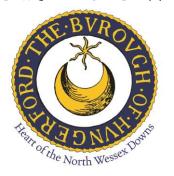
# HUNGERFORD TOWN COUNCIL

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
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27th April 2021

To: Cllrs Simpson, Knight, Hudson, Winser, Chicken, Downe, Alford, Lewis, Fyfe, Shatford, Yakar-Wells,

Schlanker and Mills

To District Cllrs, Sgt Andy Murray and press

You are summoned to an **Annual Meeting of the Full Council** to be held on **Tuesday 4<sup>th</sup> May 2021 at 7 pm** The meeting will be held remotely through Zoom and can be accessed through the following link: Join Zoom Meeting

https://us02web.zoom.us/j/89179605140?pwd=aXZBTlJIYjk4d0RwZkkxNUwzaXJVQT09

Meeting ID: 891 7960 5140

Passcode: 330624

#### The meeting is open to press and public.

At **7.00pm a Police report** will be read out by the Mayor. At **7.05 pm** there will be a **public forum** to allow questions from the electors

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, providing they do so within the 15 minutes allotted time period (limited to 3 minutes per speaker) given at the beginning of each meeting. Any questions should be submitted in advance by 2pm on the day of the meeting. Public will not be permitted to interrupt, question or participate at any other point during the meeting unless invited to do so by the Chair. Timings will be at the discretion of the Chair

Mrs Claire Barnes, Town Clerk

## **AGENDA**

#### FC20210080 Propose election of: -

- o Mayor
- o Deputy Mayor
- o Chair of Finance & General Purposes
- o Deputy Chair of Finance & General Purposes

Agree when declaration of acceptance of office will be received

FC20210081 Note apologies for absence

FC20210082 Declarations of interest and signing of any dispensations

FC20210083 Approval of Minutes of the meeting of the Full Council of 6th April 2021, and Extra Part 2

meeting of the Full Council of 31st March 2021 and outcome of actions

FC20210084 Receive Mayor's Report for past month

FC20210085 Receive District Councillor's Reports

	<b>Hungerford 2036</b> – Receive a report from the Project Team
FC20210087	Receive Committee reports (no more than 3 minutes per report)
	R&A F&GP E&P
FC20210088	Propose authorisation of payment run (circulated along with copies of invoices for April)
FC20210089	Propose 31 <sup>st</sup> March 2021 Final Budget/Actual Accounts – refer to circulated Income/Expenditure Report
FC20210090	Note the change in total assets to £843,580.97 as at 31st March 2021
FC20210091	<b>To note as required by our audit that</b> ; the dates for the period of the exercise of public rights are 14 <sup>th</sup> June to 23 <sup>rd</sup> July and the publication date of the notice on the town council's website will be 11 <sup>th</sup> June
FC20210093	Review the Annual Internal Audit Report 2020-2021and propose acceptance To Approve Section 1 of Annual Governance Statement 2020-2021 and propose approval To Approve Section 2 Accounting Statements 2020-2021 and propose approval
	Annual business of the council (as per standing orders)
FC20210095	Propose the Council meets the conditions to exercise the General Power of Competence
FC20210096	Propose agreement of standing orders which includes council's complaints procedure (refer to website)
FC20210097	Propose agreement of financial regulations (refer to website)
	Propose agreement of Code of Conduct (refer to website)
FC20210099	Propose agreement of Co-option Policy (refer to website)
	Propose agreement of HTC's policy for dealing with social media (refer to website)
FC202100101	Propose agreement of inventory of land and assets including buildings and office
	equipment (refer to website)
FC202100102	2 Propose agreement of HTC or staff subscriptions to other bodies; NALC etc. (circulated)
	3 Propose agreement of Terms of Reference (refer to website)
FC202100104	4 Propose appointment of members to existing committees and external bodies (circulated)
	5 Confirm arrangements for insurance cover in respect of all insured risks (3-year agreement
	ends 2022, however there is an option to change – see report)
FC202100106	6 Determine the time and place of ordinary meetings of the Council up to and including the
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	next annual meeting of the Council – (Refer to circulated report)
FC202100107	next annual meeting of the Council – (Refer to circulated report) 7 Propose agreement of council's policies, procedures and practices in respect of its

obligations under freedom of information and general data protection regulations (refer to website for data protection policy, privacy statement and publication policy).

FC202100108 Consider recommendation from H&T to lobby West Berks Council to widen the footway permanently outside Coffee#1

FC202100109 Health & Safety - To note any complaints or concerns, including Impact of Coronavirus

FC202100110 Any other Reports (3 minutes each) not to include any proposals

## 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.

FC202100111 Triangle Field Management Agreement – Receive update

**FC202100112 Promotion of Action Plan Strategy and Annual Report** – Agree next steps to finalise layout and promote document to public. Consider delegation to office.

**FC202100113 Freedom of the Town Awards** – Public nominations are usually requested at the beginning of the year leading up to a presentation event in the summer. Due to Covid the process has not started this year. Committee to consider not holding the event this year.