

HUNGERFORD TOWN COUNCIL

The Mayor
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The Town Clerk
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10th March 2022

To: Cllrs, C Winsor, H Simpson, K Knight, A Fyfe, J Shatford
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 **Wednesday 16th March 2022**, at **7pm** in the Library.

The meeting is open to the press and public.

*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

- FGP20220015** Apologies for absence.
- FGP20220016** Declarations of interest.
- FGP20220017** Minutes - To approve and sign the minutes of the F & GP meeting on 12th January 2022
- FGP20220018** Receive an update on actions
- FGP20220019** Propose acceptance of the bank reconciliation
- FGP20220020** Consider transfer of outstanding budget balances to ear marked reserves
 - (i) NC: 4130 H2036 (*current balance £3044*)
 - (ii) NC: 4381 Tourism Budget (*current balance £1358*)
 - (iii) NC: 4356 Hanging baskets (*current balance £1353*)
- FGP20220021** Propose allocation of remaining library grant money £3308 to The Good Exchange
- FGP20220022** Propose annual testing of water for Legionella at various locations cost £156
- FGP20220023** GDPR – Propose adoption of Handling of subject access request policy -refer to draft
- FGP20220024** Bridge St War memorial – Schedule Charity meeting – refer to report

FGP20220025 Consider change to Financial Regulations (contract limit currently £3000, consider increase)

Confidential PART 2

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.

- FGP20220026 Triangle Field Lease - Receive update from the working party.**
- FGP20220027 Note Staff toil and holidays**
- FGP20220028 Propose salary grade increments for staff from 1st April 2022 – refer to report**
- FGP20220029 Propose pay rises backdating from 1st April 2021 to 2022 - refer to report**
- FGP20220030 Agree Clerks H2036 hours for payment**
- FGP20220031 Review cleaning contract (Croft Field) – End of 3-month trial**
- FGP20220032 Request for first aid training to be paid every 3 years**
- FGP20220033 Working from home policy – refer to amended Peninsula draft**
- FGP20220034 Consider an HTC Covid policy – Refer to Peninsula’s Living with Covid 19 in the workspace**
- FGP20220035 Update on debtors**
- FGP20220036 Swimming Pool House update**
- FGP20220037 Note completion of appraisals**
- FGP20220038 Recruitment and Induction planning and Returning to office working**