

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Martin Crane OBE
28 Cottrell Close
Hungerford
Berkshire
RG17 0HF
Tel: 01488 684804
martincrane41@sky.com



The Town Clerk
Mrs Claire Barnes
The Library
Church Street
Hungerford
Berkshire RG17 0JG
Tel: 01488 686195
townclerk@hungerford-tc.gov.uk
www.hungerford-tc.gov.uk

MINUTES of the **Finance & General Purposes Committee** held on Tuesday 12th July 2016 at 7.00pm in the Town Council Office, The Library, Church Street, Hungerford

Present: Cllrs Bumbieris, Farrell, Benneyworth and Small
Also present: Town Clerk and RFO

1. **Re- elect Deputy Chair.** Cllr Bumbieris proposed Cllr Benneyworth as Deputy Chair of F&GP, seconded by Cllr Small, all in favour
2. **Apologies for absence.** Cllrs Crane, Knight and Brookman
3. **Declarations of interest.** None
4. **Minutes – Propose minutes of F&GP meeting on 10th May 2016 and outcome of any actions.** Outstanding from ‘actions’ is the reimbursement of the £900 from Town & Manor. Clerk advised T&M meet tomorrow and item is on their agenda. Cllr Bumbieris proposed the minutes as a true record, seconded by Cllr Small, 1 abstention, rest in favour.
5. **Allotments – Sign one year extension of lease at Marsh lane** – The one year lease extension was signed.
6. **Finance**
 - a. **Consider grant application for Patient Participation group** – A grant has been requested for expenses. Cllr Bumbieris proposed £250, all in favour. **Action:** Arrange payment and advise future grant applications are available via the Find me a Grant website.
 - b. **Review BACS limit** – On occasions the RFO has paid by cheque as otherwise the BACS limit would have been exceeded. Cllr Bumbieris proposed raising the BACS limit to £20k (previously £15K) seconded by Cllr Benneyworth, all in favour. **Action:** Add to next F&GP the general approval of the use of BACS.
 - c. **Agree re-investments terms for reserves** – Close Brothers investment term is coming to an end. The current rate is 1.25%. Renewal rate is less, at 1% but the best business rate available. Cllr Bumbieris proposed reinvesting £85,000 with Close Brothers at a 12 month fixed rate of 1%, all in favour.
 - d. **Propose adding Cllr Knight to BACS signatory list** – Cllr Benneyworth proposed adding Cllr Knight to the BACS signatories and to the bank accounts, seconded by Cllr Bumbieris, all in favour.
 - e. **Update on outstanding £8,500** – HTC wait to hear back from the District Councillors after their meeting with the chief exec on 15th July. A meeting with the District Councillors has been arranged after this meeting in the office. Cllrs Small and Benneyworth are to attend. **Action:** Raise item 8 with them
7. **Propose acceptance of the review of the effectiveness of safe-guarding public money-** A part of this report, Croft Field, as a new addition was discussed. There have been no problems with payment of

invoices and invoicing is done when bookings are made. It was decided to defer agreement of this document until next F&GP. **Action:** First consider adding renewal of fixed deposits to the document.

8. **Consider cost of coach for post 16 travel to Newbury** – It would be a huge undertaking for HTC to provide travel and then it would only be practical to provide a service to Newbury. The option to provide financial support was considered as an alternative. Perhaps a members bid could be applied for to help with this. **Action:** Request that Cllr Knight, who was looking into costings, emails details through to councillors. If needed an extra meeting can be arranged, due to the time constraints.
9. **RBF&RS Consultation Response** – Questions were read out. There was agreement to RBF&RS suggestions. **Action:** Clerk to respond to consultation.
10. **Review of Financial Regulations and consideration of raising the tender level** – Cllr Bumbieris proposed raising the tender level to £25,000, changing 18.1 'time to time' to annually and including the necessary amendments required by NALC, seconded by Cllr Benneyworth, all in favour.
11. **Review of Standing Orders** – **Action:** All F&GP - Please read and bring back any suggested amendments to the F&GP meeting in September.

PART 2

Confidential

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.

12. **Staff – Renewal of contract** – Cllr Bumbieris proposed a 3 month extension to the maintenance man's contract, extending it to the end of October. All in favour
13. **Internal review on handling of FOI request** – Cllr Bumbieris proposed releasing the document after the conclusion of the EIP. All in favour

Meeting closed at 9.00pm