

HUNGERFORD TOWN COUNCIL

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MINUTES of the **Finance & General Purposes Committee** held on Tuesday 15th May 2018 at 7.00pm in the Library, Church St, Hungerford.

Present: Cllrs Crane, Knight, Farrell, Simpson and Winser
Also present: Town Clerk, RFO

1. **Apologies for absence** – Cllr Brookman
2. **Declarations of interest** – Cllrs Crane & Winser (Twinning Assoc.), Cllr Knight (library, Twinning, Bowls Club, Newbury Cancer Support)
3. **Minutes – Propose minutes of F&GP meeting on 13th March 2018 and outcome of any actions** – *Cllr Simpson proposed agreement of the minutes as a true record, seconded by Cllr Winser, all in favour.*
4. **Youth & Community Centre - To receive the Chair of Youth & Community Centre's report and update on renewal of lease of Y&C centre building** – Both these items are covered in a written report (attached) submitted by the Chair, Charlie Barr. She will put it to her committee that they pay the trust's legal costs.
5. **Finance: -**
Consider I3 Web proposal (circulated) – A discussion took place. There is no one central point for Hungerford events to be promoted. The Town Diary is being continued by the office. It was suggested we need to promote the Town Council as a recipient of events. Info could be held in the Library as a starting point.
With regards to the I3 proposal, concerns were expressed on the value we get, how this would improve with the new features and if there is a clearly understood requirement. It was also thought there is an overlapping of what we do already but this would offer new ideas. Some councillors were not aware of the microsite and on viewing it, a suggestion was the link on hungerford.co.uk should go straight to our website rather than to a microsite. As we are signed up to the microsite and paying for 6 additional articles (none of which have been used yet) for a year, it was agreed we should maximise use of this first. Ideas for article/microsite content should be agreed with Mayor and Clerk, with SH to upload.
Cllr Winser proposed not proceeding with the new proposal, seconded by Cllr Knight, all in favour.
Action: Look at overall strategy for marketing. Freya will be invited to the next meeting of T&E. Also consider this under the 2036 project.

Consider budget for Skate Park awareness day at the request of R&A – A report has been circulated. The day would include 3 of the nations' top athletes, demos, tuition and displays

with the company providing the marketing, own insurance and prizes. It would help with getting kids active and help fight childhood obesity.

Cllr Simpson proposed proceeding with the SPA day at a cost of £1750 plus VAT, using earmarked reserves, seconded by Cllr Knight, all in favour.

Action: DC to check availability for SPA day (preferably August Bank holiday weekend) and to chase up the quotes for painting the red rails in the skate park and both the gates to Bulpit Play Park.

Consider request for 2 new laptops for the office and peripheral equipment and additional workstation – One laptop will replace the Clerk's PC and a new workstation will be set up. Cllr Simpson offered to source docking stations and other equipment for free.

Cllr Farrell proposed proceeding with the quotation obtained by Cllr Knight of £1080 plus vat for the equipment with labour charges of approx. £750, totalling £3400, which is within the £5k earmarked budget, seconded by Cllr Simpson, all in favour.

Action: Order equipment. Cllr Knight is also supplying and fitting a new hub to the office and a second BT line is required.

Update on progress with Croft Field Project - Cllr Knight and Cllr Farrell met with the contractors. Their offer of a contribution towards the flooring has increased from £1000 to £1500 however the contractors will not be including the seating. They will ensure the floor is level between the inside and outside of the building.

A separate job with another contractor will involve paving slabs being moved from the field and placed around the Garden Room, allowing wheelchair access.

Action: *Cllr Knight proposed he and Cllr Farrell obtain an exact floor specification for the contractors and obtain local quotations for labour to bring to R&A on Tuesday, seconded by Cllr Crane, all in favour.*

One quotation obtained by Cllr Farrell for the floor work already is £2300.

6. Library: -

Consider any changes and propose recommendation to Full Council of terms of lease – *Cllr Crane proposed recommendation of the terms of the lease to Full Council, seconded by Cllr Winser, all in favour.*

Consider any changes and propose recommendation to Full Council of terms of Joint User Agreement – *Cllr Winser proposed recommendation of the terms of the JUA to Full Council, seconded by Cllr Farrell, all in favour.*

Consider any changes and propose recommendation to Full Council of terms of Licence – We are still waiting for the draft licence from the solicitor. There is a trustees' meeting tomorrow night and they would like it available then. **Action:** Clerk will chase and circulate as soon as received. This item needs to be deferred to Extra Full Council on Monday.

Confirm dates of decoration and closure of office – The office will shut on 29th May for redecoration. It is hoped it will re-open on 4th June. Staff will work from home. **Action:** Inform public about office closure.

- 7. Emails, circulation and attachments** – Suggestions for improved working were discussed. *Cllr Simpson proposed a centralised filing system is set up for ease of access by councillors to documents and correspondence required for meetings, seconded by Cllr Knight, all in favour.*
Action: Speak to IT consultant to arrange best option

- 8. Action Plan – Propose any final amendments for recommendation at Full Council (circulated)** – *Cllr Winser proposed adding the Action Plan to Full Council agenda for approval, on committee agendas quarterly to keep it current, and displaying it on the web, seconded by Cllr Simpson, all in favour.*

Some of the items were discussed and small amendments made. It was suggested councillors should sign up to a training policy when they join, also that we approach REME for guidance with the emergency plan.

Action: Cllr Crane will submit the fee schedule for the Great West Way and sources of funding so the Action Plan can be updated to include this.

9. **Consider allocation of council grants** (circulated) – Each application was considered and grants were allocated.

Action: Place on Full Council agenda for approval.

Meeting closed at 9.15pm

Report for Finance and General Purpose Committee meeting

The current lease was drawn up between West Berkshire Council and Hungerford Town Council (on Hungerford Youth and Community Centre's (HYCC) behalf.) in July 2012, renewed in August 2015.

The next door school, John O'Gaunt, became an academy in October 2016 and so Excalibur Trust became our landlords, although no alterations were made to the lease documents.

Thank you for negotiating a new lease with Excalibur Trust on our behalf, the HYCC committee appreciates your help very much.

The Trust has indicated that they will not be able to sign a lease for ten years, but for three to five years instead. Although this is disappointing, it still fits into our fundraising criteria and so we will have to live with it!

The changes below I already sent you in an e-mail and the school business secretary had no issues with them. They are small changes but significant to the smooth running management of the building:

Section 3.2.1 Promptly to pay (to John O'Gaunt School Academy if so requested by the Landlord) the sum of ~~£8700 (EIGHT THOUSAND SEVEN HUNDRED POUNDS)~~ **£5000 (FIVE THOUSAND POUNDS)** per annum (payable on the usual grantor days the first of such payment being paid on the date of this Lease, from the Term Commencement Date until ~~29th September 2012~~ **Day/Month 2018**) for the following:

Section 3.2.1.1 electricity (to include planned maintenance);

Section 3.2.1.2 heating (to include from protection heating);

Section 3.2.1.3 water and sewerage (including planned maintenance);

Section 3.2.1.4 weekly Legionella testing. **And the official report to be given to the Tenant for their Health and Safety records.**

Section 3.2.1.5 bi-annual fire extinguisher testing; bi-annual fire alarm system testing; statutory emergency light testing; ~~weekly inspection of interval space~~; daily external inspections; provision of first response service; **fire alarm call points weekly testing. And the official reports to be given to the Tenant for their Health and Safety records.**

Section 2.2.2 can be removed as separate business rates arrangement has been put in place.

There will be a cost to renewing the lease – lawyer's fees £1100 minimum – and the Trust have suggested a standard rental agreement to avoid the expenditure. However, the HYCC committee require a firmer agreement, one with stronger security of tenure, to be able to raise funds for its various

I will research a bit deeper into what our options are, whether there is a cheaper way to obtain a secure arrangement. Otherwise I will suggest to our committee that paying for a solid lease agreement is a good investment for the Centre to make as it enables us to apply for larger funding.

Again, thank you for all your help and support,
Charlie Barr,
Chair of the Hungerford Youth and Community Centre