



HEXHAM TOWN COUNCIL

I GIVE NOTICE that an online meeting of the Finance and General Purposes Committee will be held on 22 June 2021 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 20 May 2021, 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 May 2021 (attached).
6. To consider continued banking with the HSBC.
7. To consider changing Full Council meetings to start at 6.00pm instead of 6.45pm, and amending the Standing Orders accordingly.
8. To consider an Action Plan for 2021/2022 (see attached).
9. To agree exclusion of the public during consideration of agenda item 10.
10. To consider funding applications received.
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 given to the Chairman of the meeting or the Clerk before the meeting begins*).

Jane Kevan
Town Clerk
16 June 2021

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H agenda 0621 FandGPCCommittee

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE ONLINE MEETING HELD ON 20 MAY 2021

818.	PRESENT: Councillors F Hartland, D Kennedy, S Ball, J Ord, A Smith, C Ponsford, A Baty, M Domingue and G O'Farrell.
819.	COMMITTEE CHAIRMAN: It was AGREED that Councillor F Hartland be the Chair.
820.	COMMITTEE MEMBERS: It was noted that the Committee members are Councillors F Hartland, D Kennedy, S Ball, J Ord, A Smith, C Ponsford, A Baty, M Domingue and G O'Farrell.
821.	There were no APOLOGIES FOR ABSENCE.
822.	MINUTES of the meeting held on 22 April 2021, having been circulated, were AGREED.
823.	MATTERS ARISING: a) TOWN COUNCIL PRESENCE IN TOWN CENTRE (minute 812a refers). It was noted that Councillor Kennedy will lead a small working group to work on a business case. In the meantime, there will be a Town Council presence of Councillors at the Farmers' Market once a month. b) MARKET STALLS (minute 812b and action log refers). It was noted that a response from NCC's Markets Manager is still awaited and AGREED to also contact Gary Wilson, Hexham Business Group. c) DISCIPLINARY, EQUAL OPPORTUNITIES, EQUALITY AND DIVERSITY, AND GRIEVANCE POLICIES (minute 812d and action log refers). It was noted that these policies had not been progressed and that the Clerk will send out information to the new Committee. d) FUNDING (minute 816 and action log refers). It was noted that this has been paid.
824.	DECLARATIONS OF INTEREST: Councillor Ball declared a non-pecuniary interest in one of the funding applications.
825.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2021/22 budget report to 30 April 2021 were received and accepted. Copies are attached to the minutes.
826.	UNUSED 2020/21 BUDGETS: The report attached to the agenda was considered. It was AGREED to carry forward unspent/underspent budgets relating to Contingency (reference 5100), Tourism Support Fund (reference 6096), Headstone Raft Foundations (reference 7350) and Mayor's Annual Reception (reference 7070). It was also AGREED to recommend virement of £40,000 to the Contingency budget from the carried forward Town Plan budget.

827.	EMAIL ADDRESSES: Generic email addresses for Councillors were considered. It was AGREED to refer this to the Community Engagement Committee to consider as part of a community engagement strategy.
828.	HEADSTONE RAFT FOUNDATIONS: It was AGREED to source quotes for additional headstone raft foundations.
829.	ACTION PLAN 2021/22: It was AGREED to defer consideration of this until the next meeting of this Committee.
830.	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.
831.	FUNDING APPLICATIONS: These were considered and AGREED as listed in confidential note 831.
832.	NEXT MEETING: It was AGREED that the next Committee meeting will be held at 6.00pm on Tuesday 22 June 2021.

Action Log

Coordinate presence at the Farmers' Market and form a working group to consider a town centre presence (minute 823a)	Councillor Kennedy
Market Stalls: pursue response from Markets Manager and contact Gary Wilson (minute 823b)	Admin Officer
Consider the listed policies (minute 823c)	Clerk to email current policies and NALC templates, then all Councillors to consider
Refer agreed budgets to be carried forward, and the virement, to Full Council (minute 826)	Clerk
List community engagement strategy on the next CE Committee agenda (minute 827)	Clerk
Source headstone raft foundation quotes (minute 828)	Clerk
List Action Plan on the next agenda (minute 829)	Clerk
Arrange the funding as agreed (minute 831)	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.