

HUNGERFORD TOWN COUNCIL

The Mayor
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The Town Clerk
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7th September 2023

To: Cllr Simpson, Cllr Winser, 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 13th September 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.* **Presentation from Charlie Barr – Youth & Community Centre**

*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

- FGP20230074 Apologies for absence.**
- FGP20230075 Declarations of interest.**
- FGP20230076 Minutes - To approve and sign the minutes of the F & GP meeting on 12th July 2023**
- FGP20230077 Receive an update on actions.**
- FGP20230078 Propose acceptance of the bank reconciliation. (circulated)**
- FGP20230079 Propose acceptance of cash flow (circulated)**
- FGP20230080 Update on renewal terms of Tennis Courts lease.**
- FGP20230081 Review the effectiveness of safeguarding public money – Refer to report**

- FGP20230082 Internal Control document – Receive feedback on the following items from councillors;**
- 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.
- FGP20230083 Internal control document – Allocate items to councillors for review.**
- Procedures for dealing with Subject Access Requests
 - Understand how to seek and manage consent
 - Update of policies & privacy notices
 - Data Retention & Disposal
 - Procedures to detect, report & investigate personal data breaches
 - Minutes properly numbered and paginated with a master copy kept in office or safekeeping
 - Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality
 - Adoption of Codes of Conduct for Members
 - Declaration of Acceptance of Office
- FGP20230084 Update on obtaining leasehold of Bridge St War Memorial gardens - Refer to report.**
- FGP20230085 Croft Field Centre update. Consider purchase of chairs – Refer to report.**
- FGP20230086 Skate Park Project Completion and promotion**
- FGP20230087 Propose acceptance of charge card policy. (circulated).**

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.

- FGP20230088 Receive report to note staff toil and holiday.**
- FGP20230089 Consider additional staff hours.**
- FGP20230090 Update on debtors.**
- FGP20230091 H2036 hours for agreement**
- FGP20230092 Staff vacancies**