

# HUNGERFORD TOWN COUNCIL

The Mayor  
Cllr Helen Simpson  
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The Town Clerk  
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**MINUTES** of the **F&GP Meeting** held on Tuesday 14 January 2020 at 7.00pm in the Town Council Office, Church St, Hungerford.

**Present:** Cllrs Knight, Simpson, Chicken, Crane.

1. **Apologies:** Cllr Gaines, Cllr Winser
2. **Declaration of Interests** – There were none.
3. **Minutes** – The minutes of the F&GP meeting held on 12 November 2019 were approved and signed as a true record. Proposed K Knight, Second Cllr Simpson.
4. **Reports on Actions of previous meetings** – There were none.
5. **Office mobile phones** – nothing to report, defer to next meeting.
6. **Council Grievance policy** – the committee agreed to update its current policy in line with the new NALC guidelines. Propose Cllr Simpson, Seconded Cllr Knight.
7. **Councillor Attendance** – The committee reviewed the councillor attendance report and were pleased with the attendance numbers.
8. **Good Exchange** – The committee agreed to ask the Good Exchange to match fund general grants for 2020/21. Proposed Cllr Simpson, Seconded Cllr Crane.
10. **Finance** –
  - a) Bank reconciliations. Cllr Knight approved and signed the bank reconciliation as at 31 December 2019. Proposed Cllr Knight, Seconded Cllr Crane.
  - b) The committee reviewed and approved the interim payment run. Proposed by Cllr Knight, seconded Cllr Simpson. All agreed.
11. **Update on toil hours** – The committee reviewed the toil hours.

The meeting closed at 7.45 pm.