND DISTRICT BEEKEEPERS ASSOCIATION (minute 1391 and action log refers). It was NOTED that the Association had been advised and a response received thanking the Council for its consideration. c. GREEN SPACES, LOW BRANCHES AND PAVEMENT REPAIRS (minute 1393 and action log refers). It was NOTED NCC had been contacted regarding these matters. It was further noted that the structure beneath Benson's Monument is collapsing and it was AGREED to contact NCC to ask about progress on its refurbishment. d. BURIAL FEES (minute 1394 and action log refers). It was NOTED that a response had been sent. e. ALLOTMENTS (minute 1395 and action log refers). It was NOTED that letters had been sent. To date, one response has been received, advising land is not available. f. WEST ROAD WILDFLOWER VERGE (minute 1397 and action log refers). It was NOTED that a local farmer had been written to and that the verge had been cut.
1403.	DECLARATIONS OF INTEREST: There were no declarations of interest.
1404.	PLANNING APPLICATIONS: It was AGREED there were no objections to, or comments on, the applications received in accordance with the list circulated and attached to the agenda except to application 20/02041/BT (to remove the phonebox at Shaftoe Leazes) as this is considered to be a useful amenity.
1405.	ELECTRICITY CONTRACTS: Various prices offered by energy consultancy companies for the Council's two electricity contracts were considered. It was AGREED to remain with the current consultancy company and transfer to

	Octopus Energy when the current contracts expire, in line with the sustainability action plan. It was further NOTED that lower prices had been offered by other companies for the Abbey floodlights and to negotiate a reduction if possible.
1406.	ROSPA INSPECTION REPORTS: A summary of the annual inspections carried out in June was NOTED.
1407.	SUSTAINABILITY ACTION PLAN: This was considered and updates noted include researching commercial company quotes for working out the Council's carbon footprint, changing to renewable energy, and getting advice on bat boxes for the Cemetery.
1408.	RURAL SERVICES NETWORK SURVEY: A survey relating to a RSN campaign on "Revitalising Rural: Realising the Vision" was considered. It was AGREED that Councillors Hull and Gillanders and the Clerk will agree a response.
1409.	SKATEPARK: It was noted that NCC had been contacted regarding young people at the Sele and Skatepark, and associated antisocial behaviour. NCC has added new bins at the Fusiliers Gate, bandstand and the gate to Hencotes. It was AGREED the Town Council does not need to take any further action.
1410.	CORONAVIRUS AND PLAY AREAS: Advice that had been circulated from the National Association of Local Councils was NOTED.
1411.	PLANNING APPEAL: It was NOTED that an appeal had been made to the Secretary of State regarding land east of 1 Bywell Avenue.
1412.	NORTHUMBERLAND LOCAL PLAN EXAMINATION CONSULTATION ON ADDITIONAL EVIDENCE: This was noted and it was AGREED to respond that the Town Council has no further comments on the Plan.
1413.	BEALES: The poor appearance from Hallgate and that the railings belong to the premises owner were noted. It was further NOTED that a local businessman has approached NCC with a proposal to display banners to promote tourism at this site.
1414.	LOCAL ELECTRICITY BILL: A request for the Council to write to the MP asking for his support for the bill was considered and AGREED.
1415.	MILLFIELD TERRACE/EILANSGATE ROAD: It was AGREED to advise NCC of concerns relating to this junction.
1416.	SIGNAGE IN HEXHAM: It was NOTED that Councillor Gillanders is progressing this.
1417.	SCHOOL DEVELOPMENT: It was noted that contractors were working until midnight the previous day and that noise complaints had been submitted to

	NCC.
1418.	TYNEDALE CRICKET CLUB: It was NOTED that alleged travellers had yesterday driven over the ground and wicket, causing some damage.
1419.	NEXT MEETING: It was AGREED that the date of the next online Committee meeting will be Monday 3 August at 11.00am.

Action Log

Pursue more quotes re heating the Chapel and electrical supply and vehicle charging points (minute 1347a)	Clerk
Further research tractor options (minute 1347b)	Clerk/ Operations Manager
Contact NCC re Benson's Monument (minute 1402c)	Clerk
Negotiate lower Abbey floodlights price if possible (minute 1405)	Clerk
Further research carbon footprint quotes and advice on bat boxes (minute 1407)	Councillor Ord, Clerk
Agree a response to the RSN survey (minute 1408)	Councillor Hull and Clerk, to then be agreed by Councillor Gillanders
Respond to the Local Plan consultation (minute 1412)	Clerk
Write to the MP about the Local Electricity Bill (minute 1414)	Clerk
Advice NCC of the junction concerns (minute 1415)	Clerk

**DRAFT MINUTES OF THE TOWN COUNCIL FINANCE & GENERAL PURPOSES
COMMITTEE MEETING HELD ON 21 JULY 2020**

712.	PRESENT: Councillors R Hull, S Ball, C R Homer, T Cessford, J M Graham, T G E Gillanders and T Pearson.
713.	APOLOGIES FOR ABSENCE were received from Councillors T Dodds and J Ord.
714.	MINUTES of the meeting held on 2 June 2020, having been circulated, were AGREED.
715.	MATTERS ARISING: BUSINESS CONTINUITY PLAN AND IT BACKUP (minute 704b and action log refers). A revised quote for a full IT onsite and offsite backup was considered. It was AGREED to further research the need for a DiskStation and Hard Drive.
716.	DECLARATIONS OF INTEREST: Councillor Homer declared a non-pecuniary interest as a Board Member of Hexham Community Partnership.
717.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2020/21 budget report to 30 June 2020 were received and accepted. Copies are attached to the minutes.
718.	TOURISM SUPPORT FUND APPLICATION: An application from Hexham Abbey PCC, circulated to all Committee members earlier that day, was considered. The application is for a proposed outdoor community event on 29 August, jointly planned with cultural partners (Queen's Hall, Core Music, Book Festival and Hexham Community Partnership). It was AGREED to support this event from part of the Contingency Covid-19 budget, subject to receiving a satisfactory risk assessment, proof of public liability insurance, and that publicity will note the event is (part) funded by the Town Council.
719.	CHRISTMAS LIGHTS QUOTATION: A quotation for replacement and new lights in the park and tree by Benson's Gates was discussed. It was AGREED to refer this to the Community Engagement Committee.
720.	STREET SWEEPER: It was noted that this has not been regularly seen since the start of lockdown. It was further noted that the Town Council pays for the operative and not a specific person and AGREED to check how long there had been no service and pursue a reduction of this year's invoice.
721.	TOURISM: A draft strategy prepared by Councillor Hull was considered. It was AGREED this must complement the Council Council's tourism strategy and that it will also be considered by the Community Engagement Committee.
722.	HEXHAM COMMUNITY PARTNERSHIP: It was AGREED to request a presentation at the next meeting of this Committee and for members of the Committee, in advance, to agree questions they wish to be answered.

723.	NEXT MEETING: It was AGREED that the next Committee meeting will be held online at 6.30pm on Monday 17 August 2020.
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Action Log

Check the national agreement and re-refer staff salaries to the Committee once agreed (minute 659)	Clerk
Further research IT Backup hardware necessity (minute 715)	Clerk
Advise Hexham Abbey PCC of funding (minute 718)	Clerk
Refer Christmas lights quotation to the CE Committee (minute 719)	Clerk
Contact NCC about the street sweeper (minute 720)	Clerk
Refer consideration of tourism to the CE Committee (minute 721)	Clerk
Consider questions for the HCP and invite for a presentation (minute 722)	All/Clerk

**DRAFT MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT
COMMITTEE MEETING HELD ON 23 JULY 2020**

596.	PRESENT: Councillor T Pearson in the Chair and Councillors R Hull, S Ball, J Ord, T Dodds, T G E Gillanders, C Hanley and T Cessford.
597.	CHAIRMAN: It was AGREED that Councillor Pearson be re-elected Committee Chairman.
598.	COMMITTEE MEMBERS: It was NOTED the 2020/21 Committee members are Councillors Hull, Ball, Pearson, Gillanders, Ord, Hanley, Cessford and Dodds.
599.	No APOLOGIES FOR ABSENCE were received.
600.	MINUTES of the meeting held on 4 March 2020, having been circulated, were AGREED.
601.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> a. HEXHAM BELLMAN COSTUMES (minute 586a and action log refers). Councillor Ball advised that the costume designs have been received and that the Courant will launch a competition for interested people to audition at the bandstand. A representative from the Association of Town Criers will be a judge. b. SOCIAL MEDIA TRAINING (minute 586c refers). It was noted that the training scheduled to take place on 19 March had been cancelled because of Covid-19 and will be rescheduled. c. CHRISTMAS LIGHTS TENDER (minute 586f refers). It was noted that this had been awarded and a quote for new/replacement lights had been received. The quote was considered and it was AGREED to address the lights in the trees, to split the supply in the feeder pillar and to have lights covering the whole of the Shambles roof in the Market Square. It was further AGREED to consider replacement of the festoons in the Sele and possibly adding lights from the Bandstand to the Skatepark and at Hallgate Bank for next year. d. HEXHAM FOOD AND DRINK FESTIVAL (minute 590 refers). It was NOTED that this event will not take place in 2020 but may be held next year. e. BONFIRE NIGHT (minute 591 refers). It was noted that this event will not be held this year. f. NORTHUMBERLAND DAY FLAG RELAY (minute 586k and action log refers). It was noted that a meeting at the Racecourse regarding possible involvement had been arranged but been cancelled due to Covid-19. g. VE75 PICNIC IN THE PARK (minute 589 and action log refers). It was noted that this event had been cancelled due to

	<p>Covid-19. It was further noted that the Town Council had won a competition run by English Heritage for lindy hop dancers to attend an event in every County in England and that this was now offered for a VJ Day event in Hexham. It was AGREED to request this for an event next May if possible.</p> <p>h. ARMED FORCES DAY (minute 589 and action log refers). It was noted that this event had been cancelled due to Covid-19 but that an event will be planned for 2021.</p> <p>i. TOWN WIFI AND FOOTFALL CAMERAS (minute 592 and action log refers). It was noted this had been referred to the Finance & General Purposes Committee which had agreed not to purchase it.</p>
602.	DECLARATIONS OF INTEREST: No declarations of interest were made.
603.	HEXPRESS: It was noted that a Lite edition had been issued during the Covid-19 lockdown. It was AGREED to arrange an editorial meeting to consider the next edition.
604.	STEWARD AND BAILIFF AWARD CRITERIA: Suggested criteria attached to the agenda was considered and AGREED, with an addition that any special case may be considered on its own merits.
605.	PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) ACCESSIBILITY REGULATIONS: The website accessibility statement attached to the agenda was considered and AGREED.
606.	NEW/ADDITIONAL EVENTS: It was AGREED not to hold a Mayor's reception this year but to plan a low-key Christmas lights switch-on event and to arrange the usual activities nearer the time if possible.
607.	REMEMBRANCE EVENTS 2020: It was noted the Council usually arranges a laying of poppy crosses ceremony at the Cemetery on the Saturday and a parade preceding a service at the Abbey and hosting a lunch on the Sunday. It was further noted that the Royal British Legion are not supporting any public fundraising or sales of poppies this year but will still sell wreaths. It was AGREED that the poppy cross ceremony still go ahead but not the usual parade or the lunch. A wreath laying ceremony is to be confirmed after written confirmation of RBL plans and a Remembrance Day Sub-Committee meeting will then be arranged.
608.	TOURISM IN HEXHAM: It was noted that a recovery plan is needed to move forward post Covid-19 and that a formal HSHAZ announcement is still pending. It was further noted that others, including Hexham Community Partnership, are working on tourism but a master plan is required. It was AGREED that the Council will work on a draft tourism strategy and arrange a working party for this.
609.	NEXT MEETING: It was AGREED that the next Committee meeting will

be held online on Wednesday 9 September 2020 at 6.00pm.

Action Log

Progress the Hexham Bellman auditions and costumes (minute 601a refers)	Councillors Ball and Hanley
Rearrange social media training (minute 601b)	Clerk
Arrange the Christmas lights work (minute 601c)	Clerk
Respond to English Heritage (minute 601g)	Clerk
Arrange a Hexpress editorial meeting (minute 603)	Councillors Hull, Pearson and Ord
Add to the Steward and Bailiff Award criteria (minute 604)	Clerk
Add the website accessibility statement to the website (minute 605)	Admin Officer
Advise on the RBL update and arrange a R Day Sub-committee meeting (minute 607)	Councillor Gillanders/Clerk
Work on a draft tourism strategy (minute 608)	Working party to be agreed