

HUNGERFORD TOWN COUNCIL

The Mayor
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Terms of Reference (updated Sept 2020)

Finance & General Purposes Committee

The Finance and General Purposes committee provides the financial control for the Town Council and ensures that our monetary resources are managed wisely with the greatest benefit to all residents and within the financial rules governing Local Authorities. It meets every other month and deals with the following issues: -

- Setting of the Precept, which is agreed at Full Council and presented to West Berkshire District Council as an annual demand. This precept will influence the level of Council tax payable by each household within the parish.
- Co-ordination of the budgets of all other spending committees
- Approval of invoices for payment, monthly
- Arranging auditing of accounts
- Distribution of grants. Applications are considered by committee and are generally paid to successful applicants in May. Grants must be of benefit to the people of Hungerford.
- Salaries, training and expenses including civic and Mayoral expenses
- Insurance and Health & Safety
- Advertising, newsletters and subscriptions
- Computers, stationery and office costs
- Utility bills, rent and room hire

The committee is made up of the Mayor, Deputy Mayor, Chairman and Deputy, and Chairmen of each committee.

Environment & Planning Committee

Hungerford Town Council's Environment and Planning Committee meets once a month to discuss planning applications submitted to West Berkshire Council for building, structures, alterations, and for other planning amendments that need the approval of the Planning Committee which covers a wide area of West Berkshire.

The West Berkshire planning department sends on these applications for our consideration and members of Hungerford Town Council E&P committee consider them in the context of what it considers is in the best interests of Hungerford, its residents and within the tradition of the town. There are Government and local authority guidelines to help us in these considerations. Our aim is

also to deliberate on the possible effects that an application may have on the local environment, being in an Area of Outstanding Natural Beauty, and may oppose any proposal that may be of detriment to the beauty and the well-being of the town.

In many cases, we will also do our best to protect against over-development in tightly enclosed areas and monitor any changes requested to the many listed buildings throughout Hungerford. It is particularly anxious that advertising, eg shop sign illuminations, is kept to the minimum and, where it is essential, is in keeping with its surrounding area.

Occasionally a major developer may purchase building land and a presentation will be expected to indicate density and design of the proposed development. Hungerford Town Council is extremely protective of its environment and would need to be convinced that the need for the development outweighs the former use of the parcel of land.

The E&P Committee decides on around 6 submitted plans per meeting and its decisions are sent to West Berkshire Council's Planning Department. Although the committee tries to represent the interests of the broader Hungerford community, both residential and commercial, the recommendations are just that – recommendations – the final decision rests with West Berkshire Council.

Highways & Transport Committee

The Committee meets bi-monthly. The main areas of responsibility and interest are:

- Christmas lights
- CCTV
- Dog Bins
- Hungerford In Bloom
- Public Toilets and in particular Church Street Toilets
- Salt Bins
- Defibrillators

The Town Council are, through the Highways and Transport committee, facilitators to West Berkshire Council by reporting defects and are consulted on proposed changes on the following topics:

- Bus routes and railway station
- Parking
- Public Highways, Footways and Footpaths
- Street Cleaning
- Street Lighting

The public highways and footways are owned and maintained by West Berkshire Council as the Highway Authority. If you have concerns about road maintenance, you should call Streetcare on 01635 551111. The website is westberks.gov.uk or email to streetcare@westberks.gov.uk.

Key issues

- Christmas Lights are one of the main expenses under the control of this Committee. If you are interested in helping with our Christmas lights please contact the Clerk.

- Litter on the Streets
- Hungerford has a dedicated Street Cleaner employed by West Berkshire Council, but if you notice litter let us or Streetcare know and we will try and get it cleared up.
- Parking
- The Town Council has urged West Berkshire Council to amend the parking tariffs to help provide more short-term parking spaces.
- SIDs (Speed Indicator Devices)

Recreation, Amenities & War Memorials Committee

The Committee meets bi-monthly. The main areas of responsibility and interest are:

- The Triangle Field Sports Ground on Priory Road which is now owned freehold by the Town Council having been purchased from West Berkshire Council in 2015. The main user of the Triangle Field is the Hungerford Rugby Club. Representatives of the club assist in the day-to-day management of the Field.
- The War Memorial Recreation Ground at Bulpit Lane leased to the Town Council by the Town and Manor of Hungerford in 1951. The site includes the lower playing field area adjoining the town's cricket ground, the Bulpit Lane children's playground, the skateboard park, the residential property known as Swimming Pool House and also the War Memorial Avenue and the Tragedy Memorial Garden at the entrance to this.
- St Lawrence's Churchyard in the Croft and St Saviour's cemetery just off the Wantage Road. These are statutory responsibilities and involve arrangements for burials and interments of ashes, the keeping of burial records and the repair and maintenance of both sites. St Lawrence's is a closed churchyard.
- The allotment sites at Fairfields and Marsh Lane.
- The Bridge Street War Memorial and its surrounding site, including the paved area and the adjoining trees, shrubs and garden land.
- The Croft Field Activity Centre acquired on a long lease from West Berkshire Council in 2015. On receipt the building was repaired and improved and is hired out regularly to a wide variety of users.
- The Hungerford Youth and Community Centre in Priory Road. This is leased from the Academy Trust and managed on a day-to-day basis by a management committee which includes two Town Councillors.
- Smitham Bridge children's playground acquired in the 1980s when the adjoining site was redeveloped for new housing and the playground site was donated to the Town Council.
- Benches - There are approximately 70 benches placed around the town.

Key issues

Allotments - 24 allotments at Fairfields are being worked, each one pole in size. A larger site at Marsh Lane provides 108 plots of varying sizes from one to four poles. For availability contact 01488 684182

The Triangle sports field is a multi-purpose sports field of which the Hungerford Rugby Club are the main users and it is also home to their club house. It is available for hire for a wide range of sports including rugby, football, keep fit, boot camps or any grass orientated sport, and also for recreation and other community leisure purposes.

Croft Field Centre - Facilities for hire include: a main room with kitchenette, a second room (North Room) with sink, toilets and showers, a large field which is used for outside activities, overnight camping, fetes etc.

Staff sub- committee

This is a sub-committee of F&GP, meeting every quarter, consisting of at least two chairmen or deputy chairmen of Committees and two councillors, at best practise to include at least two members of each gender. Recommendations will be made by the Staffing Committee to F&GP.

The staff sub-committee will discuss any question relating to the appointments, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council. In every year, not later than the meeting at which the annual budget forecast is settled, the Council shall review the pay and conditions of service of existing employees.

The staffing committee acts as an Appeals committee if no agreement is reached in relation to any grievance or complaint about a member of staff, after referring it to the Mayor.

Annual appraisals will be carried out by the line manager. The chairman of the staff committee or in their absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of All employees. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the F&GP committee.