

HUNGERFORD TOWN COUNCIL

The Mayor
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MINUTES of the **Finance & General Purposes Committee** held on Tuesday 12th January 2016 at 7.00pm in the Town Council Office, The Library, Church Street, Hungerford

Present: Cllrs Crane, Brookman, Wilson, Bumbieris, Benneyworth and Farrell

1. **Apologies for absence** – None
2. **Declarations of interest** – Cllr Farrell has an interest in Croft Field (item 5). Cllr Wilson has an interest in Hungerford in Bloom (item 6).
3. **Minutes – Propose minutes of F&GP meeting on 1st December 2015.** Cllr Bumbieris proposed minutes as a true record, seconded by Cllr Crane, one abstention, rest in favour.
4. **Finance**
 - a. **Update on VAT Partial Exemption Position.** Confirmation of VAT registration from 1st December 2015 has been received. A letter to request to ‘opt to tax’ on the Croft Field Centre needs signing and sending off tomorrow. **Action:** RFO to get advice on expenditure and VAT issues related to Triangle Do we need to ‘opt to tax’ on Triangle Field also? Cemeteries fees are exempt from charging VAT as HTC are not in competition.
 - b. **Allocate S106 money (10/00845, 14/00510/FUL 09/00352/FUL and 10/00392/FULD – totalling £14,128.08).** Cllr Farrell entered. Cllr Bumbieris proposed to allocate S106 money as follows: St Saviour’s £2k. Allotments £4k. Car parking £4k. Fencing £4,128.08, seconded by Cllr Crane, all in favour. **Action:** Clerk authorised to advise WBC.
5. **Croft Field – Review and propose fee schedule.** Cllr Bumbieris proposed hire fees should show a 10% increase and HTC will absorb other 10% of VAT, seconded by Cllr Brookman, all in favour. The costs of the additional room (North Building) will be considered at R&A and also look at splitting costs of field and rooms.
6. **Hungerford in Bloom – Consider quotations and propose contractor for next financial year.** Quotes from 3 contractors were presented to the committee. Cllr Crane proposed to go with Windowflowers who provide the Datchet floral display which he admires. He also proposed having Windowflowers maintain them. It was noted a cherry picker would be needed for the 5 lampposts. Red, white and blue flowers would be requested in honour of the Queens 90th. Seconded by Cllr Bumbieris, all in favour.
7. **Contractors quotations 2016-2017 for review.** Cllr Bumbieris proposed accepting the contractor’s quotes received from AD King, E Fenton, R Beard and T James, seconded by Cllr Crane, all in favour. A sign should be displayed in the Tragedy Garden. No ball games, please respect...
8. **System of appointing external auditor.** NALC have set up ‘Smaller Authorities Appointments Ltd’ for the appointment of an External Auditor for Parish & Town councils. Town Councils can choose to opt out. Cllr Wilson proposed to stay in this set up, seconded by Cllr Crane, all in favour.

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.

9. **Job Applications.** Admin role is to be filled internally. **Action:** Clerk to advise applicants and advertise Deputy Clerk role. Office will agree shortlist and set up interviews beginning 1st February 2016. Cllrs Benneyworth, Brookman and Wilson are available from the staff committee.
10. **Approve pay grades for next financial year.** Pay grades (within banding) are discretionary. Take to next staff committee. Within current staff contracts the statutory holiday pay of 5 weeks 3 days would be met as the holiday entitlement is in addition to the 8 Bank Holidays.

Meeting closed at 8.26pm