

HUNGERFORD TOWN COUNCIL

The Mayor
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The Town Clerk
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5th January 2023

To: Cllrs, C Winsor, H Simpson, K Knight, A Fyfe, N Schlanker
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 11th January 2023**, at **7.00pm** 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

- FGP2023001 Apologies for absence**
- FGP2023002 Declarations of interest**
- FGP2023003 Minutes - To approve and sign the minutes of the F & GP meeting on 1st December 2022**
- FGP2023004 Receive an update on actions**
- FGP2023005 Review amended terms of reference – refer to document attached**
- FGP2023006 Propose acceptance of the bank reconciliation**
- FGP2023007 Internal Control document – Receive feedback on the following items from councillors;**
- Cllr Simpson – Up to date Register of Assets,
 - Cllr Winsor – Physical assets, Financial Risk,
 - Cllr Schlanker - Insurance and fidelity,

- FGP2023008 Internal control document – Allocate the following items to councillors for review**
- Annual review of contracts (where appropriate)
 - Orders placed in accordance with Financial Regulations
 - Regular scrutiny of financial records and proper arrangements for the approval of expenditure
 - Payments supported by invoices, authorised and minuted
 - Regular scrutiny of income records to ensure income is correctly received, recorded and banked
 - Scrutiny to ensure precept recorded in the cashbook
 - Monthly reconciliation of Corporate Credit Card

FGP2023009 Review of Local Council Risk System documents as required by audit

FGP20230010 Update on application to charity commission to obtain freehold of Bridge St War Memorial gardens

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.

FGP20230011 Note Staff toil and holidays

FGP20230012 Update on debtors

FGP20230013 H2036 hours for agreement – 7 hours

FGP20230014 Update on appraisals

FGP20230015 Review Contractors renewal terms

FGP20230016 Propose rental increase