

# HUNGERFORD TOWN COUNCIL

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Minutes of the meeting of the **Finance & General Purposes Committee** held on Tuesday 14<sup>th</sup> July 2015 at 7.00pm in the Town Council Office, The Library, Church Street, Hungerford

**Present:** Cllrs Bumbieris, Small, Crane, Benneyworth, Brookman, Farrell

1. **Apologies for absence** – Cllr Wilson
2. **Declarations of interest** – Cllr Bumbieris is employed by Network Rail, who own the station. Cllr Farrell declared interest in Croft Field racking removal.
3. **Minutes – Propose minutes of F&GP meeting on 12<sup>th</sup> May 2015** – Cllr Bumbieris proposed minutes as accurate, seconded by Cllr Small, all in favour.
4. **Finance**
  - a. **Propose investment - Close Brothers Fixed Term Deposit** – Renewal of the investment is due this month. The interest rate is the same as last year at 1.2% (1 year fixed). The RFO can't find a better rate and would recommend renewal. Cllr Crane proposed renewal with Close Brothers for a 1 year fixed term at 1.2%, seconded by Cllr Benneyworth, all in favour.
  - b. **Propose adding additional bank signatory** – A previous signatory has left the council so another is needed. Cllrs Bumbieris and Farrell both volunteered to be a signatory. Cllr Benneyworth proposed both Cllrs Farrell and Bumbieris as signatories and that both are also added to authorise payments through BACS, seconded by Cllr Brookman, 2 abstentions, rest in favour.
  - c. **Review and propose document - Effectiveness of safeguarding public money-** This document has been circulated and updated by adding a section relating to the Croft Field. Invoices are now being issued by both the Deputy Clerk and RFO. Responsibilities are being spread amongst staff. Cllr Bumbieris proposed the document with the new updates, seconded by Cllr Crane, all in favour.
  - d. **Consider quotation from IAC Ltd (Internal Auditors)** – Cllr Bumbieris, the RFO and Clerk met with Kevin Rose from IAC Ltd. He has provided a competitive quotation to carry out our internal audit. He has plenty of experience and is expanding the business so will be taking on staff but he would carry out our audit personally. Good references have been obtained from Tavistock and Amersham TCs. Cllr Bumbieris proposed appointing K Rose (IAC Ltd) as our internal auditor, subject to checking his insurance, seconded by Cllr Crane, all in favour.
  - e. **Review and propose current direct debit list** – The list was circulated. Cllr Crane proposed agreement of the current list, seconded by Cllr Bumbieris, all in favour.
  - f. **Bank Reconciliation** – item not discussed.
5. **First Great Western Customer & Communities Improvement Fund – Consider making £4K bid (20%) of £20K project** – Whilst F&GP fully support the improvement and would like to work with WBC to identify specific improvements, F&GP agreed there was not enough information and it was too short notice to commit to funding at this stage. **Action:** Request a copy of the safety report completed a while ago.

6. **Croft Field – Propose cleaning twice a week** – Cllr Crane proposed the carpet at Croft Field Centre is steam cleaned and S McNaught-Davis is employed to clean twice a week when required, 1 hour per session, all in favour. - **Consider removal of racking at £100 cost** – Cllr Bumbieris proposed the redundant canoe racking in the field is removed at a cost of £100, seconded by Cllr Crane, one abstention, rest in favour.
7. **Consider change of committee name-** It was decided to keep the current name.
8. **Review Code of Conduct – Action:** Clerk to put together a draft and circulate prior to next F&GP meeting.

**Meeting closed 8.02pm**