

HUNGERFORD TOWN COUNCIL

THE MAYOR
CLLR DENNIS BENNEYWORTH
30 KENNEDY MEADOW
HUNGERFORD
BERKSHIRE
RG17 OLR
TEL: 07890 268631
dbenneyworth@hungerfordnursery.w-berks.sch.uk



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

Minutes of the **Finance & General Purposes Committee** held on Wednesday 21st May 2014 at 7.00pm in the Town Council Offices, Church St, Hungerford

Present: Cllrs C Bumbieris, M Wilson, D Benneyworth, Rob Brookman, Cllr Small (arrived late)
Also Clerk and RFO

1. **Elect Deputy Chair of F&GP.** Consider asking Cllr Small. On arrival of Cllr Small advised he would not wish to take the role.
2. **Apologies for absence:** Cllr Hudson. Crane, Thompson and Podger
3. **Declarations of interest:** None
4. **Agreement as true record the minutes of F&GP meeting held on 14th April 2014** – Cllr Benneyworth proposed minutes as a true record subject to amending the start and finish dates of the meeting, seconded by Cllr Wilson, 2 abstentions, 2 in favour.
5. **Finance - Propose 1% pay rise.** Not fully agreed yet. Consider at later date. Our manual workers should be fitted into the salary scale used for office staff. Pensions need to be offered to all from 2017. Pay Scales have bands of 3 or 4 grades with incremental risings until you get to the top of the band. There is a job evaluation for the Clerk but not the Deputy Clerk or RFO. Incremental rising should be annual subject to performance and training. An annual review should be completed prior to April with increase effective from April. Staff committee at present reviews Clerks salary.
Cllr Small entered. **Action:-** Jeff to put paper together within next month for putting all on pay scales. He will circulate it. **Action:** Put on next agenda. Mayor will organise a staff committee meeting. **Action:** Email members to set date in 2 weeks.
 - **Update on use of BACS system for payment of salaries** – Cards have been authorised for Cllr Wilson and Cllr Benneyworth so far. Also cards have been authorised for the RFO and clerk who are system administrators. They can enter the payments and then 2 councillors give authorisation to pay. This month Jeff's salary will be paid by BACS as a trial. The BACS total payments figure will be shown on the cheque run each month.
 - **Insurance** – The renewal premium is £5,263.27 including IPT. Cllr Bumbieris proposed to stay with Zurich for a 3rd year as it is under a 'Long Term Agreement', seconded by Cllr Benneyworth, all in favour. **Action:** Diary for February 2015 to market
 - **Consider further earmarking of S106 money.** £15k is still unallocated. Possibilities are Croft Field and Triangle Field. The valuation is not yet done on Croft Field and costs are unknown. Also need to consider VAT costs. **Action:** Find out what S106 is due from Fairfields development and pencil in unearmarked S106 for Croft Field and take to FCM for consideration.
Cllr Bumbieris proposed £341.31 money previously allocated for legal fees, which will not be used, is to be reallocated to the Croft Field, so will the amounts of £249, £2856.03, £1058

and £14,884.28, all in favour.

- **Propose details of Statements of policy about exercise of discretionary functions, under the local government pension scheme regulations 2013.**

After discussion it was agreed the following options for regulations were to be adopted as HTC's Pension policy for discretionary functions.

Regulation (reg.) 16 – (no 3), reg. 30 (6) – no. 3 (take out word officer), reg. 30 (8) – no. 1, reg. 31 – no. 1, 85yr – no.1, reg. 9(1) & (3) – no. 1, reg. 17 (1) – no. 2 (not to apply discretion), reg. 22 – no. 1, reg. 100 (6) – do not extend (no. 5), reg. 21 (5) – no.1

It was agreed the Mayor should be the adjudicator.

Cllr Bumbieris proposed the above, seconded by Cllr Small, all in favour.

- **Triangle Field – Schedule of payments.** A spreadsheet was circulated of the grant money received and awaited. Sarah House is happy with the licence for alterations. **Action:** It needs signing by all parties.

- **Approval of freehold valuation cost.** The area is being revalued on the basis of open space in perpetuity. The valuation will cost £300 more than the first valuation (half of this, £150, is to be approved, as WBC will pay the other half.) £600 has already been agreed. Cllr Benneyworth proposed agreement of the additional cost of £150, seconded by Cllr Bumbieris, all in favour. **Action:** - Cllr Small to email C D'Olley.

6. **Internal Auditor.** HTC have just had their 6 monthly review. No problems were found on the day and the report is awaited.

7. **Propose inclusion of detail to new NALC Standing Orders and adoption of.** It was decided F&GP will be too large a committee if deputies of all committee are included as members. Cllr Bumbieris proposed recommendation to Full Council that members of F&GP should consist of all Chairmen, the Mayor and Deputy Mayor and the Deputy of F&GP, the word Deputy needs to be added to Page 175 and the standing orders should mention that the Deputy of F&GP is to be appointed by the F&GP committee not Full Council, seconded by Cllr Benneyworth, one abstention, rest in favour.

8. **Leases:**

Town & Manor – No further news.

Croft Field – Propose expenditure for surveys. It was agreed F&GP should deal with this matter until a lease is signed, but it will show under the R&A budget. Cllr Bumbieris proposed expenditure of up to £700 for a structural survey, plus £500 for a valuation, plus VAT costs and also Colin Broughton, WBC will to be asked to draft a lease in order to get a valuation and Clerk to write to A Law to request extension to end of June, seconded by Cllr Benneyworth, all in favour.

Community Centre and tennis court – update on lease and works. A constitution is needed to allocate lease responsibilities to the Community Centre Committee from the tennis court lease. **Action:** Cllr Small to draft.

9. **Update on website improvements.** Signed up for 3 years with Vidahost and registered domain www.hungerfordcouncil.co.uk. Matt is building the site. Update at Full Council.

10. **Agree date for review of grants** – Will be discussed on 27th May.

11. **Agree arrangements for review of financial regulations.** **Action** – Put on the next F&GP agenda.

Meeting closed at 9.10pm