

# HUNGERFORD TOWN COUNCIL

The Mayor  
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The Town Clerk  
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9th March 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 15th March 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

- FGP20230017** Apologies for absence.
- FGP20230018** Declarations of interest.
- FGP20230019** Minutes - To approve and sign the minutes of the F & GP meeting on 11<sup>th</sup> January 2023 and Staff Sub-committee meeting on 21<sup>st</sup> February 2023.
- FGP20230020** Receive an update on actions.
- FGP20230021** Propose acceptance of the bank reconciliation.
- FGP20230022** Consider grant for Nursery using CIL funds.
- FGP20230023** Consider any transfer of outstanding budget balances to ear marked reserves including:
- Allocation of civic expenses underspend of £500 plus a proportion of underspent contingency budget for 'Coronation expenses'
  - Allocation of Tourism support budget of £2,000 towards Heritage project

- FGP20230024** Note annual increase to fees at CPI rate (10%) and potential increase to Leisure Centre contribution based on RPI inflation.
- FGP20230025** Consider quote of £295 to review cost for recommended electric works.
- FGP20230026** Mid-year review of deposits held.
- FGP20230027** Review and propose acceptance of Investment Policy.
- FGP20230028** Internal Control document – Receive feedback on the following items from councillors;  
 Cllr Schlanker - Insurance and fidelity,  
 Cllrs Simpson and Winser: -
- 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.
- FGP20230029** Internal control document – Allocate the following items to councillors for review.
- Regular budget monitoring
  - Regular reconciliation of bank accounts verified and signed off by a non-signatory Councillor.
  - Reporting of inter-bank transfers reported to Parish Council
  - Contracts of employment for staff.
  - Scrutiny of grants awarded and declared in cashbook.
  - Staff contracts annually reviewed.
  - Records updated to reflect relevant legislation.
- FGP20230030** Consider options for a commemorative shield.
- FGP20230031** Update on application to charity commission to obtain freehold of Bridge St War Memorial gardens.
- FGP20230032** Request for decision on Phase 2 build of Croft Field Project..

## **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.

- FGP20230033** Note Staff toil and holidays.
- FGP20230034** Update on debtors.
- FGP20230035** H2036 hours for agreement.
- FGP20230036** Update on any outstanding actions from staff meeting.
- FGP20230037** Consider request for extra hours for employee no.14.