

HUNGERFORD TOWN COUNCIL

The Mayor
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MINUTES of the **Finance & General Purposes Committee** held on Tuesday 17th January 2017 at 7.00pm in the Town Council Office, The Library, Church Street, Hungerford

Present: Cllrs Bumbieris, Small, Crane, Benneyworth and Brookman
Also present: Town Clerk and RFO

1. **Apologies for absence.** Cllr Knight
2. **Declarations of interest.** None
3. **Minutes – Propose minutes of Extraordinary F&GP meeting on 29th November 2016 and outcome of any actions.**
Cllr Bumbieris proposed the minutes as a true record, seconded by Cllr Crane, all in favour.
Previous actions: No terms have been received from Nat West despite chasers. The standard of service is poor. TSB offer the lowest charge but also low interest. Current fees paid with Barclays are £440 compared with TSB £286. It could cost more to switch in staff time and work involved. Unity would be an option if Barclays moved from the High St as they are set up for TC business. No Action: Remain with Barclays.
4. **Finance**
 - a) **Review of asset values – Xmas Lights** – Prior to 2011 there was no item breakdown available of the £19,664 figure recorded for Xmas lights. Since then each item purchased has been logged on the asset register and the total reduced accordingly. The RFO suggested that the £6282 unaccounted for, 5 years on, should be written off. The new total of lights is £13,362. The insurance costs need to cover the total replacement value. This is in place. Cllr Bumbieris proposed writing off the sum of £6282.90, seconded by Cllr Crane, all in favour. **Play surfaces** – The asset list mentions £52,134.57 of safety surfaces. The listed cost of replacement in 2007 was £22,290. The Cllr Bumbieris proposed subject to the RFO investigating the cost of the wet pour recently purchased within the last 5 years, the figure of £22,290 should replace the inaccurate figure of £52,124.57, seconded by Cllr Benneyworth, all in favour.
 - b) **Internal Audit Report** – This year at the auditor's request more detail was included in the Full Council minutes on the budget. Full discussion also took place and was minuted at the F&GP extra meeting. The Audit report requested that the War Memorials are valued. **Action:** Clerk to get valuations and ensure up to date records of the inscriptions are kept. Photos needed. The Mayor's chain is to be valued. The bank book for the building society had not been updated. The Building society had not been paying full interest and had deducted tax. The RFO has written to the tax office to reclaim this. The asset register needs reviewing. **Action:** Put this on the R&A agenda to verify assets, volunteers to check benches are in place etc. The precept amount held by central Government supplied by WBC for Hungerford is incorrectly recorded. The RFO has spoken to WBC and they do not know how this has occurred. Possible typo? Lists of HTC charges and fees should always be dated. This has been actioned.

c) **Swimming Pool Rent Review** – Marc Allen suggested the rent could rise from £850 a month to £895. The improvements to the property have been completed. HTC pay a management fee. How frequent are the inspections and when was the last one?
Cllr Bumbieris proposed the recommended increase to £900 monthly, seconded by Cllr Benneyworth, all in favour. **Action:** Contact Marc Allen.

5. **Consider renewal terms of Tennis Court Lease** – WBC have offered a 3 year renewal. This is not to include any financial compensation for any improvements made in the event that the lease is terminated. At present 6 months' notice is required should WBC wish to redevelop or demolish the premises. **Action:** Cllr Small will look at possibly of getting this extended. Cllr Benneyworth advised Member's Bids are available soon and Y&C may wish to apply.

6. **Review of Terms of Reference** – A good summary is given on the website of each committee, which was reviewed. The accounts also determine each committee's budget.
Action: It was agreed to take them to each committee for any updates.

7. **Communication - Town Guide Publication** – Penny Post has offered to produce the guide, at no cost to the Town Council on the same basis as last year's publication. The costs are covered by advertisers. It was agreed this need further discussion of the content. **Action:** Take to T&E.

Monthly Hungerford email – Penny Post are looking to do a monthly Hungerford email for a cost of £200 a month. January email will be free. Feb, March and April will total £600. Cllr Bumbieris proposed proceeding with this as a trial period, all agreed

Adviser 'Here & Now' Cllr Bumbieris also proposed continuing with the Adviser for the time being at £300, for a monthly publication of Here and Now, all agreed.

Meeting closed at 9pm