

# HUNGERFORD TOWN COUNCIL

The Mayor  
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MINUTES of the **Finance & General Purposes Committee** held on Tuesday 16<sup>th</sup> January 2018 at 7.00pm in the Town Council Office, The Library, Church St, Hungerford

**Present:** Cllrs Benneyworth, Knight, Brookman, Small, Farrell, Simpson and Winser  
Also present: Town Clerk, RFO

- 1. Appointment of new Chair, and Deputy** - Appreciation was expressed for Cllr Bumbieris' contribution to the Town Council as a Chair of F&GP for many years. A leaving present will be arranged.  
Proposals were put forward for Cllr Benneyworth and Cllr Winser to take the position as chair. Neither was agreed as it was noted from the standing orders that the Chair of F&GP should be voted at the Annual Meeting and it was unclear what the process was following a resignation mid-term. Cllr Farrell questioned Cllr Benneyworth's allegiance to WBC, his attendance at HTC meetings and whether he had a conflict of interest. Cllr Benneyworth said he would declare any interest and there are many councillors that sit on both Town and District. He will attend all the meetings he can and has the experience of 8 years on the council. It was suggested that Cllr Winser could be eased into her role and begin as Deputy rather than straight in as Chair.  
*Cllr Farrell proposed Cllr Benneyworth as Acting Chair until May Annual meeting and Cllr Winser as Deputy until May, seconded by Cllr Brookman, 3 abstentions, 4 in favour.*
- 2. Apologies for absence** – Cllr Crane
- 3. Declarations of interest** – None
- 4. Minutes – Propose minutes of F&GP meeting on 14<sup>th</sup> November 2017**  
*Cllr Knight proposed the minutes as a true record, seconded by Cllr Simpson, 5 abstentions, vote carried.* Actions from previous meeting: - The RFO advised there are annual costs of £30/£40 for a HTC credit card and this would have to be in the Clerk's name and any late payment would affect the Clerk's credit rating. Currently the Clerk uses her own Credit card for Council purchases that require Credit Card payment only, about 6 times a year. **Action:** RFO to investigate a charge card or debit card perhaps on a separate account.  
Cllr Knight was to speak to the District Councillors about accessing the Crime Prevention grant. **Action:** Cllr Benneyworth will see DC Paul Hewer about the spring grant round and ask if applications for new CCTV cameras and street-lighting would be acceptable.
- 5. Approval of direct debit payments** – A report was circulated (see attached). *Cllr Simpson proposed approval of the DD payments, seconded by Cllr Farrell, all in favour.*
- 6. Consideration of Action Plan/Strategy** – A draft plan was circulated. The purpose is to provide guidance for all and to help prioritise workload. The plan can eventually detail

proposed expenditure of S106, EMR and grants. An Action Plan is required to obtain foundation level of the Local Council Award. Each committee can consider their section of the Action Plan at the next committee meetings. **Action:** Add to each committee agenda & Full Council. **Action:** Clerk to find out about the awards process and timings.  
*Cllr Benneyworth proposed that HTC proceed with developing the Action Plan, seconded by Cllr Farrell, all in favour.*

- 7. General Review of Financial Regulations – Circulated for comment** – After discussion, it was agreed that the current £2000 expenditure limit outside of committee is too low and also the funds transfer limit (from the HTC deposit account to the current account) is also too low.  
*Cllr Benneyworth proposed the following amendments to the regulations,*  
*Reg. 4.1 Delete the line ‘a duly delegated committee of the council for items over £2,000’*  
*Alter the line below to read ‘the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £5000’*  
*Alter Reg. 4.5 to refer to the amount of £5000*  
*Alter Reg. 5.5c to refer to the amount of £30,000 per month*  
*Seconded by Cllr Knight, all in favour*  
Section 16 was queried but it was noted that it is not relevant as HTC is not a sole managing trustee of a charity.

Meeting closed at 8.05pm

