

HUNGERFORD TOWN COUNCIL

The Mayor
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MINUTES of the **F&GP Meeting** held on Tuesday 12 November 2019 at 7.00pm in the Town Council Office, Church St, Hungerford.

Present: Cllrs Winser (Chair), Knight, Simpson, Gaines,
Also, RFO, Clerk

1. **Apologies:** James Cole, Rob Chicken, Martin Crane
2. **Declaration of Interests** – There were none
3. **Minutes – Propose minutes of F&GP Extraordinary Meeting held on 30 October**
The minutes were signed as a true record. DG proposed. HS seconded.
4. **Reports on Actions of previous meetings** – There were none.
5. **To review and propose 2020/21 budget recommendations for Full Council**
 - a) Salaries, hours, grades, projections, agreed. The F&GP draft budget was discussed and agreed. Proposed CW seconded KK.
 - b) The draft Full Council budget was deferred to next meeting.
6. **Hungerford Youth & Community Centre**
 - a) **Update on Lease** – No progress. SH (clerk) spoke to Macauleys who will chase the solicitors.
 - b) **Grant** – The committee discussed the HYCC grant request and agreed to recommend to Full Council a 3-year funding programme at a cost of £4800 per annum. All agreed.
7. **Office mobile phone** –
Cllr Winser proposed a motion to purchase an office mobile phone for staff members and Councillors. It was agreed that Cllr Gaines would approach Vodafone and discuss a deal. **Action Cllr Gaines**
8. **Blind Club Grant** – deferred to a future meeting.
9. **F&GP additional hours** – deferred to staff meeting.
10. **Finance** –
 - a) Bank reconciliations. Cllr Winser proposed that bank reconciliation at 31 October was approved. Seconded Cllr Simpson. All agreed.
 - b) The committee reviewed and approved the list of direct debits. Proposed by Cllr Winser, seconded Cllr Gaines. All agreed.

11. Councillor Training – The committee discussed councillor training and it was agreed to draw up a New Councillor Pack and a list of first-year training requirements. It was agreed to bring the matter to Full Council. All agreed.

12. Councillor attendance - The committee reviewed Councillor attendance and agreed to review the attendance record quarterly. Ex-councillors need to be removed.

The meeting closed at 8.40 pm.