

# HUNGERFORD TOWN COUNCIL

The Mayor  
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26<sup>th</sup> April 2022

To: Cllrs Simpson, Knight, Hudson, Winsor, Chicken, Downe, Alford, Lewis, Fyfe, Shatford, Yakar-Wells, Schlanker, Keates, Carlson and Greenwell  
To District Cllrs, Sgt Andy Murray and press

You are summoned to an **Annual Meeting of the Full Council** to be held on **Tuesday 3<sup>rd</sup> May 2022 at 7 pm** in the **Library, Church St, Hungerford**.

## **The meeting is open to press and public.**

At **7.00pm a Police report** will be read out by the Mayor. At **7.05 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 Claire Barnes, Town Clerk

## **AGENDA**

### **FC20220094 Propose election of: -**

- **Mayor**
- **Deputy Mayor**
- **Chair of Finance & General Purposes**
- **Deputy Chair of Finance & General Purposes**

**Signing of acceptance of declaration of office**

### **FC20220095 Note apologies for absence**

### **FC20220096 Declarations of interest and signing of any dispensations**

### **FC20220097 Approval of Minutes of the meeting of the Full Council of 4<sup>th</sup> April 2022, and outcome of actions**

### **FC20220098 Receive Mayor's Report for past month**

### **FC20220099 Receive District Councillor's Reports**

### **FC202200100 Hungerford 2036 – Receive a report from the Project Team**

**FC202200101 Receive any Committee reports (no more than 3 minutes per report)**

**FC202200102 Propose authorisation of payment run** (circulated along with copies of invoices for April)

**FC202200103 Propose 31<sup>st</sup> March 2022 Final Budget/Actual Accounts** – refer to circulated  
Income/Expenditure Report

**FC202200104 Note the change in total assets as at 31<sup>st</sup> March 2022**

**FC202200105 To note as required by our audit that;** the dates for the period of the exercise of public rights are Monday 13th June to Friday 22nd July and the publication date of the notice on the town council's website and on the noticeboard will be Friday 10th June.

**FC202200106 Review the Annual Internal Audit Report 2021-2022 and propose acceptance**

**FC202200107 To Approve Section 1 of Annual Governance Statement 2021-2022 and propose approval**

**FC202200108 To Approve Section 2 Accounting Statements 2021-2022 and propose approval**

**FC202200109 Approval of the use of BACS and CHAPS for payments**

**FC202200110 Approval of the use of variable direct debit for payment of utility supplies**

**Annual business of the council (as per standing orders)**

**FC202200111 Propose the Council meets the conditions to exercise the General Power of Competence**

**FC202200112 Propose agreement of standing orders which includes council's complaints procedure**  
(refer to website)

**FC202200113 Propose agreement of financial regulations** (refer to website)

**FC202200114 Propose agreement of Code of Conduct** (refer to website)

**FC202200115 Propose agreement of Co-option Policy** (refer to website)

**FC202200116 Propose agreement of HTC's policy for dealing with social media** (refer to website)

**FC202200117 Propose agreement of inventory of land and assets including buildings and office equipment** (refer to website)

**FC202200118 Propose agreement of HTC or staff subscriptions to other bodies; NALC etc.** (circulated)

**FC202200119 Propose agreement of Terms of Reference** (refer to website)

**FC202200120 Propose appointment of members to existing committees and external bodies** (circulated)

**FC202200121 Confirm arrangements for insurance cover in respect of all insured risks and Jubilee**

**FC202200122 Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council** – (Refer to circulated report)

**FC202200123 Propose agreement of council's policies, procedures and practices in respect of its obligations under freedom of information and general data protection regulations** (refer to website for data protection policy, privacy statement and publication policy).

**FC202200124 Health & Safety – To note any complaints or concerns, including Impact of Coronavirus**

**FC202200125 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.

**FC202200126 Triangle Field Management Agreement** – Note receipt of signed lease

**FC202200127 Skate Park** – Agree final details and issuing of tender

**FC202200128 Production of Annual Report** – Agree process

**FC202200129 Consider quotations and propose appointment of a contractor to install an air source heat pump and radiators at Swimming Pool House – Refer to report**

**FC202200130 Freedom of the Town Awards** – Public nominations are usually requested at the beginning of the year leading up to a presentation event in the summer. Due to Covid the process has not started this year. Committee to consider when next to hold the event.