



## HEXHAM TOWN COUNCIL

**I GIVE NOTICE** that a meeting of the Finance and General Purposes Committee will be held at the Town Council Office/Chapel on 26 July 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 22 June 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 30 June 2021 (attached).
6. To review and adopt the Disciplinary Policy (email sent to Committee members on 23 June)
7. To review and adopt the Equal Opportunities Policy (email sent to Committee members on 23 June)
8. To review and adopt the Equality and Diversity Policy (email sent to Committee members on 23 June)
9. To review and adopt the Grievance Policy (email sent to Committee members on 23 June)
10. To consider an Action Plan for 2021/2022 (see attached).
11. To agree exclusion of the public during consideration of agenda item 12.
12. To consider funding applications received.
13. To agree a date for the next meeting of the Committee.
14. 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  
20 July 2021

## HEXHAM TOWN COUNCIL

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

833.	PRESENT: Councillors F Hartland, D Kennedy, J Ord, A Smith, C Ponsford, A Baty, M Domingue and G O'Farrell.
834.	APOLOGIES FOR ABSENCE: none were received.
835.	MINUTES of the meeting held on 20 May 2021, having been circulated, were AGREED.
836.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none"><li>a) TOWN COUNCIL PRESENCE IN TOWN CENTRE (minute 823a and action log refers). It was noted that there will be a monthly presence at the Farmers Market from 26 June. Councillor Kennedy will lead a small working group to work on a business case for an office presence.</li><li>b) MARKET STALL CANOPIES (minute 823b and action log refers). It was noted that a response from NCC's Markets Manager is still awaited as is a response from the Hexham Business Group.</li><li>c) DISCIPLINARY, EQUAL OPPORTUNITIES, EQUALITY AND DIVERSITY, AND GRIEVANCE POLICIES (minute 823c and action log refers). It was noted that these policies had still not been progressed and that the Clerk will resend out information and list this on the next agenda.</li><li>d) CARRIED FORWARD BUDGETS (minute 826 and action log refers). It was noted that the recommendations, and the virement from the Town Plan budget to Contingency, were approved by Full Council on 14 June.</li><li>e) COMMUNITY ENGAGEMENT STRATEGY (minute 827 and action log refers). It was noted this was considered by the Community Engagement Committee on 17 June.</li><li>f) HEADSTONE RAFT FOUNDATION QUOTES (minute 828 and action log refers). It was noted these were being sought but, as when last tendered, it seems that only one company will quote. It was AGREED to forward further information to the Committee on these foundations.</li><li>g) FUNDING (minute 831 and action log refers). It was noted that this has been paid except for the road closures relating to the postponed Big Day Out event.</li></ul>
837.	No DECLARATIONS OF INTEREST were made.
838.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2021/22 budget report to 31 May 2021 were received and accepted. Copies are attached to the minutes. It was also noted that Councillor Domingue had met with the Clerk and alternative ways of presenting budget information is being considered.
839.	BANKING WITH HSBC: It was noted that HSBC scores poorly on ethical

	consumer sites and using the Co-operative Bank instead was considered, further noting that cheques can be paid into the Post Office. It was AGREED to recommend this switch to Full Council, noting both accounts may have to be used for a while before the HSBC account can be closed.
840.	FULL COUNCIL MEETINGS: It was AGREED to recommend to Full Council that the Standing Orders are amended so these meetings start at 6.00pm rather than 6.45pm from the August meeting.
841.	ACTION PLAN 2021/22: It was AGREED to defer consideration of this until the next meeting.
841.	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.
842.	FUNDING APPLICATIONS: These were considered and AGREED as listed in confidential note 842.
843.	NEXT MEETING: It was AGREED that the next Committee meeting will be held at 6.00pm on Monday 26 July 2021.

### Action Log

Form a working group to consider a town centre presence (minute 823a/836a)	Councillor Kennedy
Market Stall canopies: pursue response from Markets Manager and Hexham Business Group (minute 836b)	Admin Officer
Consider the listed policies and list on next agenda (minute 836c)	Clerk to email current policies and NALC templates, then all Councillors to consider
Send info on headstone raft foundation quotes (minute 836f)	Clerk
Refer recommended change of bank to Full Council (minute 839)	Clerk
Refer recommended change of Full Council meeting time and related change to the Standing Orders to Full Council (minute 840)	Clerk
List Action Plan on the next agenda (minute 841)	Clerk
Arrange the funding as agreed (minute 842)	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.