

HEXHAM TOWN COUNCIL

I HEREBY GIVE NOTICE THAT a meeting of the Finance and General Purposes Committee will be held in the Council Office, St Andrew's Cemetery, Hexham on 15 March 2018 at 6.30pm, when the following items will be discussed:

A G E N D A

1. Apologies for absence.
2. To receive minutes of the Finance and General Purposes Committee meeting held on 24 January 2018, enclosed.
3. Matters arising, if any.
4. Declarations of interest (see enclosed).
5. To receive bank reconciliation and budget income and expenditure report to 28 February 2018 (attached).
6. To consider funding requests received (see enclosed).
7. To consider a staff salary increase (see enclosed – confidential).
8. To consider an Action Plan for 2018/2019 (see enclosed).
9. To review and adopt the Health and Safety Policy (enclosed).
10. To agree a date for the next meeting of the Committee.
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 handed to the Chairman of the meeting or the Clerk before the meeting begins.*)



Jane Kevan
Town Clerk
9 March 2018

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H agenda 0318 FandGPCCommittee

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 24 JANUARY 2018

420.	PRESENT: Councillor J M Graham in the Chair and Councillors T G E Gillanders, R Hull, T Pearson and E Green.
421.	APOLOGIES FOR ABSENCE were received from Councillors T Cessford, Mrs C R Homer and J Ord.
422.	MINUTES of the meeting held on 2 January 2018, having been circulated, were AGREED.
423.	MATTERS ARISING: a) STREET CLEANSING BUDGET (minute 418 refers). It was noted that, although the County Council's proposal was for the Town Council to pay £30,000, the County Council would be contributing a capital spend of £50,000. b) BUSINESS BANKING (minute 410 and action log refers). It was noted that there is no business advisor based at the Hexham HSBC branch; that some other Town Councils transfer their contingency into another account; that it may be possible to negotiate on bank charges; and that other accounts such as Virgin Business should be researched.
424.	DECLARATIONS OF INTEREST: There were no declarations of interest declared.
425.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2017/18 budget report to 31 December 2017 were received and accepted. Copies are attached to the minutes.
426.	INTERNAL AUDITOR: It was AGREED to appoint Stokoe Rodger as the internal auditor for 2017/18.
427.	BUS SERVICE 74: Making a financial subsidy in conjunction with Ponteland Town Council and adjoining Councils towards this bus service was considered. It was AGREED to pay a donation of £150.00 from the 2017/18 donations (one time only) budget.
428.	DISPENSATIONS POLICY: It was AGREED to recommend this policy to Full Council.
429.	EQUAL OPPORTUNITIES POLICY: It was AGREED to recommend this policy to Full Council.
430.	EQUALITY AND DIVERSITY POLICY: It was AGREED to recommend this policy to Full Council.

431.	GRIEVANCE POLICY: It was AGREED to recommend this policy to Full Council.
432.	FINANCIAL RISK ASSESSMENT: It was AGREED to recommend this revised risk assessment for adoption by Full Council.
433.	ABBEY FLOODLIGHTS: It was noted that further information on costs had been received but that this could not be precise until individual lights were checked. It was AGREED to authorise work on low energy replacements, in keeping with other lights by the Abbey, to use the £647.00 remaining in the 2017/18 budget and then review outstanding work required.
434.	OUTSTANDING INVOICE: It was AGREED to pursue the invoice in respect of a staff matter.
435.	HERITAGE ACTION ZONES: Councillor Hull advised of funding from Historic England to improve town centres. It was AGREED to investigate this.
436.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on 15 March 2018 at 6.30pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Research business banking options.	Clerk
Refer the dispensations policy, equal opportunities policy, equality and diversity policy and grievance policy to Full Council.	Clerk
Refer the financial risk assessment to Full Council.	Clerk
Pursue outstanding invoice.	Clerk
Investigate Heritage Action Zones funding.	Clerk

Chairman

HEXHAM TOWN COUNCIL - DECLARATIONS OF INTEREST
FINANCE AND GENERAL PURPOSES COMMITTEE

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:-

1. "I have a disclosable pecuniary interest
in..... (for example:) Agenda item 3,
Planning application number 13/1234".
(NOTE: Code of Conduct paragraphs 11&15 apply).

2. "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 interest.

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
FINANCE & GENERAL PURPOSES COMMITTEE 15 MARCH 2018

The following organisations have requested funding:

Organisation	Reason	Amount (if specified)
Hexham Abbey Festival	A programme of events is being planned for September 2018, to commemorate the centenary of the end of World War 1. There will be poetry and music together with a range of community-based events, to be attractive to tourists and the whole community.	£750.00 (NB £250.00 was donated by this Committee to Hexham Abbey Festival on 28 June 2017)
Nordic Voices	This new organisation is planning a multi-arts festival for Hexham and the north-east. Funding is specifically requested towards a concert in the Abbey on 18 May 2018 by a Danish ensemble <i>Kottos</i> .	£2500.00
Hexham Community Partnership	A review of HCP's town marketing priorities for 2018 has identified areas for requested funding: Tablet – based on Apple 9.7 iPad 32 Gb Social media boosts @ £10 per boost Enhance Visit Hexham website Video footage for social media Advert in "Tyne to Tweed" guide 500 Visit Hexham pens 6 walkie-talkies Go-Karts for Spring Festival (1 day) Farm animals for Spring Festival (1 day) Hire of stage for Christmas Market Core Music fee for Christmas Market Total:	£340.00 £200.00 £840.00 £250.00 £520.00 £372.00 £650.00 £430.00 £400.00 £2300.00 £600.00 £6902.00
Hexham Orpheus Choir	Sponsorship to help with the cost of performing Verdi's Requiem at Hexham Abbey on 12 May 2018.	Suggested £250.00 to £1000.00

For information, £250.00 remains in the 2017/18 donations (one time only) budget and £10,000.00 remains in the 2017/18 tourism budget.

Jane Kevan
Town Clerk
March 2018

HEXHAM TOWN COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE
15 MARCH 2018

HEXHAM TOWN COUNCIL ACTION PLAN 2018/19

The following action plan is based on the one adopted for 2017/18. The actions marked with an * indicate actions that had been expected to be completed in 2017/18, and actions marked with a # are new and specific to 2018/19.

Action	Objective	Budget	Timescale
* Complete the Hexham Neighbourhood Plan	The plan was delayed by the need for a full strategic environmental assessment and the pre-submission consultation is now scheduled for April 2018. Once adopted, the Hexham Neighbourhood Plan will contain planning policies and site allocations which will be used by County Council planning officers when making decisions on planning applications in Hexham.	2018/2019 £5000 (reference 5600)	Modification prior to the final referendum (date not yet known).
# Provide outdoor gym equipment at Tyne Green	The aim is to provide a type of equipment new to Hexham, and to enhance both the available sporting facilities at Tyne Green and promote fitness.	2018/2019 £1000 (reference 7190), £10000 (reference 5094), plus s106 funding	To complete by 31st October.
# Review the Town Council website	The website needs to be modernised, simplified and be made more user friendly.	2018/2019 £3000 (reference 7830)	To complete by spring 2019
# Arrange a WW1 event	This will be a one-off event to celebrate the centenary of the end of WW1.	2018/2019 £2500 (reference 7810)	Start planning in April
Arrange Remembrancetide events in support of the RBL commemoration events	These are annual events.	2018/2019 £7500 (reference 7800)	Start planning in July.
Arrange a Christmas Lights Switch-	This is an annual event to promote community engagement.	2018/2019 £500 (reference	Start planning in August/ September.

On event		7065)	
Enhance and improve Christmas lighting	To continue to add to and enhance the Christmas lighting in Hexham	2018/2019 £10000 (reference 7050)	Planning started in January 2018
Arrange Armed Forces Day 2018 event	It was agreed in 2016 (Community Engagement committee minute 174) to hold this every two years. The 2018 event will be on 30 th June. Maintain links with 3RHA.	2018/2019 £7500 (reference 7800)	Planning started in late 2017.
Maintain Council links with Hexham in Bloom by having a Council representative on the committee	Support where possible.	2018/2019 £1000 (reference 7850) NB Grant aid of £1000 awarded for 2018/19	
* Clean and repair the War Memorial	Although 75% costs were awarded under the War Memorials Trust Scheme in August 2017, and listed building consent given in October 2017, the work was delayed by the availability of the masonry company and the winter weather.	2018/2019 £3000 (reference 5096)	Completion expected by end of April.
* Monitor and lobby Northumberland County Council regarding car parking facilities in Hexham	Present/expected loss of 500 long-term parking spaces in Hexham. Northumberland County Council need to provide 500 spaces asap. HTC actively engaged.		On-going
Have a Tier 1 risk assessment of the potential for groundwater pollution carried out for the Cemetery	To consider the extension of current burial arrangements was in last year's action plan. Advice was given that this assessment must be carried out before any purchase of land, etc.		By October
Support tourism	A new budget dedicated to tourism was agreed for 2017/18 and this will continue.	2018/2019 £10000 (reference 6096)	

Promote the Council's Grant Aid scheme	A record 13 applications were received in 2017 for 2018/19.	2018/2019 £74750 (reference 6050)	
Address public toilet provision in Hexham	The Town Council pays for the Sele toilets to remain open in winter.	£2000 (reference 5120)	
Look after planters in the town centre	Maintained by HTC staff.		

The Committee is requested to consider this Action Plan and recommend it to Full Council.

Jane Kevan
Town Clerk
March 2018

HEXHAM TOWN COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE
15 MARCH 2018

REVIEW AND ADOPTION OF HEALTH AND SAFETY POLICY

The attached policy was previously adopted in August 2015 and (with minor amendments and updated to include a reference to the Staff Handbook) is recommended for re-adoption.

Jane Kevan
Town Clerk
February 2018

HEALTH AND SAFETY POLICY

Hexham Town Council		has overall and final responsibility for health and safety
The Clerk		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of:	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Operations Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Operations Manager	All Staff given health and safety training as appropriate; and provided with the necessary training in order to protect themselves and others Ensure that all staff and volunteers are provided with copies of all relevant policies and procedures.
Engage and consult with employees on day-to-day health and safety conditions	Operations Manager	Staff will be consulted on health and safety matters as new procedures, equipment and techniques are introduced.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Operations Manager	Escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Operations Manager	Ensure that all staff are provided with copies of all relevant policies and procedures Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment

Signed:	Appointment::	Date:	
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Health and safety law poster is displayed at (location)	Within the Cemetery Workshop
First-aid box is located:	Within the Cemetery Office
Accident book is located:	Within the Cemetery Office

HEALTH AND SAFETY POLICY

Risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Slips, trips and falls	Staff and visitors may be injured if they trip on uneven pathways; protruding tree roots, etc.	Staff are instructed to keep pathways clear, as far as is possible, and to warn unsuspecting visitors of wet/slippery areas. Cables in the offices are properly routed or taped down.	Constant vigilance to be encouraged.	All staff	From now on	Ongoing
Manual Handling	Staff who need to move equipment, material, parts and tools could be subject to sprains, strains and other musculoskeletal disorders.	No person is to move anything greater than their ability to do so. If in doubt, assistance should be sought. All staff are trained in the basics of manual handling.	Ensure that large items are broken down into smaller components to aid movement. Refresher training to be introduced.	Overall control of Operations Manager	From now on	Ongoing
Grave digging and back filling	Staff involved with either of these tasks; members of the public; funeral directors; and Members of the Clergy. Injury may occur from unstable ground, malfunction of the excavator; tripping on grave covers; falling into the grave; or/and grave collapse.	The procedures laid down by NCC in their publication "Grave digging Operational Procedure" are followed (current at 08/11). Where specific advice is required the recommendations of the Institute of Burial and Cremation Administration publication "Code of Safe Working Practice for Cemeteries" is consulted.	Before any interment the Operations Manager outlines the procedures to be followed to involved staff.	Operations Manager	From now on	Ongoing
Landscaping	The Kubota operator or others nearby if the machine overturns or goes out of control.	Only trained and certificated staff are permitted to use the Kubota.	Checks to be made on current certification and records maintained.	Clerk	From August 2015	Done/ ongoing
Grass cutting	Members of the public; staff through hearing damage; and machine malfunction causing lacerations. Biological damage due to the ingestion of animal faeces. Skin damage due to contact with photo-toxic plants.	All staff are trained on the use of pedestrian mowers and are provided with hearing protection, gloves and respiratory protection. Training on the use of ride-on mowers is given internally.	Training records to be kept.	Clerk	From August 2015	Done/ ongoing

HEALTH AND SAFETY POLICY

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Edge strimming	Staff from hard material being thrown up causing contusions. Hearing damage from noise. Musculoskeletal problems from the weight of the strimmer. Burns from hot engines.	All staff are provided with helmets, face guards, gloves and hearing protection. Harnesses to carry the strimmer are also used. Instruction in the operation of the strimmer is given internally.	Training records to be maintained	Clerk	From August 2015	Done/ ongoing
Hedge Cutting	Staff who may fall from a height. Lacerations from the hedge cutters. Hearing damage from noise. Burns from hot engines.	Small scaffold is used to provide a stable platform. Hearing protection is provided. Gloves and eye protection is provided.	Staff member(s) to be trained in scaffold erection. Records of such training are to be maintained.	Operations Manager to organise the training. Clerk to maintain the records.	From August 2015	Training record done
Application of Chemicals	Staff who handle the chemicals; members of the public who are near.	Protective clothing, chemical gloves and respiratory protection is provided. No application takes place if any unprotected person is nearby. All excess chemicals are stored in a secure cupboard. Only minimal amounts of hazardous chemicals are purchased at a time.	Applicators are to be trained and hold valid authorisation certificates. Training records are to be maintained.	Operations Manager to organise the training. Clerk to maintain the records.	From August 2015	Training record done
Use of ladders to gain access	Staff falling off ladders; ladders being damaged and breaking when in use.	Ladders are inspected before use for signs of damage. Staff are instructed in "three point climbing"	Ladders are to be individually numbered and a ladder register is to be opened and maintained.	Operations Manager and Clerk.	From August 2015	Ongoing
Use of a gantry with block and tackle	Employees and headstone erectors may get crushed if a gantry fails or chains break.	Gantry is inspected for signs of damage before use. Only those trained in the use of the gantry are permitted to operate the system.	Chains and block (s) are to be examined by a qualified engineer and records maintained.	Operations Manager and Clerk	From August 2015	Ongoing
Storage of fuel	Fire and possible fatalities	Petrol is stored in two 20l Jerry Cans in a fire proof chest. White diesel is also stored in two 20l jerry cans in the same location. Red diesel is stored in an external tank.	Checks are to be made to prevent fuel being left outside the storage chest for long periods of time.	Operations Manager	From August 2015	Ongoing

HEALTH AND SAFETY POLICY

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Maintenance checks including inspection of cable, blades, tyres, etc. Also includes cleaning and washing.	Staff exposed to sharp blades, fuels, oils; etc which could cause lacerations or exacerbate skin conditions. Use of the jet wash could cause spray bounce-back into the eyes and face.	All staff supplied with hand protection and eye protection.	Staff are to be told to report any lacerations or skin damage to their manager. Where possible, any checks should be completed before leaving the storage shed so as to avoid the need for lone working.	Operations Manager	From August 2015	Ongoing
Use of the Tractors to pull the water bowser; the gritter or to push the snow plough.	Only the Tractor registered for use on the highway may be used on the public highway. Staff may be injured through a road traffic accident or malfunction of the plant.	Only trained drivers are to operate the tractors either on the road or within the cemetery. Regular servicing is undertaken and records kept.	Tractors not compliant with current legislation are to be taken out of service. Tractors are to be assessed in accordance with the "Farm Vehicle Health Check Scheme", run by NFU. All operators are to be certificated. The HSE advice leaflet "Using tractors safely" is to be provided to all users.	Operations Manager and Clerk	From August 2015	Ongoing
Use of chain saws	Staff exposed to noise and sharp blades causing cuts – possibly severe.	Only trained staff to use the saws. Protective clothing, face and eye protection is provided. Gloves are worn when operating the saws but removed when blade sharpening.	Only certificated staff are to use the chain saws. All certificates are to be checked for validity.	Operations Manager and Clerk	From August 2015	Ongoing
Use of back-mounted leaf blowers and hand-held portable leaf suckers.	Staff exposed to noise and musculoskeletal disorders. Burns from hot engines.	Staff are to be warned of the risks.	Any instances of sprains and strains are to be reported.	Operations Manager	From August 2015	Ongoing
The use of a generator, a petrol driven cement mixer, and a petrol driven grave pump,	Staff exposed to Carbon Monoxide poisoning from exhaust fumes. Burns from hot engines and strains and sprains when moving the equipment into location. Fire.	No equipment is to be used in an enclosed space. Hearing and hand protection is provided. Filling of the tanks is carried out using a funnel and small cans.	All staff to be made aware of the risks.	Operations Manager	From August 2015	Ongoing

HEALTH AND SAFETY POLICY

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
The use of the pick-up	Staff involved with a road traffic accident.	Only staff with an appropriate licence are to drive the pick-up. The vehicle is regularly serviced and records are kept.	The validity of licences are to be checked on an annual basis and photocopies retained for recording purposes.	Clerk	From August 2015	Done/ ongoing
Inspection of Allotments and Play Parks	Play parks are inspected early in the morning and often necessitate lone working. This exposes staff members to risk of attack.	Staff keep in touch with each other by the use of personal mobile phones.	Staff to be made aware of the potential risks.	Operations Manager	From August 2015	Ongoing
Use of small portable tools.	All small electrical items are subject to PAT testing.	Before use staff give all tools a brief visual examination.	Staff to be made aware of the risk.	Operations Manager	From August 2015	Ongoing
Use of computers	Musculoskeletal disorders; eye strain	None at present.	All work stations are to be assessed for risk and identified users to be offered eye tests and given advice, if necessary, on posture. Staff to be made aware of the risks	Clerk	From August 2015	Ongoing
The use of ground based hand tools	Trivial risks only from the use of forks, shovels, picks, hoes, etc.	None at present	None necessary			

(NOTE: This document is an appendix to the Staff Handbook, given to all employees when commencing employment with the Council.)

March 2018 – Date for Review: March 2019

clerk@hexhamtowncouncil.gov.uk