

# HUNGERFORD TOWN COUNCIL

The Mayor  
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The Town Clerk  
Mrs Claire Barnes  
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8th May 2019

To: Cllrs, C Winsor, K Knight, M Crane, C Farrell, R Hudson and H Simpson. To all other Councillors, District Councillors and press for information

You are summoned to a meeting of **The Finance & General Purposes Committee** to be held on **Tuesday 14<sup>th</sup> May 2019**, at **7.00 pm** in the Library, Church St, Hungerford

The meeting is open to the press and public. **At 7.00 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 C Barnes  
Town Clerk

## **AGENDA**

1. **Apologies for absence**
2. **Declarations of interest**
3. **Minutes – Propose minutes of F&GP meeting on 12<sup>th</sup> March 2019 and outcome of any actions not on the agenda: -**
4. **Finance: -**
  - Propose acceptance of bank reconciliation reports
  - Response to Internal Audit
  - Clarify any changes to the HTC allocated Library budget, in light of the funding the Hub have already received
5. **Youth & Community Centre – Update on lease**

6. **GDPR: -**
  - Propose adoption of draft IT policy
  - Consider adoption of retention policy
  - Update on group training
  - Update on virus protection in place
  
7. **Insurance –**
  - Consider purchase of a Crime and Cyber Policy
  - Propose acceptance of annual renewal premium
  - Consider any suggested changes to our policy following meeting with WPS insurance
  
8. **HTC Allocation of Annual grants –**
  - Consider grant requests as tabled and note any changes to the suggested amounts
  - Propose total grant amount to be donated under the General Power of Competence
  - Sign and date the list of grants in accordance with the audit requirement
  
9. **Croft Field –** Feedback following examination of lease

## **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.

10. **Employee Issues –**
  - Submission of Holiday Request Forms
  - Review of any outstanding TOIL
  - Report on recent and further training