

Haltwhistle Town Council Meeting
2nd October 2023
APPROVED MINUTES

		<ul style="list-style-type: none"> • Plaque for M Forrest on a seat. <i>Proposal – to purchase a plaque to be placed on the seat outside Elim Hall – wording to be agreed.</i> <p>PROPOSED Cllr A Cheverst SECONDED Cllr A Sharp AGREED</p> <p>6. Land at School – <i>Proposal – to approve the council taking on the role as Custodian Trustees for the land owned by NCC at the school.</i></p> <p>PROPOSED Cllr M Bowes SECONDED Cllr J Hunter AGREED</p> <p>7. NCC Weeding Coronation Park and The Pig Market (incl. cobble path). It was agreed to meet with David Hunt to discuss both these items and also the weeds along the paths at Capel Ave. – meeting Monday 9th October at 10.00am.</p> <p>8. Play Inspections – <i>Proposal – To reduce the number of inspections to monthly for Comb Hill and quarterly for Hadrian’s Rise and Westlands. Members to undertake weekly/monthly visual check.</i></p> <p>PROPOSED Cllr A Cheverst SECONDED Cllr C Banks AGREED</p> <p>9. Any other matters</p> <ul style="list-style-type: none"> • Pelican Crossing at Co-op –NCC will be asked to repaint. <p>189/23.02 Public Seating and Bus Shelters – the sea repairs will begin this week. 189/23.03 Public Footpaths, Lighting and Amenities – there has still not been an answer about placing lights in the memorial park. The clerk will contact Cllr Hutchinson and ask if he would contribute to them from his member’s allowance. It was also agreed to ask if he would contribute to the repair of the Eden’s Lawn path. The next litter picking day was agreed on Sunday 22nd October at 10.00am.</p>
	190/23	<p>Reports from Members</p> <p>190/23.01 Toilet Meeting - Two members met with David Hunt from NCC who said they would receive a deep clean and he would monitor them. He was evasive about when the refurbishment would take place. The clean has not been undertaken to date so the clerk will chase that up. The clerk was also asked to write to Glen Sanderson if needed to ask about the refurbishment dates.</p> <p>190/23.02 Family Hub - Two members attended a Zoom meeting and then visited the hub itself which is at the school. There are events on for children and parents, mainly for under 10’s at this stage. It was suggested that they include some information in The Haltwhistle Herald.</p> <p>190/23.03 Magna Dig meeting - Cllr A Cheverst attended this and reported to members that the dig would be ongoing for a few years and, it could bring people to the area. They hope to make some good finds.</p> <p>190/23.04 Skateboarding meeting - Cllr D Rogan-Mackie was unable to attend this Zoom meeting.</p>
	190/23	<p>Northumberland County Council (NCC) No Matters.</p>
	191/23	<p>Police in Haltwhistle No report.</p>
	192/23	<p>Appointments to Other Bodies Haltwhistle Partnership – defer. Staffing Committee – deferred until May.</p>

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	<p>and a late invoice for B Bowes. PROPOSED Cllr A Cheverst SECONDED Cllr M Ridley AGREED 197/23.04 Bank Reconciliation/Inc & Expenditure as at 27th September 2023 – Noted</p>
	<p>Other Financial Matters 197/23.05 Completion of Audit and Recommendations The following areas of concern were raised which members agreed to address next year:</p> <ol style="list-style-type: none"> 1. The number of advertised days was 31 and should have been 30. 2. The internal auditor had ticked the box that stated the council did not require an audit in error. 3. Re-stated figures from 2021-2022 had not been carried forward correctly, but auditors happy that everything is ok moving forward. <p>Propose to accept recommendations. PROPOSED Cllr A Sharp SECONDED Cllr A Cheverst AGREED</p>
198/23	<p>Haltwhistle & District Joint Burial Committee No matters to report.</p>
199/23	<p>Haltwhistle Partnership – the report was noted.</p>
200/23	<p>Correspondence received since last Council meeting. TVCRP are proposing to become a charity and need members to sign their agreement. Member agreed and Cllr Sharp signed the form.</p>
201/23	<p>Staffing Committee Appraisal Recommendations Confidential Matters Resolution to Exclude Press and Public To consider a resolution to exclude the public and accredited representatives of newspapers from the following item relevant to a subject which affects the Council's area.</p> <p>Resolution "That in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and, they are instructed to withdraw."</p> <p>This resolution is moved under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item. PROPOSED Cllr M Bowes SECONDED Cllr J Hunter AGREED 201/23.01 To receive the Appraisal recommendations from the staffing meeting on 25th September 2023. The following recommendations were received from the staffing committee and approved. <u>Miss K Heaney</u> Recommendations. *Katie's hours raised from 3 to 4 hours per week. Hours for meetings reduced from 3 to 2. Pay scale should remain the same. *Extra financial training plus any other available training. *As the next meeting is a budget meeting Katie should have the assistance of the Town Clerk in attendance. After that she should be allowed to attend meetings alone. The Wednesday work schedule with the Town Clerk should remain in place.</p> <p><u>Mr S Glenton</u> 1. Haltwhistle Town Council Areas:</p> <ul style="list-style-type: none"> • Comb Hill checked monthly. • Hadrian Rise & Westlands checked quarterly. • David Hunt to be asked if his team could notify if they spot anything needing instant

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		<p>attention.</p> <ul style="list-style-type: none"> • Councillors do periodic checks. • Greenhead to continue quarterly. • Henshaw to continue monthly. • Thirlwall – to continue as they would like. <p>The councils need to be informed that Sean does not have the Rospa qualification so they can decide if they wish to continue with the service.</p> <ol style="list-style-type: none"> 1. Paperwork – It is suggested that Sean, Susan and Katie devise a plan to ensure the paperwork runs more smoothly. This may include passing some of it onto the clerks in order that work is not being duplicated or missed. The Coop also need to be approached again and asked to pay by bank transfer. 2. Dog Bags – they need constant filling – ask Town Council to review. <p>Mrs Susan Saunders</p> <ol style="list-style-type: none"> 1. It is recommended that some employment training be sourced for Susan to help with her role in staff management. Also for her to attend the SLCC webinar on appraisals on the 10th of January. 2. A clearer definition of Susan's role within the cemetery is required. A possible change is needed to the way the paperwork is dealt with, with the emphasis on the clerks having more control of the burial papers. 3. In light of the extra responsibilities and workload that Susan has taken on it is recommended that her pay scale is increased in line with her abilities from 20 to 29. This is an hourly increase of £3.39. It is also recommended that this increase is backdated to April of this year. <p>It was proposed to accept the recommendations and inform the Burial Committee where relevant.</p> <p>PROPOSED Cllr C Banks SECONDED Cllr J Hunter AGREED</p> <p>201/23.02 Other Matters arising</p> <p>Mr Elliott recently resigned from the council but was unhappy about an incident that led to his resignation. He has asked the council to investigate. The council received confirmation that a hand delivered letter from the burial committee was indeed delivered to a resident which Mr Elliott had doubts about.</p> <p>The following proposal was approved.</p> <p><i>Proposal</i></p> <p><i>The Council is not in a position to investigate this as it does not have the skills or expertise to do so, the only recourse it can advise is to go to the standards committee.</i></p> <p>PROPOSED Cllr C Banks SECONDED Cllr A Cheverst AGREED</p>
202/23		<p>Dates and times of next meetings</p> <p>Town Council meeting Monday 7th November 2023 at 6.30pm</p> <p>Grounds Meeting Monday 30th October – 10.00am</p> <p>Neighbourhood Plan Thursday 2nd November – The library at 6pm.</p> <p>The meeting closed at 9.00pm.</p>