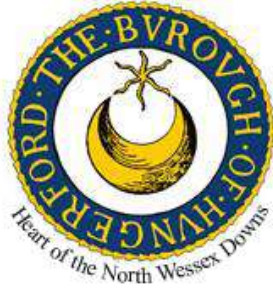


HUNGERFORD TOWN COUNCIL

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MINUTES of the **Finance & General Purposes Committee** held on Tuesday 11th September 2018 at 7.00pm in the Library, Church St, Hungerford.

Present: Cllrs Winser, Cllr Knight, Simpson.
Also present: Town Clerk, RFO

1. **Apologies for absence** – Cllrs Crane, Farrell, Brookman
2. **Declarations of interest** – None
3. **Minutes – Propose minutes of F&GP meeting on 10th July 2018 and outcome of any actions** – *Cllr Winser proposed agreement of the minutes as a true record, seconded by Cllr Knight, one abstention, rest in favour.*
4. **Finance: -**
 - **Close Brothers Deposit – Note reinvestment at 1.1% interest rate has been completed, as authorised in the Investment Policy** – This was noted along with the increase to the interest rate (from 1% to 1.25%) for money invested with Newbury Building Society.
 - **Confirm approval of direct debit list (refer to attached document)** – *Cllr Winser approved the direct debit list with one amendment; to remove the line referring to Triangle Field Rates, seconded by Cllr Simpson, all in favour.*
 - **VAT on memorial charges (refer to attached report)** – The RFO advised HTC became fully VAT registered on 1st Dec 2015 as we were in danger of exceeding the limits with the expense of the Triangle Field build. We are not required to charge VAT on burials but erecting a memorial is VAT registered and unfortunately VAT has not been charged on memorials to date. Since 1st Dec 2015 we have received income from memorials of £3204 and £534 of VAT was not collected. As this is below £20K it is not required to be declared. **Action:** The RFO will arrange payment of £534.
 - **Propose the risk review of effectiveness' of safeguarding Public monies meets with Council's requirement (refer to attached document)** – *After discussing the contents of the report, Cllr Knight proposed the risk review meets with the Council's requirement, seconded by Cllr Simpson, all in favour.*
 - **Future budget for tree maintenance** – The recent tree reports issued, and work agreed to date were summarised along with future recommended work. *Cllr Simpson proposed £1262 of S106 money and £2419 of EMR is spent on trees as per the quotes received and that £1229 from the Contingency budget is ringfenced for tree expenditure for this year. This totals £5,000. The proposal was seconded by Cllr Winser and all were in favour. Action:* RFO to ringfence.

- **Consider budget for 2nd phone line and further laptop** – The RFO confirmed £3500 is left in the IT budget. **Action:** *Cllr Simpson proposed Cllr Knight purchases a PC for the office (for Employee No. 10) up to a maximum cost of £600, seconded by Cllr Winser, all in favour.*

A second phone line is required. £188 a quarter is paid for the existing line and the contract ends March 2019. **Action:** *Cllr Simpson proposed, working within the current budget, the RFO organises a second line to be used by the Clerk, mainly for outgoing calls, seconded by Cllr Knight, all in favour.* It was noted the cost of a new printer will come out the same budget and prices are being sought.

- **Consider budget for replacement noticeboard and sign** – The Clerk advised the noticeboard recently mounted on the outside wall is difficult to open and looks tired. It was noted that the other noticeboards on the library wall also require a rethink. The road map is used a lot, but the adverts are old and relate to Newbury. **Action:** *Cllr Knight proposed the Clerk chooses a replacement HTC noticeboard for the outside wall and an HTC sign for the foyer, cost to be considered at H&T, the committee that holds the budget. It was noted there are ear-marked reserves of £1645 for noticeboards. Use of the HTC logo /branding for the noticeboard and sign would be preferable. Seconded by Cllr Winser, all in favour.*

6. **Financial Regulations: - Consider amendments (see report) to include:**

- **Use of credit card** – *Cllr Winser proposed amendments to 6.20 and 6.21 as drafted, including restricting use of the credit card to the Clerk, seconded by Cllr Simpson, all in favour*
- **Use of Debit card** – *Cllr Knight proposed amendments to 6.18, including restricting use of the card by one member of the number two account and increasing the petty cash limit to £200, seconded by Cllr Winser, all in favour.*
- **To authorise staff (other than Clerk) to sign purchase orders to an agreed limit** – *Cllr Knight proposed amendment to 4.1 to authorise the Clerk and all other office staff for items up to £1000, seconded by Cllr Simpson, all in favour. **Action:** Clerk to amend Financial regulations and circulate.*

7. **Asset List – Progress on update (as required in Auditor’s report)** – The RFO advised each of the assets still needs to be checked it is in place and ticked off the list. *Cllr Winser proposed the RFO carries out this work as it is required ahead of the audit and this will guarantee the work is completed, seconded by Cllr Simpson.* All in favour. **Action:** Consideration of who carries out future checking needs addressing at a Part 2.

8. **Update on progress of Croft Field Project (Cllr Knight & Cllr Farrell) – Levelling of floor**
Cllr Simpson passed on Cllr Farrell’s comments in her absence: - The building inspector advised the floor level is not meeting the correct standards and asked the contractor to contact him to rectify. A final settlement payment has been made. The Clerk advised she has not been able to reach the inspector to chase progress and has not heard further from the contractor. **Action:** Clerk will write to the building inspector.

9. **Queens Award – Propose any nominations** – *Cllr Knight proposed the Tuesday Club is nominated; they have been running 14 years and provide holidays and events for the elderly and disabled, seconded by Cllr Simpson, all in favour. **Action:** Clerk to complete paperwork before 14th.*

10. **Agree storage arrangements and ownership of Hungerford Tragedy Trust records** – *Cllr Simpson proposed HTC retains ownership of the records and these are stored at the Berkshire Records Office, seconded by Cllr Winser, all in favour. **Action:** Clerk to arrange.*

Meeting closed at 9.00pm