

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
57 Fairview Road
Hungerford
Berkshire
RG17 0BP
Tel: 07920 110380
Cllr.helen.simpson@hungerford-tc.gov.uk



The Town Clerk
Mrs Claire Barnes
The Library
Church Street
Hungerford
Berkshire RG17 0JG
Tel: 01488 686195
townclerk@hungerford-tc.gov.uk
www.hungerford-tc.gov.uk

MINUTES of the **F&GP Meeting** held on Wednesday 16th November 2022 at 7.00pm in The Library, Hungerford.

Present: Cllrs Winser, Simpson, Fyfe and Schlanker. Also, Clerk, RFO.

FGP20220087 Apologies for absence – None

FGP20220088 Declarations of interest – None

FGP20220089 Minutes - To approve and sign the minutes of the F & GP meeting on 12th October 2022

Proposed: Cllr Winser

Seconded: Cllr Schlanker

Resolution: Minutes were agreed as a true record.

FGP20220090 Receive an update on actions – The following actions were outstanding:

ACTION: RFO to chase Castle Water.

ACTION: Clerk to produce summary of the grievance policy actions for Mayor.

The Clerk has started the appraisal process. The Heritage project fundraising will be led by the Chamber in order to achieve maximum matched funding.

FGP20220091 Skate park - update on funding progress including CIL bid

We await the outcome of the CIL bid which WBC has advised should be received mid-December. The consultation is on-going, and the Clerk will obtain the outcome in due course.

FGP20220092 Consider quote for repair/replacement of lampposts – refer to report attached

Proposed: Cllr Simpson

Seconded: Cllr Fyfe

ACTION: **Resolution:** Agree Option B in attached report, to pay WBC £2250 for repair of streetlights at Upper Eddington.

FGP20220093 Terms of reference for F&GP including environment

ACTION: Chairs of H&T and R&A will add EMR for the environment, to their budget

It was noted some additional topics should be included in the current Terms of Reference

Proposed: Cllr Winser

Seconded: Cllr Simpson

ACTION: **Resolution:** Clerk to redraft TORS, ideally using bullet points.

FGP20220094 Propose acceptance of bank reconciliation

Proposed: Cllr Winser

Seconded: Cllr Simpson

Resolution: Agree bank reconciliation totalling £773,571.19

FGP20220095 Internal Control document

It was agreed to allocate the following items to councillors for checking and reporting back to next F&GP meeting.

Cllr Simpson – Up to date Register of Assets,

Cllr Winser – Physical assets, Financial Risk,

Cllr Schlanker - Insurance and fidelity,

FGP20220096 Consider quote to bind pages of Book of Condolence (Death of HM The Queen)
Proposed: Cllr Fyfe
Seconded: Cllr Simpson
Resolution: Proceed with quote to bind pages at an estimated cost of between £150 and £190.

FGP20220097 Review draft budget for F&GP Committee 2023-24 (to be discussed after part 2)
After discussion and various amendments:
Proposed: Cllr Winser
Seconded: Cllr Schlanker
Resolution: Agree revised draft budget figure of £220, 450

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.

FGP20220098 Note Staff toil and holidays – TOIL was noted: Employee: 1 (13.5 hrs), 2 (11.5), 13 (0 hr), 14 (11.75 hrs), 15 (9hrs). Holiday yet to take was also noted.
Proposed: Cllr Simpson
Seconded: Cllr Winser
ACTION: Resolution: All TOIL to be cleared over Christmas period.

FGP20220099 Update on debtors – None at present

FGP202200100 H2036 Hours for agreement – 5.5 hours
Proposed: Cllr Winser
Seconded: Cllr Simpson
ACTION: Resolution: Pay Clerk for hours due.

FGP202200101 Dates for appraisals – These are being confirmed.

FGP202200102 Note increase in pay agreed by NALC backdated to April 2022
Proposed: Cllr Winser
Seconded: Cllr Schlanker
ACTION: Resolution: Accept pay increase. RFO to make backdated payments.

FGP202200103 Propose annual increments with the spinal column points from April 2023
Proposed: Cllr Winser
Seconded: Cllr Simpson
ACTION: Resolution: Agree annual increments to salaries from April 2023 for staff eligible.

Meeting closed 7.55pm

FGP20220092 Lampposts

Hungerford Town Council

Public Report to: F&GP meeting 16th November 2022

Agenda Item No: FGP20220092 Consider quote for repair/replacement of lampposts

Background

There are 4 streetlights owned by HTC in Upper Eddington. One was replaced with an LED lantern a year or two ago, and there are three that need replacing.

We have received complaints from the public that one is not working and all three are in a bad state of repair. See image below. (This item missed the last H&T agenda and now requires a more urgent response).

Objective

Upgrade all to LED. Ideally WBC would adopt the lampposts once upgraded. Unfortunately, with these four a spacing issue means that WBC could not achieve highway standards without significant expenditure and a number of additional columns, which would not really be suitable on what is a quiet country road.

Options

- a) Replace the 3 lanterns only, costing approximately £300 per lantern (**£900 total**),
- b) Replace the 3 lanterns, the brackets and transfer boxes also, costing approximately £750 per streetlight (**£2,250 total**). As unfortunately to change brackets WBC has to pay SSE about £300 to disconnect and reconnect to their cables.

Available Funds Earmarked reserves £39,749.35

Recommendation(s)

Option B is recommended by WBC as they were all marked in poor condition following their last inspection and it would be a good idea to replace the brackets and transfer boxes at the same time.

Signed: Town Clerk 16th Nov 2022

