

# HUNGERFORD TOWN COUNCIL

The Mayor  
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The Town Clerk  
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7<sup>th</sup> November 2024

To: Cllr Winser, 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 13<sup>th</sup> November 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

- FGP20240088** Apologies for absence.
- FGP20240089** Declarations of interest.
- FGP20240090** Minutes - To approve and sign the minutes of the F & GP meeting on 11<sup>th</sup> September 2024
- FGP20240091** Receive an update on actions.
- FGP20240092** Propose acceptance of bank reconciliations for September and October – See attached report.
- FGP20240093** Propose acceptance of cash flow – See attached report.
- FGP20240094** Consider opening of a CCLA Public Sector Deposit Fund - Rate of interest of yield tracker 4.89%. Refer to information provided.
- FGP20240095** Outcome of review of following Internal Controls by Councillors:
- Annual review of contracts (where appropriate) – Cllrs Winser & Simpson

- Orders placed in accordance with Financial Regulations – Cllr Coulthurst
- Regular scrutiny of financial records and proper arrangements for the approval of expenditure – Cllr Winser
- Payments supported by invoices, authorised and minuted – Cllr Coulthurst
- Regular scrutiny of income records to ensure income is correctly received, recorded and banked – Cllr Simpson
- Scrutiny to ensure precept recorded in the cashbook – Cllr Simpson
- Monthly reconciliation of Corporate Credit Card – Cllr Simpson

**FGP20240096 Internal control document - Allocate items to councillors for review.**

- Regular budget monitoring
- Regular reconciliation of bank accounts verified and signed off by a non-signatory Councillor
- Reporting of inter-bank transfers reported to Parish Council
- Contracts of employment for staff
- Scrutiny of grants awarded and declared in cashbook
- Staff contractors annually reviewed

**FGP20240097 Review of following policies.**

- Code of Conduct alongside any corresponding change to standing orders
- Equal Opportunities – Cllr Carlson
- Environmental Policy – Cllr Carlson
- Training Policy – Cllr Fyfe
- Social Media Policy – Cllr Reeves

**FGP20240098 Update on obtaining leasehold of Bridge St War Memorial gardens.** Info retrieved from Berkshire Archives has been passed to our solicitor. Further specific documents were requested and more information from the archives was sent to our solicitor in September.

**FGP20240099 Consider allocation of funds to late Grant Applications and two alterations. Refer to spreadsheet.**

**FGP202400100 Agree passing on of financial saving to Smarten Up Hungerford.** SUH will be maintaining the container at Bridge St War Memorial from now on. There is a slight reduction in monthly charge from existing contractor that could be passed on to them.

**FGP202400101 Earmarked Reserves - Propose re-allocation of £1,000 from Skate Park fund to Speed Indicator Devices.**

**FGP202400102 Consider amendments to Action Plan – Refer to existing document on HTC website.**

**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.

**FGP202400103 Receive report to note staff toil and holiday.**

**FGP202400104 Update on appraisals and training.**

**FGP202400105 Update on debtors.**

**FGP202400106 Note backdated pay rise as per the confirmed Local Government Service pay agreement**

**FGP202400107** Agree calculation of salary hourly rate to change from 52 weeks to 52.143 weeks from April 2025 as recommended by NALC to comply with NJC.

**FGP202400108** Consider proposed draft F&GP budget for 2025-2026 – Refer to spreadsheet