



HEXHAM TOWN COUNCIL

I GIVE NOTICE that an online meeting of the Finance and General Purposes Committee will be held on 8 December 2020 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 3 November 2020, 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 November 2020 (attached).
6. To consider continued banking with the HSBC.
7. To agree exclusion of the public during consideration of agenda items 8 and 9.
8. To consider and recommend to Council a budget for 2021/22 (see enclosed).
9. To consider funding applications received.
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 given to the Chairman of the meeting or the Clerk before the meeting begins.*)

Jane Kevan
Town Clerk
2 December 2020

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H agenda 1220 FandGPCommittee

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE ONLINE MEETING HELD ON 3 NOVEMBER 2020

748.	PRESENT: Councillors R Hull, S Ball, T G E Gillanders, T Cessford, C R Homer, J Ord and T Pearson.					
749.	APOLOGIES FOR ABSENCE were received from Councillors Dodds and Graham.					
750.	MINUTES of the meeting held on 23 September 2020, having been circulated, were AGREED.					
751.	<p>MATTERS ARISING:</p> <p>a) COVID FUNDING (minute 737 and action log refers). It was noted that information on this had been received from Ponteland Town Council and that the Committee had AGREED to offer similar funding to community organisations in Hexham.</p> <p>b) COMMUNICATIONS PROTOCOL, COMPLAINTS PROCEDURE AND REPRESENTATIVE PROTOCOL (minutes 740, 741 and 742 and action log refers). It was noted that these had been agreed by Full Council.</p> <p>c) FUNDING (minute and confidential note 745 and action log refers). It was noted that the agreed payments were pending the events being able to be held. It was also AGREED to request an up to date financial report from Hexham Community Partnership to consider at the next Committee meeting.</p>					
752.	DECLARATIONS OF INTEREST: Councillors Ball, Cessford, Homer and Pearson declared a non-pecuniary interest in one or more of the organisations requesting funding.					
753.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2020/21 budget report to 30 September 2020 were received and accepted. Copies are attached to the minutes.					
754.	2021/22 COMMITTEE BUDGET: The Committee AGREED the following draft Committee budget.					
	FINANCE AND GENERAL PURPOSES COMMITTEE	2020/21 Agreed Budget	2020/21 Spent at 30/9/2020	2020/21 Estimated at 31/3/2021	2021/22 Draft Budget	Ref.
	Internal audit/bookkeeping	3500	2070	3510	3800	6000
	Staff welfare	350	66	200	350	6010
	Staff salaries	165000	82716	165000	172000	6020
	Staff pension contributions	31000	14428	31000	33000	6030

	Travelling expenses	300	0	0	300	6035		
	Grant Aid	14100	14100	14100	78850	6050		
	HCP longterm grant	40000	20000	40000	N/A	6062		
	HYI longterm grant	27000	13500	27000	N/A	6064		
	Donations (one time only)	2500	0	2500	3000	6066		
	Risk management/H&S	500	0	0	500	6070		
	Training	2000	0	0	2000	6080		
	Local Council Award Scheme	0	0	0	0	6090		
	Professional fees	1000	0	500	1000	6095		
	Tourism support fund (+ 17000 carried forward)	10000	0	20000	10000	6096		
	TOTALS	314,250	146,880	303,810	304,800			
755.	MEMBER/OFFICER RELATIONS PROTOCOL: It was AGREED to recommend this to Full Council.							
756.	FINANCIAL RISK ASSESSMENT: It was AGREED to recommend this to Full Council.							
757.	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, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were requested to withdraw.							
758.	FUNDING APPLICATIONS: These were considered and AGREED as noted in confidential note 758.							
759.	LEAF BLOWER: It was noted that the Operations Manager had recently had a demonstration of an effective machine but that the Town Council would only use this for a short time each year. It was AGREED to consider whether a joint purchase may be made with the County Council.							
760.	NEXT MEETING: It was AGREED that the next Committee meeting will be held online at 6.30pm on Tuesday 8 December 2020.							

Action Log

Request a current financial report from HCP (minute 751c)	Clerk
Refer the Member/Officers Relations Protocol to Full Council (minute 755)	Clerk
Refer the Financial Risk Assessment to Full Council (minute 756)	Clerk
Arrange payment of the agreed funding applications (minute 758)	Clerk
Contact NCC for advice (minute 758)	Clerk/Admin Officer

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.