

# HUNGERFORD TOWN COUNCIL

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Minutes of the meeting of the **Finance & General Purposes Committee** held on Tuesday 10<sup>th</sup> November 2015 at 7.00pm in the Town Council Office, The Library, Church Street, Hungerford

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

1. **Apologies for absence** – none
2. **Declarations of interest** – Cllr Small is member of Friends of St Lawrence Church
3. **Minutes – Propose minutes of F&GP meeting on 15<sup>th</sup> September 2015.** Cllr Bumbieris proposed minutes as a true record, seconded by Cllr Crane, one abstention, rest in favour. (Cllr Small entered).
4. **Finance**
  - a. **Consider and propose a grant donation to Over 80s Parcel Fund.** Cllr Bumbieris proposed £100 donation, seconded by Cllr Crane, all in favour.
  - b. **Direct Debit list for approval.** All items on the list were agreed. In addition, it was agreed the Charity collection at the Christmas Carol Service this year would be in aid of the Youth & Community Centre. Cllr Farrell entered and suggested that we organise a Santa Run as a charity fund raiser.
5. **T&M Lease – Update on Football Club and T&M agreement.** It is thought the Football Club wall is our responsibility and could be unsafe. Advice received is that it is not worth repairing and would need replacement but will be costly to remove. **Action:** Consult Town & Manor. **Action:** Chase solicitor for part surrender advice. Response is required for next Full Council meeting.
6. **Croft Field - Propose quote to repair leak.** We are unsure if this is a leak or if it is caused by condensation. Dehumidifiers are in place for a week and need to be left on overnight.  
**- Propose quote for decoration of ceiling.** PCF quoted £375 for painting canoe room ceiling, but can't do before Christmas. This was agreed. Christmas Lights contractors will park their cherry-picker in the Croft Field entrance overnight for security reasons. The old Canoe store has 1 heater and the Main hall has 3 heaters. This is insufficient. Cost is £500 for 7 new heaters but to include addition of extension panel would increase cost to £1450 + VAT = £1595.
7. **Pensions** – It was noted that the existing LPG meets the criteria. Payment of pension for employee on sick leave will continue.
8. **VAT Partial Exemption Position.** It was noted we are nearing the VAT limit for the exempt category. If expenditure is to continue on Croft Field Centre, we need to become VAT registered for that premises. If limit was breached, we would then be liable for all VAT going back 4 years. It is not permitted to just not claim back the VAT. Registering can be done online and is not much of an administrative burden. If Croft Field Management Committee were set up with a budget to order heaters etc. HTC would not incur VAT. HTC could absorb cost of charging VAT initially for users that aren't VAT registered. **Action:** Cllr Crane proposed **HTC register for VAT as of 1<sup>st</sup> December 2015 and opt to tax on Croft Field**, seconded by Cllr Small, all in favour. **Action:** Review hirer fees at R&A meeting. It was suggested HTC absorb half of the 20% VAT.

9. **Power of General Competence – Eligibility.** The clerk explained we meet the criteria but would need to agree at Full Council should we wish to utilise this power. **Action:** Put on Agenda for Full Council. Cllr Small and Farrell left.
10. **Consider: applying for the Local Council Award Scheme; CPD requirements and budget.** This is a new scheme which replaces Quality Council. The committee would recommend to Full Council that HTC work towards applying for this award. **Action:** Consider cost of required Clerk training for budget for future.
11. **September Interim Audit Report and recommended actions;**
  - **HTC agree to set the mileage rate for councillors at the prevailing HMRC approved mileage rate and include in the Financial regulations.** The committee agreed.
  - **HTC notes the accounting practice reports salaries on a payment basis and does not accurately reflect the actual cost incurred in any given month.** Tax and NI are only paid every quarter. It was agreed it was not necessary to set up a suspense account.

A staff meeting was agreed for Monday 16<sup>th</sup> November 2015 at 11am in the office.

**Meeting closed at 8.45pm**