



HEXHAM TOWN COUNCIL

I GIVE NOTICE that a meeting of the Finance and General Purposes Committee will be held online on 15 September 2021 at 5.30pm, 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 26 July 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 August 2021 (attached).
6. To review and adopt the Training and Development Policy (see enclosed).
7. To consider new market stall canopies.
8. To consider an Action Plan for 2021/2022 (see attached).
9. To agree exclusion of the public during consideration of agenda items 10 and 11.
10. To consider applications and agree 2022/23 Grant Aid (see enclosed).
11. To consider a staffing matter.
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 given to the Chairman of the meeting or the Clerk before the meeting begins*).

Jane Kevan
Town Clerk
9 September 2021

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H agenda 0921 FandGPCCommittee

HEXHAM TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 26 JULY 2021

844.	PRESENT: Councillors F Hartland, D Kennedy, J Ord, A Smith, C Ponsford, A Baty and M Domingue.
845.	APOLOGIES FOR ABSENCE were received from Councillors Ball and O'Farrell.
846.	MINUTES of the meeting held on 22 June 2021, having been circulated, were AGREED.
847.	<p>MATTERS ARISING:</p> <ul style="list-style-type: none">a) TOWN COUNCIL PRESENCE IN TOWN CENTRE (minute 836a and action log refers). It was noted that Councillors had a stall at the Farmers Market on 24 July with a lot of interest from local residents.b) MARKET STALL CANOPIES (minute 836b 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. It was AGREED to list this on the next agenda for the new Council to consider if it wishes to pursue this.c) CARRIED FORWARD BUDGETS (minute 836d). It was AGREED to reverse the previous decisions to carry forward some budgets and to reset the budget as agreed in January 2021.d) HEADSTONE RAFT FOUNDATION QUOTES (minute 836f and action log refers). Further information, including the recommendation to have these by the National Association of Memorial Masons, was noted. It was AGREED to research how many other cemeteries have these.e) BANKING WITH HSBC (minute 839 and action log refers). It was noted that a decision on this had been deferred at the July meeting of the Full Council for further information to be provided.f) FULL COUNCIL MEETINGS (minute 840 and action log refers). It was noted that it had been agreed that these would now start at 6.00pm rather than 6.45pm.g) FUNDING (minute 842 and action log refers). It was noted that this has been paid.
848.	No DECLARATIONS OF INTEREST were made.
849.	FINANCIAL REPORT: The bank statement and account reconciliation together with the 2021/22 budget report to 30 June 2021 were received and accepted. Copies are attached to the minutes.
850.	DISCIPLINARY POLICY: It was AGREED to recommend to Full Council that the previous policy be readopted.
851.	EQUAL OPPORTUNITIES POLICY: It was AGREED to recommend to Full Council that the previous policy be readopted.

852.	EQUALITY AND DIVERSITY POLICY: It was AGREED to recommend to Full Council that the previous policy be readopted.
853.	GRIEVANCE POLICY: It was AGREED to recommend to Full Council that the previous policy be readopted.
854.	ACTION PLAN 2021/22: It was AGREED to defer consideration of this until the next meeting.
855.	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.
856.	FUNDING APPLICATIONS: These were considered and AGREED as listed in confidential note 856.
857.	NEXT MEETING: It was AGREED that the next Committee meeting will be held online at 5.30pm on Wednesday 15 September 2021.

Action Log

Form a working group to consider a town centre presence (minute 847a)	Councillor Kennedy
List market stall canopies on the next agenda (minute 847b)	Clerk
Research how many other cemeteries have headstone raft foundations (minute 847d)	Clerk
Refer the recommended policies to Full Council (minutes 850-853)	Clerk
Work on and list Action Plan on the next agenda (minute 854)	All Committee members (or working party) Clerk
Arrange the funding as agreed (minute 856)	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 AND GENERAL PURPOSES COMMITTEE
15 SEPTEMBER 2021

REVIEW OF TRAINING AND DEVELOPMENT POLICY

The Committee is requested to consider and recommend the above policy to Full Council, as attached on the following pages.

The Policy was agreed in September 2016, readopted in October 2018, and is due for review in October 2021.

No required changes have been identified for this policy.

Jane Kevan
Town Clerk
September 2021

Hexham Town Council

Training and Development Policy

Agreed by Council on 1 October 2018

Date for Review: October 2021

Hexham Town Council is committed to training its staff and Councillors. It recognises that well trained and informed officers promote good practice within the Council and increase and encourage community activities.

As a voluntary organisation, the Council values the time given by its Councillors to their community. This policy is aimed at maximising the rewards from that time by ensuring that Councillors understand and enjoy the role they undertake in their community and are properly equipped for it.

1. Hexham Town Council will identify training needs in the light of the overall objectives of the Council and the requirements of the individual. This will be done by means of staff appraisals, questionnaires, interviews, and formal and informal discussions, as well as other methods as appropriate. Any member of staff is welcome to raise any training issue at any time with their manager.
2. Hexham Town Council will encourage its employees and all of its Councillors to attend training meetings and pay expenses arising from such training.
3. The training offered to the Clerk will be no less than the minimum requirement of Continuous Professional Development (CPD) required by the Institute of the Society of Local Council Clerks.
4. Hexham Town Council will ensure that all of its new Councillors receive adequate training at the earliest opportunity in their term of office. Training will include matters relating to audit and financial management.
5. Hexham Town Council will evaluate and measure the impact and effectiveness of all training.
6. Hexham Town Council will maintain a library of current publications offering advice concerning all aspects of local government.
7. Hexham Town Council is committed to networking with other Councils, as it sees this as an effective means of information gathering, and where possible to link in with training events held by other Councils.

8. Contracts of employment and job descriptions given to staff will include details of the Council's commitment to training.

9. Hexham Town Council is committed to its Clerk being a member of the Society of Local Council Clerks, recognising that it is a lead provider in training for officers. This commitment extends to the Clerk being a Principal of the Society and to the CPD required to retain this status.

10. Hexham Town Council will ensure that training for both employees and Councillors is adequately covered as an item in the annual budget and that membership fees for the Association and Society of Local Councils are included in the budget.

11. Hexham Town Council will maintain a training record (as below) giving details of dates, titles and providers of development activity undertaken by employees and Councillors.

STAFF TRAINING RECORD

Name:

Job Title:

Qualification/Course Attended and Provider	Date	Date any Refresher Course Needed/CPD Points

September 2016, readopted 1 October 2018 – Date for Review: October 2021
clerk@hexhamtowncouncil.gov.uk