



HEXHAM TOWN COUNCIL

I GIVE NOTICE that an online meeting of the Finance and General Purposes Committee will be held on 20 May 2021 at 6.30pm, when the following items will be discussed:

A G E N D A

1. To agree the Committee Chairman.
2. To agree the Committee members.
3. Apologies for absence.
4. To receive minutes of the Finance and General Purposes Committee meeting held on 22 April 2021, enclosed.
5. Matters arising, if any.
6. Declarations of interest (see enclosed).
7. To receive bank reconciliation and budget income and expenditure report to 30 April 2021 (attached).
8. To consider unused 2020/21 budgets (see enclosed).
9. To consider generic email addresses for Councillors.
10. To agree to source quotes for additional headstone raft foundations at the Cemetery.
11. To consider an Action Plan for 2021/2022 (see attached).
12. To agree exclusion of the public during consideration of agenda item 13.
13. To consider funding applications received.
14. To agree a date for the next meeting of the Committee.
15. 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
14 May 2021

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H agenda 0521 FandGPCommittee

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE ONLINE MEETING HELD ON 22 APRIL 2021

809.	PRESENT: Councillors R Hull, S Ball, T G E Gillanders, T Cessford, J Ord, T Pearson and J M Graham.
810.	APOLOGIES FOR ABSENCE were received from Councillors Dodds and Homer.
811.	MINUTES of the meeting held on 24 March 2021, having been circulated, were AGREED.
812.	MATTERS ARISING: a) TOWN COUNCIL PRESENCE IN TOWN CENTRE (minute 804 refers). It was noted that this had been further considered at the Full Council meeting on 19 April and that it had been agreed that a small working group would work on a business case after the elections. b) MARKET STALLS (minute 799a and action log refers). It was noted that a response from NCC's Markets Manager is awaited. c) STANDING ORDERS (minute 802 and action log refers). It was noted that Full Council had agreed these. d) DISCIPLINARY, EQUAL OPPORTUNITIES, EQUALITY AND DIVERSITY, AND GRIEVANCE POLICIES (minute 803 and action log refers). It was noted that these policies are still being worked on. e) FUNDING (minute 807 and action log refers). It was noted that this has been paid.
813.	DECLARATIONS OF INTEREST: Councillors Ball and Pearson declared a non-pecuniary interest in one of the funding applications.
814.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2020/21 budget report to 31 March 2021 were received and accepted. Copies are attached to the minutes.
815.	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.
816.	FUNDING APPLICATIONS: These were considered and AGREED as listed in confidential note 816.
817.	NEXT MEETING: It was AGREED that the next Committee meeting will be held online at 6.30pm on Thursday 20 May 2021.

Action Log

Market Stalls: pursue response from Markets Manager (minute 812b)	Admin Officer
Consider the listed policies (minute 812d)	Councillor Graham to liaise with Councillors Homer and Cessford
Arrange the funding as agreed (minute 816)	Clerk (and Councillor Cessford to advise one organisation on NCC Covid funding)

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.

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HEXHAM TOWN COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE 20 MAY 2021

The following budgets were unused in 2020/21:

Budget Heading	Reference	Explanation
Office Equipment	5040	This has not been required.
Elections Reserve	5090	This has not been required.
Sele WC	5120	Not charged by NCC this year.
Travelling Expenses	6035	This has not been required.
Donations (one time only)	6066	No applications were granted
Premises Reserve	5092	This has not been required.
Risk Management/H&S	6070	No costs were incurred in 2020/21.
Headstone Raft Foundations	7350	This has not been required.
Water/Business Rates	7390	Following a leak in the supply pipe in the field in 2017, use had been overestimated. Following this, meter readings from the golf club were provided in 2018 and the Council remains in credit.
Trees Maintenance	7410	No costs were incurred in 2020/21.
Town Clock Repair/Maintain	7460	The annual service was delayed due to lockdown/access.
Wydon Park Allotments	7030	No costs were incurred in 2020/21.
Bus Shelters	7150	No costs were incurred in 2020/21.
VMS Units	7160	No costs were incurred in 2020/21.
Winter Maintenance	7211	No costs were incurred in 2020/21.
Ceremonial Events	5135	No costs were incurred in 2020/21.
Armed Forces Day	7805	No costs were incurred in 2020/21.
War Memorial Reserve	5096	This has not been required.
Town Twinning (Council Expenses)	7870	There has been no activity due to Covid-19.
Hexham/Northumbria in Bloom	7850	No judging took place in 2020 due to Covid-19.
Ceremonial Events	5135	Bellman auditions, etc postponed due to Covid-19.

Notes on other significant variances in 2020/21:

Budget Heading	Reference	Explanation
Postage	5020	Under budget as most correspondence done by email (budget reduced for 2021/22).
Stationery/copying	5030	Under budget (budget reduced for 2021/22).

Contingency	5100	Under budget (budget reduced for 2021/22 but to carry forward unspent 2020/21 budget).
Town Plan	5500	Under budget (budget reduced for 2021/22 but to carry forward unspent 2020/21 budget).
Neighbourhood Plan	5600	Under budget.
Training	6080	Under budget due to Covid-19.
Professional Fees	6095	Under budget.
Tourism Support Fund	6096	Under budget as few applications received.
Personal Protective Equipment	7300	Under budget.
Machines/Equipment – Fuel/Road Tax/Insurance	7310	Under budget.
Non-Specific Expenses	7330	Under budget.
Heat/light	7370	Under budget.
Premises – Repair/Maintain	7380	Under budget.
Floodlights – Repair/Maintain	7450	Under budget.
Quatre Bras Allotments	7020	Under budget as little expenses other than the regular skip hire.
Seats	7130	Under budget.
Sustainability	7215	Under budget.
Remembrance Day	7800	Under budget (low key event due to Covid-19).
Website & IT	7830	Under budget.
Newsletter	7840	Under budget (reduced editions due to Covid-19).
Mayor's Annual Reception	7070	Under budget (not held due to Covid-19).
Flowerbeds and Tubs – Planting	7110	Under budget.

It is recommended that Full Council is recommended to carry forward the following budgets:

Budget Heading	Reference	Explanation
Contingency	5100	As the Council's main reserve (and as it was agreed at the 8 March meeting to reserve £25,000.00 from this budget for costs relating to the skatepark – due to this and emergency Covid funding I also recommend virement of £40,000.00 into this budget from the carried forward Town Plan budget).
Tourism Support Fund	6096	Applications are likely to increase in response to loss of revenue relating to Covid-19.
Headstone Raft Foundations	7350	As these will be needed this year.
Mayor's Annual Reception	7070	As the spring receptions in 2020 and 2021 had to be postponed/cancelled.

Jane Kevan
Town Clerk
May 2021