

# HUNGERFORD TOWN COUNCIL

The Mayor  
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**MINUTES** of the **F&GP Meeting** held on Tuesday 9<sup>th</sup> March 2021 at 7.00pm, remotely.

**Present:** Cllrs Winsor, Simpson, Chicken, Fyfe, Knight  
Also, RFO and Clerk

**FGP20210033 Apologies for absence - None**

**FGP20210034 Declarations of interest - None**

**FGP20210035 Minutes - To approve and sign the minutes of the F & GP meeting on 12<sup>th</sup> January 2021 and the Extraordinary meeting of 8<sup>th</sup> February 2021 –**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**Resolution:** Accept the minutes of 12<sup>th</sup> January as a true record, subject to noting the addition of Cllr Fyfe being present from 7.45pm.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Chicken

**Resolution:** Accept the minutes of 8<sup>th</sup> February as a true record, Cllr Knight abstained.

**FGP20210036 Receive an update on actions –** Actions are complete from both sets of minutes where possible.

**ACTION:** Clerk to add to April FC agenda ‘Apportion Leisure Centre Contribution’.

**ACTION:** Clerk to add to April FC Part 2 – ‘Working from Home’ allowance for staff

**ACTION:** Clerk to add to May FC agenda to action the following; When the Council formally adopts the Annual Governance Statement and Accounting Statements for 2020-21 the Council should, in addition, formally Minute both the dates for the Period for the Exercise of Public Rights and the confirmation of the date the Notice is to be published on the Councils website.

**ACTION:** Cllr Chicken to be added as a signatory.

**ACTION:** Clerk to ring Hungerford Theatre Co to obtain details for paying their grant.

**ACTION:** Promote on social media the two new raised flower beds recently built by AES.

**FGP20210037 Propose acceptance of bank reconciliation (circulated)**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Knight

**Resolution:** Accept bank reconciliation of 28<sup>th</sup> Feb, for £370,948

**FGP20210038 Consider allocation of further grants - applications received from HRFC**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Knight

**Resolution:** Not to make a grant as no funds available and £2,000 rent holiday already allocated to HRFC over past year. HRFC are welcome to submit an application next financial year.

**FGP20210039 Confirmation of Streetlight transfer** – The RFO advised written confirmation has been received from WBC of the transfers so far. There are now 87 streetlights on our asset list with more soon to be transferred.

**FGP20210040 Bridge St War Memorial – Update on acquiring freehold** - The solicitor is obtaining a valuation of the war memorial site. Five valuers have been approached. A nominal fee of approx. £200 may apply for the valuation. Following this an application to the charity commission to register the freehold can be made within a week. It then takes about a month for the charity to respond. It was noted £2900 is to be accrued in total for this project.

## **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.

**FGP20210041 Triangle Field Management – Progression report on new lease** – Draft Heads of Terms have been approved by our solicitor. **ACTION:** Clerk to draft a letter to send with the HOTs to HRFC. Draft to be circulated to the Working Party first.

**FGP20210042 Receive staff TOIL hours** – Employee: 1(4), 2(0), 4(1.25), 12(1), 13(0.5)

**FGP20210043 Receive Clerk’s H2036 hours for agreement** – 9 hours 20 were noted.

**FGP20210044 Progress with induction plan for RFO** – An update was provided to committee.  
**ACTION:** Schedule 3-month review

**FGP20210045 Confirm Grades from 1st April 2021** –  
**Proposed:** Cllr Winser  
**Seconded:** Cllr Knight  
**Resolution:** Employee no. 12 to move to grade 22 from 1<sup>st</sup> April 2021  
**ACTION:** Schedule staff committee meeting for April. Cllr Chicken to replace Cllr Fyfe.

**FGP20210046 Consider Draft Training policy** – **ACTION:** Circulate and add to next Full Council agenda  
**ACTION:** Clerk to circulate updated Good Councillor Guides  
**ACTION:** Create training matrix from records

**Meeting closed 8.18pm**