

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

27th June 2024

To: Cllr Winsor, Cllr Simpson, Cllr Cole, Cllr Carlson, Cllr Fyfe and Cllr Schlanker.
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 3rd July 2024**, at **7.00pm** in the Fire Station.

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

- FGP20240053** Apologies for absence.
- FGP20240054** Declarations of interest.
- FGP20240055** Minutes - To approve and sign the minutes of the F & GP meeting on 22nd May 2024
- FGP20240056** Receive an update on actions.
- FGP20240057** Propose acceptance of bank reconciliations for May and June – See attached report.
- FGP20240058** Propose acceptance of cash flow – See attached report.
- FGP20240059** Update on renewal of Tennis Courts lease. We have negotiated an increase in the number of days per week permitted for use of the courts from 2 to 4 following a request by the Y&C Centre.
- FGP20240060** Update on D-Day expenditure and income.

- FGP20240061 Outcome of review of following Internal Controls by 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
- FGP20240062 Review of following policies.**
- New Financial Regulations
 - Review of effectiveness of safe-guarding public money - **See attached**
 - Annual Review of deposits held with Financial Institutions – **See attached**
 - Charge Card policy
- FGP20240063 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. **Documents are attached.** **Receive feedback from solicitor.**
- FGP20240064 Consider allocation of funds to further Grant Applications. Refer to spreadsheet.**
- FGP20240065 Consider purchase of trauma kit.** Bleeding control kits are specialised trauma kits designed to provide bystanders with the products they need to stop life-threatening bleeding until paramedics arrive, potentially saving lives. The kits are invaluable in workplace situations where an injury caused by machinery could create excessive bleeding.

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.

- FGP20240066 Receive report to note staff toil and holiday.**
- FGP20240067 Update on appraisals and induction plans.**
- FGP20240068 Consider Working at Height training. Refer to details.**
- FGP20240069 Update on debtors.**
- FGP20240070 Consider Rugby Football Club discount request.**