

# HUNGERFORD TOWN COUNCIL

The Mayor  
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**MINUTES** of the **F&GP Meeting** held on Tuesday 14<sup>th</sup> July 2020 at 7.00pm, remotely.

**Present:** Cllrs Winsler, Simpson, Knight, Crane

Also, RFO, Clerk and a representative from the Youth & Community (Y&C) Centre

1. **Apologies for absence** – Noted from Cllrs Chicken and Gaines (District Cllrs advised this meeting clashes with a WBC meeting, so they are unable to join)
2. **Declarations of interest** – Cllr Knight (member of Triangle Field Management Committee), Cllr Winsler (treasurer of Twinning)
3. **Minutes - To approve and sign the minutes of the F & GP meeting on 12th May 2020** – *Cllr Winsler proposed the minutes as a true record, seconded by Cllr Simpson, all in favour.*  
**Receive an update on actions** – Clerk to chase West Berks Council for permission to place flower tubs at identified locations on footways. Some petunias were offered from the public following our request for donations.
4. **Finance: -**
  - a) **Propose acceptance of bank reconciliation** – *Cllr Winsler proposed the bank reconciliation of £404,479.19, seconded by Cllr Simpson, all in favour.*
  - b) **Consider allocation of further annual grants – see report** – Last year HTC gave £4,500 to the Y&C Centre. The Y&C representative advised throughout lockdown they have received no income from hire of the Centre and they are still employing a staff member. They have received two grants from the Miss Lawrence Trust for running costs and the youth worker application. Town & Manor are not giving grants as their fisheries have not been able to operate. Y&C are £6,000 down in income due to this and whilst they have some reserves these will not last long. *Cllr Simpson proposed a grant of £4,800 to the Y&C Centre, seconded by Cllr Winsler, all in favour.*  
After discussion and examining the applications the following further grants were allocated.  
*Cllr Simpson proposed a grant of £500 to Hungerford Primary school, seconded by Cllr Knight, all in favour.*  
*Cllr Simpson proposed a grant to Hungerford Swifts of £500, seconded by Cllr Knight, all in favour.*  
*Cllr Simpson proposed no grant is made to Berkshire Youth this time as there have been no Hungerford projects; all funds allocated are for local need and organisations, seconded by Cllr Winsler, all in favour.*  
*Cllr Winsler proposed a grant to the Community of Hungerford Theatre Group of £500, seconded by Cllr Knight, all in favour.*  
*Cllr Crane proposed a grant of £100 to the Twinning Association as a token of support as they do have reserves, seconded by Cllr Simpson, one abstention (Cllr Winsler) all in favour.*

*Cllr Simpson proposed a grant of £50 to the Tuesday Burchett Club, in John Hollister's memory, seconded by Cllr Knight, all in favour.*

*It was noted the correct amount of grants allocated so far this year is actually £18,225, not £18,725 as shown in the last minutes, as a £500 grant for Sue Rider minibus was not needed. In addition, the above grants allocated total £6,450. This leaves some spare funds.*

- c) **Review of Effectiveness of Safeguarding Public Money** – The RFO talked through the document in particular about how the Covid19 procedures have come into play. HTC has 2 long term debtors and measures have been put in place. Back up is now occurring on share point.  
**ACTION:** add to next agenda 'Review Newbury Building Society no notice account' and 'RFO to report to F&GP on fixed term deposits'.  
*Cllr Simpson proposed acceptance of the attached risk review of Effectiveness of Safeguarding Public Money, seconded by Cllr Winser, all in favour.*
- d) **Closer Bro Plc- update mandate with two new signatories** – *Cllr Winser proposed updating of the mandate to include Cllrs Knight and Downe in place of councillors that have left, seconded by Cllr Simpson, one abstention (Cllr Knight) all in favour.*
- e) **Triangle Field VAT position-Agreement to get Professional advice** – The RFO advised the VAT situation is extremely complex for town councils and differs to businesses. If we proceed with the proposed change and deal directly with income from the Triangle Field we will need to issue invoices and it is unclear whether these should include VAT and whether we can claim back vat on work done. That is the situation at Croft Field as we have opted to tax at that premises. To date we have not opted to tax at the Triangle Field. *Cllr Simpson proposed the RFO seeks tax advice from a professional and if the fees exceed £1,000 the RFO will request approval from the Chair of F&GP, seconded by Cllr Knight, all in favour.*

**5. Update on accessibility of website and consideration of budget for improvements** – The Clerk has met on Zoom with an IT consultant to discuss the new mandatory requirements to seek to improve accessibility of our website for disabled users. We have been advised that it would be easier to create a new website to address this rather than try and improve the existing one. Our current website is looking dated and is limited in its functionality. A broad outline proposal has been provided so HTC can consider budget implications and if they wish to consider a new website. 3 quotations would be needed due to the cost. **ACTION:** Obtain examples of current sites that this IT consultant has created and obtain comparative quotes. Use of the contingency budget was suggested.  
*Cllr Simpson proposed support of the idea of a new website and the seeking of quotations based on an initial budget of £5,000, to be brought back to Council, seconded by Cllr Winser, all in favour.*

**6. Update on TOIL Hours** – *Cllr Simpson proposed this be discussed under part 2 as it affects staff, seconded by Cllr Winser, all in favour.*

**7. Covid19 – Any Health and Safety Issues or impact on finances** – There has been an effect on the Croft Field income and the cost of cleaning is more expensive at present. A saving has been made by not supplying troughs and hanging baskets from May. A main decision will be if our Christmas Lights go ahead and if we will receive any donations. **ACTION:** Discuss at H&T and Full Council. We continue to pay a large contribution to the leisure centre for provision of the pool although this has been closed. **ACTION:** Check terms of agreement. **ACTION:** Office to display a notice of hire on the canal gate to improve bookings for the Croft Field. The Clerk advised full remote access to the HTC files is now up and running, virus protection and content filtering is in place. Rather than backing up the old server every week to a hard-drive and keeping it in the safe, we could purchase off-site back-up for a reasonable fee of around £15/£20 a month. **ACTION:** Clerk to pursue quote.

## 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.

8. **Update on TOIL Hours** – Employee no.4 has 1 hour. Employee no. 13 has nil hours. Employee no.12 has yet to submit. Employee no.2 has nil. It was agreed H2036 project hours worked by employee no. 2 to date will be paid. *Cllr Winser proposed paying employee no.1 for the cleaning hours in his contract to date and his hours worked for maintenance but going forward to utilise the cleaning hours for maintenance, seconded by Cllr Simpson, all in favour.*
9. **Land adjacent to St Saviours** – Further enquiries into ownership of surrounding land will be pursued.

Item 4 (b) report see below:

**Grant Applications May 2020 - 2021**

<b>Applicant</b>	<b>Granted 2019/20</b>	<b>Cost of Project</b>	<b>Amount Granted 2020/21</b>	<b>The Good Exchange appl no</b>	<b>Project</b>
1st Hungerford Brownies	£0.00	£504.90	£75.00	17953	
Armadillo Art Experience (Draw Together)	£100.00	£5,684.00	£100.00	17735	
Berkshire Vision	£0.00	£61,000.00	£100.00	17671	
CHAIN	£1,000.00	£5,615.81	£1,000.00	17814	
Citizens Advice West Berkshire	£1,100.00	£2,155.00	£1,100.00	18116	
Great Western Hospital	£500.00	£78,922.00	£500.00	17372	
Headway Thames Valley	£500.00	£68,689.00	£500.00	18006	
Home-Start West Berkshire	£100.00	£85,711.00	£250.00	17186	
Home-Start West Berkshire	£0.00	£16,696.00	£250.00	18043	
Hungerford Allotment Holders Association	£0.00	£2,456.48	£1,000.00	17898	
Hungerford Club	£400.00	£3,274.00	£500.00	17896	
Hungerford Cricket Club	£500.00	£7,167.40	£500.00	17837	
Hungerford Hares Running Club	£0.00	£1,194.00	£350.00	17942	
Hungerford Town Band	£1,400.00	£9,977.21	£1,400.00	17991	
John O'Gaunt School PSA	£350.00	£5,125.08	£250.00	17977	
Marie Curie South Region	£0.00	£50,00.00	£500.00	N/A	
Parkinsons UK, Newbury	£100.00	£13,145.00	£100.00	17341	
Recovery in Mind	£0.00	£33,800.00	£300.00	17897	
Sue Ryder Duchess of Kent hospice	£0.00	£4,536,489.00	£500.00	18077	
Trustees of the Croft Hall	£0.00	£23,061.20	£2,500.00	17489	
West Berks Foodbank	£500.00	£74,660.00	£250.00	17442	

Young People & Children First	£200.00	£16,700.00	£200.00	17649	
Retrospective Approval of Mower to Hungerford Rugby Club			£0.00		
<b>Extra applications July 2020</b>			Suggested amount		
Hungerford Primary School	£0.00	£988.46	£500.00	N/A	Updated sound system for school productions and other events
Hungerford Town Swifts Football Team	£0.00	£1,050	£500.00	N/A	Support for this new local football team, including squad kit, match balls, training equipment, medical kit, water bottles
Berkshire Youth	£0.00	£38,918.00	£250.00	18148	West Berkshire Youth Hub: Supporting young people through the COVID-19 pandemic. <b>Already raised 75% of funds on TGE</b>
Community of Hungerford Theatre Company	£1,250.00	£15,762.00	£250.00	17817	A grant will allow the group to get productions underway as soon as the lockdown is eased
Hungerford Twinning Association	£0.00	£6,363.20	£500.00	17732	Some celebrations still planned for later in year - unveiling of sundial, blue plaque
The Tuesday Burchett Club	£400.00	N/A	£50.00	N/A	A donation in memory of John Hollister (the group do not have a current application for this year)
			<b>£14,275.00</b>		

**£16,000 Total**

Hungerford Youth & Community Centre	£4,500.00	£14,28.60	£4,800.00	17899	To go towards the core costs of running the HYCC including wages, utility bills, insurance, maintenance
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**£4,800 Total**

Hungerford & Camburn Education	£1,000.00	£1,000.00	£1,000.00	N/A	
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**£1,000 Total**

Hungerford Library & Community Trust	£2,290.00	£10,071.30	£5,000.00	18126	
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**£9,000 Total**