

# HUNGERFORD TOWN COUNCIL

The Mayor  
Cllr Helen Simpson  
57 Fairview Road  
Hungerford  
Berkshire  
RG17 0BP  
Tel: 07920 110380  
Cllr.helen.simpson@hungerford-tc.gov.uk



The Town Clerk  
Mrs Claire Barnes  
The Library  
Church Street  
Hungerford  
Berkshire RG17 0JG  
Tel: 01488 686195  
townclerk@hungerford-tc.gov.uk  
www.hungerford-tc.gov.uk

---

**MINUTES** of the **F&GP Meeting** held on Tuesday 10<sup>th</sup> March 2020 at 7.00pm in the Town Council Office, Church St, Hungerford.

**Present:** Cllrs Winser, Simpson and Gaines,  
Also, RFO and Deputy Town Clerk

1. **Apologies:** Noted from Cllrs Crane, Knight and Chicken
2. **Declarations of Interests:** None
3. **Minutes – Propose minutes of F&GP meeting on 14<sup>th</sup> January 2020 and outcome of any actions not on the agenda – Cllr Simpson proposed the set of minutes as a true record, the rest abstained.**
4. **Receive Internal Audit Report and note any actions required –** Deferred as report not received
5. **Office Equipment –**
  - **Cllr Gaines to report on quotes for the office mobile phone –** A discount was not forthcoming from Vodafone. **Action:** Clerk to ask staff if they are happy to use their own mobile phone for work when lone working or out of the office.
  - **Consider quote for replacement of office desk for RFO –** The office was given the authority to spend up to £500 on a new desk.
  - **Register of Master keys – Cllr Winser proposed the Clerk drafts a letter to the Hub to request that the master keys are returned to HTC immediately due to the insurance implications and in consideration of the financial support HTC have given the Hub we are sure they will not require reimbursement for the cost of the keys, seconded by Cllr Gaines, all in favour.**
6. **Finance: -**
  - a) **Propose acceptance of bank reconciliation – Cllr Winser proposed acceptance of the Bank Reconciliation, seconded by Cllr Simpson, all in favour.**
  - b) **Consider grants for Smarten up Hungerford and St Lawrence Youth worker – Cllr Winser proposed granting £600 to support the St Lawrence Youth Worker, seconded by Cllr Gaines, all in favour.**

*Cllr Winser proposed we require a costed proposal for the Smarten Up Hungerford project and this should come from the Chamber of Commerce, as any payment would be made to their bank account, seconded by Cllr Gaines, all in favour.*
  - c) **Consider allocation of CIL money and S106 money – Cllr Gaines proposed some of the £4k S106 money currently allocated for the allotments be used to pay for the fencing at Fairfield costing £1034, and also the £1441.02 S106 money allocated for St Saviours should be used to pay some of the cost of the tree project at St Saviours, seconded by Cllr Simpson, all in favour.**

It was requested a part 2 is added to the next F&GP to discuss adjacent land.
7. **To review and propose acceptance of the draft strategy booklet for HTC launch at the Town Meeting – Cllr Winser proposed acceptance of the strategy booklet, with minor amendments, seconded by Cllr Gaines, all in favour.**

**8. Contracts: -**

- **Consider signing of Heart Cleaning contract** – *Cllr Gaines proposed signing of the Heart cleaning contract at £126.22 plus VAT a month, seconded by Cllr Simpson, all in favour.*
- **Consider Ellis Whittam early renewal offer** – *Cllr Gaines proposed contacting Peninsula tomorrow to obtain a comparative quote and delegating the decision of renewal of the contract to the Clerk and Mayor, seconded by Cllr Winser, all in favour.*

**9. HTC part in the Tourism Partnership – Report from Cllr Downe** – The ‘Visit Hungerford’ website is needed as the Great West Way literature links to it. HTC wish to retain this. *Cllr Gaines proposed HTC invite David Small or a colleague from the Tourism Partnership to come and present their proposal to Full Council and to explain exactly HTC’s involvement, seconded by Cllr Winser, all in favour.*

**10. Update on TOIL Hours** – Employee 4 owes 4 hours, Employee 2 has no TOIL hours, Employee 12 has earned 5 hours, Employee 13 is yet to submit timesheet, Employee 1 owes 13 hours on one contract and has earned 34.5 hours on the second contract. The difference in hours for contracts for employee 1 will be reconciled. Employee 2 will aim to resume normal hours next financial year.

**11. Corona Virus precautions** – Spread is likely to get worse in next 2 weeks. The RFO has requested to work from home. Arrangements for authorising payments remotely need to be put in place at least for the next 6 months and it would help if the Clerk and RFO could authorise payments. *Cllr Gaines proposed changing the financial regs so the RFO and Clerk can authorise payments, but two people will still be required to authorise payments, seconded by Cllr Winser, all in favour.*  
The Armed Forces Day working party will be meeting again in two weeks to decide if the event is going ahead.

**Action:** Clerk to check the legality of not holding the Town meeting and decision to be made in the morning.

The Clerk requested access to the z drive remotely for all staff to assist working from home. It was suggested staff could still work in the office but close the doors to public and communicate via emails and phone only. The RFO is getting a quote from an IT company for different ways of working. *Cllr Winser proposed if Croft Field hirers need to cancel due to the coronavirus HTC should offer a credit for another date, seconded by Cllr Simpson, all in favour.*

**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.

**12. Maintenance man – Hours - Deferred**