

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 11 December 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 2017, enclosed.
3. Matters arising, if any.
4. Declarations of interest (see enclosed).
5. To receive short presentations from Hexham Community Partnership and Hexham Youth Initiative regarding grant aid.
6. To receive bank reconciliation and budget income and expenditure report to 30 November 2017 (attached).
7. To consider and recommend Council adopt the 2017/18 risk assessment (see attached).
8. To agree a date for the next meeting of the Committee.
9. 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
5 December 2017

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H agenda 1217 FandGPCCommittee

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 29 NOVEMBER 2017

390.	PRESENT: Councillor J M Graham in the Chair and Councillors T G E Gillanders, T Cessford, E Green, T Pearson and J Ord.
391.	APOLOGIES FOR ABSENCE were received from Councillors J V R Hare, R Hull and Mrs C R Homer.
392.	MINUTES of the meeting held on 11 October 2017, having been circulated, were AGREED.
393.	MATTERS ARISING: a) STAFF MATTER (Confidential Minute 382 refers) This was considered and AGREED as detailed in confidential minute 393a attached. b) GRANT AID (minute 383 refers). It was AGREED to request the two organisations that had applied for grants of more than £10,000.00 to attend the next Committee meeting to detail what they intend doing with the grant. c) CO-OPTION POLICY (minute 388 refers). Minor further amendments were AGREED to this policy and it will be recommended to Full Council on 8 January 2018.
394.	DECLARATIONS OF INTEREST: There were no declarations of interest.
395.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2017/18 Budget report to 31 October 2017 were received and accepted. Copies are attached to the minutes.
396.	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 item 7, namely consideration of the 2018/19 Council 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.
397.	COUNCIL BUDGET 2018/19: A draft budget was considered and it was AGREED the budget and the required precept as detailed in confidential minute 397 be RECOMMENDED to the Council.
398.	The meeting was reopened to the public.
399.	DONATION REQUESTS: It was AGREED not to make a donation to

	Community Action Northumberland or Great North Air Ambulance but to make a donation of £300.00 to Sport Tynedale.
400.	HEXHAM ABBEY FLOODLIGHTS: Results of the recent survey were noted and it was AGREED to get a quote for the outages and additional repairs identified.
401.	NOTIFICATION OF EXTERNAL AUDITOR APPOINTMENTS FOR 2017/18: It was NOTED that PKF Littlejohn LLP has been appointed for the Northumberland area for the five year period commencing with the financial year 2017/18. The Annual Return will now be known as the "Annual Governance and Accountability Return" and the new forms will be sent electronically at the end of the financial year.
402.	JOURNAL CULTURE AWARDS 2018: It was noted that Northumberland County Council has invited Hexham Town Council to co-sponsor these Awards due to take place in May 2018 at Hexham Abbey, requiring a contribution of £5000.00. It was AGREED not to support this event.
403.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on 11 December 2017 at 6.30pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Re-advertise the Cemetery Worker position as a fulltime post and advise applicants for the recently advertised job share post that their application will be considered for the fulltime position if they confirm they wish it to be.	Clerk
Invite HCP and HYI to attend the next meeting.	Clerk
Refer the revised Co-option Policy to Full Council (Councillor Graham to send the final version to the Clerk)	Clerk
Advise Community Action Northumberland, Great North Air Ambulance and Sport Tynedale regarding donations.	Clerk
Get a quote for the required and recommended floodlights work.	Clerk

Chairman

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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
RISK ASSESSMENT AND MANAGEMENT FOR 2017/18

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 2016/17, which was based on one deemed adequate by the external auditors but with additional detail.

The Committee is asked to consider the proposed assessment for 2017/18 and recommend it for adoption by the Council.

ITEM	RISK	HIGH, MEDIUM OR LOW	MANAGEMENT OF RISK	STAFF ACTION	AUDIT FREQUENCY (months)
PRECEPT	HTC fails to submit precept requirement by the deadline	H	Minuted	Diary	12
	Precept not paid by NCC	L	Checked, report to Council	Minuted	6
	Was the precept adequate?	H	Finance committee review at least 3 times per annum	Diary	12
CEMETERY	Allocation of incorrect grave plot	M	Burial register is updated for each burial	RFO verify entry	6
	Are the charges reasonable?	L	Reviewed annually by the Planning & Infrastructure Committee	Diary	12
	Incorrect invoice(s) issued	M	Invoice details are recorded in the burial register and cemetery records database	RFO verify	12
ALLOTMENTS	Are the rents reasonable?	L	Reviewed annually by the Planning & Infrastructure Committee	Diary	12
	Incorrect invoices issued	L	A copy of each invoice is kept in the allotment	Diary	12

			register		
	Incorrect income recorded	L	Details of payment are made on the copy invoice in the register	RFO verify	12
	Income paid by cash lost/stolen	H	Cash payments are recorded and bank records subsequently checked	RFO verify	6
GRANTS via S106	Failure by HTC to submit valid claim	M	NCC instructions must be followed	RFO verify	12
	Non-receipt of grant from NCC when due	L	Check bank records, contact NCC and report to Planning & Infrastructure Committee	RFO verify	6
SALARIES	Paying the wrong salary	L	Check relevant minute/ staff contract and advise NCC	Member verify	12
	False documents provided by employee	L	Check documents and references	Member verify	12
	Making incorrect deductions	L	Salaries paid via NCC		
DIRECT COSTS AND EXPENSES AND ALL PAYMENTS MADE	Goods not supplied or received	M	Review ordering system if necessary	RFO verify	12
	Invoice is for incorrect amount	L	Sign the invoice and check the total	Two Members to verify	12
	Cheque made out incorrectly	M	Sign the cheque stub and check the invoice total	Two Members to verify	12
	Cheque made payable to wrong party	H	Sign the cheque stub and check the payee	RFO verify	12

	Cllr overpaid allowance	M	Claims must be in writing	RFO verify	12
GRANT AID	Using the wrong power to pay	M	Minute the relevant legislation	Member verify	12
	No record of agreement to pay	L	All grants agreed to be minuted	Member verify	12
	Agreement of grant conditions (if any)	L	Must be reasonable and minuted	RFO verify	12
	Follow up of grant conditions (if any)	L	Minute	RFO confirm	12
ELECTION COSTS	Invoice not at agreed rate	L	RFO check and consider budget	RFO verify	12
VAT RECOVERABLE	Vat analysis incorrect	L	Checked when received, approval given monthly for accounts for payment, and by internal audit	RFO verify	12
	Incorrect VAT charged on purchases	L	Check to cash book	RFO verify	12
	Failing to make claim within time limit	M	Submit a return every 6 months	RFO verify	12
RESERVES	Not being adequate	L	Consider level when budget setting	RFO opinion	12
RESERVES EARMARKED	Not being adequate	L	Consider level when budget setting	RFO opinion	12
ASSETS	Loss, damages	M	Annually inspect assets. Review insurance cover, and check against asset register	Diary	12

	Damage to third parties	M	Annually review insurance cover	Diary	12
STAFF	Loss of personnel	L	Monitor hours, stress, sickness, management training, early departure	Diary + Staff sub-committee keep under review	12
	Staff fraud, Cash loss	L	Review fidelity insurance cover and any insurer conditions	Diary	12
LOSS	Consequential loss due to damage or third party actions	M	Review liability insurance cover and any insurer conditions	Diary	12
BORROWING	Inadequacy of finances to repay loans	L	Check against income and outflow	RFO opinion	12
LEGAL POWERS	Illegal activity or payment	M	Educate Council on legal powers	RFO verify	12
FINANCIAL RECORDS	Inadequate	L	RFO check 3 monthly	RFO opinion	12
MINUTES	Inaccurate or illegal	L	Review and signed by Chair at following meeting	Clerk	12
MEMBERS INTERESTS	Conflict of interest	M	Update as and when changes occur	Clerk	12