

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
57 Fairview Road
Hungerford
Berkshire
RG17 0BP
Tel: 07920 110380
Cllr.helen.simpson@hungerford-tc.gov.uk



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

4th March 2020

To: Cllrs, C Winsor, K Knight, H Simpson, R Chicken, D Gaines, M Crane
To all other Councillors, District Councillors and press for information

You are summoned to a meeting of **The Finance & General Purposes Committee** to be held on **Tuesday 10th March 2020**, at **7.00 pm** in the Council Office, The Library, Church St, Hungerford

The meeting is open to the press and public. **At 7.00 pm there will be a public forum to allow questions from the electors.**

*Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, providing they do so within the 15 minutes allotted time period (limited to 3 minutes per speaker) given at the beginning of each meeting. **Any questions should be submitted in advance by 2pm on the day of the meeting.** Public will not be permitted to interrupt, question or participate at any other point during the meeting unless invited to do so by the Chair. Timings will be at the discretion of the Chair.*

Mrs C Barnes
Town Clerk

AGENDA

1. **Apologies for absence.**
2. **Declarations of interest.**
3. **Minutes – To approve and sign the minutes of the F & GP meeting on 14 January 2020.**
4. **Receive Internal Audit Report and note any actions required**
5. **Office Equipment –**
 - Cllr Gaines to report on quotes for the office mobile phone.
 - Consider quote for replacement of office desk for RFO
 - Register of Master keys
6. **Finance: -**
 - a) Propose acceptance of bank reconciliation.
 - b) Consider grants for Smarten up Hungerford and St Lawrence Youth worker
 - c) Consider allocation of CIL money and S106 money

- 7. To review and propose acceptance of the draft strategy booklet for HTC launch at the Town Meeting**
- 8. Contracts: -**
 - Consider signing of Heart Cleaning contract
 - Consider Ellis Whittam early renewal offer
- 9. HTC part in the Tourism Partnership – Report from Cllr Downe**
- 10. Update on TOIL Hours**
- 11. Corona Virus precautions – RFO**

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.

- 12. Maintenance man – Hours**