

# HUNGERFORD TOWN COUNCIL

The Mayor  
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**MINUTES** of the **F&GP Meeting** held on Tuesday 4<sup>th</sup> June 2019 at 7.00pm in the Town Council Office, Church St, Hungerford.

**Present:** Cllrs Winser, Simpson, Chicken and Farrell  
Also, RFO, Clerk and Cllr Crane

1. **Apologies:** Noted from Cllr Knight
2. **Declaration of Interests:** Cllr Winser (Food Festival)
3. **Minutes – Propose minutes of F&GP meeting on 12<sup>th</sup> March 2019 and outcome of any actions not on the agenda:** - *Cllr Simpson proposed acceptance of the minutes, seconded by Cllr Winser, two abstentions (Cllrs Farrell and Crane), rest in favour.*
4. **Finance:** -
  - **Propose acceptance of bank reconciliation reports** – *Cllr Winser proposed acceptance of the bank recs, seconded by Cllr Simpson, one abstention, rest in favour.*
  - **Agree response to Internal Audit** – The report was circulated and items 1 and 2 agreed as recommended. Item 3 - It was agreed changes to staff terms and conditions in future would go to full council and secondly to F&GP.  
Item 4 - The RFO recommended the mileage rate should reduce from 65p to 45p to be in line with guidelines with immediate effect. **Action:** A letter will go out to all members of staff to advise and a note kept on file.  
Item 5, (approving the asset register) has already been done at full council.  
*Cllr Winser proposed the internal audit report response as above, seconded by Cllr Simpson, one abstention, rest in favour.*
  - **Propose adding Cllr Alford as a signatory** – The following are signatories; Cllrs: Simpson, Brookman, Farrell, Knight, Crane and Downe. One signatory has recently left, and others are not always available. *Cllr Simpson proposed Cllr Alford is added as a signatory, seconded by Cllr Farrell, one abstention, rest in favour.* **Action:** RFO to add D Alford as signatory.
  - **Propose RPI increase to rent charged for use of Triangle Field** – The renewal of the agreement between the Rugby Club and Triangle Field Management Committee (TFMC) was due 1<sup>st</sup> April. *Cllr Winser proposed the 2.5% RPI increase to the RFC's rent, seconded by Cllr Simpson, one abstention, rest in favour.* **Action:** Cllr Knight as Chair of the TFMC to be informed.
  - **Report on Library business rates and agreement of any actions** – HTC were expecting to pay business rates on the HTC office however the trustees are getting 100% relief on the whole building. **Action:** *Cllr Farrell proposed the Clerk writes to WBC to say we presume the 100% relief is therefore applicable to the whole library building, seconded by Cllr Simpson, one abstention, rest in favour.*
  - **Proposal to move £20K of funds to Newbury Building Society (NBS)**– The RFO advised cash at the end of the financial year is now fairly stable. As we are not getting much interest with Barclays, he recommended increasing the amount held with NBS. It allows instant access.

The savings protection limit of £85k is in place per bank or building society (not account). We would be over this limit with NBS as we are currently with Barclays. *Cllr Farrell proposed moving the funds to NBS, seconded by Cllr Simpson, one abstention, rest in favour.*

- **Clarify any changes to the HTC allocated Library budget, in light of the funding the Hub have already received** – There is a £12k grant (now depleted to around £10K) that is being safe-guarded by HTC for capital expenditure on the library by the trustees. There is also £10k in the cost centre 4103 Hungerford Library Grant. *Cllr Winser proposed paying the library, as and when required, the £10K we have set aside for them, seconded by Cllr Simpson, one abstention, rest in favour.*
- **Propose acceptance of Cllr Knight's pro-forma checklist for future use** – Cllr Knight has produced a checklist for all future projects. It was agreed it would be better to add a few lines to the existing report form instead of having an additional one. **Action:** Clerk to consider what needs to be added such as budget/ H&S etc. and amend report form. It was agreed the private section on the website could be utilised more. Reports are attached to minutes on the public website, but this is not easy to search. **Action:** Clerk to order and upload reports to the private part of the website.

5. **Youth & Community Centre – Update on lease** – Both sets of solicitors have come to an agreement on the wording of the lease. There is still an access issue to address as WBC own the highway from Priory road through to the Leisure centre.

6. **GDPR: -**

- **Propose adoption of draft IT policy** – *Cllr Winser proposed adoption of the IT policy, seconded by Cllr Farrell, one abstention, rest in favour.*
- **Consider adoption of retention policy - Deferred**
- **Update on group training** – It was suggested this is delayed until after the summer holidays. A date of 16<sup>th</sup> Sept was pencilled in the diary. The auditor is our Data Protection Officer and has offered to provide a group training session.
- **Update on virus protection in place** – The RFO has updated all the computers in the office with Norton Anti-virus which he purchased at a discount price.

7. **HTC Allocation of Annual grants –**

- **Consider grant requests as tabled and note any changes to the suggested amounts** – Each application was considered individually, and a spreadsheet completed to record agreed donations. Decisions on 3 applications were deferred as further info is required: -  
**Action:** Clerk to contact Armadillo to clarify how Hungerford would directly benefit.  
**Action:** Invite Hungerford Cancer Support Group to our next meeting to consider their requirements and if HTC can help with providing or recommending a free venue.  
**Action:** Invite Youth & Community Centre to next F&GP to view their accounts.
- **Propose total grant amount to be donated under the General Power of Competence** – *Cllr Winser proposed donating £15,380 of grants, seconded by Cllr Simpson, 2 abstentions, rest in favour.*
- **Sign and date the list of grants in accordance with the audit requirement** – A list was printed and signed at the meeting.

8. **Croft Field – Feedback following examination of lease - Defer**

**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.

9. **Employee Issues –**

- **Submission of Holiday Request Forms – (Applications now completed on-line via Peninsula website) – Action:** Access will be given to Cllr Simpson to view the website. Copies of the request forms can be printed off for the first 6 months of the year and the last quarter and at year end as required.
- **Review of any outstanding TOIL – (Options for this to be completed on-line via Peninsula website) –** This option is being utilised. Action: Access will be given to Cllr Simpson. As at 3<sup>rd</sup> May, Employee 12 has 5 hours of TOIL due. Employee 4 owes 4 hours. Employee 2 has around 40 hours of TOIL due.
- **Report on recent and further training –** Employee 2 and 12 attended Cemetery management training. Employee 12 will attend some Clerk training in September. H&S training is also required for all staff and councillors.
- **Resignation of Employee No.8 and options for filling of job role – Action:** Clerk to obtain contractors quotes for next meeting.
- **Consider employee assistance program offered by Peninsula –** The committee agreed the program was not needed for 5 employees.

**Meeting closed at 9.50pm**