



HEXHAM TOWN COUNCIL

I GIVE NOTICE that a meeting of the Council will be held on Monday 14 June 2021 at 6.45pm, **at the Prior's Hall, Hexham Abbey**, 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. Declarations of interest (see enclosed).
4. To agree minutes of the Annual Meeting of the Council held on 17 May 2021, enclosed.
5. Matters arising not on the agenda – for report only, if any.
6. Mayor's announcements.
7. To agree accounts for payment (list enclosed).
8. To agree to carry forward some unspent budgets (see enclosed).
9. To approve the annual statement of accounts, governance statement and internal audit report (see enclosed).
10. To receive a presentation from Wendy Breach on the Hexham Community-Led Housing Company.
11. To receive a presentation from Pat Devlin, Hexham Living Wage Group.
12. To consider a Motion by Councillor Ord: "This Council recognises the need to pay its employees at least the Real Living Wage. It will also encourage other employers by leading the way and applying to the Living Wage Foundation to become an accredited Living Wage employer which will mean we can display the logo and use the other resources available for accredited employers".
13. To agree to recommit to a climate change emergency declaration.
14. To note the draft minutes (enclosed) of Committee meetings held in May.
15. To note any correspondence received.
16. 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.)

A handwritten signature in blue ink that reads "Jane Kevan".

Jane Kevan
Town Clerk
8 June 2021

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

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Hagenda0621

HEXHAM TOWN COUNCIL

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD ON 17 MAY 2021

7731.	PRESENT: Councillor R Hull, the Town Mayor, opened the meeting. Also present were Councillors A Baty, D Bell, T Cessford, M Domingue, S Fairless-Aitken, P Grennan, F Hartland, D Kennedy, G O'Farrell, J Ord, C Ponsford, A Smith and L Williscroft-Ferris.
7732.	TOWN MAYOR: It was AGREED Councillor D Kennedy be elected Town Mayor and Chairman of the Council.
7733.	DECLARATION OF ACCEPTANCE OF OFFICE: Councillor Kennedy then took the Chair and made his Declaration of Acceptance as Town Mayor and Chairman of the Council. He welcomed the new Councillors and thanked the outgoing Mayor and previous Councillors for their work.
7734.	DECLARATIONS OF OFFICE: All Councillors present made and signed their Declarations of Office as Councillors in the presence of Jane Kevan, Town Clerk and Proper Officer of the Council.
7735.	APOLOGIES FOR ABSENCE were received from Councillor Ball.
7736.	DEPUTY MAYOR: It was AGREED Councillor F Hartland be elected Deputy Mayor and Deputy Chair of the Council.
7737.	COMMITTEES: The following membership of the standing Council Committees was AGREED: <ul style="list-style-type: none">a. Finance and General Purposes: Councillors Ball, Baty, Domingue, Hartland, Kennedy, O'Farrell, Ord, Ponsford and Smith.b. Planning and Infrastructure: Councillors Baty, Bell, Domingue, Hartland, Kennedy, O'Farrell and Ord.c. Community Engagement: Councillors Ball, Cessford, Domingue, Fairless-Aitken, Grennan, Kennedy, Ponsford, Smith and Williscroft-Ferris.
7738.	TOWN PLAN AND NEIGHBOURHOOD PLAN COMMITTEES: It was AGREED that these Committees should continue and that membership will be as follows: <ul style="list-style-type: none">a. TOWN PLAN: Councillors Baty, Domingue, Fairless-Aitken, Grennan, Hartland, Kennedy, O'Farrell, Ord, Smith and Williscroft-Ferris.b. NEIGHBOURHOOD PLAN: Councillors Bell, Fairless-Aitken, Grennan, Kennedy, O'Farrell, Ord and Smith. It was further AGREED that the Town Plan Committee be authorised to agree any Committee expenditure up to but not exceeding the agreed 2021/22 budget of £4000.00 together with £65900.00 that was not spent in 2020/21, so a total of £69900.00, and the Neighbourhood Plan Committee be authorised to agree any Committee expenditure up to but not exceeding the agreed 2021/22 budget of £1000.00.
7739.	MINUTES: The minutes of the Council meeting held on 12 April 2021, having been circulated, were AGREED.

7740.	MATTERS ARISING: There were no matters arising.
7741.	DECLARATIONS OF INTEREST: There were no declarations of interest made.
7742.	ACCOUNTS FOR PAYMENT: It was AGREED to authorise payments in accordance with the list that had been circulated and attached to the agenda.
7743.	GENERAL POWER OF COMPETENCE: It was AGREED that, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to re-adopt the General Power of Competence.
7744.	BANKERS: It was AGREED the account with HSBC Bank plc continue and that the bank be authorised to pay all instructions for payment signed on behalf of the Council by any two Councillors and to accept the Town Clerk as fully empowered to act in any other transaction with the bank and who is authorised to supply the bank, as and when necessary, with a list of persons authorised to sign and give receipts. However, Councillor Domingue raised the issue of ethical banking and it was further AGREED that this would be investigated by the Finance and General Purposes Committee.
7745.	COUNCIL MEETINGS: It was AGREED that the Council will meet on 14 June, 12 July, 9 August, 13 September, 11 October, 8 November and 13 December.
7746.	NORTHUMBERLAND ASSOCIATION OF LOCAL COUNCILS' COUNTY COMMITTEE: It was AGREED that Councillor Kennedy be the Council representative.
7747.	DRAFT COMMITTEE MINUTES: The draft minutes for meetings of the Planning & Infrastructure, Finance & General Purposes and Community Engagement Committees held in April 2021 were NOTED.
7748.	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. NALC: updates. b. VCS SUPPORT SERVICES: bulletin. c. HEXHAM SPACE FOR NATURE: update. d. NATIONAL ALC: Chair's open letter to Councillors. e. WOR BELLA PROJECT f. COVID-19 POLICING RESPONSE SURVEY g. LOCAL AUTHORITY TREESCAPE FUND h. CO-OP LOCAL COMMUNITY CAUSE: request to invite local organisations to become a cause.
7749.	NEXT MEETING: The next meeting of the Council will be held on 14 June 2021 at 6.45pm at Hexham Community Centre.

Chairman

Signed as a correct record of the minutes of the Annual Town Council meeting held on 17 May 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 14 JUNE 2021

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 (May)	11.50	0	11.50	DD	5060
Malthurst Ltd	Diesel (May)	562.24	93.71	468.53	Visa	7310
EE & T Mobile	Accounts (May)	40.22	6.70	33.52	DD	5010
Ford Lease	Monthly payment for Transit Tipper	366.00	61.00	305.00	DD	7315
Ford Lease	Road Fund Licence renewal for Transit Tipper	15.00	0	15.00	DD	7315
BNP Paribas Leasing Solutions	Mini Excavator monthly rental	322.31	53.72	268.59	DD	7315
John Deere Bank	Tractor monthly lease payment	726.09	121.01	605.08	DD	7315
NCC (wages and PAYE)	May	12670.69	0	12670.69	Bank Transfer	6020
NCC (pension fund)	May	2452.25	0	2452.25	Bank Transfer	6030
NCC (payroll admin fee)	6 payslips @ £4.167 (May)	30.00	5.00	25.00	Bank Transfer	6020
Octopus Energy Limited	Cemetery electricity (April)	249.36	41.56	207.80	DD	7370
Octopus Energy Limited	Abbey Floodlights electricity (April)	76.22	3.63	72.59	DD	7450
Onecom Limited	Phone and broadband	106.00	17.67	88.33	DD	5010
ITC Service Limited	Monthly PC/laptops maintenance and cloud fees (Apr/May)	89.88	14.98	74.90	DD	7830
Zoom Video Communications	Monthly fee (May)	14.39	2.40	11.99	DD	5100
NWH Waste Services Limited	Skip at QB allotments (April)	300.00	50.00	250.00	Bank Transfer	7020
Post Office	Return of Hexham Community Together unused food shopping vouchers	6.85	0	6.85	Visa	5020

Team Sport and Play Ltd	Installation of rocker rotator and Wetpour repair	4776.00	796.00	3980.00	Bank Transfer	7190 (£3000) 7210 (800) 5094 (180)
Arco Limited	Cemetery staff clothing	684.63	114.11	570.52	Visa	7300
NALC/ Eventbrite	Councillor training	60.00	0	60.00	Visa	6080
Came & Company	Annual tractor insurance	298.03	0	298.03	Bank Transfer	7310
Cumbria Clock Co Ltd	Annual service of town (Abbey) clock	198.00	33.00	165.00	Bank Transfer	7460
Thompsons of Prudhoe Limited	Topsoil for Cemetery	175.39	29.23	146.16	Bank Transfer	7380
Coulson Construction Ltd	Haulage of topsoil	60.00	10.00	50.00	Bank Transfer	7380
Steven Callf	Water main supply pipe repair and installation of bib taps	157.92	26.32	131.60	Bank Transfer	7380
T Dodd	Headstone repairs	2000.00	0	2000.00	Bank Transfer	7380
Came & Company	Annual Premium for Council Insurance	6270.70	0	6270.70	Bank Transfer	7420
Lloyd Ltd	Grasscutter repair	177.06	29.51	147.55	Bank Transfer	7320
Rural Services Partnership Limited	2021/22 membership	180.00	30.00	150.00	Bank Transfer	5050
Matthew Charlton	Washers, etc for bins	6.53	1.09	5.44	Bank Transfer	7100
Matthew Charlton	Drill for headstone repairs	13.10	2.18	10.92	Bank Transfer	7380
Matthew Charlton	Cement for kerbs and headstones	48.74	8.12	40.62	Bank Transfer	7380
David Dixon Ltd	Visor and machine part	74.75	12.46	62.29	Bank Transfer	7300
Torch Centre	Covid funding	1000.00	0	1000.00	Bank Transfer	5100
Hexham & Tynedale Community Trust	Covid funding	1188.00	0	1188.00	Bank Transfer	5100
TOTALS		35423.45	1566.00	33857.45		

HEXHAM TOWN COUNCIL
MAYOR'S ALLOWANCE – ACCOUNTS FOR PAYMENT 14 JUNE 2021

Payee	Detail	Amount	VAT	Net	Cheque number	Ref.
Balance b/f				2100.00		
	Mayor's business cards	82.80	13.80	69.00	Bank Transfer	5080
Balance fwd				2031.00		

HEXHAM TOWN COUNCIL – INCOME – MAY 2021

Credit from	Detail	Amount	Invoice reference	Date	Ref.
Public Sector Deposit Fund	Dividend	1.53		050521	4030
Various	Cemetery charges	1250.00	HD2021/30	180521	4010
Various	Cemetery charges	1240.00	HDW2021/31	200521	4010
HMRC	VAT refund	13029.31		240521	4020
Various	Cemetery charges	1145.00	HDW2021/32	250521	4010
Various	Cemetery charges	800.00	HD2021/33	280521	4010
Various	Cemetery charges	1040.00	HDW2021/35	280521	4010
Various	Cemetery charges	1040.00	HDW2021/34	280521	4010
TOTAL		19545.84			

HEXHAM TOWN COUNCIL

UNSPENT AND UNDERSPENT BUDGETS 2020/2021

On 20 May 2021 the Finance & General Purposes Committee considered a report on 2020/2021 budgets and it was agreed to carry over some un(der)spent budgets (minute 826 refers).

The Council is recommended to approve carrying over the following:

Budget	Ref.	2020/2021 underspend	2021/2022 Budget	Total
Contingency	5100	27400.00	4000.00	31400.00
Tourism Support Fund	6096	16000.00	4000.00	20000.00
Headstone Raft Foundations	7350	6000.00	6000.00	12000.00
Mayor's Annual Reception	7070	1000.00	400.00	1400.00

The Committee also agreed to recommend virement of £40000.00 to the Contingency budget from the carried forward Town Plan budget (this will leave a balance of £29900.00 in the Town Plan budget).

The Council is recommended to approve this virement.

Jane Kevan
Town Clerk
June 2021

HEXHAM TOWN COUNCIL

ANNUAL GOVERNANCE AND ACCOUNTING STATEMENTS

YEAR ENDING 31 MARCH 2021

The Council must approve annual governance and accounting statements for the year ending 31 March 2021 and then submit them to its external auditors, PKF Littlejohn.

Annual Governance Statement 2020/21

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 2021, that:	The statements below mean the Council has:	
We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Prepared the accounting statements in accordance with the Accounts and Audit Regulations.	Yes
We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	Yes
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.	Has only done what it has the legal power to do and has complied with Proper Practices in doing so.	Yes
We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	During the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	Yes

<p>We carried out an assessment of the risks facing this 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>
<p>We took appropriate action on all matters raised in reports from internal and external audit.</p>	<p>Responded to matters brought to its attention by internal and external audit.</p>	<p>Yes</p>
<p>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.</p>	<p>Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</p>	<p>Yes</p>
<p>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.</p>	<p>The Council is not a sole managing trustee of any local trust or trusts.</p>	<p>N/A</p>

Annual Accounting Statement

	Y/E 31/03/20 (£)	Y/E 31/03/21 (£)	
Balances brought forward	191,372	145,601	Balance at year start
+ Annual precept	324,000	333,000	Precept received
+ Total other receipts	114,414	103,667	All income less precept
- Staff costs	156,189	180,518	All costs for staff
- Loan interest/capital repayments	9,903	9,903	Capital & Interest on loans
- All other payments	318,093	308,092	Payments less staff and loans
= Balance carried forward	145,601	83,755	Balance at year end
Note: vat debtor			
Total value of cash/short term investments	132,830	70,726	Bank balances
Total fixed assets plus long term investments and assets	1,591,849	1,577,058	Fixed assets (Premises etc.)
Total borrowings	179,318	177,424	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 2021 the accounting statement presents fairly the financial position of the Council and its income and expenditure."*

Annual Internal Audit Report for 2020/21

<p>This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2021.</p> <p>The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.</p>	
Internal control objective	Agreed?
Appropriate accounting records have been kept properly throughout the financial year.	Yes
This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes
This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes
The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes
Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	Yes
Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	Yes
Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes
Asset and investments registers were complete and accurate and properly maintained.	Yes
Periodic bank account reconciliations were properly carried out.	Yes
Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes
The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	Yes
The authority has complied with the publication requirements for 2019/20 AGAR	Yes
Trust funds. The Council met its responsibilities as a trustee.	Not applicable
Internal Audit carried out by Mark Bradley (Stokoe Rodger LLP) Signed this 27 th day of May 2021	

It is **RECOMMENDED** the above governance statement, annual accounting statement and internal audit report be approved by the Council. No matters have been raised for the Council's attention by the internal auditor in his report.

Jane Kevan, Town Clerk and RFO June 2021

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

DRAFT MINUTES OF THE TOWN COUNCIL PLANNING & INFRASTRUCTURE
COMMITTEE MEETING HELD ON 4 MAY 2021

1580.	PRESENT: Councillor T G E Gillanders in the chair and Councillors R Hull, S Ball, J Ord, C Hanley and J V R Hare.
1581.	APOLOGIES FOR ABSENCE were received from Councillor Bell.
1582.	MINUTES of the Committee meeting held 7 April 2021, having been circulated, were AGREED.
1583.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> a. WELCOME TO HEXHAM SIGNS (minute 1571a and action log refers). It was noted that NCC Highways has been advised of the sign dimensions and locations. b. TYNE GREEN SIGN (minute 1571c and action log refers). It was noted that progress on this is pending confirmation of NCC's related budget. c. FISH PASS INFORMATION BOARD (minute 1571d and action log refers). It was noted that the Tyne Rivers Trust submission of information for the board is pending. d. LEAF VACUUM OPTIONS (minute 1571f and action log refers). It was agreed to check the specifications of the model demonstrated in 2020. e. ALLOTMENT GUIDANCE (minute 1563f and action log refers). It was noted that combining allotment guidance and publicising an award is pending. f. CARAVAN PARKS (minute 1571g and action log refers). It was noted it was agreed to pursue this post-lockdown so remains pending. g. RAILWAY STATION (minute 1571i and action log refers). A response from NCC was noted. It was AGREED to request an update. h. TOWN TWINNING ASSOCIATION (minute 1574 and action log refers). It was noted that NCC and the Association had been contacted. i. CEMETERY LODGE (minute 1575c and action log refers). It was noted this is pending. j. TEMPORARY SKATEPARK (minute 1575d and action log refers). It was noted that Councillor Kennedy had advised that the NCC Property Team had removed everything following a complaint but he had no information about the complaint. k. SOLAR PANELS (minute 1576 and action log refers). It was agreed for the information found to be forwarded to Committee members. l. DUKES WOOD (minute 1578 and action log refers). It was noted that some work has taken place but Councillor Ord will provide photos of any ongoing concerns.

1584.	There were no DECLARATIONS OF INTEREST.
1585.	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 for 21/01040/COU (1 Wanless Lane) where it was noted the application was no longer listed on the planning portal. Applications 21/01312/PRUTPO (17A Robson Drive) and 21/01371/FUL (Briarbank, 4 Windmill Hill) were also considered. It was AGREED there were no objections to the former or latter but not to submit a response to the latter until the closing date, dependent on no other objections being submitted.
1586.	BIN REQUESTS: It was AGREED to add a new bin at Priestlands near the play area as requested by Councillor Cessford. It was further AGREED to provide another bin at Bishopton Way, subject to checking it can be easily accessed by NCC to empty.
1587.	SUSTAINABILITY ACTION PLAN: It was AGREED to pursue quotes for an assessment of the Town Council's carbon footprint.
1588.	CORRESPONDENCE: <ul style="list-style-type: none"> a) GREEN FLAG AWARD SILVER JUBILEE: It was noted that all Green Flag Award-winning green spaces are being offered a free silver birch tree to be planted with a commemorative plaque if an order worth £2,500.00 or more for trees is submitted. It was AGREED not to pursue this for the Cemetery. b) 5 DILSTON AVENUE: It was noted that an appeal has been submitted. c) PROPOSED ZEBRA CROSSING AT HENCOTES: Consultation letters were noted and it was AGREED that the Town Council supports the installation of a crossing. d) DAMAGE AT THE SELE PLAY AREA: Additional costs due to recent vandalism was noted. e) RETAIL PARK DEVELOPMENT AT FORMER BUNKER SITE: The developer's proposed name of "Abbey Retail Park" was noted, together with their advice that NCC does not intend to name the access road. It was AGREED to consider alternative names after the elections. f) ROYAL BRITISH LEGION CENTENARY: It was AGREED to refer this to the Community Engagement Committee.
1589.	NEXT MEETING: It was AGREED that the date of the next Committee meeting will be Tuesday 1 June 2021 at 9.30am.

Action Log

Arrange a draft design for a new sign at Tyne Green (minute 1583b)	Councillor Gillanders
Recontact the Tyne Rivers Trust (minute 1583c)	Clerk
Check spec of leaf vacuum demonstrated in 2020 (minute 1583d)	Operations Manager/ Clerk
Combine allotment guidance and publicise award (minute 1583e)	Councillor Gillanders/ Clerk/Admin Officer
Post-lockdown, contact NCC about caravan parks (minute 1583f)	Clerk
Post-election, consider the Wydon Park play area (minute 1571h)	Clerk to list on agenda
Recontact NCC re the Railway Station (minute 1583g)	Clerk
Source quotes relating to the Cemetery Lodge (minute 1583i)	Operations Manager/Admin Officer
Distribute info on planning permission required for solar panels in the Cemetery to all Committee members (minute 1583k)	Admin Officer
Visit Dukes Wood and write with concerns (minute 1583l)	Councillor Ord/Clerk
Check/site bin at Bishopton Way (minute 1586)	Operations Manager
Source carbon footprint assessment quotes (minute 1587)	Councillor Ord/Clerk
Advise NCC re proposed Hencotes crossing (minute 1588c)	Clerk
Consider Retail Park names (minute 1588e)	All
Refer RBL Centenary to CE Committee (minute 1588f)	Clerk

**DRAFT MINUTES OF THE TOWN COUNCIL FINANCE & GENERAL PURPOSES
COMMITTEE MEETING HELD ON 20 MAY 2021**

818.	PRESENT: Councillors F Hartland, D Kennedy, S Ball, J Ord, A Smith, C Ponsford, A Baty, M Domingue and G O'Farrell.
819.	COMMITTEE CHAIRMAN: It was AGREED that Councillor F Hartland be the Chair.
820.	COMMITTEE MEMBERS: It was noted that the Committee members are Councillors F Hartland, D Kennedy, S Ball, J Ord, A Smith, C Ponsford, A Baty, M Domingue and G O'Farrell.
821.	There were no APOLOGIES FOR ABSENCE.
822.	MINUTES of the meeting held on 22 April 2021, having been circulated, were AGREED.
823.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"> a) TOWN COUNCIL PRESENCE IN TOWN CENTRE (minute 812a refers). It was noted that Councillor Kennedy will lead a small working group to work on a business case. In the meantime, there will be a Town Council presence of Councillors at the Farmers' Market once a month. b) MARKET STALLS (minute 812b and action log refers). It was noted that a response from NCC's Markets Manager is still awaited and AGREED to also contact Gary Wilson, Hexham Business Group. c) DISCIPLINARY, EQUAL OPPORTUNITIES, EQUALITY AND DIVERSITY, AND GRIEVANCE POLICIES (minute 812d and action log refers). It was noted that these policies had not been progressed and that the Clerk will send out information to the new Committee. d) FUNDING (minute 816 and action log refers). It was noted that this has been paid.
824.	DECLARATIONS OF INTEREST: Councillor Ball declared a non-pecuniary interest in one of the funding applications.
825.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2021/22 budget report to 30 April 2021 were received and accepted. Copies are attached to the minutes.
826.	UNUSED 2020/21 BUDGETS: The report attached to the agenda was considered. It was AGREED to carry forward unspent/underspent budgets relating to Contingency (reference 5100), Tourism Support Fund (reference 6096), Headstone Raft Foundations (reference 7350) and Mayor's Annual Reception (reference 7070). It was also AGREED to recommend virement of £40,000 to the Contingency budget from the carried forward Town Plan budget.

827.	EMAIL ADDRESSES: Generic email addresses for Councillors were considered. It was AGREED to refer this to the Community Engagement Committee to consider as part of a community engagement strategy.
828.	HEADSTONE RAFT FOUNDATIONS: It was AGREED to source quotes for additional headstone raft foundations.
829.	ACTION PLAN 2021/22: It was AGREED to defer consideration of this until the next meeting of this Committee.
830.	EXCLUSION OF THE PUBLIC: It was resolved and AGREED in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted, namely consideration of funding requests, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were requested to withdraw.
831.	FUNDING APPLICATIONS: These were considered and AGREED as listed in confidential note 831.
832.	NEXT MEETING: It was AGREED that the next Committee meeting will be held at 6.00pm on Tuesday 22 June 2021.

Action Log

Coordinate presence at the Farmers' Market and form a working group to consider a town centre presence (minute 823a)	Councillor Kennedy
Market Stalls: pursue response from Markets Manager and contact Gary Wilson (minute 823b)	Admin Officer
Consider the listed policies (minute 823c)	Clerk to email current policies and NALC templates, then all Councillors to consider
Refer agreed budgets to be carried forward, and the virement, to Full Council (minute 826)	Clerk
List community engagement strategy on the next CE Committee agenda (minute 827)	Clerk
Source headstone raft foundation quotes (minute 828)	Clerk
List Action Plan on the next agenda (minute 829)	Clerk
Arrange the funding as agreed (minute 831)	Clerk