

## HEXHAM TOWN COUNCIL

### MINUTES OF THE TOWN COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 27 FEBRUARY 2023 (5.30-6.15pm)

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| 1027. | PRESENT: Councillors F Hartland, S Ball, A Baty, S Fairless-Aitken, J Ord, A Smith and G O'Farrell.  |
| 1028. | APOLOGIES FOR ABSENCE were received from Councillors Domingue and Kennedy.   |
| 1029. | MINUTES of the meeting held on 23 January 2023, having been circulated, were AGREED.   |
| 1030. | MATTERS ARISING:<br>a) CEMETERY LODGE (minute 1020a and action log refers). It was noted that guidance had been received from NCC's Heritage Team and that the Town Council now needs to put together a wish list for a pre-planning assessment.<br>b) DRYING OPTIONS FOR PPE (minute 1022 and action log refers). It was noted that new PPE had recently been ordered.  |
| 1031. | DECLARATIONS OF INTEREST: There were no declarations of interest.  |
| 1032. | FINANCIAL REPORT: The bank statement and account reconciliation together with the 2022/23 budget report to 31 January 2023 were received and accepted. Copies are attached to the minutes.   |
| 1033. | INTERNAL AUDITOR: It was AGREED to appoint Stokoe Rodger LLP as internal auditor for 2022/23.  |
| 1034. | STAFFING SUB-COMMITTEE TERMS OF REFERENCE: The Terms of Reference as attached to the agenda were AGREED, subject to adding references to induction and that the Sub-Committee will agree when any information should be shared with other Councillors. It was also AGREED that either the Disciplinary Policy should be amended to expand on capability or that there should be a separate Capability Policy.  |
| 1035. | YOUNG EMPLOYEE OF THE YEAR AWARD: It was noted this is in the 2023/24 budget and the Council's Standing Orders.  |
| 1036. | 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 staffing matters and funding applications, it is advisable in the public interest that the public and press be temporarily excluded from the meeting and they were requested to withdraw. |
| 1037. | STAFFING MATTERS: It was noted that the current vacancies (Cemetery  |

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|       | Worker/Gardener and Projects and Administration Officer) are currently advertised on North East Jobs and the Town Council's website and social media. The closing date to apply for either post is 6 March. |
| 1038. | FUNDING APPLICATIONS: These were considered and AGREED as detailed in confidential note 1038.   |
| 1039. | NEXT MEETING: It was AGREED that the next Committee meeting will be held at 5.30pm on Monday 27 March 2023.   |

Action Log

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| Consider a wish list for the Cemetery Lodge (minute 1030a)   | Clerk/All |
| Amend the Terms of Reference and consider the Disciplinary/Capability Policy (minute and confidential note 1034) | Clerk     |

Chairman .....