

# HUNGERFORD TOWN COUNCIL

The Mayor  
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**MINUTES** of the **Extra Full Council Meeting** held on Tuesday 4<sup>th</sup> August 2020 at 7.00pm remotely through Zoom.

**Present:** Cllrs Simpson, Knight, Crane, Gaines, Lewis, Fyfe, Winser, Hawkins and Alford.

In attendance: Claire Barnes (Town Clerk), Jeff Ford (RFO), Sarah Hennessey (Deputy Town Clerk), Sarah Chatters (Admin Assistant) and District Cllr Claire Rowles briefly

The Clerk advised the meeting was being recorded.

1. **Note apologies for absence** – Noted from Cllrs Hudson, Chicken and Downe
2. **Declarations of interest** – Cllr Knight - item 9 (Chair of TFMC)
3. **Approval of Minutes of the meeting of the Full Council meeting of 6<sup>th</sup> July 2020, and Extra Part 2 Full Council meeting of 27<sup>th</sup> July and outcome of actions** – *Cllr Simpson proposed the minutes of 6<sup>th</sup> July 2020 as a true record, seconded by Cllr Gaines, 3 abstentions (Cllrs Winser, Hawkins and Hudson), rest in favour. Cllr Winser proposed the minutes of 27<sup>th</sup> July as a true record, seconded by Cllr Simpson, five abstentions (Cllrs Knight, Crane, Hudson, Chicken and Lewis) rest in favour.*
4. **Propose authorisation of cheque run payments (circulated along with copies of invoices) for July** – *Cllr Winser proposed the cheque run of £21,521.33, seconded by Cllr Knight, all in favour*
5. **To ratify the payment of grants as allocated by F&GP committee** – *Cllr Winser proposed the second round of grants totalling £6,450 seconded by Cllr Simpson, all in favour.*
6. **To award the Public Toilets Service Contract tender from 1<sup>st</sup> Sept 2020 – refer to private report (Clerk)** – *Cllr Gaines proposed the awarding of a 3-year contract to existing contractors, Healthmatic, at an annual cost of £9450 excluding VAT per annum, seconded by Cllr Crane,*
7. **Christmas arrangements – Consider recommendations from H&T** – These were to put up the Xmas lights as usual but not to have a switch-on event or any live entertainment. *Cllr Knight proposed agreement of the recommendations made at H&T, seconded by Cllr Simpson, all in favour.* Instead it was suggested social media could be used to live stream a countdown to switch on which could be pre-recorded.
8. **To consider ownership of committees by Clerk and Deputy Clerk** – *Cllr Simpson proposed continuity of minute taking per committee where possible, seconded by Cllr Winser, all in favour.*

## Confidential Part 2

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.

9. **To consider recommendations from R&A committee for the future management of the Triangle Field Complex-** *Cllr Simpson proposed accepting the decision from R&A pending one change from RPI to CPI and that terms are run past Peninsula or a solicitor, seconded by Cllr Gaines, one abstention (Cllr Knight), rest in favour.*
10. **To agree terms of employment for employee no.1 – refer to private report (RFO) –** *Cllr Gaines proposed moving hours from cleaning to maintenance and over the next 6 months we monitor the number of hours required for maintenance hours at every full council meeting, seconded by Cllr Simpson, all in favour. **Action:** Clerk to write to Employee no.1 to terminate cleaning contract from 1<sup>st</sup> Sept.*
11. **To consider arrangements for staff to resume working from the office – refer to private report (DC)**  
**Action:** Consider how we manage air flow/ventilation during the winter. An appointment only system was suggested when staff eventually return to the office. No complaints have been received about the office being closed. *Cllr Simpson proposed supporting staff in continuing to work from home or returning to the office when they are ready with the correct safety equipment installed to be Covid secure, seconded by Cllr Crane, all in favour.*

Meeting closed at 8pm

## REPORTS

**Public:** yes

**Report to:** Extra Full Council 4<sup>th</sup> August 2020

**Agenda Item No 8**

**Background** Cllr's have requested separately on occasions that, individual committees are supported by the same clerk at each meeting.

**Objective:** Continuity & Consistency beneficial for 2 reasons:

- i) for both the clerk of the committee and for members of the committee if the same person is clerk for each meeting of the committee.
- ii) carrying out the actions ensures the clerk can see results of actions through from beginning to end  
Job satisfaction for the clerk – builds good relationships with committee chairs and members of the committee.

**Reference to Action Plan** Process Management

**Options** To implement/not implement the change

**Available budget** N/A

**Health & Safety and Legal implications** N/A

**Consultation:** Cllr's have shown support of the change

**Other information**

Provided there is excellent communication between the clerk and other members of staff, there is no reason why all staff cannot keep in touch with the work of each committee – the clerk should provide feedback following each committee meeting. Other members of staff may be involved in carrying out some of the actions from the meeting

**Recommendation(s)**

To implement the change immediately

**Signed:** Cllr Helen Simpson