

HUNGERFORD TOWN COUNCIL

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MINUTES of the **Finance & General Purposes Committee** held on Tuesday 10th July 2018 at 7.00pm in the Library, Church St, Hungerford.

Present: Cllrs Winser, Farrell and Brookman. Cllr Knight entered later after Item 3.
Also present: Town Clerk, RFO

1. **Apologies for absence** – Cllrs Crane, Simpson
2. **Declarations of interest** – Cllr Winser (Triangle Field)
3. **Minutes – Propose minutes of F&GP meeting on 15th May 2018 and outcome of any actions**
– *Cllr Winser proposed agreement of the minutes as a true record, seconded by Cllr Farrell, all in favour.*
4. **Youth & Community Centre: -**
Update on renewal of lease of Y&C centre building – The legal paperwork is due to be received from the Business Manager at the John O’Gaunt School shortly. They recommend we run it past our solicitor.
5. **Finance: -**
Consider Investment Policy – A report has been circulated. We do not have to implement this policy, but it is good practice. £85k is protected per bank and we can hold 60% of our monies with one institution. We hold £30-40k in Barclays before we get the precept, this rises to £190k when we receive the precept. CIL money would have an impact. It is impractical to have many different accounts due to the number of signatories and paperwork involved.
Cllr Winser proposed acceptance of the Treasury and Investment Policy, seconded by Cllr Brookman, all in favour.

New arrangements for using credit and debit cards – The Clerk and RFO had a visit from a representative from Barclays Bank as the Hungerford Branch is closing on the 7th September. Most banking needs will be covered as monies can be paid into the Post Office, this will take an extra day to be processed. Currently the petty cash cheque is cashed at the bank, but the RFO advised that alternative arrangements could be made as follows:

- A number 2 current account could be opened with a maximum balance of £150, requiring 2 signatories, and a waiver signed for a debit card to be issued to a third party. The RFO is checking whether this account would be subject to bank charges which could amount to £13 a month. The RFO would recommend this option if there are no charges, otherwise a small account could be opened with TSB Bank.
- A credit card could be opened in the name of HTC with the Town Clerk as the user with a minimum credit limit of £1000. There is no annual charge and there will be no credit check

on the Clerk. Only one signatory is required although more than one card can be issued. Money for petty cash could be withdrawn from the credit card.

Action: Petty Cash limit needs to be increased from £150 to £200 – to be put on next agenda.

Action: *Cllr Farrell proposed organising a credit card in HTC's name with Claire Barnes as the user, minimum credit limit of £1000, seconded by Cllr Knight, all in favour.*

Update on progress with Croft Field Project – A letter has gone to the contractors requesting £3,200 off the price. Supporting brackets have appeared on the roof without the knowledge of the Council and a letter of explanation is required. Cllr Farrell is still waiting on proof of the Aquacell price. Council needs a guarantee that the building is safe.

Action: *Cllr Winsor proposed the Council should seek legal advice about withholding payment of the money, seconded by Cllr Knight, one abstention, rest in favour.*

Railway shelter funding as proposed by H&T – The existing shelter on the up-line side of the station is to be extended and a grant for £25k has been obtained. The amount requested by GWR that HTC need to contribute has reduced. HTC will contribute £1,000 to allow for completion of the project and this was agreed by all. Cllr Brookman will project manage this.

Bus shelter funding as proposed by H&T – Funding of £4156 has been obtained for the new bus shelter. *Cllr Farrell proposed to approve allocation of funds from contingency budget (£2078) to match fund the project, seconded by Cllr Winsor, all in favour.*

Future budget for tree maintenance –

Action: Clerk to obtain a costing on each job and prioritise the jobs showing those that are urgent and those that can be left. She will talk to the Tree Surgeon. Then F&GP will look at the available budget for tree maintenance.

6. **Review Internal Auditor's Report** – Report circulated. The RFO is updating the asset register which only needs to show the original purchase price. The bench schedule lists 70 benches, this should correspond with the actual assets.

Action: The tasks need to be split up as follows:

- The office to do playground equipment and office equipment
- Employee No. 1 to do the storeroom equipment
- Updated list of what is left to R&A

This to be added to the next F&GP agenda.

The special expenses item has been queried and the committee notes this – no action required.

7. **Consider allocation of late grant applications** – Report circulated. Councillors considered a total of £1,550 to be allocated as follows:

Cllr Knight proposed a grant donation of £250 to HAHA, seconded by Cllr Brookman, all in favour.

Cllr Knight proposed a grant donation of £500 to the K&A Canal Trust, seconded by Cllr Farrell, all in favour.

Cllr Brookman proposed a grant donation of £500 to Hungerford RFC, seconded by Cllr Farrell, one abstention, rest in favour.

Cllr Knight proposed a grant donation of £300 to Berkshire Rangers, seconded by Cllr Brookman, all in favour.

Action: Office to contact Berkshire Rangers to ask if they would consider making an application online through The Good Exchange.

Meeting closed at 8.50pm