

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Keith Knight
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The Town Clerk
Mrs Claire Barnes
The Library
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1st May 2018

To: Cllrs Knight, Crane, Brookman, Benneyworth, Simpson, Hudson, Farrell, Whiting, Winsor, Chicken, Finlay, Downe and Cusack
To District Cllrs James Podger and Paul Hewer, Sergeant Alan Hawkett

You are summoned to an **Annual Meeting of the Full Council** to be held on **Tuesday 8th May 2018 at 7 pm** in the Corn Exchange Complex, Hungerford.

Part of the business but prior to the above will be the **Finance & General Purposes Committee 6.45 pm** to sign cheques.

At **7.00pm** there will be a **presentation by the Police**

The meeting is open to press and public. At **7.10 pm** there will be a **public forum** to allow questions from the electors

Mrs Claire Barnes, Town Clerk

AGENDA

1. **Propose election of, (along with signing of acceptance of office forms) of**
 - Mayor
 - Deputy Mayor
 - Chair of F&GP
 - Deputy Chair of F&GP
2. **Note apologies for absence**
3. **Declarations of interest**
4. **Approval of Minutes of the meeting of the Full Council meeting of 3rd April 2018 and outcome of actions**
5. **Mayor's report** – To receive a report from Cllr K Knight for past month
6. **District Councillor's Reports**
7. **Hungerford 2036** –
 - Receive a report from the Project Team meeting (Cllr Downe)
 - Ratify officer roles
 - Ratify Terms of Reference for Project Team
 - Propose signing of the Service Level Agreement by the Mayor
 - Plans to publicise and launch Hungerford 2036
8. **Committee reports (no more than 3 minutes per report)**
 - R&A – Cllr Simpson**
 - F&GP – Cllr Benneyworth**
 - T&E – Cllr Crane**
 - E&P – Cllr Farrell**
 - H&T – Cllr Rob Brookman**

9. Finance – Cllr Benneyworth

- a) Propose authorisation of cheque run payments (circulated) for last month
- b) Propose 31st March 2018 Final Budget/Actual accounts – refer to circulated Income/Expenditure Report
- c) Review the Annual Internal Audit Report 2017/2018 and propose acceptance
- d) To Approve Section 1 of Annual Governance Statement 2017/18 and propose approval
- e) To Approve Section 2 Accounting Statements 2017/18 and propose approval
- f) Propose source of matched funding for Member's Bid
- g) Propose renewal with existing contractor for supply & maintenance of flower baskets/troughs in town
- h) Propose any change to the works requested in the Croft Field project plans or any additional costs

10. Library

- Receive a report from the working party meeting
- Propose any amendments to the Draft lease
- Propose any amendments to the Draft Joint User Agreement
- Propose any amendment to the Draft sub-lease
- Propose acceptance of quotation to replace lights in Library building. This will be funded by a WBC Parish Plan grant of £5000. Agree which budget the balance is to be taken from.
- Propose appointing Macauley & Co as HTC preferred solicitor
- Planned dates for works to the Library building and grand opening

11. Annual business of the council (as per standing orders)

- Propose amendments to standing orders as recommended by working party (circulated)
- Propose amendments to financial regulations as recommended by working party (circulated)
- Propose agreement of existing Terms of Reference (circulated)
- Propose appointment of members to existing committees (circulated)
- Propose amendment to Code of Conduct (circulated)
- Propose agreement of inventory of land and assets including buildings and office equipment (circulated)
- Confirm arrangements for insurance cover in respect of all insured risks
- Propose agreement of HTC or staff subscriptions to other bodies
- Review of representation on or work with external bodies and arrangement for reporting back
- Propose amendments to HTC's policy for dealing with social media (circulated)
- Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

12. Consider letter drafted by Cllr Cusack and course of action

13. Any other Reports (3 minutes each) not to include any proposals

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.

14. Agree payment to Employee No. 2 for hours worked in addition to current contract specifically for the Hungerford 2036 Project

15. Agreement payment of an additional hour a week to Employee No. 4 to cover attendance at F&GP