

# HUNGERFORD TOWN COUNCIL

The Mayor  
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The Town Clerk  
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16<sup>th</sup> May 2024

To: Cllr Winsor, Cllr Simpson, Cllr Cole, Cllr Carlson, and Cllr Fyfe  
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 **Wednesday 22<sup>nd</sup> May 2024**, at **7.00pm** in the Library.

The meeting is open to the press and public. *Under the public bodies (Admissions to Meetings) Act 1960 the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

*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

- FGP20240035** Apologies for absence.
- FGP20240036** Declarations of interest.
- FGP20240037** Minutes - To approve and sign the minutes of the F & GP meeting on 6<sup>th</sup> March 2024
- FGP20240038** **Receive an update on actions.** All actions are complete. A new tariff for electric at Croft Field has been agreed.
- FGP20240039** Propose acceptance of bank reconciliations for March and April – **See attached report.**
- FGP20240040** Propose acceptance of cash flow – **See attached report.**
- FGP20240041** Review and Propose Treasure Investment Policy – **See attached report.**
- FGP20240042** Agree new business rates for HTC Office for 2024-25 - **Refer to written report.**
- FGP20240043** Update on D-Day expenditure and income.

- FGP20240044**     **Allocate review of following Internal Controls to Councillors:**
- Ensuring an up-to-date Register of Assets
  - Regular maintenance arrangement for physical assets
  - Annual review of risk and adequacy of Insurance cover
  - Annual review of Fidelity Guarantee and cover
  - Annual review of financial risk
  - Awareness of Standing Orders and Financial regulations
- FGP20240045**     **Review of future policies. Suggest the following policies are reviewed ahead of July F&GP.**
- New Financial Regulations
  - Review of effectiveness of safe-guarding public money
  - Annual Review of deposits held with Financial Institutions
  - Charge Card policy.
- FGP20240046**     **Update on obtaining leasehold of Bridge St War Memorial gardens.** Cllr Cusack attended Berkshire Archives to search for background information and this has been forwarded to our solicitor.
- FGP20240047**     **Note reduction in bus costs for last quarter.** Wiltshire Council did not charge for the last quarter of 2023-24 financial year.
- FGP20240048**     **Consider allocation of funds to Grant Applications.** Note: Proposals over £5,000 require ratification by Full Council. Refer to spreadsheet.

## **Confidential PART 2**

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.

- FGP20240049**     **Receive report to note staff toil and holiday.**
- FGP20240050**     **Update on appraisals and induction plans.**
- FGP20240051**     **Agree NDP hours for Town Clerk.**
- FGP20240052**     **Update on debtors.**