

# HUNGERFORD TOWN COUNCIL

THE MAYOR  
CLLR MARTIN CRANE OBE  
28 COTTRELL CLOSE  
HUNGERFORD  
BERKSHIRE  
RG17 OHF  
TEL: 01488 686195  
MARTINCRANE41@SKY.COM



THE TOWN CLERK  
MRS. CLAIRE BARNES  
THE LIBRARY  
CHURCH STREET  
HUNGERFORD  
BERKSHIRE RG17 OJG  
TEL: 01488 686195  
TOWNCLERK@HUNGERFORD-TC.GOV.UK

Minutes of the **Finance & General Purposes Committee** held on Tuesday 14<sup>th</sup> January 2014 at 7.00pm in the Town Council Offices, Church St, Hungerford

**Present:** Cllrs C Bumbieris, M Crane and Roger Thompson

1. **Apologies for absence:** Cllr Benneyworth
2. **Declarations of interest:** None
3. **Agreement as true record the minutes of F&GP meeting held on 26<sup>th</sup> November 2013** – Cllr Roger Thompson proposed minutes as a true record, seconded by Cllr Crane, all in favour.
4. **Propose inclusion of detail to new NALC Standing Orders and adoption of** – The new NALC Model standing orders and HTC standing orders were included within one document and circulated. The document was worked through to rid of any duplication, ensuring that all mandatory sections were included and to consider preferred wording. **Action** – Clerk to draft and circulate document, to F&GP committee members, including updates so far which need to be further considered at a separate meeting before being brought to Full Council for approval,
5. **Signing of Risk Assessments as required by Internal Auditor** – Risk assessments were handed to Cllr Crane as Chair of T&E committee and Cllr Thompson as Chair of H&T. **Action** – These require checking, updating and signing. Chairs of R&A and E&P will also need to complete the assessments.
6. **Update on use of BACS system for payment of salaries** – At present we have not been able to pay staff by BACS. Barclays have advised that the system is now in place and a credit limit has been agreed. HTC are awaiting the technical detail in order to add Councillors to the system. Once salaries are arranged by BACS we can move on to paying regular suppliers by the BACS system. The system for paying staff should be up and running in 2 months. There may be a charge for the cards. **Action** – Put on next F&GP agenda.
7. **Progress with T&M Leases** - Town & Manor has advised they require more time to reply to our letter.
8. **Community Centre and tennis courts – update** – Cllr Thompson will re-join the committee. The lease issue remains unresolved and HTC are waiting to hear from WBC. The committee are unhappy about the lack of progress. **Action** – Clerk to obtain update for R&A meeting and invite Denise Gaines to next F&GP meeting.
9. **Update on website improvements** – Brian Davis is improving the site at the end of the month. **Action** – Look into having a separate website domain.

**Meeting closed at 9.07pm**