

# HUNGERFORD TOWN COUNCIL

The Mayor  
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The Town Clerk  
Mrs Claire Barnes  
The Library  
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30<sup>th</sup> April 2019

To: Cllrs Simpson, Knight, Crane, Brookman, Hudson, Farrell, Winsor, Chicken, Downe, Cusack, Hawkins, Alford, Wilson and Lewis  
To District Cllrs, Sgt Matt Tulett, D Benneyworth, D Gaines

You are summoned to an **Annual Meeting of the Full Council** to be held on **Tuesday 7<sup>th</sup> May 2019 at 7 pm** in the Corn Exchange Complex, Hungerford.

Part of the business but prior to the above will be the **Finance & General Purposes Committee 6.45 pm** to sign cheques.

At **7.00pm** there will be a **presentation by the Police following by a short update from Hungerford Nursery**

**The meeting is open to press and public.** At **7.10 pm** there will be a **public forum** to allow questions from the electors.

**Note: Acceptance of office forms need to be received by the Clerk prior to this meeting.**

Mrs Claire Barnes, Town Clerk

## AGENDA

1. **Propose election of,**
  - Mayor
  - Deputy Mayor
  - Chair of F&GP
  - Deputy Chair of F&GP
2. **Note apologies for absence**
3. **Declarations of interest and signing of dispensations**
4. **Approval of Minutes of the meeting of the Full Council meeting of 1<sup>st</sup> April 2019, and Extraordinary Part 2 meeting of 12<sup>th</sup> March 2019 and outcome of actions**
5. **Welcome to new councillors**
6. **Option to fill remaining vacancy by co-option**
7. **Mayor's Diary** – To receive a report for past month.
8. **District Councillor's Reports**
9. **Hungerford 2036** – Receive a report from the Project Team
10. **Committee reports (no more than 3 minutes per report)**  
**R&A F&GP T&E E&P H&T**

**11. Finance –**

- a) Propose authorisation of cheque run payments (circulated) for last month
- b) Propose 31st March 2019 Final Budget/Actual accounts – refer to circulated Income/Expenditure Report
- c) Note the change in total assets to £843,964 as at 31<sup>st</sup> March 2019
- d) Review the Annual Internal Audit Report 2018/2019 and propose acceptance
- e) To Approve Section 1 of Annual Governance Statement 2018/19 and propose approval
- f) To Approve Section 2 Accounting Statements 2018/19 and propose approval

**12. Annual business of the council (as per standing orders)**

- **Propose the Council meets the conditions to exercise the General Power of Competence**
- **Propose agreement of standing orders which includes council's complaints procedure** (refer to website)
- **Propose agreement of financial regulations** (refer to website)
- **Propose agreement of Code of Conduct** (refer to website)
- **Propose agreement of Co-option Policy** (refer to website)
- **Propose agreement of HTC's policy for dealing with social media** (refer to website)
- **Propose agreement of inventory of land and assets including buildings and office equipment** (refer to website)
- **Propose agreement of HTC or staff subscriptions to other bodies; NALC etc.** (circulated)
- **Propose agreement of Terms of Reference** (circulated)
- **Propose appointment of members to existing committees and external bodies including another appointment to Hungerford & Camburn** (circulated)
- **Confirm arrangements for insurance cover in respect of all insured risks** (3-year agreement ends 2020)
- **Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council**
- **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). IT Policy also circulated in draft form for agreement at F&GP.

**13. Any other Reports (3 minutes each) not to include any proposals**