

HUNGERFORD TOWN COUNCIL

The Mayor
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MINUTES of the **F&GP Meeting** held on Wednesday 12th January 2022 at 7.00pm in The Library, Hungerford.

Present: Cllrs Winsor, Shatford, Knight, Simpson and Fyfe. Also, Clerk and RFO, and prospective councillors Keith Carlson and Mark Greenwell.

- FGP2022001** **Apologies for absence** – None
- FGP2022002** **Declarations of interest** - None
- FGP2022003** **Minutes - To approve and sign the minutes of the F & GP meeting on 6th December 2021**
Proposed: Cllr Winsor
Seconded: Cllr Knight
Resolution: Minutes were agreed as a true record. 1 abstention.
- FGP2022004** **Receive an update on actions** – The action ‘Office to contact the local estate agents and provide them with our welcome pack to pass on to new residents’ is outstanding due to staff working from home. **ACTION:** Add to next agenda.
Cllr Shatford is contacting John Willmott to help him with The Good Exchange.
- FGP2022005** **Propose acceptance of bank reconciliation** –
Proposed: Cllr Winsor
Seconded: Cllr Shatford
Resolution: Agree bank reconciliation totalling £544,618.02.
- FGP2022001** **Review the Local Council Risk Review for this committee** – The committee noted receipt of the Annual Risk Assessments signed off by the Clerk. Cllr Winsor then read out each Annual Risk Assessment to be signed off by the committee.
- Proposed:** Cllr Winsor **Seconded:** Cllr Simpson
Resolution: Agree Annual Risk Assessment for ‘Provision of website/internet access’
- Proposed:** Cllr Winsor **Seconded:** Cllr Simpson
Resolution: Agree Annual Risk Assessment for ‘Provision of office accommodation’
- Proposed:** Cllr Winsor **Seconded:** Cllr Shatford
Resolution: Agree Annual Risk Assessment for ‘Investments’
- Proposed:** Cllr Winsor **Seconded:** Cllr Simpson
Resolution: Agree Annual Risk Assessment for ‘Financial Management’
- Proposed:** Cllr Winsor **Seconded:** Cllr Shatford
Resolution: Agree Annual Risk Assessment for ‘Employment of staff’
- Proposed:** Cllr Winsor **Seconded:** Cllr Knight
Resolution: Agree Annual Risk Assessment for ‘Council property and documents’

FGP2022002 Heritage Trail – Consider funding plaques and taking ownership
The Clerk advised she had received confirmation of a grant from the Welcome Back Fund to pay for a promotional video of the new Heritage Trail and to print brochures. West Berks Council has advised Listed Building Consent is required to fix the plaques to listed buildings but there is no cost for this. A design mock-up of the plaque was shown to the committee. The plaque will include a QR code which will link to HTC's 'Visit Hungerford' website. The town's local historian has been involved with identifying the buildings to be included in the trail and will provide the content for the website. All building owners have been contacted and are in support.
Proposed: Cllr Winser
Seconded: Cllr Simpson
Resolution: Agree £500 from tourism budget to fund the purchase of heritage trail plaques. Town Council will take ownership of the heritage trail and will apply for the Listed building consent.

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.

- FGP2022003 Propose acceptance of contractor's annual quotations for April 2022-23**
Proposed: Cllr Simpson
Seconded: Cllr Knight
Resolution: Accept the annual quotation received from Hungerford Cricket Club for £1575.
- FGP2022004 Triangle Field Lease - Receive update from the working party (WP)** – It was reported that an annotated lease had been received from the third party's solicitor; some areas of which the WP has agreed and others not. Our solicitor is making the final amendments.
- FGP2022005 Note Staff toil and holidays** – TOIL hours were noted. Employee 1 - 3hrs, 14 - 4.75hrs
- FGP2022006 Update on debtors** – Total o/s £75
- FGP2022007 Succession planning** – Funds to support employee 1 in his role were agreed in the 2022-23 budget.
Proposed: Cllr Winser
Seconded: Cllr Simpson
Resolution: Contact Peninsula for advice on ladder work involving volunteers.
- FGP2022008 Swimming Pool House update** – **ACTION:** Request second quotation for installation of bath.
- FGP2022009 Note completion of appraisals** – These are partly complete with Employees 2 and 14 yet to be appraised.

Meeting closed 8.30pm