

HUNGERFORD TOWN COUNCIL

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MINUTES of the **Finance & General Purposes Committee** held on Tuesday 10th May 2016 at 7.00pm in the Town Council Office, The Library, Church Street, Hungerford

Present: Cllrs Bumbieris, Crane, Farrell, Knight and Small (arrived late)

Also present: Town Clerk, RFO and Ted Angell (HAHA) and Geoff Greenland (HAHA)

- 1. Elect Deputy Chair.** Cllr Bumbieris proposed Cllr Small as Deputy Chair of F&GP, seconded by Cllr Crane, all in favour (voted after item 6). Welcome Cllr Knight to F&GP Committee
- 2. Apologies for absence.** Cllrs Benneyworth and Brookman
- 3. Declarations of interest.** Cllrs Crane and Knight have allotments. Cllr Farrell re item 7a.
- 4. Minutes – Propose minutes of F&GP Extraordinary meeting on 18th April 2016 and outcome of any actions.** Cllr Bumbieris proposed the minutes as a true record, seconded by Cllr Crane, 2 abstentions.
- 5. Allotments – Consideration of solicitors fees for extension of allotment lease and conditions.**

Cllr Bumbieris proposed we reply that we are happy to proceed with solicitors for renewal extension and pay reasonable costs up to £500 on completion of the lease, seconded by Cllr Knight all in favour.

A member of the public at the Town Meeting mentioned the option of compulsory purchase of sites for allotments. This was picked up by the press and reported in the Newbury Weekly. Questions have been asked by the solicitor about this. **Action:** Clerk will reply that HTC has no intention to follow this route and HAHA has not rights to do so.

HAHA advised income is down at Marsh Lane from 300 to 250 poles due to uncertainty of future of site and they may be approaching HTC for a grant. They need to keep up work on considering alternative allotment sites. Cala Homes have suggested they offer an allotment site to HAHA. This will be discussed at R&A. Cllr Small entered.

6. Finance

a. Consider grant application for MS Therapy. Cllr Bumbieris agreed to allocate £150 to an alternative Berkshire MS Therapy application and will leave this to the Clerk's discretion. All in favour.

b. Consider Theatre Company/Acworth's invoice for saplings. Roger Thompson placed an order with Bill Acworth. The HTC's licence agreement details the 'intention to plant a hedge' and implies this could be included in the £3k however no estimate was received or order given. The Theatre Co. have received a £200 grant towards the saplings.

Cllr Bumbieris proposed paying Bill Acworth's invoice after receipt of £200 from the Theatre Co, but we must ensure future estimates are approved upfront in particular for the screening work to be done soon. These should be presented to R&A, seconded by Cllr Crane, all in favour.

7. **Internal Audit - Propose 2015- 2016 year-end audit report.** The Audit report was circulated and discussed. It was noted that all requirements on the audit were met. **Action:** Add this to the Full Council agenda.
It is to be noted HTC spent £20,798 on one site by one contractor over the course of a year and that whilst these were individual projects which were separately quoted for by several contractors each time for best price, the total costs would indicate the work could have gone to tender. Project creep over course of a year was cited as a reason along with budget constraints. **Action:** Clerk will provide evidence of how the projects differed for complete transparency. It was recommended that the office gets a valuation on all HTC assets. HTC own 102 street lights. **Action:** Put on R&A Agenda – HTC to do physical verification of its assets. Bear in mind insurance is due on 1st June. **Action:** Start obtaining valuation quotes.
Cllr Bumbieris proposed acceptance of the audit report and that the above actions are carried out, all in favour. The auditor suggested the tender level is too low – consider this.
Conduct a review of the effectiveness of the system of internal control. The auditor is IAC (a Ltd Co)
Action:- Office to request copy of their insurance. Cllr Bumbieris proposed approval of part 1 & 2 of the document providing proof of qualifications; insurance and complaints procedure are provided (all in favour).
8. **CCTV – Propose acceptance of written agreement for hire of the CCTV poles.** The poles will be let to HTC at a Peppercorn rent. HTC need to insure the poles and keep record on inspections and HTC will be responsible for repairs. Cllr Bumbieris proposed acceptance of agreement, all in favour. **Action:** Add to asset register and insurance, and sign and return agreement.
9. **Process for review of Financial Regulations.** **Action:** Circulate to F&GP. Look at new NALC model with any amendments. Add to next F&GP Agenda.
10. **S106 income and allocation.** It was suggested an old S106 amount of £3020.78 should be reallocated towards the cost of replacing the playground wall.
Cllr Bumbieris proposed, allocating new S106 payments of £2368.96, £274.59, and £265.88 towards fencing/boundaries, seconded by Cllr Small, all in favour.

Cllr Small will chase money o/s of £8,500 from West Berkshire Council.

Under point no.7 of Julie Lloyd's correspondence of 6th May 2015 it states that T&M would pay HTC legal costs. HTC have paid approx. £900. **Action:** Clerk to request reimbursement from T&M.

Meeting closed at 8.55pm