

# HUNGERFORD TOWN COUNCIL

The Mayor  
Cllr Martin Crane OBE  
28 Cottrell Close  
Hungerford  
Berkshire  
RG17 0HF  
Tel: 01488 684804  
martincrane41@sky.com



The Town Clerk  
Mrs Claire Barnes  
The Library  
Church Street  
Hungerford  
Berkshire RG17 0JG  
Tel: 01488 686195  
townclerk@hungerford-tc.gov.uk  
www.hungerford-tc.gov.uk

MINUTES of the **Finance & General Purposes Committee** held on Tuesday 15<sup>th</sup> November 2016 at 7.00pm in the Town Council Office, The Library, Church Street, Hungerford

**Present:** Cllrs Bumbieris, Knight and Small  
Also present: Town Clerk and RFO

1. **Apologies for absence.** Cllrs Crane, Benneyworth Farrell, Brookman
2. **Declarations of interest.** None
3. **Minutes – Propose minutes of F&GP meeting on 13<sup>th</sup> September 2016 and outcome of any actions.**  
Cllr Bumbieris proposed the minutes as a true record, seconded by Cllr Small, all in favour. All actions are either complete or on this agenda.
4. **Review of Standing orders (from previous meeting) – Action:** Clerk to scan and send Standing Orders to whole council as amended by Cllr Bumbieris.
5. **Finance**
  - a) **Bank Charges Review (from previous meeting)** – Barclay’s interest, even though it has reduced, is higher than Unity and TSB. Action: RFO to speak to local branch of NatWest to get price.
  - b) **Noting of Bank Reconciliation report- Sept 2016** – Cllr Bumbieris proposed acceptance of bank rec.
  - c) **Authorise Contractors contracts 2017/18** – A spreadsheet of contractors and contracts has been compiled and is to be reviewed annually. The large sum of £28K spent on the Leisure Centre was noted. The Croft Field will in future have a £3k annual rent. It was suggested the publication document should be reviewed.
  - d) **Consider Salaries Budget 2017/18** – It was proposed to keep £74,900 in the budget.
  - e) **Consider F & GP Budgets 2017/18** – Swimming Pool House rent should be reviewed after improvements to property. Local development fund budget is unknown and at moment left empty. The £8,500 received for the Croft Field recently will be put against the overspend at the Croft Field. All were in agreement of the proposed F&GP budget spreadsheet.
  - f) **Confirm Town Council’s Contingency Budget** – It was agreed £10k is a good starting figure for the contingency budget. This will be reviewed at the budget meeting.
  - g) **TFMC / Rugby Club Fees** – What fees should the Rugby Club be paying? Based on previous fee schedule of 2013/14 £3k is about right for exclusive use of 2 full size rugby pitches and one ¾ size. Consider adding inflation every year. Business rates are now a factor and Rugby Club pay rates for the club and the pitches. Action: Clerk to email R Cox for update on what pitches they are using. TFMC now has brief to market pitches not being used and during the summer months should be able to do this.

- h) **To Consider Grant to Newbury News over 80s fund** – Cllr Bumbieris proposed a £100 grant, to be paid via the Good Exchange, seconded by Cllr Knight, all in favour.
- g) **Discuss response to West Berkshire Budget Proposal Consultations** – **Action:** The Highways and Road safety issues need to go on the H&T agenda. F&GP did not wish to respond to the WBC consultation regards the CAB, Youth Support, Pupil transport or Urban Grass Cuttings planned cuts.

Confidential

## **PART 2**

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

- 6. **Review of Medical Report re staff number 1** - The medical report confirms Staff number 1 is fit to return to work. Cllr Knight proposed Staff number 1 return to his duties under the cleaning contract to include cleaning of HTC office once a week. **Action:** Check requirements with TFMC.
- 7. **Staff – Review of job description for maintenance staff** - Cllr Bumbieris proposed Staff number 1 return to ad hoc duties under his maintenance contract and the contract for the temporary maintenance person does not renew. Maintenance of benches is for future consideration and requires purchase and transport of pressure washer and water containers.

**Meeting closed at 9.13pm**