

HUNGERFORD TOWN COUNCIL

The Mayor
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The Town Clerk
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16th May 2023

To: Cllr Simpson, Cllr Winsor, Cllr Carlson, and elected Chairman
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 23rd May 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

- FGP20230038 Apologies for absence.**
- FGP20230039 Declarations of interest.**
- FGP20230040 Minutes - To approve and sign the minutes of the F & GP meeting on 15th March 2023**
- FGP20230041 Receive an update on actions.**
- FGP20230042 Propose acceptance of the bank reconciliation. (circulated)**
- FGP20230043 Consider grants. (Refer to circulated spreadsheet).**
- FGP20230044 Consider renewal terms of Tennis Courts lease.**
- FGP20230045 Response from WBC reference increase to Leisure Centre contribution based on RPI inflation**

- FGP20230046 Internal Control document – Receive feedback on the following items from councillors;**
- 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.
- FGP20230047 Internal control document – Allocate items to councillors for review.**
- PAYE/NIC/Pension properly operated by the Council as an employer
 - Staff Details e.g. salary payments - held in a secure & appropriate manner
 - VAT: payments identified, recorded and reclaimed in the cashbook
 - CIL reporting to Council in accordance with legislation
 - CIL reporting to District in accordance with legislation
 - CIL expenditure in accordance with legislation
- FGP20230048 Consider valuation of HTC properties for insurance purposes**
- FGP20230049 Consider new hire charges for Croft Field Centre following renovation.**
- FGP20230050 Update on application to charity commission to obtain freehold of Bridge St War Memorial gardens.**
- FGP20230051 Receive a presentation from Hungerford Hub reference solar panels.**

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.

- FGP20230052 Receive report to note staff toil and holiday.**
- FGP20230053 Requirement to add an extra day's holiday.**
- FGP20230054 Update on debtors.**
- FGP20230055 H2036 hours for agreement**
- FGP20230056 Update on induction – Month1 employee no.16**