

## 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 10 September 2018 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 19 June 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 August 2018 (attached).
6. To agree exclusion of the public during consideration of agenda item 7.
7. To consider and agree 2019/20 Grant Aid applications (see enclosed).
8. To consider and agree a Disciplinary Policy.
9. To consider and agree a Sustainability Policy (see enclosed).
10. To consider and agree a Training and Development Policy (see enclosed).
11. To agree a date for the next meeting of the Committee.
12. 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  
4 September 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 0918 FandGPCCommittee

## HEXHAM TOWN COUNCIL

### MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 19 JUNE 2018

463.	PRESENT: Councillors J M Graham, T G E Gillanders, R Hull, Mrs C R Homer, T Cessford and J Ord.
464.	CHAIRMAN: It was AGREED that Councillor R Hull become the Committee Chairman.
465.	COMMITTEE MEMBERS: It was NOTED the 2018/19 Committee members are Councillors R Hull, J M Graham, E Green, T G E Gillanders, T Cessford, J Ord, Mrs C R Homer, T Pearson and 1 other (the latter to be agreed at the July Full Council meeting).
466.	APOLOGIES FOR ABSENCE were received from Councillor E Green.
467.	MINUTES of the meeting held on 17 April 2018, having been circulated, were AGREED.
468.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"><li>a) HERITAGE ACTION ZONES FUNDING (minute 458 and action log refers). It was noted that the County Council's Community Regeneration Manager had advised that the area chosen needs to have a conservation area deemed to be "at risk" and that any application to the HAZ process needs a long lead in time, further advising, if there is a group in Hexham interested in exploring this further, that they should contact Historic England. Councillor Hull advised he had done this and been advised no application from the North East may be made this year but it may be possible to apply next year. It was AGREED that he will convene an informal group to consider this.</li><li>b) STAFF ISSUE (confidential minute 454 and action log refers). This was noted and AGREED as detailed in confidential minute 468b.</li><li>c) FUNDING REQUESTS (confidential minute 460 refers). This was noted and AGREED as detailed in confidential minute 468c.</li><li>d) BUSINESS BANKING OPTIONS (action log refers). It was noted that no bank in Hexham has a business adviser and AGREED to pursue the possibility of a second account as detailed at a Northumberland NALC meeting attended by Councillor Gillanders.</li></ul>
469.	DECLARATIONS OF INTEREST: Councillor Mrs Homer declared a non-pecuniary interest in that she is a Board Member of Hexham Community Partnership.
470.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2018/19 budget report to 31 May 2018 were received and accepted. Copies are attached to the minutes. At Councillor Cessford's

	request, it was AGREED to provide a breakdown of Neighbourhood Plan expenditure from its beginning to date at the next meeting.
471.	DISCIPLINARY POLICY: The current policy and NALC's model policy were considered and it was AGREED to amend the current policy and consider it again at the next meeting.
472.	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.
473.	FUNDING REQUEST: This was considered and AGREED as detailed in confidential minute 473 attached.
474.	The meeting was reopened to the public.
475.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Monday 10 September 2018 at 6.30pm in the Council Office, St Andrew's Cemetery, Hexham.

### **Action Log**

Refer agreeing another member of the Committee to the July Full Council meeting	Clerk
Convene a group regarding Heritage Action Zones funding	Councillor Hull
Pursue the staff issue advice as detailed in confidential minute 468b	Clerk
Pursue the funding request matter as detailed in confidential minute 468c	Clerk
Pursue business banking options	Councillor Gillanders
Provide a breakdown of NP expenditure	Clerk
Confirm with NCC that the Sele and Wentworth toilets may be kept open late with notice	Councillor Cessford
Confirm the Queen's Hall will be open on Spook Night	Clerk
Amend Disciplinary Policy	Councillor Mrs Homer

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**  
**DISCIPLINARY POLICY**

The Committee is requested to consider and recommend a Disciplinary Policy, revised from the one adopted in 2013, to Full Council. This will be circulated at the meeting.

**HEXHAM TOWN COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**SUSTAINABILITY POLICY**

The Committee is requested to consider and recommend the following Sustainability Policy, first adopted by the Council on 6 July 2015, to Full Council for re-adoption.

**SUSTAINABILITY POLICY**

Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

Hexham Town Council supports the principle of sustainable development and will aim to fulfil this by adopting this Sustainability Policy. It is a Policy that states what the Council can be responsible for and is able to achieve.

**Hexham Town Council Sustainability Policy, adopted by the Council on 6<sup>th</sup> July 2015, readopted on XX 2018**

1. Council will endeavour to ensure whenever and wherever possible all Council created pollution, waste or greenhouse gasses are reduced and/or prevented.
2. Council will endeavour to adopt sustainable working practices for its members and its employees.
3. Council will collaborate with local organisations in order to encourage and promote the use of sustainable working practices within the local community.
4. Council will endeavour to promote, encourage and raise awareness of sustainable working practices by the public when holding promotions at public events.
5. Council will encourage the adoption of sustainable working practices by its stakeholders, local businesses, other public bodies, local organisations and individuals.
6. Council will endeavour to support and or promote the adoption of sustainable development within any local plan, any neighbourhood plan and within any new developments.
7. Any use of energy, water and other natural resources by the Council shall always be by the most efficient methods.
8. Council will, whenever this is possible, ensure local needs will be met from local resources.

July 2015, readopted XX 2018 – Date for Review: XX 2021  
[clerk@hexhamtowncouncil.gov.uk](mailto:clerk@hexhamtowncouncil.gov.uk)

**HEXHAM TOWN COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**TRAINING AND DEVELOPMENT POLICY**

The Committee is requested to consider and recommend the following Training and Development Policy, first adopted by the Council on 5 September 2016, to Full Council for re-adoption. The only suggested changes are minor, as the policy previously referred to the Institute of Local Council Management and the Institute was merged back into the Society of Local Council Clerks in late 2017 (with the “Member” level of the Institute becoming a “Principal” level of the Society).

**Hexham Town Council**  
**Training and Development Policy**

Hexham Town Council is committed to training its staff and Councillors. It recognises that well trained and informed officers promote good practice within the Council and increase and encourage community activities.

As a voluntary organisation, the Council values the time given by its Councillors to their community. This policy is aimed at maximising the rewards from that time by ensuring that Councillors understand and enjoy the role they undertake in their community and are properly equipped for it.

1. Hexham Town Council will identify training needs in the light of the overall objectives of the Council and the requirements of the individual. This will be done by means of staff appraisals, questionnaires, interviews, and formal and informal discussions, as well as other methods as appropriate. Any member of staff is welcome to raise any training issue at any time with their manager.
2. Hexham Town Council will encourage its employees and all of its Councillors to attend training meetings and pay expenses arising from such training.
3. The training offered to the Clerk will be no less than the minimum requirement of Continuous Professional Development (CPD) required by the Society of Local Council Clerks.
4. Hexham Town Council will ensure that all of its new Councillors receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to audit and financial management.
5. Hexham Town Council will evaluate and measure the impact and effectiveness of all training.

6. Hexham Town Council will maintain a library of current publications offering advice concerning all aspects of local government.
7. Hexham Town Council is committed to networking with other Councils, as it sees this as an effective means of information gathering, and where possible to link in with training events held by other Councils.
8. Contracts of employment and job descriptions given to staff will include details of the Council's commitment to training.
9. Hexham Town Council is committed to its Clerk being a member of the Society of Local Council Clerks, recognising that it is a lead provider in training for officers. This commitment extends to the Clerk being a Principal of the Society and to the CPD required to retain this status.
10. Hexham Town Council will ensure that training for both employees and Councillors is adequately covered as an item in the annual budget and that membership fees for the Association and Society of Local Councils are included in the budget.
11. Hexham Town Council will maintain a training record (as below), giving details of dates, titles and providers of development activity undertaken by employees and Councillors.

### **STAFF TRAINING RECORD**

**Name:**

**Job Title:**

<b>Qualification/Course Attended and Provider</b>	<b>Date</b>	<b>Date any Refresher Course Needed/CPD Points</b>

September 2016, readopted XX 2018 – Date for Review: XX 2021  
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