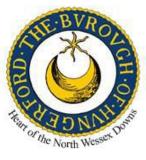
# HUNGERFORD TOWN COUNCIL

The Mayor Cllr Keith Knight 3 Wessex Close Hungerford Berkshire RG17 0NT Tel: 01488 644671 cllrkknight@gmail.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 14<sup>th</sup> November 2017 at 7.00pm in the Town Council Office, The Library, Church St, Hungerford

**Present:** Cllrs Bumbieris, Crane, Knight and Simpson Also present: Town Clerk, RFO

- 1. Apologies for absence Cllrs Brookman, Small, Farrell
- 2. Declarations of interest Cllrs Simpson and Knight (Library), Cllr Knight (Triangle Field)
- **3.** Minutes Propose minutes of F&GP meeting on 12<sup>th</sup> September 2017 *Cllr Bumbieris proposed the minutes as a true record, 3 abstentions, vote carried.*
- 4. Considerations that have an impact on the budget: -
  - Health & Safety Policy Quotations Renewal due March 16<sup>th</sup> 2018 Quotations have been received from the existing providers and one other. A third is being obtained. The service currently provided is very good and gives access to training sessions. *Cllr Crane proposed renewing with the existing provider Ellis Whittam for a 3 year period at a cost of £2290 annually unless a significantly cheaper quote is obtained, seconded by Cllr Knight, all in favour.*
  - Contractors Quotations for April 2018-2019 Clerk's report was circulated detailing the quotes, work involved and any increases. The work provided by the existing contractors is excellent. It was suggested that savings may be possible by one contractor doing all the groundwork. <u>Action:</u> Review this next August during quiet period. *After discussion Cllr Knight proposed acceptance of the contractors' quotes as detailed on the attached report for 2018-2019, seconded by Cllr Crane, all in favour.*
  - **Propose changes to staff hours** *It was agreed that Employee No.10 will increase her hours from 12 to 14 per week with effect from 1<sup>st</sup> November and Employee No.1 hours will be amended.* Grade increases as circulated were noted and approved. A 1% pay increase as indicated by the government will be budgeted for all staff. Employers' pension contribution will increase to 20.8% from April 2018 and will be budgeted for. No bonuses or contingency are to be budgeted for. *Cllr Knight proposed an annual budget as per the draft budget spreadsheet circulated of £80,000, seconded by Cllr Crane, all in favour.*
  - Recommendations from Letting Agents for Swimming Pool House *Cllr Bumbieris* proposed continuing with advertising at £925 a month. We should consider the inventory report and a lick of paint when the tenants leave. All agreed. There is money in the budget and EMR for any work required.

# 5. Budgets

- To review F & GP Budgets for 2018/19 circulated in advance The spreadsheet was discussed in detail and some amendments made. It was agreed to reduce the hire costs budget as the library will be used for committee meetings in future instead of the Town Hall. The Newsletter budget allows for 5 x Hungerford Matters' and 12 monthly email newsletters with Penny Post totalling £4500. Insurance budget has been increased to include the library building of which we are due to acquire the lease. It was agreed to reduce the H&S budget based on this year's anticipated expenditure. Cllr Knight would like to see the grant budget increased if possible without putting pressure on the precept. <u>Action:</u> Clerk to check the current agreement with the Community Centre. Cllr Knight requested £10k in the budget for the library for this year and a further £10K for next. Any of this money not spent should be earmarked for the library. £1000 extra was agreed to go into the IT budget in case the photocopier needs replacement.
- To review Town Council Budget for 2018/19 circulated in advance Due to £17k surplus put back into the pot for money not spent this year the precept request can reduce lower than the budget. The spreadsheet was amended to show the revised figures with the precept showing a -0.04% rise. *In light of this Cllr Knight proposed a £3k increase to the grant budget, altering the precept to a 1% increase, seconded by Cllr Crane, one against (Cllr Bumbieris), rest in favour, vote carried.* <u>Action:</u> The precept/budget will go on the next Full Council agenda for further discussion.
- 6. To approve attached notice regarding use of Community Infrastructure Levy funds in 2016/17 to appear on the Council's website The notice was approved by all. The RFO added that the new auditor's view was that CIL/S106 money should be held in EMR and not on the balance sheet.
- 7. To authorise the RFO to look into the merits of a Company Credit Card in the name of the Town Clerk and report to a future meeting The Clerk and Deputy should not have to pay council expenses on their personal credit cards. <u>Action:</u> It was agreed the RFO should investigate costs for a company credit card.
- 8. Review of Financial Regulations expenditure limit After discussion Cllr Crane proposed the expenditure limit available to the clerk outside of meetings, provided agreement is obtained by any two of the following: Mayor, Deputy Mayor, Chair of F&GP, be increased to £2000, seconded by Cllr Knight, all in favour. <u>Action:</u> Clerk to update the financial regs to show this and circulate to all for any further suggested amendments to the regulations.
- **9.** Crime Prevention Grant £7500 is available to any one group through a ward member application. <u>Action:</u> Cllr Knight to speak to the District Cllrs about a grant for 2 new CCTV cameras.

Cllr Simpson wishes to be added as a signatory on the accounts. <u>Action</u>: Add to next Full Council agenda.

Meeting closed 9.00pm

# **SUPPORTING DOCUMENTATION**

# Community Infrastructure Levy Regulations (CIL)2010 Year to 31<sup>st</sup> March 2017

Under the CIL regulation 62A we are required to publish the amounts received and the use of these funds on an annual basis on the Council's website and provide a copy to the charging Authority (West Berkshire Council)

| Balance as at 1 <sup>st</sup> April 2016                  | Nil     |
|---|---------|
| Funds Received from West Berkshire Council in             | £243.75 |
| the year to 31 <sup>st</sup> March 2017                   |         |
|   |         |
| Spent in the Year   | Nil     |
| Balance carried forward as at 31 <sup>st</sup> March 2017 | £243.75 |
|   |         |

The Council has not received any notices from West Berkshire Council in accordance with regulation 59E Jeff Ford Responsible Financial Officer

3<sup>rd</sup> November 2017

#### Hungerford Town Council

#### **Public Report**

#### **Report to:**

F&GP 14<sup>th</sup> Nov 2017

#### Agenda Item No 4:

Contractors Quotations for 2018-19

#### Background

Quotations are obtained from existing contractors

#### Objective

Decide whether to renew these contracts

## Options

Renew or obtain alternative quotations

| Contractor                          | Area                                | Annual Cost 2017 | 2018-19 terms |  |  |
|-------------------------------------|-------------------------------------|------------------|---------------|--|--|
| Edward Fenton<br>(gardening/litter) | Tragedy Garden<br>Bridge St War mem |                  | No increase   |  |  |

| Hungerford Cricket Club<br>(Grass/spraying/litter)                  | Rec<br>Area by SP<br>Perimeter               | £1750<br>House                                 | No increase   |
|---|--|--|---------------|
| Mr James<br>(Grass/strim/leaves<br>Grave filling/litter/hedges)     | St Saviours<br>Smitham Bridge<br>Croft Field | £13,621.51<br>(depends on<br>no. of days/cuts) | No increase   |
| Mr King<br>(Grass/gritting of path/pru<br>Cleaning ivy from graves) | St Lawrence<br>ning                          | £4406.52                                       | £120 increase |

## **Financial and Legal implications**

Possible savings

# Reference to Council Strategy, where relevant

All contractors are local and we wish to support local trade. Service is reliable and excellent

# Recommendation(s)

Consider accepting terms offered by existing contractors

#### Signed: Claire Barnes 14/11/17

| Payro | Employee | Weekl | As at      | 1st   |  |  |
|-------|----------|-------|------------|-------|--|--|
| II    |          | У     | 01/04/2017 | April |  |  |
|       |          |       |            | 2018  |  |  |
| No    | Number   | Hours | Grad       | Grad  |  |  |
|       |          |       | е          | е     |  |  |
|       |          |       |            |       |  |  |
|       | No.2     | 30    | 38         | 38    |  |  |
|       |          | 15    | 18         |       |  |  |
|       | No.4     | 8     | 30         | 30    |  |  |
|       | No.6     | 8     | 20         | 20    |  |  |
|       | No.1     | 6     | 20         | 20    |  |  |
|       | No.1     | 8.75  | 11         | 11    |  |  |
|       | No.8     | 2     | 11         | 11    |  |  |
|       | No. 10   | 14    | 27         | 28    |  |  |
|       | No.11    | 20    |            | 16    |  |  |
|       |          |       |            |       |  |  |

| Finance & General Purposes              |            |                               |                 |                     | Recreation & Amenities                     |          |            |          | Highways & 1                | Transport  |         | +       |  |          |        |
|---|------------|-------------------------------|-----------------|---------------------|--|----------|------------|----------|-----------------------------|------------|---------|---------|--|----------|--------|
| Inance & General Purposes               |            | 2017-18                       | 2018-19         | 2018-19             | Recreation & Amenities                     | 2017-18  | 2018-19    | 2018-19  | Highways &                  | I ransport |         | 2017-18 | 2018-19                                  | 2018-19  |        |
|   |            | Budget                        | Projected       | Proposed            |  | Budget   | Projected  | Proposed |                             |            |         | Budget  | Projected                                |          |        |
|   |            | Budget                        | Trojecteu       | Troposed            |  | Buuget   | Trojectica | Troposcu |                             |            |         | Buuget  | Trojectica                               | Troposed |        |
| Salaries                                |            | 74900                         | 77,521          | 80000               | Maint. St Saviours                         | 10750    | 10,910     | 11500    | Christmas Lig               | ahts       |         |         |  |          |        |
| Nayoral Allowance                       |            | 1500                          | 1,181           | 1500                | Maint. St Lawrence                         | 5500     | 4,405      | 4600     | Installation                |            |         | 25,000  | 19,267                                   | 25,000   |        |
| Councillors' Expenses                   |            | 400                           | 177             | 400                 | Skip Hire St Sav.                          | 1300     | 1,346      | 1400     | Casual labour               |            |         | 1,000   | C  | 1,000    |        |
| Staff Training                          |            | 1500                          | 1,119           | 1500                | Equip Maint.                               | 600      | 448        | 600      | New equip                   |            |         | 200     | C  | 500      |        |
| Civic Expenses                          |            | 2300                          | 1,038           | 2300                | Smitham Play area                          | 2250     | 2,250      | 2400     | Main trees                  |            |         | 2,100   | 2,033                                    | 2,100    |        |
| Councillors Training                    |            | 500                           | 500             | 500                 | Recreation Ground Costs- Contracts         | 1500     | 2,153      | 2200     | Energy                      |            |         | 500     | 159                                      | 250      |        |
| elephone                                |            | 1350                          | 1,105           | 1250                | Triangle Field                             | 0        | -113       | 0        | Commercial tr               | ees        |         | 2,617   | 2,617                                    | 2,800    |        |
| stationery/Postage                      |            | 1100                          | 921             | 1100                | Triangle Field Maint Grant                 | 1500     | 1,500      | 1500     |                             |            |         | (       | le l |          | 31,650 |
| Office Costs                            |            | 500                           | 578             | 600                 | Triangle Field - Car park repairs          | 0        | 0          | 0        | CCTV - Purcha               | ase        |         | (       | 2,250                                    | 0        |        |
| toom Hire                               |            | 2700                          | 2,686           | 2000                | Triangle Field Bus Rates                   | 2100     | 1,771      | 1850     | CCTV - Mainte               | enance     |         | 1,250   | 1,250                                    | 1,500    |        |
| Bank Charges                            |            | 600                           | 560             | 550                 | Playgrnd Inspection- ROSPA                 | 500      | 600        | 600      | CCTV - Electri              | ic Use     |         | 140     | 274                                      | 400      |        |
| Audit                                   |            | 1500                          | 1,500           | 1400                | Playground Repair                          | 2000     | 1,525      | 2000     | Litter Bin Repl             | lacement   |         | 1,000   |  | 1,000    |        |
| Professional Fees                       |            | 1500                          | 1,475           | 1500                | Allotments                                 | 1        | 1          | 1        | Footpaths                   |            |         | 500     | 100                                      | 500      |        |
| dvertising                              |            | 1000                          | 554             | 1000                | Bridge St War Memorial- Contractor         | 700      | 460        | 550      | Salt Bins                   |            |         | 1,608   |  | 1,700    |        |
| lewsletter                              |            | 3750                          | 5,125           | 4500                | Tragedy-Expense                            | 400      | 360        | 400      | Grant re Bus S              | Subsidv    |         | 3,630   | 3,700                                    | 3,750    |        |
| Publications                            |            | 250                           | 60              | 200                 | Bulpit Expense                             | 100      | 104        | 150      | Hungerford in I             |            |         | 400     | 305                                      | 400      |        |
| nsurance                                |            | 5000                          | 4,926           | 5400                | Skate Park - Main                          | 2700     | 2,506      | 2700     | Hanging Bask                |            |         | 3,600   | 2,901                                    | 3,200    |        |
| Rent                                    |            | 5000                          | 3,750           | 0.05                | Skate Park - wheelie Bins                  | 800      | 1,093      | 1100     | Ch St Toilets               |            |         | 16,000  | 13,510                                   | 14,000   |        |
| Business Rates - Office                 | 1          | 5500                          | 0,730           | 2500                | Tragedy - Contractor - Fenton              | 800      | 596        | 700      | Toilet Bus Rat              | es         |         | 350     | 321                                      | 360      |        |
| Health & safety                         |            | 3000                          | 2,400           | 2400                | Seat repair                                | 2000     | 180        | 1000     | Pigeon Contro               |            |         | 1,000   |  | 000      |        |
| Subscriptions                           |            | 1700                          | 1,583           | 1700                | Croft Field - Rent                         | 2000     | 100        | 3000     | Earmarked F                 |            |         | 1,000   | 2,300                                    | 0        |        |
| Computers                               |            | 1500                          | 1,583           | 1500                | Croft Field- Repair/ Main                  | 2300     | 2022       | 2300     | CCTV Repair I               |            |         | 500     |  | 500      |        |
|   |            | 300                           | 1,218           | 300                 | Croft Field- Rates                         | 850      | 804        | 850      | CCTV- 5th Car               |            |         | 2000    |  | 300      |        |
| Sundry Expenses<br>E & P Local Dev Fund |            | 2000                          | 124             | 300                 | Croft Field- Electric/Gas                  | 1100     | 713        | 900      |                             |            |         | 5000    |  | 6000     |        |
|   |            |                               |                 | 1100                |  | 400      | 403        |          | Lamppost Rep                | Jacement   |         | 2000    |  | 0000     |        |
| Allotment Legal Costs                   |            | 1100<br>29800                 | 1,081<br>29,800 | 1100                | Croft Field - Water<br>Croft Field Rebuild | 400      | 403        | 400      | Noticeboards                |            |         | 2000    | 1  | 2000     |        |
| Swimming Pool contribution              |            | 1000                          | 29,800          | 30700<br>1000       | Croit Field Rebuild                        | 0        | 0          | 0        | Pidgeon Contr<br>SUB-TOTALS |            |         | 70.000  | 52,599                                   | 66,960   |        |
| l'ford & Camborne                       |            | 1000                          |                 | 7000                | Francisco de la Francisco de               |          |            |          |                             |            |         | 70,395  |  | 700      |        |
| Council Grants                          |            |                               | 5,700           |                     | Earmarked Funds                            | 0000     |            | 0000     | Hanging Bask                | ets income |         |         | 600                                      |          |        |
| Sect 137 payts                          |            | 3000                          | 6,667           | 9000                | Croft Field - repair Fund                  | 2000     | 0          | 2000     | Tree Income                 |            |         | 5,000   | 5,000                                    | 5,000    |        |
| Community Centre 3 Yr to 14/15          |            | 4500                          | 4,500           | 4500                | Fencing repairs                            | 0        | 0          | 0        | NET TOTALS                  |            |         | 64,495  | 46,999                                   | 61,260   |        |
| Pool Ho Dec                             |            | 1000                          | 58              | 250                 | St Lawrence                                | 1000     | 0          | 1000     |                             |            |         |         |  |          |        |
| Earmarked                               |            |                               |                 |                     |  |          |            |          |                             |            |         |         |  |          |        |
| t & Office Equip Main                   |            | 822                           | 0               | 1000                | Benches- replacement                       | 300      |            | 300      | Tourism & Ec                | conomy Co  | mmittee | 2,000   | 100                                      | 2,000    |        |
| Poole House Repair                      |            | 750                           | 0               | 750                 | Bridge St War Memorial                     | 250      | 0          | 250      |                             |            |         |         |  |          |        |
| E & P - Neighbourhood plan              |            |                               |                 | 5000                | Tree Maintenance                           | 1000     |            | 1000     |                             |            |         |         |  |          |        |
| E & P - Prof Fees                       |            |                               |                 | 5000                | Triangle Field Changing Rooms              | 1000     | 0          | 1000     |                             |            |         |         |  |          |        |
| TOTALS                                  |            | 165,822                       | 170,697         | 179,400             | Car Park Repairs                           | 0        | 0          |          |                             |            |         |         |  |          |        |
|   |            |                               |                 |                     | Croft Field Garden Room                    | 3000     | 0          | 0        |                             |            |         |         |  |          |        |
| _ess Income                             |            | 9900                          | 20,214          | 12,100              | Croft Field Toliet Re-organsation          | 0        | 0          | 5000     |                             |            |         |         |  |          |        |
|   |            |                               |                 |                     | Play Equip                                 | 0        | 0          |          |                             |            |         |         |  |          |        |
|   | ( C        | 155,922                       | 150,483         | 167,300             | Gen Maintenance Equip                      | 631      | 0          | 631      |                             |            |         |         |  |          |        |
|   |            |                               |                 |                     |  | 49,332   | 36,037     | 53,882   |                             |            |         |         |  |          |        |
|   |            |                               |                 |                     | Income                                     | 10,480   | 6,114      | 12,000   |                             |            |         |         |  |          |        |
| ANNUAL SUMMARY                          | 2017-18    | 2017-18                       | 2018-19         |                     |  |          |            |          |                             |            |         |         |  |          |        |
|   | Budget     | Projected                     | Proposed        |                     | TOTALS                                     | 0 38,852 | 29,923     | 41,882   |                             |            |         |         |  |          |        |
|   |            |                               | budget          |                     |  |          |            |          |                             |            |         |         |  |          |        |
|   |            |                               |                 |                     |  |          |            |          |                             |            |         |         |  |          |        |
| &GP (net)                               | 155,922    | 150,483                       | 167,300         |                     |  |          |            |          |                             |            | PRECEPT |         |  |          |        |
| R&A[net]                                | 38,852     | 29,923                        | 41,882          |                     |  |          |            |          |                             |            |         |         |  |          |        |
| l&T[net]                                | 64,495     | 46,999                        | 61,260          |                     |  |          |            |          |                             |            |         |         |  |          |        |
| Tourist & Economy                       | 2,000      |                               |                 |                     |  |          |            |          |                             |            | 2015-16 | 2016-17 | 2017-18                                  | 2018-19  |        |
| *                                       |            |                               |                 |                     |  |          |            |          | PRECEPT                     |            | 223,987 |         |  | 0        |        |
| VBC Library Contribution                | 10,000     | 10,000                        | 10,000          |                     |  |          |            |          | % rise                      |            | 4,419   |         | 2.70%                                    | 0.00%    |        |
| Contingency Budget                      | 7,500      | . 2,230                       | 7,500           |                     | 1  |          |            |          | gov grant                   |            | £6,15   |         | 1 0                                      | 0        |        |
| OTALS                                   | 278,769    | 237,505                       | 289,942         |                     | 1  |          |            |          | 0.0.0                       | Band D     | £95.4   |         | 112.85                                   | 0        |        |
| 6 annual +/-                            |            | ,000                          |                 |                     |  |          |            |          | tax base                    | e          | 2.346   |         | 2,389                                    | 0        |        |
|   | 278,769    |                               | 289,942         |                     |  |          |            |          |                             |            | _,010   | 2,020   | _,000                                    |          |        |
|   | 210,103    |                               | -               |                     | 1  |          |            |          |                             |            |         |         | 1  |          |        |
| ess Surplus 31/3/17 over £50K           | 9.214      |                               | 17.496          |                     | 1  |          |            |          |                             | + +        |         | 1       |  | -        |        |
|   | 269,555    |                               |                 | Funding Need        |  |          |            |          |                             |            |         | -       |  |          |        |
|   | 209,000    | iotai                         | 212,440         |                     |  |          |            |          |                             | -          |         |         |  |          |        |
|   |            |                               |                 |                     |  |          |            |          |                             |            |         |         |  |          |        |
|   |            |                               |                 |                     |  |          |            |          |                             |            |         |         |  |          |        |
| Precept                                 | 269,555    |                               | 272,446         | Precept Requested   | ļ  |          |            |          |                             |            |         | -       |  |          |        |
|   |            |                               |                 |                     |  |          |            |          |                             |            |         |         |  |          |        |
|   | To Fund To | al Budget                     |                 | Percentage Increase |  |          |            |          |                             |            |         |         |  |          |        |
|   |            |                               |                 |                     |  |          |            |          |                             |            |         |         |  |          |        |
| Revised Band D Figure                   | 2388.58    |                               | 114.06          | 1.07%               |  |          |            |          |                             |            |         |         |  |          |        |
| levised Band D Figure                   | 2388.58    | 272,446<br>d D fiqure for 201 |                 | 1.07%               |  |          |            |          |                             |            |         |         |  |          |        |