

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 17 April 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 15 March 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 31 March 2018 (attached).
6. To consider unused 2017/2018 budgets (see enclosed).
7. To consider Heritage Action Zones funding (information circulated to Councillors on 11 April).
8. To agree exclusion of the public during consideration of agenda item 9.
9. To consider funding requests received (see 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
11 April 2018

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H agenda 0418 FandGPCCommittee

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 15 MARCH 2018

437.	PRESENT: Councillor T G E Gillanders in the Chair and Councillors T Cessford, R Hull and T Pearson.
438.	APOLOGIES FOR ABSENCE were received from Councillors J M Graham, E Green, Mrs C R Homer and J Ord.
439.	MINUTES of the meeting held on 24 January 2018, having been circulated, were AGREED.
440.	MATTERS ARISING: a) BUSINESS BANKING (minute 423b and action log refers). It was AGREED to check if any bank in Hexham has a business adviser. b) OUTSTANDING INVOICE (minute 434 and action log refers). It was noted that this had been paid.
441.	DECLARATIONS OF INTEREST: There were no declarations of interest declared.
442.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2017/18 budget report to 28 February 2018 were received and accepted. Copies are attached to the minutes. It was AGREED to look at unused budgets at the next Committee meeting and recommend relevant carry overs to the Full Council. The Clerk will provide information on expenditure and reasons for budgets not being used.
443.	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 donation requests and staff salaries, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were requested to withdraw.
444.	DONATION REQUESTS: These were considered and AGREED as detailed in confidential minute 444 attached.
445.	STAFF SALARY INCREASE: This was considered and AGREED as detailed in confidential minute 445 attached.
446.	The meeting was reopened to the public.
447.	ACTION PLAN 2018/2019: The proposed Action Plan was AGREED to

	be recommended to Full Council.
448.	HEALTH AND SAFETY POLICY: It was AGREED to recommend this policy to Full Council.
449.	FUNDING REQUESTS: It was AGREED that all funding requests will be considered in camera.
450.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Tuesday 17 April 2018 at 6.30pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Research business banking options and check if any bank in Hexham has a business adviser.	Clerk
Review unused budgets at the next meeting.	Clerk/All
Advise NCC payroll of the agreed salaries.	Clerk
Refer the Action Plan and Health and Safety Policy to Full Council.	Clerk
Contact NALC as noted in confidential minute 445.	Clerk
Circulate information on Heritage Action Zones funding and add this to the next agenda.	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 17 APRIL 2018

The following budgets were unused in 2017/2018:

Budget Heading	Reference	Explanation
Elections Reserve	5090	No election was required other than the 4-yearly poll in May 2017 and NCC Elections Office advised the costs for these would be charged in 2018/2019.
Premises Reserve	5092	This has not been required (although there is an overspend on the premises – repair/maintain budget).
War Memorial Reserve	5096	A grant of up to £3,300 from the War Memorials Trust, representing 75% of the preferred contractor's quote, was offered in August 2017. However, the work was delayed because of the contractor's availability and the winter weather.
Risk Management/H&S	6070	No costs were incurred in 2017/2018.
Local Council Award Scheme	6090	An application was submitted in 2017/2018 but the invoice has not to date been received.
Headstone Raft Foundations	7350	These are usually extended every two years but are budgeted for in case required.
Town Clock – Repair/Maintain	7460	No work was required in 2017/2018.
Bus Shelters	7150	One shelter requires a roof repair but this will be paid out of the 2018/2019 budget.
VMS Units	7160	The broken unit was paid for out of Councillor Kennedy's members' allowance.
Street Signs	7170	No repairs were required in 2017/2018.

Notes on other significant variances in 2017/2018:

Budget Heading	Reference	Explanation
Cemetery Income	4010	This is difficult to forecast as it is not known how many burials there will be; how many will be traditional and how many in the woodland area; and how many will be for parish residents. In both 2016/2017 and 2017/2018 the cemetery income forecast was £65,000. However, income received was £150,293 and £108,381 respectively. Following a comment from external audit the forecast for 2018/2019 is £85,000.
Advertising	5000	Overspend: The budget was £600 but £850.55 was spent as two unforeseen notices were required due to a member of staff initially requesting a part-time post and then resigning.

Bandstand Reserve	5110	Overspend: There was no budget for this as the invoice from NCC for its restoration was expected in 2016/2017 but was not received until May 2017.
Contingency Fund	5100	Underspend: Four payments were made from a budget of £38,000: £10,000 towards the bandstand and fountain project; £5.83 for engraving the Mayor's chain; £500 to support a Mental Health Matters project; and £4,149 for additional Christmas lighting.
Town Plan Development Reserve	5500	Underspend: The balance of £29,959 from the 2016/2017 budget was added to the 2017/2018 budget, increasing it from £20,000 to £49,959. Two payments to Sustrans were made in 2017/2018 and a contribution from NCC for the second payment will be made in early 2018/2019.
Neighbourhood Plan	5600	Underspend as some invoices expected in March were not received until April.
Professional Fees	6095	Underspend: Only two payments were made in 2017/2018: for legal advice regarding a pigeon cree debt and for the Clerk's membership of the SLCC and ALCC.
Tourism Support Fund	6096	Underspend: This was a new budget and only two applications were received for relevant funding.
Machines/Equipment – Fuel/Road Tax/ Insurance	7310	Underspend: The insurance premium for the tractor reduced in 2017/2018.
Machines/Equipment – Renew/Replace	7315	Underspend.
Non-Specific Expenses	7330	Underspend.
Heat/Light	7370	Underspend.
Premises – Repair/Maintain	7380	Overspend: Work to the Cemetery Lodge expected to be completed in 2016/2017 took longer than expected.
Water/Business Rates	7390	Overspend: there was a leak in the supply pipe in the field in 2017.
Trees Maintenance	7410	Overspend: the annual survey in 2017 recommended some medium risk work to be carried out within 3 months.
Insurances (not motor)	7420	Underspend: The premium reduced last year from £8726 to £6820.35.
Quatre Bras Allotments	7020	Underspend: The Council has agreed to putting a fence in front of the gridlock but Miller Homes have delayed work required on the gridlock first.
Play Areas – Repair/Maintain	7190	Underspend.

Play Areas Development Fund	5094	Overspend: The Sele Play area was refurbished and paid for in early 2018 but the S106 funding will not be received until early 2018/2019. However, S106 funding was received for the Council adopting two new play areas at Park Well.
Remembrance Days & Events	7800	Underspend: There was no Armed Forces Day event in 2017 but the budget was maintained in case any bookings for the 2018 event had to be paid for in advance.
Newsletter	7840	Underspend: The distribution of only 3 newsletters was paid for in 2017/18 as the March 2018 one was delayed to April.
Mayor's Annual Reception	7070	Underspend: Drinks were paid for out of the Mayor's allowance rather than this budget.
Young Employee of the Year Award	7090	Underspend
Hexham in Bloom Council Expenses	7850	Underspend
Flowerbeds and Tubs – Renew/Replace	7110	Underspend
Flowerbeds and Tubs – Planting	7120	Underspend
Support for Town Events	5130	Overspend: sponsorship of Hexham Orpheus Choir concert; Northumberland Day banners; benches/table at QB allotment; funding towards Christmas Market stage; Taste Tynedale- but also includes £8840.73 paid for various Christmas Market invoices (offset against income received for stalls).

Jane Kevan
Town Clerk
April 2018