

# HUNGERFORD TOWN COUNCIL

The Mayor  
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The Town Clerk  
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**MINUTES** of the **F&GP Meeting** held on Tuesday 12<sup>th</sup> March 2019 at 7.00pm in the Town Council Office, Church St, Hungerford.

**Present:** Cllrs Winser, Simpson, Knight, Crane  
Also, RFO and Clerk

1. **Apologies:** Noted from Cllrs Farrell and Brookman
2. **Declaration of Interests:** None
3. **Approval of Minutes of the meeting of the F&GP meeting of 15<sup>th</sup> January 2019 and outcome of any actions not on the agenda** – *Cllr Winser proposed the minutes of the F&GP meeting of 15<sup>th</sup> January 2019 as a true record seconded by Cllr Simpson, all in favour.*  
**Updates on actions:** - New Cllr emails and the admin@ email are up and running. A lower rent has been negotiated with the Town & Manor. The RFO will adjust the VAT by £570 on 31/3/19. The Clerk has used the free software Google Drive for on-line forms. Standing Orders have been amended. A plumber visited the Croft Field to provide a quote as requested by our insurers but could not find the source of the water leak.  
**Action:** Clerk to contact insurers for advice and contacts to help.  
**Action:** Add Cllr Knight's pro-forma checklist to next F&GP agenda to approve.
4. **Finance:** -
  - **Propose acceptance of bank reconciliation reports** – *Cllr Winser proposed acceptance, seconded by Cllr Knight, all in favour.*
  - **Propose moving Library External Maintenance Budget to Ear Marked reserves** – There is £6269 left in the budget from £10K. The RFO suggested moving only a proportion i.e. what is likely to be spent, to the EMR. It was noted there is £5k already in the budget for 2019-2020. *Cllr Winser proposed moving £3k from this budget to the EMR, seconded by Cllr Simpson, all in favour.*
  - **Consider cost to continue the microsite on Hungerford.co.uk for next financial year** - £660 a year is being paid for content on the Hungerford.co.uk website. It was agreed the microsite is not required. Visitors/tourists accessing Hungerford.co.uk are unlikely to wish to view Town Council info and if they do they can search and locate HTC's own website. Also, the microsite is not kept up to date. *Cllr Crane proposed not continuing with the microsite on Hungerford.co.uk, seconded by Cllr Winser, all in favour.*
  - **Update on claiming back of VAT** – Already discussed under 'update on actions' item 3.
5. **Youth & Community Centre – Update on lease** – The Clerk advised this is not progressing.  
**Action:** *Cllr Winser proposed the Clerk arranges a meeting with Macauley & Co, seconded by Cllr Simpson, all in favour.* It was commented that costs should be chargeable to the Academy.

6. **GDPR: -**
- **Update on progress with Councillor emails** - Already discussed under 'update on actions' item 3.
  - **Propose adoption of draft IT policy** – The Clerk read out the main points. **Action:** Clerk to recirculate the IT Policy and add to next F&GP agenda. **Action:** Clerk to upload it to the private area on the web.
  - **Consider adoption of retention policy** – **Action:** Clerk to draft a policy for consideration.
  - **Update on group training** – **Action:** Clerk to arrange a training evening in the library for all councillors with our DPO after the election has taken place.
7. **Insurance – Consider purchase of a Crime and Cyber Policy** – The cover was discussed, and it was agreed it is needed but more details are required first. **Action:** Clerk to check terms and exclusions. **Action:** Office to check the current virus protection in place for all pcs/laptops. The new BT Hub provides BT protect virus protection which we may wish to use.
8. **Recommend updates to the co-option policy for agreement at Full Council** – *Cllr Winser proposed changes to the co-option policy as drafted with a further amendment to read 'Councillors will be provided with a Councillor email address', seconded by Cllr Simpson, all in favour.*
9. **Update on creation of Visit Hungerford website** – A meeting took place today with the Clerk, Cllrs Crane and Downe, and two members of the Chamber of Commerce, to discuss the content for the [visithungerford.com](http://visithungerford.com) website. Key search words, titles and photos were selected and the purchase of [visithungerford.co.uk](http://visithungerford.co.uk) will be considered.
10. **Croft Field – Confirm date of increase to hire fees as 1st April 2019** – *Cllr Simpson proposed the date of 1<sup>st</sup> April for the increase of the hire fees, seconded by Cllr Winser, all in favour.*  
**Feedback following examination of lease** Croft Field lease has been circulated. **Action:** All on the committee should read the lease and it will be added to the next F&GP agenda.
11. **Town Meeting – Final details** – Pie charts have been created by the RFO and will be displayed on the F&GP stand along with photos of items that HTC spends money on. The EMR and budget will be available at the meeting.

## 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.**

12. **Consider the drafting of a TOIL policy** – TOIL is covered within each individual contract at present. Amendments to the wording in two new contracts was agreed at full council part 2. A discussion took place of the importance of encouraging employees to take their holiday as only 5 days can be carried forward. *Cllr Winser proposed the amendments to employee number one's salary this month to allow for 6.5 hours of extra cleaning accrued and to deduct 24 hours of maintenance hours not worked which includes the deduction of 8 hours holiday, seconded by Cllr Simpson, all in favour.*
13. **Agree future of staff meetings and update to TOR** – It was agreed the Mayor should continue to chair these meetings. The sub-committee will consist of Cllr Simpson, Crane, Knight and Winser and will meet quarterly. Appraisals will be carried out separately on an annual basis. **Action:** Clerk to draft TORs for the staff sub-committee.

Meeting closed at 9.00pm