

HUNGERFORD TOWN COUNCIL

The Mayor
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The Town Clerk
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6th July 2023

To: Cllr Simpson, Cllr Winsler, Cllr Carlson, Cllr Schlanker and Cllr Fyfe
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 12th July 2023, at 7.00pm** in the Library.

The meeting is open to the press and public. *Under the public bodies (Admissions to Meetings) Act 1960 the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

*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

- FGP20230057 Apologies for absence.**
- FGP20230058 Declarations of interest.**
- FGP20230059 Minutes - To approve and sign the minutes of the F & GP meeting on 23rd May 2023**
- FGP20230060 Receive an update on actions.**
- FGP20230061 Propose acceptance of the bank reconciliation. (circulated)**
- FGP20230062 Update on renewal terms of Tennis Courts lease.**
- FGP20230063 Internal Control document – Receive feedback on the following items from councillors;**
- Regular budget monitoring – CW completed.
 - Contracts of employment for staff – CW completed.
 - Scrutiny of grants awarded and declared in cashbook – CW completed.

- Staff contracts annually reviewed. – CW completed
- Records updated to reflect relevant legislation – NS.
- PAYE/NIC/Pension properly operated by the Council as an employer – KC completed.
- Staff Details e.g., salary payments - held in a secure & appropriate manner – KC completed.
- VAT: payments identified, recorded and reclaimed in the cashbook – CW completed.
- CIL reporting to Council in accordance with legislation - NS
- CIL reporting to District in accordance with legislation – NS
- CIL expenditure in accordance with legislation – NS

- FGP20230064 Internal control document – Allocate items to councillors for review.**
- Compliance with 2014 Regulations: Officer Decision Reports (award a contract or incur expenditure that materially affects that relevant government body's financial position)
 - Compliance with Local transparency Code 2015: Items of expenditure incurred over £500.
 - Compliance with Data Protection Legislation – Council registered as a Data Controller
 - Compliance with General Data Protection Requirements – progress Council has made towards meeting such requirements:
 - Data Audit (CB is DPO)
 - Identify legal basis for processing data.
- FGP20230065 Consider quotation for replacement of office PC – refer to report.**
- FGP20230066 Update on obtaining leasehold of Bridge St War Memorial gardens.**
- FGP20230067 Annual review of deposits held with financial institutions – refer to report.**
- FGP20230068 Consider any additional expenditure required for the Croft Field Centre**

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.

- FGP20230069 Receive report to note staff toil and holiday.**
- FGP20230070 Update on debtors.**
- FGP20230071 H2036 hours for agreement**
- FGP20230072 Update on induction – Month3 employee no.16**
- FGP20230073 Consider query on grants.**