

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 28 January 2020 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 14 November 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 December 2019 (attached).
6. To appoint Stokoe Rodger LLP as internal auditor for 2019/20.
7. To consider making a financial subsidy in conjunction with Ponteland Town Council and adjoining Councils towards Bus Service 74 (see enclosed).
8. To consider S106 projects/Hexham High Streets Heritage Action Zone.
9. To agree exclusion of the public during consideration of agenda item 10.
10. To consider funding applications received (see enclosed).
11. To review and adopt the Health and Safety Policy (see enclosed).
12. To agree a date for the next meeting of the Committee.
13. 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
22 January 2020

Hexham Town Council
Council Office
St Andrew's Cemetery
West Road
Hexham
NE46 3RR
01434 609575
clerk@hexhamtowncouncil.gov.uk
H agenda 0120 FandGPCommittee

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 14 NOVEMBER 2019

625.	PRESENT: Councillors R Hull, S Ball, T Cessford, T G E Gillanders and C R Homer.
626.	APOLOGIES FOR ABSENCE were received from Councillors J Ord, T Dodds and T Pearson.
627.	MINUTES of the meeting held on 15 October 2019, having been circulated, were AGREED.
628.	MATTERS ARISING: <ul style="list-style-type: none">a) BUSINESS BANKING OPTIONS (minute 614a and action log refers). It was noted that this action is still to be completed.b) ANPR CAMERA (minute 614c and action log refers). It was noted that Councillor Kennedy had offered to contribute to the cost of this from his County Councillor's allowance. It was AGREED to confirm this and the amount as being £2000.00 and to pay the balance of £750.00.c) FUNDING REQUESTS (minute 620 and action log refers). It was noted that the payments had been made.d) RURAL/MARKET TOWNS GROUP (minute 622 and action log refers). It was noted that the Group will be established for the remainder of this financial year and that the Council will be formally invoiced in April 2020.
629.	DECLARATIONS OF INTEREST: Councillor Homer declared a non-pecuniary interest in the organisation requesting funding.
630.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2019/20 budget report to 31 October 2019 were received and accepted. Copies are attached to the minutes.
631.	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 the budget for 2020/21 and 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.
632.	COUNCIL BUDGET 2020/21: A draft budget was considered and it was AGREED the budget and the required precept as detailed in confidential note 632 be RECOMMENDED to the Council.
633.	FUNDING APPLICATION: This was considered and action as listed in confidential note 633 was AGREED.

634.	The meeting was reopened to the public.
635.	FINANCIAL RISK ASSESSMENT: It was AGREED to recommend this to Full Council for adoption.
636.	NEXT MEETING: It was AGREED that the next Committee meeting will be held on Tuesday 28 January 2020 at 6.00pm in the Council Office, St Andrew's Cemetery, Hexham.

Action Log

Arrange the investment (minutes 628a)	Clerk
Contact Councillor Kennedy and pay the balance to Northumbria Police (minute 628b)	Clerk
Refer the recommended 2020/21 budget to Full Council (minute 632)	Clerk
Arrange funding as agreed (minute 633)	Clerk
Refer the recommended financial risk assessment to Full Council (minute 635)	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 28 JANUARY 2020

BUS SERVICE 74

On 14 February 2017 the Committee considered making a financial subsidy in conjunction with Ponteland Town Council and adjoining Councils towards this bus service. It was agreed to pay a subsidy of £150.00 from the 2016/17 donations (one time only) budget as a gesture of goodwill as this had not been budgeted for (minute 327 refers). In January 2018 and January 2019 the Committee considered repeated requests and agreed each year to pay a donation of £150.00 from the donations (one time only) budget.

On 5 December 2019 a request was received from Ponteland Town Council regarding the continued provision of the Saturday evening bus service 74. The request states:

The Town Council wish to extend their grateful thanks to Hexham Town Council for their contribution in support of this service over the past few years and respectfully ask once again for your Council's support towards the cost of continued provision in 2020/21. Following a review of bus services in 2015, it was established that the service 74 no longer qualified for support from Northumberland County Council. The areas most affected by the removal of this service were Ponteland, Stamfordham and Matfen, and as such their Town and Parish Councils agreed to fund the Saturday evening 'Tynedale Links' bus between Hexham, Matfen, Stamfordham, Ponteland and Newcastle for a year, starting from 30th January 2016. Ponteland Council believe that the service is an important social link, enabling people in Ponteland, Stamfordham, Matfen and Hexham to enjoy a late night out in Newcastle, or to get a later bus back from Matfen.

The cost per annum for the service is £4973; and this was covered jointly by Ponteland Town, Matfen, Hexham and Stamfordham Parish Councils in 2018/19 and 2019/20. It is hoped there is no change in cost for 2019/20.

The Town Council along with Hexham, Matfen and Stamfordham Parish Councils have subsidised the service since January 2016, and like to satisfy themselves that the service is still required and improving, of benefit to their community and value for money. To assist your Council in making their decision, I have received the following information regarding patronage numbers from Mr Mark Ellis - Go North East: '.....we've carried an average of 22.4 passengers over the 3 trips made each Saturday night so far this year, which is almost a 6% increase on the figures for last year.'

For information, £960.00 remains in the 2019/20 donations (one time only) budget (and an additional £580.00 carried forward from 2018/19).

Jane Kevan
Town Clerk
January 2020

HEXHAM TOWN COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
HEALTH AND SAFETY POLICY

The Committee is requested to consider and recommend the following Health and Safety Policy to Full Council.

HEALTH AND SAFETY POLICY

Hexham Town Council		has overall and final responsibility for health and safety	
The Clerk		has day-to-day responsibility for ensuring this policy is put into practice	
Statement of general policy	Responsibility of:	Action/Arrangements (What are you going to do?)	
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Operations Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed every year, or earlier if working habits or conditions change.)	
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Operations Manager	All Staff given health and safety training as appropriate; and provided with the necessary training in order to protect themselves and others Ensure that all staff and volunteers are provided with copies of all relevant policies and procedures.	
Engage and consult with employees on day-to-day health and safety conditions	Operations Manager	Staff will be consulted on health and safety matters as new procedures, equipment and techniques are introduced.	
Implement emergency procedures – evacuation in case of fire or other significant incident.	Operations Manager	Escape routes are well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.	
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	Operations Manager	Ensure that all staff are provided with copies of all relevant policies and procedures Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment.	
Signed:	Appointment:	Date:	
Health and safety law poster is displayed at (location)	In the Cemetery Workshop		
First-aid box is located:	In the Cemetery Office		
Accident book is located:	In the Cemetery Office		

HEALTH AND SAFETY POLICY

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Slips, trips and falls	Staff and visitors may be injured if they trip on uneven pathways; protruding tree roots, etc.	Staff are instructed to keep pathways clear, as far as is possible, and to warn unsuspecting visitors of wet/slippery areas. Cables in the offices are properly routed or taped down.	Constant vigilance to be encouraged.	All staff	From now on	Ongoing
Manual Handling	Staff who need to move equipment, material, parts and tools could be subject to sprains, strains and other musculoskeletal disorders.	No person is to move anything greater than their ability to do so. If in doubt, assistance should be sought. All staff are trained in the basics of manual handling.	Ensure that large items are broken down into smaller components to aid movement. Refresher training to be introduced.	Overall control of Operations Manager	From now on	Ongoing
Grave digging and back filling	Staff involved with either of these tasks; members of the public; funeral directors; and Members of the Clergy. Injury may occur from unstable ground, malfunction of the excavator; tripping on grave covers; falling into the grave; or/and grave collapse.	The procedures laid down by NCC in their publication "Grave digging Operational Procedure" are followed (current at 08/11). Where specific advice is required the recommendations of the Institute of Burial and Cremation Administration publication "Code of Safe Working Practice for Cemeteries" is consulted.	Before any interment the Operations Manager outlines the procedures to be followed to involved staff.	Operations Manager	From now on	Ongoing
Landscaping	The Kubota operator or others nearby if the machine overturns or goes out of control.	Only trained and certificated staff are permitted to use the Kubota.	Checks to be made on current certification and records maintained.	Clerk	From August 2015	Done/ ongoing

HEALTH AND SAFETY POLICY

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Grass cutting	Members of the public; staff through hearing damage; and machine malfunction causing lacerations. Biological damage due to the ingestion of animal faeces. Skin damage due to contact with photo-toxic plants.	All staff are trained on the use of pedestrian mowers and are provided with hearing protection, gloves and respiratory protection. Training on the use of ride-on mowers is given internally.	Training records to be kept.	Clerk	From August 2015	Done/ ongoing
Edge strimming	Staff from hard material being thrown up causing contusions. Hearing damage from noise. Musculoskeletal problems from the weight of the strimmer. Burns from hot engines.	All staff are provided with helmets, face guards, gloves and hearing protection. Harnesses to carry the strimmer are also used. Instruction in the operation of the strimmer is given internally.	Training records to be maintained	Clerk	From August 2015	Done/ ongoing
Hedge Cutting	Staff who may fall from a height. Lacerations from the hedge cutters. Hearing damage from noise. Burns from hot engines.	Small scaffold is used to provide a stable platform. Hearing protection is provided. Gloves and eye protection are provided.	Staff member(s) to be trained in scaffold erection. Records of such training are to be maintained.	Operations Manager to organise the training. Clerk to maintain the records.	From August 2015	Training record done
Application of Chemicals	Staff who handle the chemicals; members of the public who are near.	Protective clothing, chemical gloves and respiratory protection is provided. No application takes place if any unprotected person is nearby. All excess chemicals are stored in a secure cupboard. Only minimal amounts of hazardous chemicals are purchased at a time.	Applicators are to be trained and hold valid authorisation certificates. Training records are to be maintained.	Operations Manager to organise the training. Clerk to maintain the records.	From August 2015	Training record done
Use of ladders to gain access	Staff falling off ladders; ladders being damaged and breaking when in use.	Ladders are inspected before use for signs of damage. Staff are instructed in "three point climbing"	Ladders are to be individually numbered and a ladder register is to be opened and maintained.	Operations Manager and Clerk.	From August 2015	Ongoing

HEALTH AND SAFETY POLICY

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Use of a gantry with block and tackle	Employees and headstone erectors may get crushed if a gantry fails or chains break.	Gantry is inspected for signs of damage before use. Only those trained in the use of the gantry are permitted to operate the system.	Chains and block (s) are to be examined by a qualified engineer and records maintained.	Operations Manager and Clerk	From August 2015	Ongoing
Storage of fuel	Fire and possible fatalities	Petrol is stored in two 20l Jerry Cans in a fire proof chest. White diesel is also stored in two 20l jerry cans in the same location. Red diesel is stored in an external tank.	Checks are to be made to prevent fuel being left outside the storage chest for long periods of time.	Operations Manager	From August 2015	Ongoing
Maintenance checks including inspection of cable, blades, tyres, etc. Also includes cleaning and washing.	Staff exposed to sharp blades, fuels, oils; etc which could cause lacerations or exacerbate skin conditions. Use of the jet wash could cause spray bounce-back into the eyes and face.	All staff supplied with hand protection and eye protection.	Staff are to be told to report any lacerations or skin damage to their manager. Where possible, any checks should be completed before leaving the storage shed so as to avoid the need for lone working.	Operations Manager	From August 2015	Ongoing
Use of the Tractors to pull the water bowser; the gritter or to push the snow plough.	Only the Tractor registered for use on the highway may be used on the public highway. Staff may be injured through a road traffic accident or malfunction of the plant.	Only trained drivers are to operate the tractors either on the road or within the cemetery. Regular servicing is undertaken and records kept.	Tractors not compliant with current legislation are to be taken out of service. Tractors are to be assessed in accordance with the "Farm Vehicle Health Check Scheme", run by NFU. All operators are to be certificated. The HSE advice leaflet "Using tractors safely" is to be provided to all users.	Operations Manager and Clerk	From August 2015	Ongoing
Use of chain saws	Staff exposed to noise and sharp blades causing cuts – possibly severe.	Only trained staff to use the saws. Protective clothing, face and eye protection is provided. Gloves are worn when operating the saws but removed when blade sharpening.	Only certificated staff are to use the chain saws. All certificates are to be checked for validity.	Operations Manager and Clerk	From August 2015	Ongoing

HEALTH AND SAFETY POLICY

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by whom?	Action by when?	Done
Use of back-mounted leaf blowers and hand-held portable leaf suckers.	Staff exposed to noise and musculoskeletal disorders. Burns from hot engines.	Staff are to be warned of the risks.	Any instances of sprains and strains are to be reported.	Operations Manager	From August 2015	Ongoing
The use of a generator, a petrol driven cement mixer, and a petrol driven grave pump,	Staff exposed to Carbon Monoxide poisoning from exhaust fumes. Burns from hot engines and strains and sprains when moving the equipment into location. Fire.	No equipment is to be used in an enclosed space. Hearing and hand protection are provided. Filling of the tanks is carried out using a funnel and small cans.	All staff to be made aware of the risks.	Operations Manager	From August 2015	Ongoing
The use of the pick-up	Staff involved with a road traffic accident.	Only staff with an appropriate licence are to drive the pick-up. The vehicle is regularly serviced and records are kept.	The validity of licences are to be checked on an annual basis and photocopies retained for recording purposes.	Clerk	From August 2015	Done/ ongoing
Inspection of Allotments and Play Parks	Play parks are inspected early in the morning and often necessitate lone working. This exposes staff members to risk of attack.	Staff keep in touch with each other by the use of personal mobile phones.	Staff to be made aware of the potential risks.	Operations Manager	From August 2015	Ongoing
Use of small portable tools.	All small electrical items are subject to PAT testing.	Before use staff give all tools a brief visual examination.	Staff to be made aware of the risk.	Operations Manager	From August 2015	Ongoing
Use of computers	Musculoskeletal disorders; eye strain	None at present.	All work stations are to be assessed for risk and identified users to be offered eye tests and given advice, if necessary, on posture. Staff to be made aware of the risks.	Clerk	From August 2015	Ongoing
The use of ground based hand tools	Trivial risks only from the use of forks, shovels, picks, hoes, etc.	None at present	None necessary			

(NOTE: This document is an appendix to the Staff Handbook, given to all employees when commencing employment with the Council.)
 January 2020 – Date for Review: January 2021 clerk@hexhamtowncouncil.gov.uk