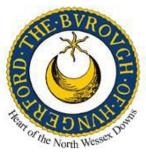
# HUNGERFORD TOWN COUNCIL

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 (gardening/litter)	Tragedy Garden Bridge St War mem		No increase		

Hungerford Cricket Club (Grass/spraying/litter)	Rec Area by SP Perimeter	£1750 House	No increase
Mr James (Grass/strim/leaves Grave filling/litter/hedges)	St Saviours Smitham Bridge Croft Field	£13,621.51 (depends on no. of days/cuts)	No increase
Mr King (Grass/gritting of path/pru Cleaning ivy from graves)	St Lawrence 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 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 29800	1,081 29,800	1100	Croft Field - Water Croft Field Rebuild	400	403	400	Noticeboards			2000	1	2000	
Swimming Pool contribution		1000	29,800	30700 1000	Croit Field Rebuild	0	0	0	Pidgeon Contr 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 d D fiqure for 201		1.07%											