

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 November 2019 at 5.30pm, 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 15 October 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 October 2019 (attached).
6. To agree exclusion of the public during consideration of agenda items 7 and 8.
7. To consider and recommend to Council a budget for 2020/21 (see enclosed).
8. To consider a funding application received (see enclosed).
9. To consider and recommend Council re-adopt the financial risk assessment (see attached).
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
Town Clerk
8 November 2019

Hexham Town Council
Council Office
St Andrew's Cemetery
West Road
Hexham
NE46 3RR
01434 609575
clerk@hexhamtowncouncil.gov.uk
H agenda 1119 FandGPCommittee

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE
MEETING HELD ON 15 OCTOBER 2019

611.	PRESENT: Councillors R Hull, S Ball, T Cessford, T Pearson, T G E Gillanders and T Dodds.
612.	APOLOGIES FOR ABSENCE were received from Councillors J M Graham, J Ord and C R Homer.
613.	MINUTES of the meeting held on 27 August 2019, having been circulated, were AGREED.
614.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none">a) BUSINESS BANKING OPTIONS (minute 595a and action log refers). It was noted that this action is still to be completed.b) FUNDING REQUEST (minute 595b and action log refers). It was noted that the application had not been granted but that local history trails' information may be provided electronically.c) ANPR CAMERA (minute 595c and action log refers). It was noted that Northumbria Police has given a further update but that procurement details are still required.d) ADMINISTRATIVE OFFICER (minute 599 and action log refers). It was noted that this post had been advertised and the closing date for applications is 18 October. It was AGREED that the interview panel will be the Clerk and Councillors Hull, Ball and Cessford.e) FIREPROOF CABINET (minute 600 and action log refers). It was noted that this has been ordered.f) TOILET PROVISION (minute 601 and action log refers). It was noted that a meeting had been held on 9 October when it was concluded that there is currently no reason for the Town Council to take this over.g) WILDFLOWER PLANTING (minute 602 and action log refers). It was noted that the seeds on the West Road verge had been planted on 13 October.h) HEADSTONES MAINTENANCE (minute 605 and action log refers). It was noted that the chosen contractor has been advised.i) MAYOR'S GUILD OF GUIDES (minute 607 and action log refers). It was noted that the County Council will not provide insurance and that a presentation from the Guides will be made at the Community Engagement Committee meeting on 23 October.j) CHRISTMAS LIGHTS ANCHOR BOLTS TESTING (minute 608 and action log refers). It was noted that all the 58 bolts have passed an inspection.k) HERITAGE ACTION ZONE HIGH STREETS INITIATIVE (minute 609 refers). It was noted that this had been successful, that Heritage England has now published guidance, and that the next Hub meeting will look at taking this forward.
615.	DECLARATIONS OF INTEREST: Various Councillors declared a non-

	pecuniary interest in one or more of the organisations requesting funding/Grant Aid.																																																																																																
616.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2019/20 budget report to 30 September 2019 were received and accepted. Copies are attached to the minutes.																																																																																																
617.	2020/21 COMMITTEE BUDGET: The Committee considered estimates received and AGREED the following draft Committee budget. <table border="1" data-bbox="349 525 1372 1459"> <thead> <tr> <th>FINANCE & GENERAL PURPOSES COMMITTEE</th> <th>2019/20 Agreed Budget</th> <th>2019/20 Spent at 30/9/2019</th> <th>2019/20 Estimated at 31/3/20</th> <th>2020/21 Draft Budget</th> <th>Ref.</th> </tr> </thead> <tbody> <tr> <td>Internal audit/bookkeeping</td> <td>3000</td> <td>2430</td> <td>3150</td> <td>3500</td> <td>6000</td> </tr> <tr> <td>Staff welfare</td> <td>400</td> <td>93</td> <td>250</td> <td>350</td> <td>6010</td> </tr> <tr> <td>Staff salaries</td> <td>148000 *11000</td> <td>63672</td> <td>148000</td> <td>160000</td> <td>6020</td> </tr> <tr> <td>Staff pension contributions</td> <td>28000</td> <td>11250</td> <td>28000</td> <td>30000</td> <td>6030</td> </tr> <tr> <td>Travelling expenses</td> <td>300</td> <td>30</td> <td>80</td> <td>300</td> <td>6035</td> </tr> <tr> <td>Grant Aid</td> <td>12100</td> <td>12100</td> <td>12100</td> <td>14100</td> <td>6050</td> </tr> <tr> <td>HCP long-term grant</td> <td>40000</td> <td>20000</td> <td>40000</td> <td>40000</td> <td>6062</td> </tr> <tr> <td>HYI grant</td> <td>25000</td> <td>12500</td> <td>12500</td> <td>27000</td> <td>6064</td> </tr> <tr> <td>Donations (one time only)</td> <td>2500 *580</td> <td>1090</td> <td>2500</td> <td>2500</td> <td>6066</td> </tr> <tr> <td>Risk management/H&S</td> <td>500</td> <td>0</td> <td>0</td> <td>500</td> <td>6070</td> </tr> <tr> <td>Training</td> <td>2000</td> <td>264</td> <td>2000</td> <td>2000</td> <td>6080</td> </tr> <tr> <td>Local Council Award Scheme</td> <td>100</td> <td>0</td> <td>0</td> <td>0</td> <td>6090</td> </tr> <tr> <td>Professional fees</td> <td>1000</td> <td>224</td> <td>500</td> <td>1000</td> <td>6095</td> </tr> <tr> <td>Tourism support fund</td> <td>10000 *15490</td> <td>500</td> <td>10000</td> <td>10000</td> <td>6096</td> </tr> <tr> <td>TOTALS</td> <td>272900</td> <td>124153</td> <td>259080</td> <td>291250</td> <td></td> </tr> </tbody> </table> <p>* Additional budget carried forward from 2018/19</p>	FINANCE & GENERAL PURPOSES COMMITTEE	2019/20 Agreed Budget	2019/20 Spent at 30/9/2019	2019/20 Estimated at 31/3/20	2020/21 Draft Budget	Ref.	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	14100	6050	HCP long-term grant	40000	20000	40000	40000	6062	HYI grant	25000	12500	12500	27000	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	TOTALS	272900	124153	259080	291250	
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618.	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 Grant Aid and funding requests, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were requested to withdraw.																																																																																																
619.	GRANT AID: The applications received were considered. The grants as listed																																																																																																

	in confidential note 619 were AGREED subject to final approval of the total grant aid budget by Council in due course.
620.	FUNDING APPLICATIONS: These were considered and action as listed in confidential note 620 was AGREED.
621.	The meeting was reopened to the public.
622.	RURAL/MARKET TOWNS GROUP: It was AGREED to join this and pay the subscription of £150.00.
623.	IT SUPPORT: A quote from the company that designed the new website to also provide IT and ongoing support was considered and accepted.
624.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Thursday 14 November 2019 at 5.30pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Arrange the investment (minutes 614a)	Clerk
Re-contact Northumbria Police to advise procurement details required (minute 614c)	Clerk
Arrange funding as agreed (minute 620)	Clerk
Arrange joining the Rural/Market Towns Group (minute 622)	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 & GENERAL PURPOSES COMMITTEE MEETING 14 NOVEMBER 2019

FINANCIAL RISK ASSESSMENT

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 2018/19.

The Committee is asked to consider the proposed assessment for 2019/20 and recommend it for adoption by the Council.

FINANCIAL RISK ASSESSMENT

AREA	RISK(S) IDENTIFIED	RISK LEVEL	POTENTIAL IMPACT	MANAGEMENT/ CONTROL OF RISK	ACTION	AUDIT FREQUENCY (months)
PRECEPT	HTC failure to submit precept requirement by the deadline	Low	High	Minuted	Diary (Clerk)	12
	Precept not paid by NCC	Low	High	Checked, report to Council	Minuted	6
	Was the precept adequate?	Low	High	Finance & General Purposes Committee review and receive reports for budget monitoring at least 3 times per year.	Diary	12
CEMETERY	Allocation of incorrect grave plot	Low	Medium	Burial register is updated for each burial.	RFO verify entry	6
	Are the charges reasonable?	Low	Low	Reviewed annually by the Planning & Infrastructure Committee.	Diary	12
	Incorrect invoice(s) issued	Low	Low	Invoice details are recorded in the burial register and cemetery records database.	RFO verify	12
ALLOTMENTS	Are the rents reasonable?	Low	Low	Reviewed annually by the Planning & Infrastructure Committee.	Diary	12
	Incorrect invoices issued	Low	Low	A copy of each invoice is kept in the allotment register.	Diary	12
	Incorrect income recorded	Low	Low	Details of payment are made on the copy invoice in the register.	RFO verify	12

	Income paid by cash lost/stolen	Low	High	Cash payments are recorded and bank records subsequently checked.	RFO verify	6
GRANTS via S106	Failure by HTC to submit valid claim	Low	High	NCC instructions must be followed.	Clerk/RFO verify	12
	Non-receipt of grant from NCC when due	Low	High	Check bank records, contact NCC and report to Planning & Infrastructure Committee.	Clerk/RFO verify	6
SALARIES	Paying the wrong salary	Low	High	Check relevant minute/ staff contract and advise NCC.	Member verify	12
	False documents provided by employee	Low	High	Check documents and references.	Member verify	12
	Making incorrect deductions	Low	Medium	Salaries paid via NCC.		
DIRECT COSTS AND EXPENSES AND ALL PAYMENTS MADE	Goods not supplied or received	Low	Medium	Review ordering system if necessary.	RFO verify	12
	Invoice is for incorrect amount	Low	Medium	Sign the invoice and check the total.	Two Members to verify	12
	Cheque made out incorrectly	Low	Medium	Sign the cheque stub and check the invoice total.	Two Members to verify	12
	Cheque made payable to wrong party	Low	Medium	Sign the cheque stub and check the payee.	RFO verify	12
	Cllr overpaid allowance	Low	Medium	Claims must be in writing.	RFO verify	12
GRANT AID	Using the wrong power to pay	Low	Low	Minute the relevant legislation (NB General Power of Competence adopted in 2017).	Member verify	12
	No record of agreement to pay	Low	Medium	All grants agreed to be minuted.	Member verify	12

	Agreement of grant conditions (if any)	Low	Medium	Must be reasonable and minuted.	RFO verify	12
	Follow up of grant conditions (if any)	Low	Medium	Minute	RFO confirm	12
ELECTION COSTS	Invoice not at agreed rate	Low	Medium	RFO check and consider budget.	RFO verify	12
VAT RECOVERABLE	Vat analysis incorrect	Low	Medium	Checked when received, approval given monthly for accounts for payment, and by internal audit.	RFO verify	12
	Incorrect VAT charged on purchases	Low	Medium	Check to cash book.	RFO verify	12
	Failing to make claim within time limit	Low	High	Submit a return every 6 months.	RFO verify	12
RESERVES	Not being adequate	Low	High	Consider level when budget setting.	RFO opinion	12
ASSETS	Loss, damages	Medium	Medium	Annually inspect assets. Review insurance cover, and check against asset register.	Diary	12
	Damage to third parties	Low	High	Annually review insurance cover.	Diary	12
STAFF	Loss of personnel	Low	High	Monitor hours, stress, sickness, management training, early departure.	Diary + Staff subcommittee keep under review	12
	Staff fraud, Cash loss	Low	High	Review fidelity insurance cover and any insurer conditions.	Diary	12
LOSS	Consequential loss due to damage or third party actions	Low	Medium	Review liability insurance cover and any insurer conditions.	Diary	12
BORROWING	Inadequacy of finances to repay loans	Low	Medium	Check against income and outflow.	RFO opinion	12

LEGAL POWERS	Illegal activity or payment	Low	Medium	Town Clerk is CiLCA qualified. General Power of Competence adopted. Use of advice from NALC and SLCC. Members follow the Code of Conduct.	Clerk/RFO verify	12
FINANCIAL RECORDS	Inadequate	Low	High	RFO check 3 monthly. Financial Regulations reviewed annually. Annual internal and external audit. Two signatures on all cheques.	RFO opinion	12
MINUTES	Inaccurate or illegal	Low	Low	Review and signed by Chair at following meeting.	Clerk	12
MEMBERS' INTERESTS	Not maintained in accordance with Code of Practice or conflict of interest.	Low	Medium	Register of interests filed with NCC. Update as and when changes occur. Code of Conduct advice and declarations of interest on all agendas.	Clerk	12