

HUNGERFORD TOWN COUNCIL

The Mayor
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The Town Clerk
Mrs Claire Barnes
The Library
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30th April 2024

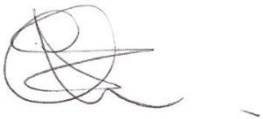
To: Cllrs Simpson, Knight, Hudson, Winsor, Alford, Fyfe, Schlanker, Keates, Carlson, Cusack, Armstrong, Cole, Coulthurst, Reeves and Montgomery
To District Cllrs, Police and press

You are summoned to an **Annual Meeting of the Full Council** to be held on **Tuesday 7th May 2024 at 7 pm** in the **Library, Hungerford**

The meeting is open to press and public.

At **7.00pm** a report will be received from the **Police**. At **7.05 pm** there will be a **public forum** to allow questions from the electors.

*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 Claire Barnes, Town Clerk

AGENDA

- FC20240076** Propose election of the following positions and receive signed declaration of office forms: Mayor, Deputy Mayor, Chair and Deputy Chair of Finance & General Purposes Committee.
- FC20240077** Note apologies for absence.
- FC20240078** **Declarations of interest and signing of any dispensations.** Members are reminded to notify the office of any change to disclosable interests or a new interest within 28 days of becoming aware of it. Each member should ensure they have signed a dispensation in respect of Council tax discussions.
- FC20240079** **Approval of Minutes of the Full Council meeting of 2nd April 2024, and outcome of actions.**
- FC20240080** **Receive Mayor's Report.** Refer to circulated report.

FC20240081	Receive District Councillor's Reports.
FC20240082	Health & Safety – Receive any complaints or concerns.
FC20240083	Receive any reports (no more than 3 minutes per report).
FC20240084	Propose authorisation of payment run (circulated along with copies of invoices) for April and approve the use of BACS and Direct Debits for payments.
FC20240085	Propose 2023-24 year-end budget/accounts – Refer to circulated Income/Expenditure Report and agree year end transfers.
FC20240086	Christmas 2024 – Consider quotations for supply of Christmas trees from preferred suppliers. Note tender invites for the installation contract will go out in the summer.
FC20240087	Review of Standing Orders - To review and adopt the council's standing orders.
FC20240088	Review of Financial Regulations - To review and adopt the council's financial regulations.
FC20240089	Annual Internal Audit report – Confirm acceptance of the report and agree IAC Audit and Consultancy Ltd will continue as internal auditors for the Town Council for another year. Note the dates for the period of the exercise of public rights are 10 th June 2024 to 19 th July 2024 and the publication date on town council website will be 7 th June 2024
FC20240090	Annual Governance and Accountability Return. Propose acceptance of Section 1 of Annual Governance Statement 2023-24 and acceptance of Section 2 Accounting statements 2023-24.
FC20240091	Bank Mandate – To confirm the current bank signing arrangements.
FC20240092	Asset Register – Approve the register of assets and note the total year-end figure.
FC20240093	Insurance Renewal – To note our existing policy is currently under a 3-year long term agreement with Aviva Insurance. This is not due to expire until June 2025. Note that the fidelity guarantee sum has been reviewed and amended to £500k.
FC20240094	Calendar of Meetings – To agree Full Council and Committee meetings will continue to be held in the Library building for the forthcoming year. Dates of the meetings can be found on our website.
FC20240095	Appointment of members to existing committees and external bodies - Confirm appointment as set out in the schedule. Any alterations to be noted.
FC20240096	Appointment of HTC or staff subscriptions to other bodies - Confirm appointment as set out in the schedule. Any alterations to be noted.
FC20240097	Review of other Council Policies - Delegate the review of policies to Finance & General Purposes committee, to be brought back to a future Full Council meeting for ratification.
FC20240098	Receive report from Hungerford Neighbourhood Plan Project Team – Cllr Hudson