

## 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 15 October 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 27 August 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 30 September 2019 (attached).
6. To consider the 2020/21 Committee budget and the Council budget process (see enclosed).
7. To agree exclusion of the public during consideration of agenda items 8 and 9.
8. To consider and agree 2020/21 Grant Aid applications (see enclosed).
9. To consider funding applications received.
10. To consider an invitation to join a Rural/Market Towns Group.
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  
9 October 2019

Hexham Town Council  
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St Andrew's Cemetery  
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H agenda 1019 FandGPCCommittee

## HEXHAM TOWN COUNCIL

### MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 27 AUGUST 2019

592.	PRESENT: Councillors R Hull, S Ball, T Cessford, J Ord and T Pearson.
593.	APOLOGIES FOR ABSENCE were received from Councillors T G E Gillanders, C R Homer and J M Graham.
594.	MINUTES of the meeting held on 24 July 2019, having been circulated, were AGREED.
595.	MATTERS ARISING: a) BUSINESS BANKING OPTIONS (minute 583b and action log refers). It was AGREED to invest the sum of £110,000.00. b) FUNDING REQUEST (minute 571c and action log refers). It was noted that Councillor Gillanders will be asked to speak about this at the next meeting. c) ANPR CAMERA (minute 583d and action log refers). It was noted that Northumbria Police has given an update but that procurement details are still required. d) PHONES AND BROADBAND (minute 583f refers). It was noted that an application to CICAS for an impartial resolution resulted in the decision that all termination fees had to be paid. Together with legal costs, this was paid immediately. It was further noted that broadband and phone provision has since been taken over by Onecom Limited.
596.	DECLARATIONS OF INTEREST: Councillor Cessford declared a non-pecuniary interest in Hexham Youth Initiative and Councillor Hull declared a non-pecuniary interest in an organisation requesting funding.
597.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2019/20 budget report to 31 July 2019 were received and accepted. Copies are attached to the minutes.
598.	REPORTS FROM HEXHAM COMMUNITY PARTNERSHIP AND HEXHAM YOUTH INITIATIVE: These were heard and considered and action as listed in confidential note 598 was AGREED.
599.	ADMINISTRATIVE OFFICER POST: A revised job description and person specification were AGREED.
600.	FIREPROOF CABINET: It was AGREED to purchase a suitable cabinet for storing burial registers.
601.	TOILET PROVISION IN HEXHAM: It was AGREED to have a meeting with the County Council's Neighbourhood Services Area Manager.
602.	WILDFLOWER PLANTING: It was AGREED to circulate details of this to the

	Committee and consider it further at the next meeting.
603.	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 funding requests and quotes for headstones maintenance, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were requested to withdraw.
604.	FUNDING APPLICATIONs: These were considered and action as listed in confidential note 604 was AGREED.
605.	HEADSTONES MAINTENANCE: Quotes for this were considered and action as listed in confidential note 605 was AGREED.
606.	The meeting was reopened to the public.
607.	MAYOR'S GUILD OF GUIDES: It was AGREED to check insurance provision with Northumberland County Council but, if not covered by NCC, pay for one year's insurance from the Tourism Support Fund. It was further AGREED to invite a representative to a meeting of the Community Engagement Committee and encourage the Guides to promote themselves and contact Hexham Community Partnership regarding Visit Hexham.
608.	CHRISTMAS LIGHTS ANCHOR BOLTS: It was AGREED to get all of these tested annually.
609.	HERITAGE ACTION ZONE HIGH STREETS INITIATIVE: It was noted that the bid had been revised.
610.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Tuesday 15 October 2019 at 6.30pm in the Council Office, St Andrew's Cemetery, Hexham.

### Action Log

Arrange the investment (minutes 595a)	Clerk
Advise regarding the funding request at the next meeting (minutes 595b)	Councillor Gillanders
Contact Northumbria Police to advise procurement details required (minute 595c)	Clerk
Advertise the Admin Officer post (minute 599)	Clerk
Contact the funding applicant (minute 588)	Clerk
Purchase a Fireproof cabinet (minute 600)	Clerk
Arrange a meeting regarding toilet provision (minute 601)	Clerk/All
Circulate details of wildflower planting (minute 602)	Clerk
Arrange funding as agreed (minute 604)	Clerk
Arrange headstones maintenance as agreed (minute 605)	Operations Manager
Research NCC insurance/arrange payment (minute 607)	Clerk
Arrange anchor bolts testing (minute 608)	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.

**HEXHAM TOWN COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**  
**COMMITTEE BUDGET FOR 2020/21**

Committee has to consider and agree the Committee budget for the next financial year, 1 April 2020 to 31 March 2021. This budget will be amalgamated with other Committee budgets so that that this Committee can ultimately consider a draft Council budget to present a recommended budget to the Council. The Council will agree a 2020/2021 budget and its required precept on 13 January 2020.

Income has been shown to remind the Committee of the Council's income sources. The figures in the "2020/21 draft budget" column below are initial suggestions for the Committee to consider.

	<b>2019/20 Agreed Budget</b>	<b>2019/20 Income at 30/9/2019</b>	<b>2019/20 Estimated at 31/3/20</b>	<b>2020/21 Draft Budget</b>	<b>Ref.</b>
<b>INCOME</b>					
Allotments	5704	124	5704	5888	4000
Cemetery	87000	41273	83000	87000	4010
Donations/Grants/loans	0	0	0	0	4015
N/Plan Grant	0	0	0	0	4105
Miscellaneous	0	0	0	0	4020
<b>TOTAL CREDITS</b>	<b>92704</b>	<b>41397</b>	<b>88704</b>	<b>92888</b>	

<b>FINANCE &amp; GENERAL PURPOSES COMMITTEE</b>	<b>2019/20 Agreed Budget</b>	<b>2019/20 Spent at 30/9/2019</b>	<b>2019/20 Estimated at 31/3/20</b>	<b>2020/21 Draft Budget</b>	<b>Ref.</b>
Internal audit/bookkeeping	3000	2430	3150	3500	6000
Staff welfare	400	93	250	350	6010
Staff salaries	148000 *11000	63672	148000	160000	6020
Staff pension contributions	28000	11250	28000	30000	6030
Travelling expenses	300	30	80	300	6035
Grant Aid	12100	12100	12100		6050
Grant Aid under S137	0	0	0	0	6060
HCP long-term grant	40000	20000	40000	40000	6062
HYI long-term grant	25000	12500	12500	0	6064
Donations (one time only)	2500 *580	1090	2500	2500	6066
Risk management/H&S	500	0	0	500	6070
Training	2000	264	2000	2000	6080
Local Council Award Scheme	100	0	0	0	6090
Professional fees	1000	224	500	1000	6095
Tourism support fund	10000 *15490	500	10000	10000	6096
<b>TOTALS</b>	<b>272900</b>	<b>124153</b>	<b>259080</b>		

\* Additional budget carried forward from 2018/19