



HEXHAM TOWN COUNCIL

I GIVE NOTICE that a meeting of the Finance and General Purposes Committee will be held online on 27 March 2023 at 5.30pm, when the following items will be discussed:

A G E N D A

1. Apologies for absence.
2. Declarations of interest (see enclosed).
3. To receive minutes of the Finance and General Purposes Committee meeting held on 27 February 2023, enclosed.
4. Matters arising, if any.
5. To receive bank reconciliation and budget income and expenditure report to 28 February 2023 (see attached).
- 6 To consider purchase and promotion of Hedgehog Highways (enclosed)
7. To agree exclusion of the public during consideration of agenda items 8.
8. To consider funding applications from Hexhamtv, Hexham Abbey (attached) and Hexham Community Partnership (to follow).
9. To agree a date for the next meeting of the Committee.
10. 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).

Jeanette Dodd
Town Clerk
20 March 2023

HEXHAM TOWN COUNCIL

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

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: 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. 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 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

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

HEXHAM TOWN COUNCIL – DECLARATIONS OF INTEREST

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 14/1234".
(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 such interests.

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.

F&GP AGENDA ITEM 6



HedgehogsRus@mail.com

Firstly, thank you for taking the time to read this letter!
I am writing to ask you to take part in this amazing project!

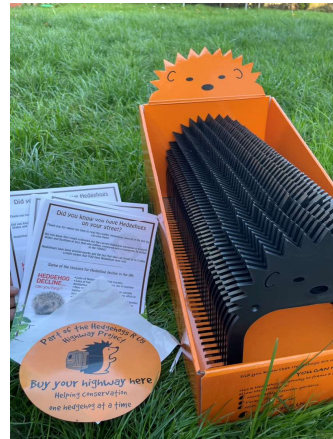
Hedgehogs R Us Highway Project

With hedgehog numbers in decline and hedgehog awareness on the rise, there has never been a better time to invest in hedgehog conservation products. I am asking that you help by buying a box of Hedgehog Highway Surrounds to sell to your customers.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates. A Highway surround raises awareness to their plight and encourages others to take part.

Each box costs £150 & £7.50 postage and includes:

- 50 Hedgehog Highway surrounds with display box & 50 information leaflets
- 1 Window sticker to show that are part of the project and are your bit to help the hogs.



The suggested resale price of each highway surround is £5 which will result in £100 profit for the retailer per box.

The project will be receiving a lot of publicity in the coming months via Social Media and everyone who buys a box will be and shared on various Social Media Outlets.

#HelpAHog #BuyABox

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

I have attached an invoice/order form in the hope that you will place an order, and you can of course order more than box if you wish! Simply fill out the form and return it to: **HedgehogsRus@mail.com**

Any questions please do not hesitate to get in touch!

you
doing

in

tagged

Agenda reporting sheet

Finance & General Purposes Committee 27.3.23

Agenda Item:6

To consider purchase and promotion of Hedgehog Highways

Background Information: See attached

Members are asked to consider the following implications when making their decision.

Staffing Implications

Council objectives:

Equalities & Human Rights

Crime and Disorder

Biodiversity

Financial

Are there any financial implications at this stage

Will there be financial implications

Is there provision within the budget

Decisions may give rise to additional expenditure

Decisions may have potential for income generation

Legal Power under which the spend can be actioned

GDPR - Data Privacy Impact Assessment

Other considerations:

Risk Management Material.