

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
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The Town Clerk
Mrs Claire Barnes
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27th April 2021

To: Cllrs Simpson, Knight, Hudson, Winsor, 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 4th 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=aXZBTlJlYjk4d0RwZkkxNUwzaXJVQT09>

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: -

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

- FC20210086 Hungerford 2036** – 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 31st 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 To note as required by our audit that;** the dates for the period of the exercise of public rights are 14th June to 23rd July and the publication date of the notice on the town council’s website will be 11th June
- FC20210092 Review the Annual Internal Audit Report 2020-2021 and propose acceptance**
- FC20210093 To Approve Section 1 of Annual Governance Statement 2020-2021 and propose approval**
- FC20210094 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)
- FC20210098 Propose agreement of Code of Conduct** (refer to website)
- FC20210099 Propose agreement of Co-option Policy** (refer to website)
- FC202100100 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 Propose agreement of HTC or staff subscriptions to other bodies; NALC etc.** (circulated)
- FC202100103 Propose agreement of Terms of Reference** (refer to website)
- FC202100104 Propose appointment of members to existing committees and external bodies** (circulated)
- FC202100105 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 Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council** – (Refer to circulated report)
- FC202100107 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.