

# HUNGERFORD TOWN COUNCIL

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**MINUTES** of the **F&GP Meeting** held on Wednesday 14<sup>th</sup> July 2021 at 7.00pm in The Library, Hungerford.

**Present:** Cllrs Winsor, Simpson, Chicken and Fyfe  
Also, Clerk, RFO (via Zoom) and Cllr Shatford (via Zoom)

**FGP20210063 Apologies for absence** – None.

It was noted any members of the committee attending via Zoom would be unable to vote.

**FGP20210064 Declarations of interest** - None

**FGP20210065 Minutes - To approve and sign the minutes of the F & GP meeting on 5<sup>th</sup> May 2021**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**Resolution:** Minutes agreed. One abstention.

**FGP20210066 Receive an update on actions** – (in order as they appear in the last set of minutes) Action 1, 6 and 7 completed. Action, 2 not being pursued. Action 3 (pay grants) has been done subject to a few amendments to be discussed later. Action 4 and 5 regarding upgrading of streetlights are on-going.

**FGP20210067 Propose acceptance of bank reconciliation (circulated)**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**Resolution:** Agree bank reconciliation of £489,130.73. One abstention.

**FGP20210068 To discuss Council Action Plan and allocation of CIL money – Refer to report**

The document was read through, and various updates made to budgets available.

**FGP20210069 New projects for consideration - Including upgrading Church St public toilets** – The Action plan was updated to include new aspirations. These included 3 phases to improve the Croft Field Centre, refurbishment of Church St Toilets, appointment of a Tourism Officer, EV Car Charger installation, new surface for Bridge St War memorial, replacing playground safety surfaces, a pump track, 4G pitch, station toilet and kiosk facilities, increased car parking and more CCTV.

**FGP20210070 Propose budget nominal code for allocation of matched funding for member's Bid** – Matched funding of £949 will be allocated from CIL. A new nominal code will be created under F&GP budget for income. A relevant expenditure code will be used.

**FGP20210071 Review of Effectiveness of safeguarding Public Money July 2021– Refer to website**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Chicken

**Resolution:** Confirm the attached review of effectiveness' of safeguarding public monies meets with the Council's requirement. One abstention.

**FGP20210072 Propose investment of funds – Refer to report attached**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**Resolution:** Keep existing funds in Close Brothers. Take £80K out of Newbury Building Society account and place in Nationwide Business 95-day saver. One abstention.

**ACTION:** RFO to open new account.

**FGP20210073 Agree funds for pigeon trapping**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Chicken

**Resolution:** Delegated authority to Clerk and Mayor to spend up to the budget figure of £6,000. Instruct Countrywide to trap and dispatch pigeons as quoted. Instruct Humane Pest Control to carry out a shoot subject to any necessary permissions. Consider using Skyhawk in addition. One abstention.

**ACTION:** Instruct pest control contractors.

**FGP20210074 Propose upgrade of the LCRS software program (currently using version dated 2009). £99+ VAT.**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Winsor

**Resolution:** To upgrade the software program. One abstention.

**FGP20210075 Response to Internal Audit finding 2020-21 (see attached)**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**Resolution:** Confirm internal findings. One abstention.

**ACTION:** RFO to chase Close Brothers' end of financial year statement.

**FGP20210076 Newbury Building Society - Annual statement of interest for tax year 2020-21 (re audit note) – This has now been obtained as requested in the audit.**

**FGP20210077 Working from home (WFH) grant and staff return to the office -**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**Resolution:** Agreed to pay WFH grant to office staff up to the end of July 2021. Agreed the amended rota for a maximum of 2 members of staff being in the office at any one time. Agreed the office will be open to public Tuesday, Wednesday and Friday but shut on Mondays and Thursdays. One abstention.

**ACTION:** RFO to arrange payment of WFH grant.

**FGP20210078 Consider additional grant applications received and note changes to original proposals – Refer to report**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**Resolution:** To grant £50 to the Inkpen and Kintbury Scout Group. One abstention.

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**Resolution:** To note slight amendments to previous schedule of approved grants as some applicants had since met their target. See amended table attached.

**Proposed:** Cllr Winsor

**Seconded:** Cllr Chicken

**Resolution:** To agree expenditure of £5692.50 from the library budget as detailed in the application.

**Proposed:** Cllr Winsor

**Seconded:** Cllr Chicken

**Resolution:** To advise Berkshire Ranger no funds are available. One abstention.

**ACTION:** Process above grants.

**FGP20210079 Bridge St War Memorial – Update on acquiring freehold** – The Clerk advised Charity Commission apologise for the delay but have a backlog. They hope to deal with our application in the next few weeks.

**FGP20210080 Poppy Badges**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Chicken

**Resolution:** To give office delegated authority to purchase approx. 100 poppy badges consisting of the HTC roundel in the centre, costing up to £600 in total. Profit from sales of the poppy badges would be donated to the RBL One abstention.

**ACTION:** Pursue poppy badges.

**FGP20210081 Propose purchase of 4 trestle tables for Croft Field Activity Centre and 4 more tablecloths for meetings and events**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**Resolution:** Office to purchase 4 trestle tables up to £240 in cost and 6 tablecloths including the roundel up to £500 cost. One abstention.

**ACTION:** Purchase tables and tablecloths.

**PART 2**

**Confidential**

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admissions to Meetings) Act 1960.

**FGP20210082 Triangle Field Management – Progression report on new lease** – Updated map is awaited from the solicitors.

**FGP20210083 Receive staff TOIL hours and holidays, to include final pay for employee no. 4** – Hours were noted Employee 1 (4.25), 2 (0), 4 (18), 12 (2), 13 (.25), 14 (8.75)

**FGP20210084 Receive Clerk's H2036 hours for agreement**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**Resolution:** Agree 12.5 hours. One abstention.

**FGP20210085 Progress with induction plan for RFO - ACTION:** Carry out 3-month review and sign off plan.

**FGP20210086 Update on debtors – ACTION:** Agree repayment schedule.

Meeting closed 9.37pm

## Hungerford Town Council

**Finance & General Purposes Meeting : 14th July 2021**

**Agenda Item No: FGP20210072**

**Review of deposits held with Financial Institutions**

### **Background**

Attached is the investment policy as guidance to the Councils procedures.

As at the 30<sup>th</sup> June 2021 the following is held in interest bearing accounts

<b>Bank</b>	<b>Term</b>	<b>Amount</b>	<b>Interest Rate</b>
Barclays Bank PLC	No Notice	£217,856	0.01%
Close Bro PLC	Fixed 20 <sup>th</sup> July 2021	£85,000	0.80%
Newbury Building Soc	Can draw £155K without notice	£165,000	0.50% from 30/4/21 was 0.6%
<b>TOTAL</b>		<b>£467,856</b>	

All deposits are covered effectively by central government for £85K per institution, according to the FSCS. Both Close Brothers and Newbury Building Society cover up to £85,000 for councils with an annual budget which is less than 500,000 Euros.

The 1 year business fixed term deposit with Close Brother has an interest rate of 0.8% which is set to continue after July 2021 if it is decided to leave the money in situ for another year. However we cannot increase the amount held.

If we set up another Close Brothers account, it would need to have a minimum £100,000 and the interest rate is currently 0.45%. This would mean that the interest gained from £100,000 would be less than the Council receives for our current £85,000.

We are expecting another CIL payment of £59,173.96 in October 2021.

The majority of the money held in the Newbury Building Society can be accessed at short notice, if needed.

<b>Bank</b>	<b>Account</b>	<b>Term</b>	<b>Interest Rate</b>	<b>Minimum deposit</b>
Nationwide Building Soc	Business 95 day saver	95 days notice	0.3% variable	£5,000
Nationwide Building Soc	Business 1 year saver	Fixed 1 year	0.3% fixed	£5,000
Close Brothers	1 year Business Fixed Term	Fixed 1 year	0.45% fixed	£100,000

	Deposit			
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## Options

- As interest rates continue to fall consider leaving the fixed term deposit in Close Brothers for another year, and review again in July 2022
- Increase Newbury Building Society balance by further £30K, however this would mean that over £200,00 would be held in one account.
- Open another savings account with £30,000, fixed term for one year.
- Open another savings account that is not fixed.

## Financial and Legal implications

### Recommendation(s)

Open a separate savings account with another Bank/Building society to invest

**Signed:** Sharon Prance - Responsible Financial Officer 13<sup>th</sup> July 2021

<b>Applicant</b>	<b>Agreed Amount 2021/22</b>
1st Hungerford Scout group	£200.00
Berkshire Vision	£100.00
CHAIN	£1,500.00
Citizens Advice West Berkshire	£1,200.00
Community of Hungerford Theatre Group	£500.00
Eight Bells for Mental Health	£400.00
Great Western Hospital (Brighter Futures Charity)	£500.00
Greenham Trust	£400.00
HADCAF	£1,000.00
Home-Start West Berkshire	£250.00
Hungerford Club	£433.00
Hungerford Cricket Club	£1,000.00
Hungerford Hares Running Club	£350.00
Friends of Hungerford Primary School	£500.00
Hungerford Town Band	£1,500.00
Hungerford Town Football Club	£1,500.00
John O'Gaunt School PSA	£500.00
Parkinsons UK, Newbury	£100.00
Recovery in Mind	£400.00
The Shoal of Friends (Nursery School)	£500.00
The Tuesday Burchett Club	£275.00
Time to Talk West Berkshire	£400.00
Young People & Children First	£250.00

	<b>£13,758.00</b>
Hungerford & Camburn Education	£1,000.00
Hungerford Youth & Community Centre	£4,800.00

FGP20210078 Additional Grants

### **Hungerford Town Council**

**Public Report to:** F&GP 14<sup>th</sup> July 2021

**FGP20210078:** Consider additional grant applications received and note changes to original proposals.

**Objectives:**

1) To consider grant requests from the following:

a) Hungerford Library and Community Trust –

- i) Good Exchange application number 18863 for “Hungerford Hub staff salary and replacement LED outside lighting”. Total cost of project is £9385.00. They are asking for half of this cost (£4692.50) as the other half will be match funded by the Greenham Trust.
- ii) Good Exchange application number 18881 for “The Well Read Mind”. Total cost of project is £4458.19. They are asking for a grant of £1000. **NB.** The Hub has been shortlisted for funding for this project from Sovereign Housing Community grants so they may not need funding from HTC. If F&GP approve this grant, I will wait for confirmation from the Hub before processing through the Good Exchange.

Total requested: £5692.50. This will leave a balance of £3307.50 – we usually transfer the balance to them later on in the year/start of the following year.

b) 1<sup>st</sup> Inkpen and Kintbury Scout Group – Good Exchange application number 17298 for “Scout Hut Extension”. Total cost of project is £50,000. They haven’t specified an amount, I would suggest £200 as this is what we granted to Hungerford Scout group.

The group provides around 50-60 children aged 6-14 years old with the chance to encourage independence and an appreciation of the great outdoors. A number of these children are from Hungerford. The group needs to raise funds to build an extension to the existing scout hut to provide much-needed storage facilities for the myriad scout equipment for example, tents, stoves, pans, poles, ropes, benches, chairs, adventure equipment. They hope to complete the build towards the end of Spring 2022. To be able to store the equipment in a fit for purpose facility will make a significant difference to the way the groups are run and will be a huge organisational benefit to the children.

c) Berkshire and Wessex Rangers for £500 – see attached application form. The last time we donated a grant to them was in 2018-19 for £300.

2) To note changes to original proposal made at F&GP meeting of 05/05/2021 Item 53 – Recommend to Full Council payment of grants totalling £14,050. Due to 2 projects on

The Good Exchange getting near to their funding targets, sums donated to these projects were reduced resulting in the payment of grants totalling £13,758.00.

**Available budget (£s) including cost centre** – There is approximately £2,200 left in the general grant pot. In previous years, we have made donations later on in the year to the NWN Over 80 parcel fund (£300 last year) and to Ben East (aspiring javelin player) (£300 last year). There was no Hungerford Extravaganza last year but in previous years we have donated £1,000 to this event.

**Signed:** Deputy Town Clerk 09/07/2021

# Hungerford Town Council

## Financial Year 2020-21

Visit date: 22 April 2021

### Year End Internal Audit Observations

Box I Periodic and year-end bank account reconciliations were properly carried out.

No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	Year end bank reconciliation could not be agreed to supporting bank statements	<i>Passbook for Newbury Building Society (Balance £165,000 is dated 3rd February 2021). Close Brothers deposit certificate is dated 20th July 2020</i>	Council to review and confirm that the balances as stated at Nebury Buidling Society and Close Brothers were correct as at 31st March 2021.	High	