

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 14 February 2017 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 29 November 2016 enclosed.
3. Matters arising, if any.
4. Declarations of interest (see memorandum enclosed).
5. To receive bank reconciliation and budget income and expenditure report to 31 January 2017 attached.
6. To consider making a financial subsidy in conjunction with Ponteland Town Council and adjoining Councils towards Bus Service 74 (see enclosed).
7. IT Equipment – to agree disposal of obsolete items (see memorandum enclosed).
8. To agree exclusion of public during consideration of item 9.
9. Cllr T G E Gillanders will propose a condition be made on an agreed 2017/18 grant (see (confidential) proposal 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
Clerk Designate
8 February 2017

Hexham Town Council
Council Office
St Andrew's Cemetery
West Road
Hexham
NE46 3RR
01434 609575
clerk@hexhamtowncouncil.gov.uk
H agenda 0217 FandGPCCommittee

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 29 NOVEMBER 2016

308.	PRESENT: Councillor J M Graham in the Chair and Councillors T Cessford, T Robson, J V R Hare and D Clegg.
309.	APOLOGIES FOR ABSENCE were received from Councillors T G E Gillanders, Mrs C R Homer and P E Oliver.
310.	MINUTES of the meeting held on 18 October 2016, having been circulated, were AGREED.
311.	MATTERS ARISING: TOURISM BUDGET (minute 304 refers). It was NOTED that an additional budget category for tourism needs to be added to the budget.
312.	DECLARATIONS OF INTEREST: Councillor T Robson declared a pecuniary interest relating to agenda item 8.
313.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2016/17 Budget report to 31 October 2016 were received and accepted. Copies are attached hereto.
314.	ANNUAL RISK ASSESSMENT: The risk assessment as circulated was reconsidered. It was AGREED that the Clerk Designate will redraft it for consideration at the next meeting.
315.	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 at Agenda items 8, 9 and 10, namely consideration of a Grant Aid application, consideration of two donation requests, and considering the Council 2017/18 budget, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were instructed to withdraw.
316.	GRANT AID: The late application received was considered. The grant as listed in attached confidential minute 316 was AGREED subject to final approval of the budget by Council in due course.
317.	DONATION REQUESTS: It was AGREED that no donation may currently be granted to Age UK Northumberland or Great North Air Ambulance but that both organisations may apply for donations in 2017/18.

318.	COUNCIL BUDGET 2017/18: A draft budget was considered and it was AGREED the following budget and the required precept be RECOMMENDED to the Council.
------	--

HEXHAM TOWN COUNCIL (RECOMMENDED) BUDGET 2017/18

HTC BUDGET 2017/18	2016/17 Agreed budget	2016/17 as at 31/11/16	2016/17 estimated at 31/03/17	2017/18 Draft Budget	Reference
INCOME	A	B	C	D	E
Allotments income	4752	5122	5300	5520	4000
Cemetery income	65000	98681	130000	65000	4010
Donations/Grants/Loans	0	0	0	0	4015
Neighbourhood Plan grant	8000	8678	8678	0	4105
Miscellaneous	0	972	972	0	4020
TOTAL CREDITS	77752	113453	144950	70520	

HEXHAM TOWN COUNCIL 2017/18 (RECOMMENDED) BUDGET

HTC BUDGET 2017/18	2016/17 Agreed budget	2016/17 as at 31/11/16	2016/17 estimated at 31/03/17	2017/18 Draft Budget	Reference
ADMINISTRATION	A	B	C	D	E
Advertising	600	330	430	600	5000
Telephones	2900	1752	2350	2900	5010
Postages	450	301	350	450	5020
Stationery/Copying	700	550	500	600	5030
Office equipment	1000	857	900	1500	5040
Subscriptions	1600	1774	1774	1900	5050
Bank charges	450	391	600	600	5060
External audit	1000	0	1035	1200	5070
Mayor's allowance	2100	1251	2100	2100	5080
Elections reserve	3000	4891	4891	6000	5090
Bandstand reserve	0	0	20000	0	5110
Sele WC - NCC charge	2000	0	2000	2000	5120
Contingency Fund	20000	4	4	38000	5100
TOTALS	35800	12101	36934	57850	
TOWN PLAN 2020 COMMITTEE					
Town Plan 2020 Development reserve	20000	-10000	20000	20000	5500
TOTALS	20000	-10000	20000	20000	
NEIGHBOURHOOD PLAN COMMITTEE					
Neighbourhood Plan & N/Plan Forum	22150	10623	20000	2000	5600
TOTALS	22150	10623	20000	2000	
FINANCE & GENERAL PURPOSES COMMITTEE					
Internal accounting and audit	2800	1760	2400	2800	6000
Staff welfare, catering and the like	600	270	400	450	6010
Salaries	135000	95113	135000	126534	6020
Pension contributions	22000	15561	23200	24000	6030
Travelling expenses	300	0	0	300	6035
Grant Aid	6500	6500	6500	6750	6050
Grant Aid under sec 137	2800	2800	2800	65000	6060
HCP Long term Grant under sec 137	31000	31000	31000	0	6062
HYI Long term Grant under sec 137	25000	25000	25000	0	6064
Donations (One time only)	1500	750	750	1500	6066
Risk Management/H&S	500	0	0	500	6070
Councillors and employees training	500	35	35	500	6080
Local Council Award Scheme	300	0	0	500	6090
Professional fees	1000	0	0	1000	6095
Tourism support fund	0	0	0	10000	tba
TOTALS	229800	178789	227085	239834	
PLANNING & INFRASTRUCTURE COMMITTEE					
Personal Protective equipment	1500	538	1200	1400	7300
Machines/equipment – fuel/road tax/insurance	4300	4067	6000	6500	7310
Machines/equipment – renew/replace	20000	13072	18000	20000	7315
Machines/equipment repair/maintain	4000	1936	4000	4000	7320
Non-specific expenses	4000	1116	2000	4000	7330

Stock - Caskets and other	8000	7478	8500	10000	7340
Headstone raft foundations	0	0	0	6000	7350
Debt charges (PWLB)	9905	4952	9905	9905	7360
Heat/light	3500	2099	4000	4500	7370
Premises repair maintain	2000	1033	1000	3000	7380
Premises reserve	20000	22672	36000	5000	5092
Water rate/Business rate	750	1619	1800	1800	7390
Trees maintenance	1000	0	1000	1200	7410
Insurances (not motor)	9500	8726	8726	9500	7420
Floodlights Repair Maintain	2000	121	400	2000	7450
Town clock Repair Maintain	200	174	450	250	7460
Dene Park allotments Maintain	500	413	500	550	7000
Broadway allotments Maintain	3000	2041	3500	3500	7020
Wydon Park allotments Maintain	150	9	150	150	7030
Seats x 59 Repair Replace Renew	1500	62	1000	1500	7130
Litter bins x 86 Repair Replace	2000	901	2000	3000	7100
Bus shelters x 12 Repair Replace	250	0	100	250	7150
VMS units x 6 Repair Replace	1000	0	0	1000	7160
Street signs x 6 Repair Replace	1000	0	1000	3000	7170
Play Areas x6 Repair	500	0	800	1000	7190
Play Areas x6 ROSPA inspection	600	528	528	650	7200
Play Areas x6 Vandalism	500	132	500	500	7210
Play Areas Development Fund	1500	-23050	0	10000	5094
Winter Maintenance	0	0	0	3000	tba
TOTALS	103155	50639	113059	117155	
COMMUNITY ENGAGEMENT COMMITTEE					
Remembrance Days & Armed Forces Day	10000	3033	3033	7500	7800
WW1 Remembrance	0	0	0	0	7810
War Memorials	0	0	0	0	7820
War Memorial Reserve	10000	1350	1350	10000	5096
Website	450	35	500	600	7830
Newsletter	1000	316	450	1200	7840
BID/Business Forum	300	250	250	0	7860
Town Twinning [Council expenses]	650	365	365	1000	7870
Christmas lights Repair Replace	4000	500	2500	2000	7040
Christmas lights Additional units	10000	0	1980	10000	7050
Christmas lights Erect Dismantle Store Insure	7000	0	7000	9000	7060
Christmas lights Switch on	1000	397	1065	1200	7065
Mayor's annual reception	750	600	600	750	7070
Steward and Bailiff award	25	20	20	50	7080
Young Employee of the year award	300	0	300	300	7090
Hexham/Northumbria in Bloom (Council expenses)	2300	0	1500	2300	7850
Flower beds and tubs Renew Replace	0	0	0	500	7110
Flower beds and tubs Planting	6000	4560	6000	6500	7120
Support for town events	4000	10150	10150	9000	5130
TOTALS	57775	21576	37063	61900	

HEXHAM TOWN COUNCIL 2017/18 BUDGET

HTC BUDGET 2017/18	2016/17 Agreed budget	2016/17 as at 31/11/16	2016/17 estimated at 31/03/17	2017/18 Draft Budget	Reference
EXPENDITURE SUMMARY					
Administration	35800	12101	36934	57850	
Town Plan 2020 Committee	20000	-10000	20000	20000	
Neighbourhood Plan Committee	22150	10623	20000	2000	
Finance and General Purposes	229800	178789	227085	239834	
Planning and Infrastructure	103155	50639	113059	117155	
Community Engagement	57775	21576	37063	61900	
TOTALS	468680	263728	454141	498739	

HEXHAM TOWN COUNCIL 2017/18 BUDGET

Balance cash in hand			280260
Likely expenditure at 31/3/17	(454141)		
Expenditure to date	<u>(263728)</u>		
Expenditure to come		(190413)	
Likely income at 31/3/17	144950		
Income to date	<u>113453</u>		
Income to come		31497	
Likely expenditure at 31/3/17			(158916)
Expected balance at year end 2016/17			<u>121344</u>
2017/18			
Budget expenditure		(498739)	
Budget income		70520	
Budget net expenditure			<u>(428219)</u>
Balance required			<u>(306875)</u>
PRECEPT	(To be agreed 9 January 2017)		<u>306875</u>

2015/16

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should have paid £70.38 per annum (£284500/4042).

2016/17

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should have paid £71.64 per annum (£293000/4090).

2017/18

On the basis of the base figure supplied by NCC the average (Band D) council tax payer should pay £72.84 per annum (306875/4213).

319.	The meeting was reopened to the public.
320.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on a date to be confirmed in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Add tourism category to the budget (done)	Clerk
Redraft the risk assessment (Approved by Council on 6.2.17)	Clerk Designate
Advise Age UK Northumberland and Great North Air Ambulance regarding donations (done 5.12.16)	Clerk Designate

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.]

Derick Tiffin,
Clerk of the Council
1 February 2013

Hexham Town Council
Finance & General Purposes Committee 14 February 2017

Bus Service 74

The following information was considered at the Council meeting on 9 January 2017. It was agreed to defer this item to the Finance and General Purposes Committee for consideration. Please note that on 16 January Ponteland Town Council advised the figure should read £4973 per annum (not £9945).

Ponteland Town Council has contacted Hexham Town Council to ask for its support for the continued provision of Bus Service 74. Ponteland Town Council states:

“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, 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 bus back from Newcastle now runs twenty minutes later than it has done previously, leaving Eldon Square at 11.20pm, allowing people to enjoy a late meal, a trip to the theatre or cinema or a few drinks with friends until after last orders; and the bus arrives back in Hexham just after 12.30am.

Please be advised that the cost per annum for the service is £9945.52 and that this was covered jointly by Ponteland Town, Stamfordham and Matfen Parish Councils in 2016/17.

It is hoped that as Hexham residents also benefit from the late returning bus service from Newcastle, that Hexham Parish Council will consider supporting the continuation of the service in conjunction with Ponteland, Stamfordham and Matfen, Town and Parish Council’s for 2017/18.”

As this has not been considered as part of the 2017/18 budget, please note that, if agreed, any financial support for this would have to be taken from the contingency budget.

Jane Kevan
Clerk Designate
25 January 2017

Hexham Town Council
Finance & General Purposes Committee 14 February 2017

Obsolete IT equipment

As the Clerk is retiring in March the IT equipment used by him for some years at his home office will no longer be required by the Council.

As all assets have to be valued annually for purposes of annual audit and for insurance these items have been valued by Peter Rodger, the Council's IT consultant.

The valuations placed on the items are:

Dell Vostro 230 desktop PC (2010)	£25
LG monitor (2010)	£10-£15
Acer 5734 laptop (2010)	£15-£25
HP 4620 inkjet printer (2012)	£10

The Clerk has expressed an interest in purchasing these items for his own use after his retirement and Committee is requested to consider and agree or otherwise this request.

If Committee agrees I suggest the valuations are taken at the mid-point values so giving a total sale value of £67.50.

Jane Kevan
Clerk Designate
7 February 2017