

# HUNGERFORD TOWN COUNCIL

The Mayor  
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**MINUTES** of the **F&GP Meeting** held on Tuesday 12<sup>th</sup> January 2021 at 7.00pm, remotely.

**Present:** Cllrs Winsler, Simpson, Knight, Chicken, Fyfe (joined meeting at 7.45pm)  
Also, RFO and Clerk

- FGP2021001 Apologies for absence** – Cllr Fyfe
- FGP2021002 Declarations of interest** – Cllr Knight – Member of CHAIN
- FGP2021003 Minutes** – *Cllr Simpson proposed the minutes of the F & GP meeting on 10<sup>th</sup> November 2020, and Part 2 Extra F&GP meeting of 26<sup>th</sup> November 2020 as a true record, seconded by Cllr Knight, all in favour.*
- FGP2021004 Receive an update on actions** – The RFO confirmed Cambridge Building Society offers 0.1%, Nationwide offer 0.3%. We receive 0.6% with Close Bros and similar with Newbury BS. Only £85K is protected. **Action:** *Cllr Simpson proposed £30K is moved from Barclays to Newbury Building Society, seconded by Cllr Knight, all in favour.* **Action:** RFO to allocate H2036 funds to cover clerk's hours.
- FGP2021005 Propose acceptance of bank reconciliation (circulated)** – *Cllr Winsler proposed the bank reconciliation of 31<sup>st</sup> Dec of £401,407.13, seconded by Cllr Simpson, all in favour.*
- FGP2021006 Receive Internal Audit Report** – **RFO talked through the audit.** **Action:** Cllrs Winsler and Simpson will print off payment run in future, sign and return it to the office. LCRS to be completed by 31/3/21. **Action:** RFO to obtain written record from WBC that upgraded lampposts have transferred to them and this will need to be approved at Full Council. **Action:** Minute at May FC that the notice to public to view accounts will go on the website at the required date. *Cllr Simpson proposed acknowledgement of the Internal Audit Report and responses given, and thanked RFO, seconded by Cllr Winsler, all in favour.*
- FGP2021007 Review Newbury Building Society no notice account** – as above
- FGP2021008 RFO to report on fixed term deposits** – nothing to report
- FGP2021009 Approval of fixed assets list (after removal/addition of items) (see report attached)** – **Action:** *Cllr Winsler proposed removing £5,132.70 from the asset list, seconded by Cllr Knight, all in favour.*
- FGP20210010 Consider utilisation of saving from reduced Leisure Centre contribution** – Centre could shut for a further 3 months. £3k already allocated to grants and £10.5K to contingency. £19k matched funding is needed for CIL Bid if successful. **Action:** *Cllr Winsler proposed any surplus funds on nominal code 4100 are placed in EMR and brought to Full Council to agree expenditure in accordance with action plan, seconded by Cllr Knight, all in favour.*
- FGP20210011 New signatories required for Barclays Bank and Newbury Building Society** – Cllrs were nominated. **Action:** RFO to set up.

**FGP20210012 Lampposts – Annual Inspection** – Consider WBC recommendation to replace a pole bracket in The Forge, cost approx. £600 using the existing lantern, or approx. £800 with a new lantern. Also consider similar for The Croft. **Action:** *Cllr Winser proposed delegated authority is given to the Clerk for up to £2,000 to arrange best option for LED lights, (funds to come from EMR), seconded by Cllr Simpson, all in favour.*

**FGP20210013 Consider allocation of further grants** - applications received from Kintbury Bowling Club and the Sue Ryder West Berkshire Palliative Care Hub in Newbury – *Cllr Winser proposed no grant for Kintbury Bowling Club (Hungerford has own facility), seconded by Cllr Simpson, all in favour.* **Action:** *Cllr Simpson proposed £150 is granted to Sue Ryder WB, seconded by Cllr Knight, all in favour.*

**FGP20210014 Consider grant to help during third lockdown** – **Action:** *Cllr Simpson proposed £1,000 is granted to CHAIN, seconded by Cllr Chicken, one abstention, rest in favour.* **Action:** *Email CHAIN to thank them for their help and publicise on social media.*

**FGP20210015 CIL bid** – Update on any application made – *Cllr Simpson proposed delegating authority to the Clerk to use the CIL Bid, if received, to pay for resurfacing of the Triangle Field car park, seconded by Cllr Knight, all in favour.*

**FGP20210016 Consider contractors quotes for acceptance** – **Action:** *Cllr Knight proposed acceptance of the Cricket Club quote of £2,075, seconded by Cllr Simpson, all in favour.* *Cllr Simpson proposed acceptance of the AD King quote of £4704, seconded by Cllr Winser, all in favour.* *It was noted the meadow area is being cut again.* *Cllr Simpson proposed acceptance of James & Co quote as detailed, seconded by Cllr Knight, all in favour.*

**FGP20210017 Bridge St War Memorial** – Update on acquiring freehold – A specialist solicitor has been instructed and an update is awaited.

**FGP20210018 Local Council Risk Review** – Consider risk schedules and update as required - *Cllr Winser proposed acceptance of the F&GP risk reports, 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.

**FGP20210019 Triangle Field Management; Progression report on new lease** – **Action:** The proposal received is to be discussed at the working party meeting on the 18<sup>th</sup> Jan and brought to R&A on 19<sup>th</sup> Jan. A new solicitor has been appointed and they are in receipt of relevant documents.

**FGP20210020 Theatre Club** - Update on renewal of planning permission and licence – **Action:** Cllr Knight to contact them for an update and Clerk to write if needed.

**FGP20210021 Receive staff TOIL hours** – Employee 1(2.25), 2 (0), 4(5.75), 12(3), 13(0.25)

**FGP20210022 Review worked hours for employee no. 1** – Spreadsheet was viewed.

**FGP20210023 Receive Clerk's H2036 hours for agreement** – 1 hour noted for 14/12.

**FGP20210024 Progress with 'financial annual procedure calendar' and written 'how to' guides** - RFO advised approx. 85% complete and located in procedures file on his drive. **Action:** RFO to complete and print off paper copy for office file.

**FGP20210025 Staff training** – **Action:** Clerk is arranging H&S training. Dates awaited from BALC for new Cllr training.

**FGP20210026 Outstanding debtors** – *Cllr Winser proposed writing off a bad debt of £69.80, seconded by Cllr Simpson, all in favour.*

**Meeting closed 8.43pm**

## Hungerford Town Council

### Finance & General Purposes Meeting 12<sup>th</sup> January 2021

Agenda Item No: 4 E

#### Approval of Removal of Fixed assets from register

#### Background

It has been brought to our attention the items removed from the Asset Register need member approval. It was agreed by Council that Christmas lights over 5 years old would be removed from the register. The Streetlights have since upgrade moved over to West Berkshire Council to own and maintain.

**The below items need removal for reasons stated.**

Assets	Amount	Reason
MK Stringlites Purchased 20/11/13	£659	Over 5 years Old
MK Stringlites Purchased 30/11/2013	£1416.85	Over 5 years Old
MK Stringlites Purchased 11/11/14	£517	Over 5 years Old
MK Stringlites Purchased 20/11/14	£295.60	Over 5 years Old
MK Stringlites Purchased 30/10/13	£554.25	Over 5 years Old
Lappset Wet pout Under Swing Frame - Bulpit Lane (Oct 2007)	£924	Replaced
Lith Fitting Nbr 6 Coldharbour Ln (Now Adopted WBC) See below	£748	Adopted by WBC
7 x Streetlights Adopted Coldharbour Ln (Now Adopted WBC)	£7	Adopted by WBC
4 x Streetlights Adopted Tarrant Hill	£4	Adopted by WBC
7 x Streetlights Adopted Parkway	£7	Adopted by WBC
Total	£5,132.70	

#### Financial and Legal implications

None other needing approval.

#### Recommendation(s)

That members agree to the removal of the above assets from our register.

**Signed:** Jeff Ford – Responsible Financial Officer 8<sup>th</sup> January 2021