

# HUNGERFORD TOWN COUNCIL

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**DRAFT MINUTES** of the **F&GP Meeting** held on Wednesday 11th September 2024 at 7.00pm in the Library, Hungerford.

**Present:** Cllrs Winser, Simpson, Carlson, Fyfe. Also, present (not a voting member of the committee) Cllr Coulthurst, Cllr Reeves (entered later) and Clerk and RFO.

**FGP20240071 Apologies for absence** – Cllrs Schlanker and Cole,

**FGP20240072 Declarations of interest** – None

**FGP20240073 Minutes - To approve and sign the minutes of the F & GP meeting on 3<sup>rd</sup> July 2024.**

**Proposed:** Cllr Winser

**Seconded:** Cllr Carlson

**Resolution:** Minutes were agreed as a true record.

**FGP20240074 Receive an update on actions**

IT problems have been sorted. 6 people have been booked on the working at height training on 26<sup>th</sup> Sept. Other actions are on the agenda.

**FGP20240075 Propose acceptance of bank reconciliation for July**

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** Acceptance of bank reconciliation totalling £392,407.87 as accurate for July.

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** Acceptance of charity bank reconciliation totalling £647.59 for D-Day for July.

**Propose acceptance of bank reconciliation for Aug**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Carlson

**Resolution:** Acceptance of bank reconciliation totalling £373,953.03 as accurate for Aug.

**Proposed:** Cllr Carlson

**Seconded:** Cllr Simpson

**Resolution:** Acceptance of charity bank reconciliation totalling £647.59 for D-Day for Aug.

**FGP20240076 Propose acceptance of cashflow.**

**Proposed:** Cllr Winser

**Seconded:** Cllr Carlson

**Resolution:** Accept cashflow as presented with £367,151.00 carried forward at end of August.

**FGP20240077 Confirm renewal of Tennis Court lease. A draft lease renewal has been received with the requested changes and has been approved by the Youth & Community Centre.** It was noted that paperwork is all ready to be signed off by Clerk & Mayor.

**ACTION:** Clerk to finalise paperwork.

**FGP20240078 Outcome of review of following Internal Controls to Councillors –**

- **Annual review of risk and adequacy of Insurance cover** – Cllr Cole has carried out a review and has raised some questions which have been put to our insurers.
- **Annual review of Fidelity Guarantee and cover** – Cllr Cole checking.
- **Annual review of financial risk** – Cllr Schlanker has completed a review.
- **Checking of benches.** This has been completed and a condition spreadsheet updated.

**ACTION:** Await replies to insurance queries.  
Cllr Reeves entered.

**FGP20240079 Internal control document – Allocate items to councillors for review.** Allocated as follows:

- **Annual review of contracts (where appropriate)** – Cllrs Winser & Simpson
- **Orders placed in accordance with Financial Regulations** – Cllr Coulthurst
- **Regular scrutiny of financial records and proper arrangements for the approval of expenditure** – Cllr Winser
- **Payments supported by invoices, authorised and minuted** – Cllr Coulthurst
- **Regular scrutiny of income records to ensure income is correctly received, recorded and banked** – Cllr Simpson
- **Scrutiny to ensure precept recorded in the cashbook** – Cllr Simpson
- **Monthly reconciliation of Corporate Credit Card** – Cllr Simpson

**ACTION:** Councillors to review the above internal controls.

**FGP20240080 Review of following policies: -**

- **New Financial Regulations (refer to amended circulated document)**

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** Agree adoption of new Financial Regulations as drafted.

- **Charge Card policy (refer to amended circulated document)**

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** Agree adoption of Charge card policy, to include drafted amendments

- **Code of Conduct**

**ACTION:** Defer this to November F&GP to consider alongside any change to Standing orders for appointment of chairman. Councillors were asked to consider the documents in advance.

- **Grant Policy**

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** To agree grant policy with no changes.

**ACTION:** The following policies were allocated to councillors for review ahead of Nov F&GP:

- **Equal Opportunities** – Cllr Carlson
- **Environmental Policy** – Cllr Carlson
- **Training Policy** - Cllr Fyfe
- **Social Media Policy** – Cllr Reeves

**FGP20240081 Update on obtaining leasehold of Bridge St War Memorial gardens. Info retrieved from Berkshire Archives has been passed to our solicitor. Further specific documents have been requested and another search of the archives has been instigated.** The Clerk advised Berkshire Archives has found further relevant extracts in minutes dating back to 1996 which were sent to our solicitor a week ago. We wait to hear if these are sufficient.

**ACTION:** Clerk to chase up response from solicitor. Cllr Simpson to ask her contact for a search for info.

**FGP20240082 Consider allocation of funds to further Grant Applications.** A spreadsheet of further applications was considered by the committee.  
**Proposed:** Cllr Simpson  
**Seconded:** Cllr Carlson  
**Resolution:** Allocate £100 to singing for recovery (Corn Exchange).

**Proposed:** Cllr Winsor  
**Seconded:** Cllr Simpson  
**Resolution:** Allocate £200 to the Corn Exchange Panto

**Proposed:** Cllr Winsor  
**Seconded:** Cllr Simpson  
**Resolution:** Allocate £500 to Citizens Advice.

**ACTION:** Allocate the above grants.

*(It was noted Cllrs Simpson and Fyfe will research into play park equipment for the disabled. Possibly to be funded by a members bid (deadline end of Oct).*

**FGP20240083 Consider financial impact of potential ‘Hungerford Men in a Shed’ based a Croft Field**  
It was felt there is not enough detailed information to make a decision. Whilst the costs of electric would be low, and there is not an anticipated loss in revenue, there are concerns over the cost of the conversion and the adequacy of the size of the area. This has already been flagged to the group.

**ACTION:** Clerk to write to Men in a Shed requesting a plan including a costing for the conversion.

**FGP20240084 Receive report from roofer following leak in Hub**  
**Proposed:** Cllr Simpson  
**Seconded:** Cllr Carlson  
**Resolution:** To appoint A T Martin Ltd to carry out repairs to Hub roof (above library toilets) as quoted £1392 plus scaffolding £325.

## **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.

**FGP20240085 Receive report to note staff toil and holiday.** Staff were encouraged to take holiday and TOIL owed. A query was raised that the first 30 minutes of o/t isn't eligible as TOIL. Instead, regular overtime will be monitored and hours managed accordingly.

Thanks were expressed to all involved with the HIB awards ceremony.

**FGP20240086 Update on appraisals and induction plans.** These are complete apart from one appraisal.

**ACTION:** Employee 2 to complete an appraisal form.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Winsor

**Resolution:** Confirm employee no. 19 as a permanent employee. Congratulations!

**FGP20240087 Update on debtors.** There are no outstanding debts.

Meeting closed 8.13pm