

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
The Library
Church Street
Hungerford
Berkshire RG17 0JG
Tel: 01488 686195
townclerk@hungerford-tc.gov.uk
www.hungerford-tc.gov.uk

29th May 2019

To: Cllrs, C Winsor, K Knight, H Simpson, R Chicken and other Chairs of committees
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 4th June 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 12th March 2019 and outcome of any actions not on the agenda: -**
4. **Finance: -**
 - Propose acceptance of bank reconciliation reports
 - Agree response to Internal Audit
 - Propose adding Cllr Alford as a signatory
 - Propose RPI increase to rent charged for use of Triangle Field
 - Report on Library business rates and agreement of any actions
 - Proposal to move £20K of funds to Newbury Building Society
 - Clarify any changes to the HTC allocated Library budget, in light of the funding the Hub have already received

- Propose acceptance of Cllr Knight's pro-forma checklist for future use

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. 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

8. 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.

9. Employee Issues –

- Submission of Holiday Request Forms – (Applications now completed on-line via Peninsula website)
- Review of any outstanding TOIL – (Options for this to be completed on-line via Peninsula website)
- Report on recent and further training
- Resignation of Employee No.8 and options for filling of job role
- Consider employee assistance program offered by Peninsula