

HUNGERFORD TOWN COUNCIL

The Mayor
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5th May 2020

To: Cllrs, C Winsor, K Knight, H Simpson, R Chicken, D Gaines, M Crane
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 12th May 2020**, at **7.00 pm**. The meeting will be held remotely through Zoom and can be accessed through the following link: <https://us02web.zoom.us/j/86781975124?pwd=TkJPYTUroEpzKy80SnNjNnlDRk9WUT09>
Meeting ID: 867 8197 5124, Password: HTC

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 – To approve and sign the minutes of the F & GP meeting on 10th March 2020.**
4. **Finance: -**
 - a) Propose acceptance of bank reconciliation.
 - b) Approve transfer of £3k from general reserves to library earmarked reserves
 - c) Consider allocation of annual grants and propose total expenditure – **Report attached**
 - d) Outcome of query into Special Expenses highlighted by the Internal Auditor and consideration of way forward
 - e) **Upgrading of streetlights for adoption by WBC – Receive report from RFO**
 - (i) Minute the progress so far, including locations and numbers of lights upgraded
 - (ii) Confirm next steps

- (iii) Confirm past and propose future expenditure costs on this project.
- f) Consider allocation of CIL money
- g) Review the Annual Interim Internal Audit Report 2019/2020 and propose acceptance, and if available the Year End Final Report
- h) Confirm arrangements for insurance cover in respect of all insured risks (3-year agreement ends 2022)

- 5. Consider adopting a Protocol for Remote Council Meetings – Refer to draft**
- 6. Update on TOIL Hours**
- 7. Corona Virus – Review new way of working and any concerns**

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.

- 8. Consider a 3-month rent deferral for two organisations on receipt of supporting information (Cllr Knight to report)**
- 9. Review contract for employee no.1**