

HUNGERFORD TOWN COUNCIL

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MINUTES of the **Finance & General Purposes Committee** held on Tuesday 12th September 2017 at 7.00pm in the Town Council Office, The Library, Church St, Hungerford

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

- 1. Apologies for absence** – Cllrs Knight, Simpson, Brookman and Crane
- 2. Declarations of interest** – Cllr Small member of Rotary Club and Chamber of Commerce
- 3. Minutes – Propose minutes of F&GP meeting on 11th July 2017**
Cllr Bumbieris proposed the minutes as a true record, seconded by Cllr Small, all in favour.
Outcome of any actions – Clerk will check office for the floodlights agreement. A new chair has been ordered but not the keyboard and mouse. A start date for the Croft Field works is awaited. The VIP has pulled out and the Clerk is chasing up others to switch on the lights. A contractor has been instructed to cull the pigeons.
- 4. Finance - Review of effectiveness of safeguarding public money** – The RFO has circulated a report. This review is required annually and the auditor may check this has been completed. One amendment to the review is to note that the Croft Field Bookings has been reassigned to the Admin Assistant with the RFO carrying out the invoicing. The RFO advised there are enough bank signatories at present.
Cllr Bumbieris proposed that the risk review meets the requirements, with the one amendment to be made, seconded by Cllr Benneyworth, all in favour.
- 5. Preparing for the GDPR** – The Clerk advised that the General Data Protection Regulations will come into force on 25th May 2018 and we have been advised to start preparing for the change now. The first step is to advise councillors and the Clerk is booked to go on a briefing session. The new EU directive will not be affected by the UK's decision to leave the EU. At present we are unsure of how the legislation will affect HTC. It involves documenting the personal data we hold, where it comes from and how it is used and the lawful basis for retaining and processing the data and how consents are managed.
- 6. Full Council Committee Reports - Consider written reports being submitted by each Chair prior to the meeting** – The benefits are that if the chair is unable to attend the meeting a written report will be supplied and this can be uploaded to the website and circulated in advance of the meeting. It also helps with less admin for the office. After discussion councillors agreed that this should be optional. Also when giving their reports, these should be updates to avoid rewriting previous minutes.

7. **Computers - Consider fibre broadband connection for the office** – It was discovered that the Wi-Fi connection from the router to the PCs within the office is slowing down the speed. The Broadband provided is already superfast fibre but needs to be directly wired in order for the speed to be accessed. **Action:** Clerk to arrange for hard wiring to be carried out.
8. **Review further grant applications**
- **National Animal Welfare Trust – Presentation made to full council** – This is a general request for funding. Councillors agreed that the trust should apply in the spring when our main funding round takes place.
 - **Chamber of Commerce for Christmas Extravaganza – Letter and accounts received** - This is a main Hungerford event that HTC wish to support. After discussion *Cllr Bumbieris proposed a grant of £1000, seconded by Cllr Benneyworth, one abstention (Cllr Small) rest in favour.*
 - **Hungerford Football Club for new toilets build – Letter received** – The toilets being provided will be open to the public and will benefit all using HTC run playgrounds and recreation grounds nearby. *Cllr Bumbieris proposed £500, seconded by Cllr Small, all in favour.*
 - **Rotary (Santa Fun Run) – Letter received** – A grant of between £25 and £100 has been requested to help with banners and posters around Hungerford. *Cllr Farrell proposed a grant of £50, seconded by Cllr Benneyworth, one abstention (Cllr Small) all in favour.*
9. **Christmas Trees – Agree supplier and cost** – The Clerk circulated a report on the quotations received. The tender responses all proved expensive with regards to Part 2 Supply of trees. On obtaining quotations directly the most competitive figures received are from suppliers we used last year. *Cllr Bumbieris proposed proceeding with Jadecliff for supply of the small Christmas trees at £2033 plus vat and Elveden for supply of the 6 large trees at £2617 plus vat, seconded by Cllr Benneyworth, all in favour.*

Meeting closed 8.18pm