



## HEXHAM TOWN COUNCIL

**I GIVE NOTICE** that an online meeting of the Council will be held on Monday 8 February 2021 at 6.45pm, when the following items will be discussed:

**(please email [clerk@hexhamtowncouncil.gov.uk](mailto:clerk@hexhamtowncouncil.gov.uk) by 2.00pm on 8 February 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 11 January 2021, 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 receive an update on local policing from Inspector Neill.
9. To agree and adopt a Social Media Policy (see enclosed).
10. To note the draft minutes (attached) of Committee meetings held in January.
11. To note 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 given to the Chairman of the meeting or the Town Clerk before the meeting begins.)*

Jane Kevan  
Town Clerk  
2 February 2021

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

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Email: [clerk@hexhamtowncouncil.gov.uk](mailto:clerk@hexhamtowncouncil.gov.uk)  
[www.hexhamtowncouncil.gov.uk](http://www.hexhamtowncouncil.gov.uk)

Hagenda0221

## HEXHAM TOWN COUNCIL

### MINUTES OF THE ONLINE TOWN COUNCIL MEETING HELD ON 11 JANUARY 2021

7671.	<p><b>PUBLIC QUESTIONS:</b> There were no questions from local residents.</p>
7672.	<p><b>JANUARY COUNCIL MEETING:</b> Councillor R Hull, the Town Mayor, then opened the Council meeting. Present were Councillors S Ball, T G E Gillanders, C R Homer, T Cessford, D Kennedy, C Hanley, D Bell, J V R Hare, L Panesh, J Ord and T Dodds.</p>
7673.	<p><b>APOLOGIES FOR ABSENCE</b> were received from Councillors Pearson and Graham.</p>
7674.	<p><b>MINUTES:</b> The minutes of the Council meeting held on 14 December 2020, having been circulated, were AGREED.</p>
7675.	<p><b>MATTERS ARISING:</b> There were no matters arising.</p>
7676.	<p><b>MAYOR'S ANNOUNCEMENTS.</b> For information Councillor Hull advised the meeting of the following:</p> <ul style="list-style-type: none"><li>a. <b>2020 REVIEW:</b> In the absence of the possibility to do so in the Hexham Courant on behalf of the Council he wished all the residents of Hexham as happy a new year as possible in the current circumstances. He paid tribute to the way Hexham had come together as a community to protect vulnerable people. Many plans the Town Council had for last year had to be cancelled but it is hoped more can be done in the year ahead. There had however been successes in 2020 and at least £200M was in the process of being invested in the town although a lot more needs to be done to regenerate the town centre. With the County Council and Hexham Community Partnership, the Town Council in partnership with Historic England will work on the HSHAZ and other projects are also planned. It is important for the town to support local businesses to help them survive and also consider tourism and how best to attract visitors to Hexham. Hexham can bounce back and can continue to be the happiest place to live in the region and one of the happiest in the UK. Finally, he urged compliance with Covid rules, reducing contacts with others to help the NHS and save lives. Lockdown need to be observed and even where activities are allowed, such as at play areas and outdoor skateparks, there must be social distancing. He concluded that new notices relating to this had been put up at the skatepark earlier that day. Other Councillors added their tributes to staff in Hexham Care Homes, other key workers including caretakers and cleaners, all involved in testing and the excellent organisation relating to vaccinations at the Burn Brae Surgery.</li><li>b. <b>HSHAZ:</b> With most other Town Councillors, he had attended a briefing on 15 December.</li><li>c. <b>ADAPT AGM:</b> He attended this on 17 December.</li></ul>

	<p>d. TEMPORARY ROAD MEASURES: Later on 17 December, with Councillor Kennedy and senior NCC staff, he walked round Hexham. It was agreed there was no need to change the current arrangements. However, it was noted the amount of signage should be reduced and that the “businesses open as usual” signage is misleading.</p> <p>e. HEXHAM COMMUNITY PARTNERSHIP: He met the new incoming Chair, Neil Wilkinson, on 22 December.</p> <p>f. HEXHAM BUSINESS GROUP: He had an informal meeting on 5 January with Councillors Homer, Cessford, Kennedy and Ord and members of the business group.</p> <p>g. TV Programme: It was noted that a recent programme “The Farmers’ Country Showdown”, the second in a series of five and available on iplayer, was highly recommended and gave excellent publicity to Hexham. It was further noted that filming has taken place in Hexham for a Channel 5 series on Hadrian’s Wall.</p>																																																						
7677.	DECLARATIONS OF INTEREST: Councillor Homer declared a non-pecuniary interest as a Board Member of Hexham Community Partnership.																																																						
7678.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.																																																						
7679.	<p>PROPOSAL BY COUNCILLOR R HULL: “Council should agree its 2021/22 budget and the precept of £340,000.00 as recommended by the Finance &amp; General Purposes Committee”. A summary of the changes was noted and the proposal was AGREED unanimously by the Councillors present. The 2021/22 budget is as follows:</p> <table border="1" data-bbox="293 1178 1170 1465"> <thead> <tr> <th>HTC Budget 2021/22</th> <th>Agreed Budget</th> <th>Ref.</th> </tr> </thead> <tbody> <tr> <td><b>INCOME</b></td> <td></td> <td></td> </tr> <tr> <td>Allotments</td> <td>6255</td> <td>4000</td> </tr> <tr> <td>Cemetery</td> <td>95000</td> <td>4010</td> </tr> <tr> <td>Donations/Grants/loans</td> <td>0</td> <td>4015</td> </tr> <tr> <td>N/Plan Grant</td> <td>0</td> <td>4105</td> </tr> <tr> <td>Miscellaneous</td> <td>0</td> <td>4020</td> </tr> <tr> <td><b>TOTAL CREDITS</b></td> <td><b>101255</b></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="293 1535 1170 1896"> <thead> <tr> <th>HTC Budget 2021/22</th> <th>Agreed Budget</th> <th>Ref.</th> </tr> </thead> <tbody> <tr> <td><b>ADMINISTRATION</b></td> <td></td> <td></td> </tr> <tr> <td>Advertising</td> <td>900</td> <td>5000</td> </tr> <tr> <td>Telephones</td> <td>1600</td> <td>5010</td> </tr> <tr> <td>Postages</td> <td>100</td> <td>5020</td> </tr> <tr> <td>Stationery/Copying</td> <td>500</td> <td>5030</td> </tr> <tr> <td>Office equipment</td> <td>300</td> <td>5040</td> </tr> <tr> <td>Subscriptions</td> <td>2400</td> <td>5050</td> </tr> <tr> <td>Bank charges</td> <td>300</td> <td>5060</td> </tr> <tr> <td>External audit</td> <td>1200</td> <td>5070</td> </tr> </tbody> </table>	HTC Budget 2021/22	Agreed Budget	Ref.	<b>INCOME</b>			Allotments	6255	4000	Cemetery	95000	4010	Donations/Grants/loans	0	4015	N/Plan Grant	0	4105	Miscellaneous	0	4020	<b>TOTAL CREDITS</b>	<b>101255</b>		HTC Budget 2021/22	Agreed Budget	Ref.	<b>ADMINISTRATION</b>			Advertising	900	5000	Telephones	1600	5010	Postages	100	5020	Stationery/Copying	500	5030	Office equipment	300	5040	Subscriptions	2400	5050	Bank charges	300	5060	External audit	1200	5070
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Mayor's allowance	2100	5080
Elections reserve	5000	5090
Partnership working	32000	5091
Contingency	4000	5100
Sele WC	2000	5120
<b>TOTALS</b>	<b>52400</b>	

<b>HTC Budget 2021/22</b>	<b>Agreed Budget</b>	<b>Ref.</b>
<b>TOWN PLAN COMMITTEE</b>		
Town Plan Development reserve	4000	5500
<b>TOTALS</b>	<b>4000</b>	
<b>NEIGHBOURHOOD PLAN COMMITTEE</b>		
Neighbourhood Plan	1000	5600
<b>TOTALS</b>	<b>1000</b>	
<b>FINANCE &amp; GENERAL PURPOSES COMMITTEE</b>		
Internal audit/bookkeeping	3800	6000
Staff welfare	350	6010
Staff salaries	172000	6020
Staff pension contributions	33000	6030
Travelling expenses	300	6035
Grant Aid	78850	6050
HCP long-term grant	0	6062
HYI long-term grant	0	6064
Donations (one time only)	3000	6066
Risk management/H&S	500	6070
Training	2000	6080
Local Council Award Scheme	0	6090
Professional fees	1000	6095
Tourism support fund	4000	6096
<b>TOTALS</b>	<b>298800</b>	

<b>PLANNING AND INFRASTRUCTURE COMMITTEE</b>		
Personal protective equipment	1500	7300
Machines/equipment – fuel/road tax/insurance	7000	7310

Machines/equipment – renew/replace	5000	7315
Machines/equipment – repair/maintain	5500	7320
Non-specific expenses	2000	7330
Stock – caskets and other	7500	7340
Headstone raft foundations	6000	7350
Debt charges (PWLB)	9905	7360
Heat/light	5000	7370
Premises – repair/maintain	12000	7380
Premises reserve	2000	5092
Water rate/business rate	2000	7390
Trees maintenance	3000	7410
Insurances (not motor)	6200	7420
Floodlights – repair/maintain	3000	7450
Town clock – repair/maintain	900	7460
Dene Park Allotments – maintain	800	7000
Broadway (QB) Allotments – maintain	4000	7020
Wydon Park Allotments – maintain	150	7030
Seats x 57 – repair/maintain/replace	3000	7130
Litter bins x 85 – renew/replace	3500	7100
Bus shelters x 12 – repair/maintain	2000	7150
VMS units x 5 – repair/maintain	2000	7160
Street signs x 4 – repair/maintain	2000	7170
Play areas x 8 – repair/maintain	3000	7190
Play areas x 8 – ROSPA inspection	750	7200
Play areas x 8 – vandalism	800	7210
Play areas – reserve	2000	5094
Winter Maintenance	2000	7211
Sustainability	3000	7215
<b>TOTALS</b>	<b>107505</b>	
<b>COMMUNITY ENGAGEMENT COMMITTEE</b>		
Remembrance Day	2500	7800
Armed Forces Day	3400	7805
War Memorial Reserve	500	5096

Website & IT	2000	7830
Newsletter	1200	7840
Town Twinning (Council expenses)	1000	7870
Christmas Lights	24000	7040
Christmas Lights Switch On	500	7065
Mayor's Annual Reception	400	7070
Hexham/Northumbria in Bloom (Council expenses)	300	7850
Flower Beds and Tubs – Renew/Replace	750	7110
Flower Beds and Tubs – Planting	5600	7120
Support for Town Events	1000	5130
Ceremonial Events	1000	5135
<b>TOTALS</b>	<b>44150</b>	

<b>HTC BUDGET 2021/22</b>	
<b>EXPENDITURE SUMMARY</b>	
Administration	52400
Town Plan 2020 Committee	4000
Neighbourhood Plan Committee	1000
Finance and General Purposes	298800
Planning and Infrastructure	107505
Community Engagement	44150
<b>TOTALS</b>	<b>507855</b>

With a precept of £340,000.00, and when using the base figure supplied by NCC, the average (Band D) Council Tax payer in Hexham should pay £77.94 per annum (340000/4362).

7680. DRAFT COMMITTEE MINUTES: The draft minutes for meetings of the Community Engagement and Planning & Infrastructure Committees held in December 2020 were NOTED. It was further noted that all the map signs in Hexham had been replaced and lots of positive feedback has been received. The Welcome signs are now being considered. It was noted that new planning permission is not needed but that NCC Highways will need to approve sightlines are not affected. It was further noted that the sign on Corbridge Road will have to be re-sited due to additional housing being built since the original sign was sited. It was also noted that Councillor Gillanders and the Clerk had met Andy Bunten, local ornithologist, and a bird survey is to be done at the Cemetery. Councillor Cessford noted a minute relating to damage to Burn Bridge, advised this is historical damage and requested such issues be reported to the Police and/or local Councillor.
7681. CORRESPONDENCE RECEIVED. (Note: wherever possible, all communications addressed to the Council are circulated to Councillors for information as and when received.) It was noted that Councillors had been

	<p>circulated information on:</p> <ul style="list-style-type: none"> <li>a. NALC: updates.</li> <li>b. VCS SUPPORT SERVICES: bulletin.</li> <li>c. TEMPORARY TRAFFIC REGULATION ORDER: for West Road to Peth Head Link.</li> <li>d. COMMUNITY ACTION NORTHUMBERLAND: e-news.</li> <li>e. WEST FOOD PARTNERSHIP: meeting on 21 January.</li> <li>f. ROAD RESTRICTIONS: letter from local business.</li> <li>g. HEXHAM COMMUNITY PARTNERSHIP: end of year round-up.</li> <li>h. PARKING RESTRICTIONS: NCC consultation relating to Fore Street/ Market Place.</li> </ul>
7682.	FARMERS MARKET: Councillor Cessford noted the usual road closure had not taken place last Saturday due to an oversight, but the road would be closed as normal from the next one.
7683.	NEXT MEETING: The next meeting of the Council will be held on 8 February 2021 at 6.45pm.

Chairman .....

Signed as a correct record of the minutes of the meeting held on 11 January 2021.

## **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 8 FEBRUARY 2021**

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 (January)	11.05	0	11.05	DD	5060
Malthurst Ltd	Diesel (Jan)	148.01	24.67	123.34	Visa	7310
EE & T Mobile	Accounts (Jan)	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
Octopus Energy Limited	Abbey floodlights	329.48	42.39	287.09	DD	7450
Onecom Limited	Phone and broadband	102.08	17.01	85.07	BACS	5010
ITC Service Limited	Monthly PC/laptops maintenance and cloud fees (Dec/Jan)	89.88	14.98	74.90	DD	7830
Zoom Video Communications	Monthly fee (January)	14.39	2.40	11.99	Visa	5100
Millennium Quest Ltd	Power required for Christmas tree	354.00	59.00	295.00	BACS	7065
Millennium Quest Ltd	Sets of tree lights for the Sele	4140.00	690.00	3450.00	BACS	5100
Viking	Photocopier toner	64.79	10.80	53.99	BACS	5030
Homebase	De-icer	3.00	0	3.00	Visa	7330
Easy Hire NE Ltd	Barriers for Christmas tree	135.43	22.57	112.86	BACS	7065
Hutchinson Environmental Solutions Ltd	Routine service of sewage treatment equipment	211.20	35.20	176.00	BACS	7380
Robson Print	Skatepark notices	132.00	22.00	110.00	BACS	5100
Lloyd Ltd	Bobcat service	654.55	109.09	545.46	BACS	7320
Hamilton Building and Joinery Services Ltd	Supply and fit external door closers to toilets	300.00	50.00	250.00	BACS	7380
V Leverett	24 headstone fixing saddles	910.00	151.66	758.34	BACS	7340
<b>TOTALS</b>		<b>8343.54</b>	<b>1375.72</b>	<b>6967.82</b>		

**HEXHAM TOWN COUNCIL**  
**MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 8 FEBRUARY 2021**

<b>Payee</b>	<b>Detail</b>	<b>Amount</b>	<b>VAT</b>	<b>Net</b>	<b>Cheque number</b>	<b>Ref.</b>
Balance b/f				1106.62		
Millennium Quest Limited	Reinstall bunting	306.00	51.00	255.00		5080
Balance fwd				851.62		

**HEXHAM TOWN COUNCIL – INCOME – JANUARY 2021**

<b>Credit from</b>	<b>Detail</b>	<b>Amount</b>	<b>Invoice reference</b>	<b>Date</b>	<b>Ref.</b>
Public Sector Deposit Fund	Dividend	4.86		050121	4030
Various	Cemetery charges	1943.00	HD2021/01	080121	4010
NCC	Partnership agreement refund	1073.76		120121	5091
Various	Cemetery charges	3965.00	HD2021/02	140121	4010
Various	Cemetery charges	1235.00	HD2021/03	200121	4010
Various	Cemetery charges	957.00	HD2021/05	270121	4010
Various	Cemetery charges	473.00	HD2020/33a	270121	4010
<b>TOTAL</b>		<b>9651.62</b>			

## **HEXHAM TOWN COUNCIL** **SOCIAL MEDIA POLICY**

The Finance & General Purposes Committee considered and recommend the following Social Media policy to Full Council following its meeting on 19 January 2021 (draft minute 779 refers).

## **HEXHAM TOWN COUNCIL** **SOCIAL MEDIA POLICY**

The use of digital and social media and electronic communication enables the Town Council to interact in a way that improves communication both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website ([www.hexhamtowncouncil.gov.uk](http://www.hexhamtowncouncil.gov.uk)), Facebook page, Twitter account and uses email. In the future other channels of communication may be added and the policy applies to any other type of communication such as SMS (texting) and video conferencing.

The Council will ensure that training is provided for members and officers in connection with this policy.

This policy sits alongside relevant existing policies which should also be considered, such as the Code of conduct, and individual Councillors and Council staff are responsible for what they post in both a Council and personal capacity.

### **Social media may be used to:**

- Distribute agendas, post minutes and dates of meetings
- Advertise events and activities
- Promote good news stories with a linked website or press page
- Advertise job vacancies
- Retweet or share information from partner agencies such as Northumberland County Council, Police, Hexham Community Partnership, etc.
- Announce new information
- Refer resident queries to the Town Clerk and Councillors
- Share any other information relevant to Hexham

### **Communications from the Council will meet the following criteria:**

- Be civil, tasteful and relevant
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive

- Not contain content knowingly copied from elsewhere, for which the Council does not own the copyright
- Not contain any personal information
- If it is official Council business it will be moderated by either the Chair/Vice Chair of the Council or the Town Clerk
- Not be used for the dissemination of any political advertising

The website and social media is not monitored 24/7 and the Council will not always be able to reply individually to all messages or comments received. However, the Council will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or organisation(s).

Sending a message or post via Facebook or Twitter will not be considered as contacting the Council for official purposes and the Council is not obliged to monitor or respond to requests for information through these channels. Correspondence should be written or emailed to the Town Clerk or Councillors directly.

The Council retains the right to remove comments or content that includes:

- Obscene or racist comment
- Personal attacks, insults or threatening language
- Potentially libellous statements
- Plagiarised material or any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received as above will be to either ignore it, inform the sender of the Council's policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given the limited resources available. Any information posted on the Facebook page as above will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that "*A post breaching the Council's social media policy has been removed*".

### **Code of Practice**

When using social media, including email, Councillors and Council staff must be mindful of the information they post in both a personal and Council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative.

Town Councillors and Council staff must not:

- Hide their identity using false names or pseudonyms
- Present personal opinions as that of the Town Council

- Present themselves in a way that might cause embarrassment to the Council
- Post content that is contrary to the democratic decisions of the Council
- Post controversial or potentially inflammatory remarks
- Engage in personal attacks, online fights and hostile communications
- Use an individual's name unless given written permission to do so
- Publish photographs or videos of minors without parental permission
- Post any information that infringes copyright of others
- Post any information that may be deemed libel
- Post online activity that constitutes bullying or harassment
- Bring the Town Council into disrepute, including through content posted in a personal capacity
- Post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- Conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and fine for damages. This also applies if someone publishes something libellous on the Council's social media site.

Councillors' views in any capacity in advance of matters to be debated by the Council at a Council or Committee meeting may constitute predisposition, predetermination or bias and may require the individual to declare an interest at the meeting(s).

Anyone with concerns regarding content placed on social media sites that denigrate Town Councillors, Council staff or residents should report them to the Town Clerk. Where appropriate, the Town Clerk will have the authority to report posts of a defamatory or libellous nature to any other appropriate agency including Northumbria Police and Northumbria County Council's Safeguarding Unit.

## **Email**

The email account is monitored mainly during office hours, Monday to Friday, with the aim of responses being sent as soon as possible. An "out of office" message should be used when appropriate.

The Town Clerk is responsible for dealing with email received and passing on any relevant mail to Councillors or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk or otherwise copied to the Clerk. Individual Councillors may communicate directly with parishioners in relation to their own personal views and, if appropriate, copy to the Clerk. It should be noted that any emails copied to the Clerk become official and will be subject to the Freedom of Information Act.

Councillors and staff must not forward personal information on to other people or groups outside of the Council if this includes names, addresses, email addresses, IP addresses or cookie identifiers.

Date of policy: January 2021  
Approving committee: Finance & General Purposes  
Date of committee meeting: 19/1/2021  
Policy version reference: V1  
Supersedes: N/A  
Policy effective from: February 2021  
Date for next review: February 2024

**End of Policy**

**HEXHAM TOWN COUNCIL**  
**DRAFT MINUTES OF COMMITTEE MEETINGS HELD ONLINE IN JANUARY 2021**

**DRAFT MINUTES OF THE TOWN COUNCIL COMMUNITY ENGAGEMENT**  
**COMMITTEE MEETING HELD ON 12 JANUARY 2021**

648.	PRESENT: Councillor T Pearson in the Chair and Councillors R Hull, S Ball, T Dodds, J Ord, C Hanley and T Cessford.
649.	No APOLOGIES FOR ABSENCE were received.
650.	MINUTES of the meeting held on 1 December 2020, having been circulated, were AGREED.
651.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> <li>a. DEFIBRILLATOR SITE (minute 639g and action log refers). It was noted that the new bus station may no longer be the preferred site, due to the possibility of vandalism and also as it is so near the hospital. It was further noted that at the Torch Centre or outside No 28 may be preferred.</li> <li>b. HSHAZ (minute 642 and action log refers). It was noted that a briefing had been held for Councillors on 15 December.</li> <li>c. DRAFT TOURISM STRATEGY (minute 643 and action log refers). It was noted that a questionnaire should be sent out next week, once the NCC consultation mechanism is available.</li> <li>d. QUEEN'S PLATINUM JUBILEE (minute 644 and action log refers). It was noted that a working group will be set up after the elections. A suggestion for a "post Covid party" was noted but it was AGREED that an event such as a picnic in the park may not safely take place until next year although the Town Council will fund it. It was also noted that the Hexham Market Charter 800<sup>th</sup> anniversary will be in 2022 and this needs to be commemorated.</li> <li>e. GREEN FLAG AWARD (minute 645 and action log refers). It was noted that Space for Nature have offered help. It was AGREED to clarify the skills being offered and to liaise with the Operations Manager before any work is started. It was also noted that both bird and bat surveys have been arranged and that information on the Hexham Cemetery booklet has been added to the website.</li> <li>f. QUALITY STATUS (minute 646 and action log refers). It was noted that draft minutes have been added to the website but that an action plan and proposed actions still need to be considered.</li> </ul>
652.	DECLARATIONS OF INTEREST: No declarations of interest were made.
653.	HEXPRESS: It was AGREED to check with the Community Partnership

	when the next edition will be issued and to consider whether it should be electronic only and in a different format.
654.	SOCIAL MEDIA POLICY: It was AGREED to approve the draft policy attached to the agenda and to refer it to the Finance & General Purposes Committee to recommend to Full Council.
655.	SEATING AT THE BANDSTAND: It was AGREED to contact Councillor Graham about his suggestion for this and research seating options.
656.	SKATEPARK: It was noted that Hexham Youth Initiative has a wish list; a list of approved contractors has been provided by the Skateboarding Association; Cramlington Town Council has recently improved its skatepark; and that equipment and surfacing are both very expensive. It was AGREED to discuss this issue with NCC's Green Spaces Officer and Sports Development Manager and to research any grants that may be available.
657.	COMMUNITY NOTICEBOARD: It was AGREED to seek advice on the possibility of placing a community noticeboard next to the Town Council noticeboard outside the Moot Hall. It was also AGREED to add contact details for the Samaritans to the noticeboard and website.
658.	CORBRIDGE COMMUNITY-LED HOUSING SCHEME: It was AGREED to note information received on this and to circulate it to all Councillors for information.
659.	NEXT MEETING: It was AGREED that the next Committee meeting will be held online on Tuesday 16 March 2021 at 6.30pm.

### Action Log

Contact Space for Nature/liaise with Operations Manager (minute 651e)	Councillor Ord/Clerk
Consider a Quality Status action plan and proposed actions (minute 651f)	Councillor Pearson/Clerk
Contact HCP regarding the next Hexpress (minute 653)	Councillor Pearson
Refer the social media policy to the F&GP Committee (minute 654)	Clerk
Contact Councillor Graham re bandstand seating and research seating options and costs (minute 655)	Councillor Pearson/Admin Officer
Contact NCC Officers re the skatepark and research possible grants (minute 656)	Councillor Ball
Contact Val Robson about an additional noticeboard and research options and costs, and add Samaritans' details to the HTC noticeboard and website (minute 657)	Clerk
Circulate info on the Corbridge community-led housing scheme (minute 658)	Admin Officer



**DRAFT MINUTES OF THE TOWN COUNCIL PLANNING & INFRASTRUCTURE  
COMMITTEE MEETING HELD ON 14 JANUARY 2021**

1525.	PRESENT: Councillor T G E Gillanders in the chair and Councillors R Hull, S Ball, C Hanley, J Ord, J V R Hare, D Bell and T Dodds.
1526.	No APOLOGIES FOR ABSENCE were received.
1527.	MINUTES of the Committee meeting held 22 December 2020, having been circulated, were AGREED though it was noted that a new rather than replacement plaque is at the bandstand.
1528.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> <li>a. HEXHAM WELCOME SIGNS (minute 1516a and action log refers). It was noted that planning permission is not required but that NCC Highways must approve sightlines are not affected. It was further noted that the majority of the Committee approve the proposed design.</li> <li>b. ALLOTMENT PLOT (minute 1516c and action log refers). Pending Northumberland Water work was noted. Action relating to the pigeon crees at Wydon Burn was AGREED as detailed in confidential note 1528.</li> <li>c. BIN OUTSIDE ABBEY LOUNGE (minute 1519 and action log refers). It was AGREED that Councillor Ball will meet the Operations Manager on site to discuss this.</li> <li>d. MEMORIAL RULES (minute 1522 and action log refers). It was AGREED to add a height restriction of 3' 6" (1067mm).</li> <li>e. BANDSTAND (minute 1523 and action log refers). It was noted that the Courant was being contacted later today.</li> </ul>
1529.	There were no DECLARATIONS OF INTEREST.
1530.	PLANNING APPLICATIONS: It was AGREED to object to 20/04088/FUL (Clontibret, Allendale Road) as it is in the green belt. Applications 20/04221/LBC (Middlemarch, Battle Hill) and 20/02847/ADA (Post Office, 12 Battle Hill) were also considered and it was AGREED there are no objections to the first but to object to the Post Office signage as it does not conform with the Hexham Shopfront Design Guide.
1531.	FUNDING REQUESTS: A request from Hexham Space for Nature (HS4N) was considered. It was AGREED to invite a representative to the next Committee meeting. It was also AGREED to put consideration of notes from a recent meeting with HS4N on the next Committee agenda.
1532.	RURAL MARKET TOWN GROUP: A request to complete a survey on rural transport was noted. It was AGREED not to respond.
1533.	PLAY EQUIPMENT: It was AGREED to contact companies for suggestions

	and quotes for something suitable to replace the disarmed equipment on the plinth at the Sele play area.
1534.	NEXT MEETING: It was AGREED that the date of the next online Committee meeting will be Thursday 4 February 2021 at 9.30am.

### Action Log

Pursue more quotes re heating the Chapel (minute 1347a)	Clerk
Advise Highways of replacement signs dimensions and locations once agreed (minute 1528a).	Clerk
Pursue allotment advice as noted in confidential note 1528	Clerk
Have site meeting re bin at Market Place (minute 1528c)	Councillor Ball and Operations Manager
Add height restriction to the memorial rules (minute 1528d)	Clerk
Invite HS4N representative to the next meeting and list consideration of notes from a recent meeting on the agenda (minute 1531)	Clerk
Contact play equipment companies (minute 1533)	Clerk

**DRAFT MINUTES OF THE TOWN COUNCIL FINANCE & GENERAL PURPOSES  
COMMITTEE MEETING HELD ON 19 JANUARY 2021**

772.	PRESENT: Councillors R Hull, S Ball, T G E Gillanders, T Cessford, T Dodds, J M Graham, C R Homer, T Pearson and L Panesh.
773.	APOLOGIES FOR ABSENCE were received from Councillor Ord.
774.	MINUTES of the meeting held on 8 December 2020, having been circulated, were AGREED.
775.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> <li>a) MARKET STALLS (minute 766 and action log refers). Initial research was noted and it was AGREED to refer this to the Community Engagement Committee and to also check interest from regular stallholders.</li> <li>b) SEATING (minute 766 and action log refers). It was noted that Councillor Graham has contacted Sam Talbot at NCC about this. He would follow up with the Admin Officer and come forward with a proposal for the next Community Engagement Committee.</li> <li>c) SKATEPARK (minute 766 and action log refers). It was noted that costs and available S106 funding has been researched. Other possible funding is being researched and it was AGREED to further contact NCC's Sport Development Manager and for Councillors Ball and Panesh to have a site visit with the aim to prepare a proposal for consideration by the Community Engagement Committee as soon as possible.</li> <li>d) 2021/22 BUDGET (minute 769 and action log refers). It was noted this had been referred to, and agreed by, Full Council.</li> <li>e) FUNDING (minute and confidential note 770 and action log refers). It was noted that the agreed payments had all been made.</li> <li>f) PLANNING ADVICE (minute/confidential note 758 and action log refers). Advice received was noted and action as in confidential note 775 AGREED.</li> </ul>
776.	DECLARATIONS OF INTEREST: There were no declarations of interest.
777.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2020/21 budget report to 31 December 2020 were received and accepted. Copies are attached to the minutes. Additional spending this financial year was again considered as it had been at the last meeting. A range of quotes for a piece of play equipment to replace the broken piece at the Sele play area was considered and it was AGREED to pay for a rocker rotator out of Contingency but refer this matter back to the Planning & Infrastructure Committee.
778.	APPOINTMENT OF INTERNAL AUDITOR: Subject to checking there is no legal requirement for this to go out to tender, it was AGREED to appoint Stokoe Rodger LLP as internal auditor for 2020/21.

779.	SOCIAL MEDIA POLICY: It was AGREED to seek advice from NCC Legal Services on whether anything should be added to the policy regarding recording Council meetings.
780.	SPEAKERS AT FULL COUNCIL MEETINGS: Possible future speakers were considered, noting Purdah will start on 26 March. It was AGREED to invite Inspector Garry Neill to submit a Powerpoint presentation to the February Full Council meeting.
781.	DRAFT COMMITTEE MINUTES: It was AGREED that the Chair of each Committee will highlight three subjects from each meeting to the subsequent Full Council meeting. It was further AGREED that, if the Chair is not available, they will arrange for a substitute to speak on their behalf.
782.	NEXT MEETING: It was AGREED that the next Committee meeting will be held online at 6.30pm on Tuesday 23 February 2021.

### Action Log

Market Stalls: further research costs, check interest and refer to the CE Committee (confidential note 775a)	Admin Officer/Clerk
Skatepark: further research funding, contact Kathy Keadie again and have a site meeting (minute 775c)	Councillors Ball and Panesh
Pursue, taking legal advice (confidential note 775)	Clerk
Sele Play Area: refer this to the P&I Committee (minute 777)	Clerk
Check any legal requirement to tender for the internal auditor (minute 778)	Clerk
Contact NCC for advice on the social media policy (minute 779)	Clerk
Invite Inspector Neill to the February Full Council meeting (minute 780)	Clerk

**DRAFT MINUTES OF THE TOWN COUNCIL TOWN PLAN COMMITTEE  
MEETING HELD ON 20 JANUARY 2021**

214.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors R Hull, S Ball, T Cessford, T Dodds and T Pearson. One local resident also attended.
215.	No APOLOGIES FOR ABSENCE were received.
216.	MINUTES of the meeting held on 25 November 2020, having been circulated, were AGREED.
217.	MATTERS ARISING: It was noted that the Progress Report had been updated as agreed and is on the Council website.
218.	DECLARATIONS OF INTEREST: No declarations of interest were made.
219.	FUTURE PLANS: The future of the Town Plan was considered. It was AGREED this will be a decision for the new Council after the elections in May but that some preparatory work may be done. It was also AGREED to update the Progress Report regarding work being done at Hexham Community Partnership's No 28, Active Northumberland's aims, and speed limits.
220.	NEXT MEETING: It was provisionally AGREED that the next Committee meeting will be held online on Wednesday 10 March 2021 at 6.00pm.

**Action Log**

Consider preparatory work for a new Town Plan (minute 219 refers)	All
Update the document as agreed (minute 219 refers)	Clerk