

HUNGERFORD TOWN COUNCIL

The Mayor
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The Town Clerk
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5th September 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 11th September 2024**, at **7.00pm** in the Library, Hungerford

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

- FGP20240071** Apologies for absence.
- FGP20240072** Declarations of interest.
- FGP20240073** Minutes - To approve and sign the minutes of the F & GP meeting on 3rd July 2024
- FGP20240074** Receive an update on actions.
- FGP20240075** Propose acceptance of bank reconciliations for July and August – See attached report.
- FGP20240076** Propose acceptance of cash flow – See attached report.
- FGP20240077** Confirm renewal of Tennis Courts lease. A draft lease renewal has been received with the requested changes and has been approved by the Youth & Community Centre. See attached.
- FGP20240078** Outcome of review of following Internal Controls by Councillors:
- Annual review of risk and adequacy of Insurance cover – Cllr Cole
 - Annual review of Fidelity Guarantee and cover – Cllr Cole

- Annual review of financial risk – Cllr Schlanker
- Checking of benches – Cllr Coulthurst

- FGP20240079 Internal control document - Allocate items to councillors for review.**
- Annual review of contracts (where appropriate)
 - Orders placed in accordance with Financial Regulations
 - Regular scrutiny of financial records and proper arrangements for the approval of expenditure
 - Payments supported by invoices, authorised and minuted
 - Regular scrutiny of income records to ensure income is correctly received, recorded and banked
 - Scrutiny to ensure precept recorded in the cashbook
 - Monthly reconciliation of Corporate Credit Card
- FGP20240080 Review of following policies.**
- New Financial Regulations (refer to amended circulated document)
 - Charge Card policy (refer to amended circulated document)
 - Code of Conduct
 - Grant Policy
 - Equal Opportunities
 - Environmental Policy
 - Training Policy
 - Social Media Policy
- FGP20240081 Update on obtaining leasehold of Bridge St War Memorial gardens.** Info retrieved from Berkshire Archives has been passed to our solicitor. Further specific documents have been requested and another search of the archives has been instigated.
- FGP20240082 Consider allocation of funds to further Grant Applications. Refer to spreadsheet.**
- FGP20240083 Consider financial impact of potential ‘Hungerford Men in a Shed’ based at Croft Field**
- FGP20240084 Receive report from roofer following leak in Hub.**

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.

- FGP20240085 Receive report to note staff toil and holiday. Consider query over 30 min rule.**
- FGP20240086 Update on appraisals and induction plans, including end of 6-month probation.**
- FGP20240087 Update on debtors**