

## 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 21 January 2019 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 28 November 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 December 2018 (attached).
6. To appoint Stokoe Rodger as internal auditor for 2018/19.
7. To consider making a financial subsidy in conjunction with Ponteland Town Council and adjoining Councils towards Bus Service 74 (see enclosed).
8. To consider and agree a Funding Policy (see enclosed).
9. Councillor T G E Gillanders proposal: "To recommend to Full Council that it joins the Living Wage Foundation".
10. To consider a seminar attended by Councillor Hull on the future of high streets, where a study included Hexham.
11. To consider an entry for the Newcastle and Northumberland Local Council of the Year 2019.
12. To consider a representative on the Hexham Hub.
13. To agree exclusion of the public during consideration of agenda items 14 and 15.
14. To consider a funding request (see enclosed).
15. To consider a staffing issue.
16. To agree a date for the next meeting of the Committee.
17. 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  
15 January 2019

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 0119 FandGPCommittee

## HEXHAM TOWN COUNCIL

### MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 28 NOVEMBER 2018

508.	PRESENT: Councillors R Hull, T Cessford, J Ord and T Pearson.
509.	APOLOGIES FOR ABSENCE were received from Councillors T G E Gillanders and C R Homer.
510.	MINUTES of the meeting held on 15 October 2018, having been circulated, were AGREED.
511.	MATTERS ARISING: a) BUSINESS BANKING OPTIONS (minute 495a and action log refers). It was noted that Mark Davies from CCLA Investment Management Limited was unable to attend this Committee meeting to advise on the public sector deposit fund but will be invited to the next one. b) EMERGENCY PLAN (minute 495d and action log refers). It was noted that the Clerk had circulated the draft Berwick Town Council Emergency Plan, together with three other Town plans found and Northumberland County Council's Emergency Community Assistance Plan. It was AGREED to defer further consideration of this until a future meeting.
512.	DECLARATIONS OF INTEREST: There were no declarations of interest declared.
513.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2018/19 budget report to 31 October 2018 were received and accepted. Copies are attached to the minutes.
514.	FUNDING POLICY: A draft policy was considered. The introduction and donations sections were AGREED but the section on tourism support funding will be reconsidered once the County Council's guidance/policy on Community Chest funding has been looked at.
515.	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 the 2019/20 budget, Grant Aid, a staffing issue and a funding request, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were requested to withdraw.
516.	COUNCIL BUDGET 2019/20: A draft budget was considered and it was AGREED the budget and the required precept as detailed in confidential note 516 be RECOMMENDED to the Council.

517.	REPORTS FROM HEXHAM COMMUNITY PARTNERSHIP: A written report and verbal presentation was considered and action as listed in confidential note 517 was AGREED.
518.	STAFFING ISSUE: It was AGREED to defer consideration of this matter.
519.	FUNDING REQUEST: This was considered and action as listed in confidential note 519 was AGREED.
520.	The meeting was reopened to the public.
521.	FINANCIAL RISK ASSESSMENT: It was AGREED to recommend this to Full Council for adoption.
522.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Monday 21 January 2019 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 511a)	Councillor Gillanders
Further consider Town Councils' Emergency Plans (minute 511b)	Committee
Review NCC's guidance on Community Chest grants and review the draft policy for (tourism support) funding for the next Committee meeting (minute 514)	Councillor Cessford/ Clerk
Refer the recommended budget to Full Council (minute 516)	Clerk
Refer the recommended financial risk assessment to Full Council (minute 521)	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 21 JANUARY 2019**

**BUS SERVICE 74**

On 14 February 2017 the Committee considered making a financial subsidy in conjunction with Ponteland Town Council and adjoining Councils towards this bus service. It was agreed to pay a subsidy of £150.00 from the 2016/17 donations (one time only) budget as a gesture of goodwill as this had not been budgeted for (minute 327 refers). In January 2018 the Committee considered a repeated request and agreed to pay a donation of £150.00 from the 2017/18 donations (one time only) budget.

On 4 December 2018 a request was received from Ponteland Town Council regarding the continued provision of the Saturday evening bus service 74. The request states:

*“The Town Council wish to extend their grateful thanks to Hexham Town Council for their contribution in support of this service over the past few years and respectfully ask once again for your Councils support, towards the cost of continued provision in 2019/20. Following a review of bus services in 2015, it was established that the service 74 no longer qualified for support from Northumberland County Council. The areas most affected by the removal of this service were Ponteland, Stamfordham and Matfen, and as such their Town and Parish Councils agreed to fund the Saturday evening ‘Tynedale Links’ bus between Hexham, Matfen, Stamfordham, Ponteland and Newcastle for a year, starting from 30th January 2016.*

*Ponteland Council believe that the service is an important social link, enabling people in Ponteland, Stamfordham, Matfen and Hexham to enjoy a late night out in Newcastle, or to get a later bus back from Matfen.”*

*The cost per annum for the service is £4973; and this was covered jointly by Ponteland Town, Matfen, Hexham and Stamfordham Parish Councils in 2018/19. There is no change in cost for 2019/20.*

*The Town Council along with Hexham, Matfen and Stamfordham Parish Councils have subsidised the service since January 2016, and like to satisfy themselves that the service is A) still required and improving, B) of benefit to their community and C) value for money. To assist your Council in making their decision, I have received the following information regarding patronage numbers from Mr Mark Ellis - Go North East: ‘.....we’ve carried an average of 21.2 passengers over the 3 trips made each Saturday night so far this year, and the average revenue is £25.04 per night in fares (compared with 11.6 passengers per trip last year and average revenue of £15.88 per night in fares.’”*

For information, £700.00 remains in the 2018/19 donations (one time only) budget.

Jane Kevan  
Town Clerk  
January 2019

**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 2019/20 budget for this is £2,500 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 at any time 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 2019/20 Budget for this is £10,000. The Council's objective is to finance actions designed to develop, improve or promote the tourism offer of Hexham. The Council will be looking for a clear rationale for the action and for all other funding to be indicated, including match funding.

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 [www.hexhamtowncouncil.gov.uk](http://www.hexhamtowncouncil.gov.uk) or is available from the office at St Andrew's Cemetery, West Road, Hexham NE46 3RR.

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

Applications may be submitted at any time. All valid applications will be assessed at the next meeting of the Finance & General Purposes Committee. Please note the Committee may refuse the application or award a smaller figure than that applied for.

Please note:

- If the funding supported event/project does not go ahead, the Council reserves the right to reclaim all or part of the funding. Any unspent funding must be returned.
- The applicant must have security of tenure on any facility to be funded either by ownership of the freehold or by means of a lease that has at least five years duration when the application is made, unless otherwise agreed by the Council.
- Applicants must fully research the identified costs and, where appropriate, secure competitive quotations.
- All projects, or expenditure, must be completed within 12 months of notification of the funding.
- The Council reserves the right to inspect amounts, receipts and records of all transactions relating, premises and projects related to the application.
- Applicants must ensure that all relevant permissions and licences are obtained before they apply for funding.
- All liabilities for the project/proposal remain with the applicant and are not the responsibility of the Council, its partners, agents or employees.
- The applicant must ensure that all publicity relating to an event or project receiving funding from the Town Council fully acknowledges its contribution.
- All groups or organisations receiving funding from Hexham Town Council must demonstrate a commitment to equality of opportunity that aims to eliminate all forms of discrimination.

- Any equipment purchased with the funding must remain the property of the organisation and must be available for more than one member to use.
- Where applicable, evidence of the following documents must be provided: liability insurance, safeguarding policy, vulnerable adult statement, planning permissions, premises licence or temporary event notice.

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.

February 2019 – Date for Review: February 2022

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