

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
The Library
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The Town Clerk
Mrs Claire Barnes
The Library
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29th April 2025

To: Cllrs Simpson, Hudson, Winsor, Alford, Fyfe, Keates, Carlson, Armstrong, Cole, 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 6th May 2025 at 7 pm** in the **Library, Hungerford**

The meeting is open to press and public.

At **7.00 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

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| FC20250064 | Propose election of the following positions and received signed acceptance of office forms:
Mayor, Deputy Mayor, Chair and Deputy Chair of Finance & General Purposes |
| FC20250065 | Note apologies for absence. |
| FC20250066 | 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. |
| FC20250067 | Approval of Minutes of the Full Council meeting of 7th April 2025, and outcome of actions. |
| FC20250068 | Receive Mayor's Report. Refer to circulated report. |
| FC20250069 | Receive District Councillor's Reports. |
| FC20250070 | Health & Safety – Receive any complaints or concerns. |

FC20250071	Propose authorisation of payment run (circulated along with copies of invoices) for April and approve the use of BACS and Direct Debits for payments.
FC20250072	Propose 2024-25 year-end budget/accounts – Refer to circulated Income/Expenditure Report and agree year end transfers.
FC20250073	Ratify the following policies, recently reviewed and recommended by Finance & General Purposes committee, as circulated: Grants Policy; Complaints policy; Environmental Policy; Social Media Policy; Grievance Policy; Disciplinary Policy
FC20250074	Propose delegation of review of the following policies to Finance & General Purposes committee to be brought back to future full council for ratification; Co-option Policy, IT Security Policy, Community Engagement Policy, Code of Conduct.
FC20250075	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 3 rd June 2025 to 14 th July 2025 and the publication date on town council website will be Friday 30 th May 2025.
FC20250076	Annual Governance and Accountability Return. Propose acceptance of Section 1 of Annual Governance Statement 2024-25 and acceptance of Section 2 Accounting statements 2024-25.
FC20250077	Google Analytics – Receive an update as requested by F&GP.
FC20250078	Asset Register – Approve the register of assets and note the total year-end figure.
FC20250079	Insurance Renewal – Our current policy with Aviva is due to expire on 1 st June 2025. Propose renewal terms based on the best option in the attached report
FC20250080	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.
FC20250081	Appointment of members to existing committees and external bodies – Confirm appointment as set out in the schedule. Any alterations to be noted.
FC20250082	Appointment of HTC or staff subscriptions to other bodies – Confirm appointment as set out in the schedule. Any alterations to be noted.
FC20250083	Receive any reports (no more than 3 minutes per report and not to include any proposals).

PART 2 Confidential

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.

FC20250084	Bank Mandate – To confirm the current bank signing arrangements
FC20250085	2 Factor Authentication – Propose payment for preferred option.