

## 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 28 November 2018 at 6.00pm, 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 October 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 October 2018 (attached).
6. To consider and agree a Funding Policy (see enclosed).
7. To agree exclusion of the public during consideration of agenda items 8, 9, 10 and 11.
8. To consider and recommend to Council a budget for 2019/20 (see enclosed).
9. To consider a report from Hexham Community Partnership.
10. To consider a staffing issue.
11. To consider a funding request (see enclosed).
12. To consider and recommend Council re-adopt the financial risk assessment (see attached).
13. To agree a date for the next meeting of the Committee.
14. 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  
22 November 2018

Hexham Town Council  
Council Office  
St Andrew's Cemetery  
West Road  
Hexham  
NE46 3RR  
01434 609575  
[clerk@hexhamtowncouncil.gov.uk](mailto:clerk@hexhamtowncouncil.gov.uk)  
H agenda 1118 FandGPCCommittee

**HEXHAM TOWN COUNCIL**

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

492.	PRESENT: Councillors R Hull, T G E Gillanders, T Cessford, J Ord, T Dodds and T Pearson.												
493.	APOLOGIES FOR ABSENCE were received from Councillors C R Homer and J M Graham.												
494.	MINUTES of the meeting held on 10 September 2018, having been circulated, were AGREED.												
495.	<p>MATTERS ARISING:</p> <p>a) BUSINESS BANKING OPTIONS (minute 479e and action log refers). It was AGREED to contact Mark Davies from CCLA Investment Management Limited and ask him to attend a Committee meeting to advise on the public sector deposit fund.</p> <p>b) TOILETS (minute 479g and action log refers). It was noted that Hexham Community Partnership will provide signage for the Sele toilets on Spook Night.</p> <p>c) CIVIC ENFORCEMENT OFFICER (minute 489 refers). Clarification was noted that a Town or Parish Council may arrange a Service Level Agreement if additional work is required.</p> <p>d) EMERGENCY PLAN (minute 490 and action log refers). It was noted that some large Town Councils have these and that Northumberland County Council has an Emergency Community Assistance Plan. No Town Council in Northumberland has a related plan although one for Berwick Town Council was drafted in 2017. It was AGREED that this draft will be considered by the Committee, together with any other Town plans found.</p>												
496.	DECLARATIONS OF INTEREST: Councillors Cessford declared a non-pecuniary interest as he is on the Board of Hexham Youth Initiative.												
497.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2018/19 budget report to 30 September 2018 were received and accepted. Copies are attached to the minutes.												
498.	<p>2019/20 COMMITTEE BUDGET: The Committee considered estimates received and AGREED the following draft Committee budget.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">FINANCE &amp; GENERAL PURPOSES COMMITTEE</th> <th style="text-align: center;">2018/19 Agreed Budget</th> <th style="text-align: center;">2018/19 Spent at 30/9/2018</th> <th style="text-align: center;">2018/19 Estimated at 31/3/19</th> <th style="text-align: center;">2019/20 Draft Budget</th> <th style="text-align: center;">Ref.</th> </tr> </thead> <tbody> <tr> <td>Internal audit/bookkeeping</td> <td style="text-align: center;">3000</td> <td style="text-align: center;">2070</td> <td style="text-align: center;">2790</td> <td style="text-align: center;">3000</td> <td style="text-align: center;">6000</td> </tr> </tbody> </table>	FINANCE & GENERAL PURPOSES COMMITTEE	2018/19 Agreed Budget	2018/19 Spent at 30/9/2018	2018/19 Estimated at 31/3/19	2019/20 Draft Budget	Ref.	Internal audit/bookkeeping	3000	2070	2790	3000	6000
FINANCE & GENERAL PURPOSES COMMITTEE	2018/19 Agreed Budget	2018/19 Spent at 30/9/2018	2018/19 Estimated at 31/3/19	2019/20 Draft Budget	Ref.								
Internal audit/bookkeeping	3000	2070	2790	3000	6000								

	Staff welfare	450	117	350	400	6010
	Staff salaries	143000	70244	141000	148000	6020
	Staff pension contributions	26265	12533	25000	28000	6030
	Travelling expenses	300	113	250	300	6035
	Grant Aid	74750	42250	74750	12100	6050
	HCP long-term grant	0	0	0	40000	6062
	HYI long-term grant	0	0	0	25000	6064
	Donations (one time only)	2000	1000	2000	2500	6066
	Risk management/H&S	500	0	0	500	6070
	Training	1000	974	1200	2000	6080
	Local Council Award Scheme	200	0	100	0	6090
	Professional fees	1000	0	700	1000	6095
	Tourism support fund	10000	1410	5000	10000	6096
	<b>TOTALS</b>	<b>262465</b>	<b>130711</b>	<b>253140</b>	<b>272800</b>	
499.	DISCIPLINARY POLICY: This was considered and it was AGREED to recommend it to Full Council.					
500.	SUSTAINABILITY POLICY: This was considered and it was AGREED to recommend it to Full Council, noting implementation and monitoring of the policy will be the responsibility of this Committee.					
501.	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 reports relating to Grant Aid, staffing issues and 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.					
502.	REPORTS FROM HEXHAM COMMUNITY PARTNERSHIP AND HEXHAM YOUTH INITIATIVE: These were considered and action as listed in confidential note 502 was AGREED.					
503.	STAFFING ISSUES: These were considered and action as listed in confidential note 503 was AGREED.					
504.	FUNDING REQUESTS: These were considered and action as listed in confidential note 504 was AGREED.					
505.	The meeting was reopened to the public.					
506.	POLICY FOR CONSIDERING (TOURISM SUPPORT) FUNDING					

	REQUESTS: It was AGREED to consider this at the next meeting of the Committee.
507.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Wednesday 28 November 2018 at 6.00pm in the Council Office, St Andrew's Cemetery, Hexham.

**Action Log**

Contact Mark Davies at CCLA to attend a Committee meeting (minute 495a)	Councillor Gillanders
Further research Town Councils' Emergency Plans (minute 495d) and forward to the Committee	Clerk, then All
Refer the Disciplinary Policy to Full Council (minute 499)	Clerk
Refer the Sustainability Policy to Full Council (minute 500)	Clerk
Contact HCP and HYI as agreed in confidential note 502	Clerk
Provide information on the staffing issue as agreed in confidential note 503	Clerk
Advise the organisations as agreed in confidential note 504	Clerk
Draft a policy for (tourism support) funding for the next Committee meeting	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 AND GENERAL PURPOSES COMMITTEE**

**FUNDING POLICY**

The Committee is requested to consider the following Funding Policy, and to recommend it to Full Council for adoption.

**FUNDING POLICY**

Hexham Town Council is funded by the residents of Hexham and therefore only has limited funds to assist community organisations either located and working in Hexham for the benefit of the community, or for organisations that focus primarily on Hexham.

Subject to funding being available, Hexham Town Council is committed to providing assistance and support to local community groups which are set up to promote community life for Hexham residents. The majority of the Council's financial support is provided by way of Grant Aid which is decided against criteria set by, and which may be amended from time to time by, Hexham Town Council (please see the Grant Aid Policy and Procedure for further information).

However, the Council also has budgets for one-off donations and to support tourism.

**Donations (One Time Only)**

The Council's 2018/19 budget for this is £2,000 and donations given are usually between £100 and £250. Examples of donations previously given include for the Hexham Abbey Festival, concerts held in Hexham, for the continued provision of Bus Service 74 (Newcastle to Hexham), Sport Tynedale, Northumberland Domestic Abuse Services, Tynedale Hospice at Home and Hexham Holiday Club.

Requests for donations may be made by writing to the Council giving information on the organisation, the reason for the requested funding and who any cheque should be made out to. All requests will be considered by the Finance & General Purposes Committee. Please note the Committee may decide or be unable to make a donation or may donate a smaller figure than that requested.

**Tourism Support Funding**

The Council's 2018/19 Budget for this is £10,000.

All funding requests must use the Council's application form and applicants should provide all information requested. The form can be downloaded from the Council's website or is available from the office.

Applications should be posted or emailed to the Town Council office at the address on the application form.

All valid applications will be assessed by the Finance & General Purposes Committee. Please note the Committee may refuse the application or award a smaller figure than that applied for.

Application forms and any information submitted to support an application will be held on file as follows before being destroyed:

Successful applicants: for two years following the year in which the funding was awarded.

Unsuccessful applicants: until the approval of the minutes of the meeting which declined the application.

Amendments to this Policy may be made at any time.

November 2018 – Date for Review: November 2021

[clerk@hexhamtowncouncil.gov.uk](mailto:clerk@hexhamtowncouncil.gov.uk)

**HEXHAM TOWN COUNCIL**  
**FINANCE & GENERAL PURPOSES COMMITTEE MEETING 28 NOVEMBER 2018**

**FINANCIAL RISK ASSESSMENT**

The Council (not a Committee) must review and agree a risk assessment every year. The risk assessment below is the same as that approved for 2017/18.

The Committee is asked to consider the proposed assessment for 2018/19 and recommend it for adoption by the Council.



### FINANCIAL RISK ASSESSMENT

AREA	RISK(S) IDENTIFIED	RISK LEVEL	POTENTIAL IMPACT	MANAGEMENT/ CONTROL OF RISK	ACTION	AUDIT FREQUENCY (months)
<b>PRECEPT</b>	HTC failure to submit precept requirement by the deadline	Low	High	Minuted	Diary (Clerk)	12
	Precept not paid by NCC	Low	High	Checked, report to Council	Minuted	6
	Was the precept adequate?	Low	High	Finance & General Purposes Committee review and receive reports for budget monitoring at least 3 times per year.	Diary	12
<b>CEMETERY</b>	Allocation of incorrect grave plot	Low	Medium	Burial register is updated for each burial.	RFO verify entry	6
	Are the charges reasonable?	Low	Low	Reviewed annually by the Planning & Infrastructure Committee.	Diary	12
	Incorrect invoice(s) issued	Low	Low	Invoice details are recorded in the burial register and cemetery records database.	RFO verify	12
<b>ALLOTMENTS</b>	Are the rents reasonable?	Low	Low	Reviewed annually by the Planning & Infrastructure Committee.	Diary	12
	Incorrect invoices issued	Low	Low	A copy of each invoice is kept in the allotment register.	Diary	12
	Incorrect income recorded	Low	Low	Details of payment are made on the copy invoice in the register.	RFO verify	12

	Income paid by cash lost/stolen	Low	High	Cash payments are recorded and bank records subsequently checked.	RFO verify	6
<b>GRANTS via S106</b>	Failure by HTC to submit valid claim	Low	High	NCC instructions must be followed.	Clerk/RFO verify	12
	Non-receipt of grant from NCC when due	Low	High	Check bank records, contact NCC and report to Planning & Infrastructure Committee.	Clerk/RFO verify	6
<b>SALARIES</b>	Paying the wrong salary	Low	High	Check relevant minute/ staff contract and advise NCC.	Member verify	12
	False documents provided by employee	Low	High	Check documents and references.	Member verify	12
	Making incorrect deductions	Low	Medium	Salaries paid via NCC.		
<b>DIRECT COSTS AND EXPENSES AND ALL PAYMENTS MADE</b>	Goods not supplied or received	Low	Medium	Review ordering system if necessary.	RFO verify	12
	Invoice is for incorrect amount	Low	Medium	Sign the invoice and check the total.	Two Members to verify	12
	Cheque made out incorrectly	Low	Medium	Sign the cheque stub and check the invoice total.	Two Members to verify	12
	Cheque made payable to wrong party	Low	Medium	Sign the cheque stub and check the payee.	RFO verify	12
	Cllr overpaid allowance	Low	Medium	Claims must be in writing.	RFO verify	12
<b>GRANT AID</b>	Using the wrong power to pay	Low	Low	Minute the relevant legislation (NB General Power of Competence adopted in 2017).	Member verify	12
	No record of agreement to pay	Low	Medium	All grants agreed to be minuted.	Member verify	12

	Agreement of grant conditions (if any)	Low	Medium	Must be reasonable and minuted.	RFO verify	12
	Follow up of grant conditions (if any)	Low	Medium	Minute	RFO confirm	12
<b>ELECTION COSTS</b>	Invoice not at agreed rate	Low	Medium	RFO check and consider budget.	RFO verify	12
<b>VAT RECOVERABLE</b>	Vat analysis incorrect	Low	Medium	Checked when received, approval given monthly for accounts for payment, and by internal audit.	RFO verify	12
	Incorrect VAT charged on purchases	Low	Medium	Check to cash book.	RFO verify	12
	Failing to make claim within time limit	Low	High	Submit a return every 6 months.	RFO verify	12
<b>RESERVES</b>	Not being adequate	Low	High	Consider level when budget setting.	RFO opinion	12
<b>ASSETS</b>	Loss, damages	Medium	Medium	Annually inspect assets. Review insurance cover, and check against asset register.	Diary	12
	Damage to third parties	Low	High	Annually review insurance cover.	Diary	12
<b>STAFF</b>	Loss of personnel	Low	High	Monitor hours, stress, sickness, management training, early departure.	Diary + Staff subcommittee keep under review	12
	Staff fraud, Cash loss	Low	High	Review fidelity insurance cover and any insurer conditions.	Diary	12
<b>LOSS</b>	Consequential loss due to damage or third party actions	Low	Medium	Review liability insurance cover and any insurer conditions.	Diary	12
<b>BORROWING</b>	Inadequacy of finances to repay loans	Low	Medium	Check against income and outflow.	RFO opinion	12

<b>LEGAL POWERS</b>	Illegal activity or payment	Low	Medium	Town Clerk is CiLCA qualified. General Power of Competence adopted. Use of advice from NALC and SLCC. Members follow the Code of Conduct.	Clerk/RFO verify	12
<b>FINANCIAL RECORDS</b>	Inadequate	Low	High	RFO check 3 monthly. Financial Regulations reviewed annually. Annual internal and external audit. Two signatures on all cheques.	RFO opinion	12
<b>MINUTES</b>	Inaccurate or illegal	Low	Low	Review and signed by Chair at following meeting.	Clerk	12
<b>MEMBERS' INTERESTS</b>	Not maintained in accordance with Code of Practice or conflict of interest.	Low	Medium	Register of interests filed with NCC. Update as and when changes occur. Code of Conduct advice and declarations of interest on all agendas.	Clerk	12