

HUNGERFORD TOWN COUNCIL

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Minutes of the **Finance & General Purposes Committee** held on Tuesday 13th January 2015 at 7.00pm in the Town Council Office, The Library, Church St, Hungerford

Present: Cllrs Bumbieris, Crane, Brookman, Benneyworth, Wilson and Small (arrived late)
Also present Claire Barnes, Town Clerk

- 1. Apologies for absence** – Thompson
- 2. Declarations of interest** – none
- 3. Minutes – Propose minutes of F&GP Part 2 meeting of October 27th 2014 and F&GP meeting of 25th November 2014** – Cllr Bumbieris proposed accepting both sets of minutes, seconded Cllr Crane, all in favour.
- 4. Xmas Lights expenditure update** – Cllr Brookman and R Ballard have finished taking the wiring down and it has all been marked and bagged. It was agreed some lights could be left in the civic trees but some trees are due to be pollarded and T&M will let us know which ones so we can remove those lights. R Ballard is happy to do the electrics next year at his hourly rate. All Christmas lights should be PAT tested in future. Cllr Brookman and R Ballard will PAT test them next year negating the need for Rod to test them. Cllr Brookman has marked where all the lights are on the OS map however needs a further map for Charnham St. **Action:** Clerk to arrange a meeting with Douglas a.s.a.p. but will request sight of final invoice first. He estimated 450 man hours but actual was 750 due to lack of plans. The 2015 tender needs to include the ordering of trees as part of the contract. Douglas incurred an extra week holiday let costs due to management problems beyond his control.
- 5. Croft Lease – Clarification of changes required** – HTC have been presented with a lease from WBC that is not appropriate for 99 yrs. It is 40 pages long and difficult to read. Cllr Small has agreed with C Broughton (WBC) that he will draft something much shorter. Sarah House has been advised. The Blue area on the map could be referred to within the lease or by a separate licence.
- 6. Staff appraisal – Set date** – For office staff Tuesday 20th 11am in office was agreed. Clerk to meet with manual staff and report back.

PART 2
Confidential

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admissions to Meetings) Act 1960.

- 7. Compensation Claim** – Cllrs Small and Wilson declared an interest. **Action:** Clerk to draft reply letter to summarise result of discussion.

Meeting closed at 7.40pm