

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 30 April 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 20 March 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 March 2019 (attached).
6. To consider unused 2018/2019 budgets (see enclosed).
7. To consider the Local Authorities' Property Fund and the Public Sector Deposit Fund.
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
24 April 2019

Hexham Town Council
Council Office
St Andrew's Cemetery
West Road
Hexham
NE46 3RR
01434 609575
clerk@hexhamtowncouncil.gov.uk
H agenda 0419 FandGPCCommittee

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 20 MARCH 2019

541.	PRESENT: Councillors T Cessford, J Ord, T G E Gillanders, and T Pearson. In the absence of Councillor Hull, Councillor Gillanders took the chair.
542.	APOLOGIES FOR ABSENCE were received from Councillors J M Graham, E Green, R Hull and C R Homer.
543	MINUTES of the meeting held on 21 January 2019, having been circulated, were AGREED.
544.	MATTERS ARISING: EMERGENCY PLAN (minute 511b and action log refers). It was AGREED to defer further consideration of this until the Clerk returns.
545.	DECLARATIONS OF INTEREST: There were no declarations of interest.
546.	PRESENTATION BY CCLA. Mark Davies from CCLA spoke on the formation and history of CCLA. He outlined the two funds on offer; the Public Sector Deposit Fund and the Local Authorities' Property Fund. For the former the minimum initial deposit was £25,000 and access was unrestricted as long as notice was given of any withdrawal by 11.30 am. He commented that there was no compensation cover from any high street bank if the account was in excess of £500,000. The fund had an AAA rating and paid a daily rate of at least 0.75%. It is currently 0.7908%. The Local Authorities Property Fund is a higher risk fund and is only open to LAs who have received financial advice from an Independent Financial Advisor. It was AGREED to defer any decision until more Committee members were present.
547.	ACTION PLAN 2019/2020: It was AGREED, subject to amendments, to recommend the action plan to the Council.
548.	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 a funding request and staffing issue, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were requested to withdraw.
549.	FUNDING REQUEST: This was considered and it was AGREED that the applicant be asked to show previous publications.
550.	PAY REVIEW: This was considered and the salary increases as listed in the confidential report were AGREED.

551.	STAFFING ISSUES It was AGREED that the numbers of staff should be increased and Councillor Gillanders will discuss the options with the Operations Manager.
552.	The meeting was reopened to the public.
553.	It was announced that all Councils have been given a share of a "Clean-up the High Street fund". Hexham's share is £4,500 but it must be spent by the end of April. Any suggestions welcome.
554.	A request for funding a creative, free-thinking workshop dedicated to "Hexham Tomorrow" was put to the Committee by Councillor Gillanders on behalf of Councillor Hull. It was AGREED to fund this to the extent of £250.00.
555.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Tuesday 30 April 2019 at 6.00pm in the Council Office, St Andrew's Cemetery, Hexham.

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 30 APRIL 2019

The following budgets were unused in 2018/2019:

Budget Heading	Reference	Explanation
Office Equipment	5040	No equipment had to be replaced.
Premises Reserve	5092	This has not been required (although there is an overspend on the premises – repair/maintain budget).
Risk Management/H&S	6070	No costs were incurred in 2018/2019.
Local Council Award Scheme	6090	No costs were incurred in 2018/2019.
Trees Maintenance	7410	A quote for some non-urgent work was accepted in July 2018 but the work remains outstanding.
Wydon Park Allotments	7030	No costs were incurred in 2018/2019.
VMS Units	7160	No costs were incurred in 2018/2019.
Street Signs	7170	No repairs were required in 2018/2019.
Street Lighting	7175	No invoice from NCC has been received to date.
Young Employee of the Year Award	7090	This no longer takes place.

Notes on other significant variances in 2017/2018:

Budget Heading	Reference	Explanation
Postage	5020	Underspend: as more use is made of email.
Stationery/Copying	5030	Underspend.
Contingency Fund	5100	Underspend: three sets of payments were made from a budget of £14,000 (with a carry over of £22,800): for links and an inscription on the Mayor's chain; for a flagpole; and relating to Christmas lighting.
Town Plan Development Reserve	5500	Underspend: the balance of £14,000 from the 2017/2018 budget was added to the 2018/2019 budget, increasing it from £20,000 to £34,000. No invoices from Sustrans were received in 2018/2019 and the only payment made was £166.11 for the delivery of consultation flyers.
Staff Welfare	6010	Underspend.
Staff Salaries	6020	Underspend: a Cemetery Worker post was vacant for part of 2018/2019.
Donations (one time only)	6066	Underspend: organisations have applied for alternative funding such as Grant Aid.
Tourism Support Fund	6096	Underspend: an underspend of £7800 was carried over from 2017/2018 (when it was a new budget) to the 2018/2019 budget and only three applications were granted last year.

Personal Protective Equipment	7300	Underspend: (one less Cemetery Worker).
Machines/Equipment – Fuel/Road Tax/ Insurance	7310	Underspend: the insurance premium for the tractor reduced in 2017/2018 and again in 2018/2019.
Machines/Equipment – Renew/Replace	7315	Underspend: bigger machines will be lease hired rather than purchased.
Machines/Equipment – Repair/Maintain	7320	Overspend.
Non-Specific Expenses	7330	Underspend.
Heat/Light	7370	Underspend.
Stock – Caskets, etc.	7340	Underspend: in 2018/2019 there were 35 woodland burials (compared to 43 in 2017/2018).
Headstone Raft Foundations	7350	Overspend: rafts are added approx. every 3 years and the price had increased.
Heat/light	7370	Underspend.
Premises – Repair/Maintain	7380	Overspend.
Water/Business Rates	7390	Underspend: following a leak in the supply pipe in the field in 2017, use had been overestimated.
Insurances (not motor)	7420	Underspend: the premium reduced from £8726 in 2016 to £6820 in 2017 and to £5038 in 2018.
Floodlights – Repair/Maintain	7450	Underspend.
Town Clock – Repair/Maintain	7460	Overspend: repairs were required in addition to the annual service.
Quatre Bras Allotments	7020	Underspend.
Seats	7130	Underspend.
Bus Shelters	7150	Overspend: one bus shelter needed its roof repairing and the budget did not cover this (it has been increased for 2019/2020).
Play Areas - Reserve	5094	Underspend: S106 funding was received for the Council adopting two new play areas at Park Well.
Remembrance Days & Events	7800	Underspend: there will be a separate budget for the next Armed Forces Day event in 2020.
WW1 Remembrance	7810	Underspend.
War Memorial Reserve	5096	Underspend: due to a grant from the War Memorials Trust.
Website	7830	Underspend: a new website is currently being developed and only part of the fee was paid in 2018/2019.
Newsletter	7840	Underspend: an underspend of £700 from 2017/18 had been carried forward.
Town Twinning	7870	Underspend.

(Council expenses)		
Christmas Lights	7060	Overspend.
Mayor's Annual Reception	7070	Underspend: Drinks were paid for out of the Mayor's allowance rather than this budget (and the invoice was not received until 2019/2020).
Hexham in Bloom Council Expenses	7850	Underspend.
Flowerbeds and Tubs – Renew/Replace	7110	Underspend.
Flowerbeds and Tubs – Planting	7120	Underspend.
Support for Town Events	5130	Overspend: as includes Christmas Market invoices (offset against income received for stalls).

Jane Kevan
Town Clerk
April 2019