

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 27 August 2019 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 July 2019, 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 July 2019.
6. To receive presentations from Hexham Community Partnership and Hexham Youth Initiative.
7. To consider an Administrative Officer job description.
8. To consider the purchase of a fireproof cabinet for storing burial registers.
9. To consider toilet provision in Hexham.
10. To consider the funding of wildflower planting on the cemetery road verge.
11. To agree exclusion of the public during consideration of agenda items 12 and 13.
12. To consider a funding request (circulated to members on 20 August).
13. To consider quotes received for maintaining headstones.
14. To agree a date for the next meeting of the Committee.
15. 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
20 August 2019

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St Andrew's Cemetery
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H agenda 0819 FandGPCommittee

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 24 JULY 2019

580.	PRESENT: Councillors R Hull, T Cessford, T Pearson, J Ord and C R Homer.
581.	APOLOGIES FOR ABSENCE were received from Councillors S Ball and T G E Gillanders.
582.	MINUTES of the meeting held on 27 June 2019, having been circulated, were AGREED.
583.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none">a) EMERGENCY PLAN (minute 571a and action log refers). It was AGREED to take no further action.b) BUSINESS BANKING OPTIONS (minute 571b and action log refers). It was noted that Councillor Ball and the Clerk are still to meet regarding the amount to be invested.c) FUNDING REQUEST (minute 571c and action log refers). It was noted that an update is needed from Councillor Gillanders.d) ANPR CAMERA (minute 571e and action log refers). It was AGREED to contact Northumbria Police again for any update.e) HERITAGE ACTION ZONE HIGH STREETS INITIATIVE (minute 575 refers). It was noted that the expression of interest has been submitted.f) PHONES AND BROADBAND (minute 578 refers). It was noted that an application to CICAS for an impartial resolution has been accepted. It was further noted that the temporary supplier has disconnected the phone number and broadband and is, to date, contrary to Ofcom Regulations, blocking attempts by the previous supplier to resume provision.
584.	DECLARATIONS OF INTEREST: There were no declarations of interest.
585.	FINANCIAL REPORT: The bank statement and account reconciliation to 30 June 2019 were received and accepted. Copies are attached to the minutes. It was noted that the budget report will be considered at the next meeting.
586.	PROJECTS OFFICER POST: It was AGREED to further consider a job description.
587.	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 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.

588.	FUNDING APPLICATION: It was NOTED that further information is needed and the Clerk will contact the applicant.
589.	The meeting was reopened to the public.
590.	HEXHAM COMMUNITY PARTNERSHIP AND HEXHAM YOUTH INITIATIVE: It was AGREED to invite representatives to the next meeting to report on how funding is being spent and future plans.
591.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Tuesday 27 August 2019 at 6.30pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Get advice regarding the amount to invest (minutes 571b and 583b)	Clerk and Councillor Ball
Arrange/update on a meeting with interested parties and ask for a breakdown of costs (minutes 571c and 583c)	Councillor Gillanders
Contact Northumbria Police for any update (minute 583d)	Clerk
Consider a Projects/Admin Officer job description (minute 586)	Councillor Hull/ Clerk
Contact the funding applicant (minute 588)	Clerk
Invite HCP/HYI (minute 590)	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.