

HUNGERFORD TOWN COUNCIL

The Mayor
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MINUTES of the **Finance & General Purposes Committee** held on Tuesday 9th May 2017 at 7.00pm in the Town Council Office, The Library, Church Street, Hungerford

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

1. **Election of a deputy chair for the committee** – Cllr Small proposed Cllr Benneyworth, seconded by Cllr Brookman, 3 in favour, 3 abstentions.
2. **Apologies for absence** – Cllrs Simpson and Benneyworth
3. **Declarations of interest** – Cllrs Small and Knight (Hungerford Club), Cllrs Brookman and Crane (Twinning Association), Cllr Knight (wife is a member of Cancer Support Group), Cllr Farrell – Croft Field
4. **Minutes – Propose minutes of F&GP meeting on 8th March 2017 and outcome of any actions** – Cllr Brookman advised 3 street lights need to be replaced. One bracket failed (has broken off) costing £748.37 to replace. The other two lights cost £1141.98 each. The total is £3032 and there is £5k in the budget. Cllr Brookman would like to proceed with this subject to agreement at H&T next week. The resident closest to one of the replacements has requested sodium light.
The floodlights are up at the Triangle Field and the legal agreement has been completed.
Action: Cllr Small to provide a copy of the agreement to the office. There are complications with the electrics which have yet to be sorted.
Cllr Bumbieris proposed the minutes, seconded by Cllr Small, 2 abstentions, rest in favour.
5. **New signatory required on accounts based at Barclays and Newbury Building Society**
Cllr Bumbieris was proposed as a signatory and previous signatories M Wilson and Rupert Thompson are to be deleted, all were in favour.
6. **Consider proposal from Penny Post for continuation of newsletters**
The budget for newsletters previously mainly paid for the Adviser's 'Here and Now' which cost £300 for each edition. **Action:** Cllr Knight to negotiate costs with the Adviser.
Penny Post costs £250 per monthly email newsletter (for a detailed version – including reports/links etc.). A less detailed report would be £200. PP received 1000 hits from the last newsletter. Cllr Crane emphasized the need for a digital platform if we are to proceed with a Neighbourhood Plan and the need to be proactive with publicising decisions, which can also be done through better/regular communication with the Newbury Weekly.
After discussion Cllr Crane proposed that we amalgamate the advertising and newsletter budget to total £5k and split expenditure between the two, seconded by Cllr Small, all in favour.

7. Staff Committee

- **To arrange the date of the next meeting of the sub-committee** - The date of Wed 17th May at 11am was proposed and agreed.
- **To review the membership of the sub-committee** – M Wilson has now left the council leaving a vacancy. It was agreed more members were needed to ensure meetings are quorate. After discussion Cllr Bumbieris proposed Cllrs Knight and Simpson are added to the existing committee of Cllrs Benneyworth, Brookman and Crane, all in favour.

8. **Consider the renewal of the tennis court lease** – A draft lease has been received which contains a 6 month break clause. It also includes the option for WBC to give 2 months' notice to terminate the lease during August 2018 so it can fall in line with the lease renewal for the Y&C Centre. WBC owns the Tennis Court and Excalibur own the Y&C. It is unlikely one premise would be needed without the other. WBC was asked to remove the 6 month clause as the lease is for only 3 years. They will not do this as they wish to keep their options open. Should the caretaker leave then that site including the adjacent tennis courts could be sold or developed. Cllr Small advised we should ask for the break clause to be mutual and request that detail regards the 2 month notice is included so to limit that option. **Action:** Clerk to speak to Y&C group to check they accept these terms before requesting these amendments from WBC. Also Clerk to check if there is any agreement allowing Y&C centre the option to take their fencing with them should the lease end and they wish to do so.

9. Review the grant applications received through The Good Exchange

The grant budget totals £18,500 which TGE has agreed to match fund. It was agreed we do not need to allocate all the funds now as it is useful to have some in reserve for any late applications. One or two applications were received directly and not through the Good Exchange. **Action:** Office to encourage use of TGE by these organisations.

Each application was reviewed in turn and a spreadsheet completed of agreed donations. A total of £13,850 donations were allocated. It was agreed presentation by the Mayor of cheque/cheques and the grants amounts donated should be publicised.

Action: Invite 'Sport in Mind' to attend a Full Council to talk about their new organisation.

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

10. **Review the hours worked** – Cllr Brookman proposed increasing the weekly hours of Employee number 2 to 30 per week due to increased workload with effect from 8/5/17 for a trial period of 6 months, seconded by Cllr Bumbieris, all in favour.
11. **Review pay of staff** – Cllrs are aware of how an increase in hours would affect the budget.
12. **Ratify Bonus** - Cllr Crane proposed the bonus's as per the circulated costs, seconded by Cllr Knight, all in favour.

Meeting closed 8.45pm