

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **F&GP Meeting** held on Wednesday 5th May 2021 at 7.00pm, remotely.

Present: Cllrs Winser, Simpson, Chicken and Fyfe
Also, Clerk, RFO(s) and Deputy Clerk

FGP20210047 Apologies for absence – Cllr Jon Shatford

FGP20210048 Declarations of interest – Cllr Simpson (Member of Hungerford & Camburn Educational Foundation)

FGP20210049 Minutes - To approve and sign the minutes of the F & GP meeting on 9th March 2021

Proposed: Cllr Winser

Seconded: Cllr Simpson

Resolution: Accept the minutes of 9th March as a true record

FGP20210050 Receive an update on actions – Actions are complete apart from the adding of Cllr Chicken as a signatory, which is in progress.

ACTION: Clerk to circulate planning guide

FGP20210051 Propose acceptance of bank reconciliation (circulated)

Proposed: Cllr Winser

Seconded: Cllr Simpson

Resolution: Accept bank reconciliation of 30th April, for £342,430.41

FGP20210052 Consider purchase of a mobile phone for use by Clerk and office (cost approx.£200 annually)

All office staff have been using their mobile phones for work since the beginning of lockdown as they have unlimited calls. The Clerk raised a concern that it is difficult for staff to have a holiday when calls come through to their personal numbers. After discussion:

Proposed: Cllr Winser

Seconded: Cllr Simpson

ACTION: **Resolution:** Clerk to purchase sim only phone with use to be reviewed in 12 months' time. Annual budget £150.

FGP20210053 Consider allocation of grants (refer to circulated report) – (This item was taken first whilst the Deputy Clerk was present). Each application was considered individually, and the attached spreadsheet details the grants agreed.

Proposed: Cllr Winser

Seconded: Cllr Simpson

Resolution: Recommend to full council payment of grants totalling £14,050 (**Note since this meeting, delegated authority is in place for this payment**)

Proposed: Cllr Winsor

Seconded: Cllr Chicken

Resolution: Grant £1,000 to Hungerford & Camburn Educational Foundation

Proposed: Cllr Simpson

Seconded: Cllr Fyfe

Resolution: Grant £4,800 to Hungerford Youth & Community Centre

ACTION: Arrange payments of all the grants detailed on the spreadsheet.

FGP20210054 Recommend to Full Council replacement of 11 streetlights (refer to circulated report below) – HTC owned 105 streetlights initially, but this has now reduced to 79.

Proposed: Cllr Simpson

Seconded: Cllr Fyfe

ACTION: **Resolution:** To spend £12, 626 on upgrading 11 streetlights to LED, to be adopted by WBC.

Proposed: Cllr Winsor

Seconded: Cllr Simpson

ACTION: **Resolution:** Investigate how many more streetlights we can upgrade for adoption, within our current budget.

FGP20210055 Bridge St War Memorial – Update on acquiring freehold – Clerk advised we are waiting to hear from the solicitor. It was noted £2,000 has been set aside for legal fees.

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.

FGP20210056 Triangle Field Management – Progression report on new lease – The working party are meeting to discuss on 14th May. The RFO has received a bank statement from the TFMC showing transfer of funds.

FGP20210057 Leisure Strategy – Receive report from Cllr Simpson and Knight’s meeting with JOG School – The topic of discussion was improvement of the town’s sports facilities. Cllr Simpson and Knight are fact-finding and will bring ideas to a future Full Council.

FGP20210058 Receive staff TOIL hours - Refer to submitted report.

FGP20210059 Staff Line Management Protocol; Agree Town Clerk Line Management reporting structure

Proposed: Cllr Winsor

Seconded: Cllr Chicken

ACTION: **Resolution:** Update standing orders to delegate authority to the Mayor, Deputy and one other member of the staff committee, to undertake the Clerk’s annual appraisal.

FGP20210060 To consider best way to advise councillors of staff holidays –

Proposed: Cllr Winser

Seconded: Cllr Simpson

ACTION: **Resolution:** Email staff committee to advise when the Clerk is going on holiday.

FGP20210061 Receive Clerk's H2036 hours for agreement – 5.5 hours to date. Future hours to be noted by F&GP and approved by Cllr Downe.

FGP20210062 Progress with induction plan for RFO – Two visits to the office are planned to assist with the handover. The new RFO is going live with the accounts programme from 13th May.

Meeting closed 8.49pm

Streetlight Upgrade and Transfer to West Berkshire Council – Parsonage Lane & Croft Field

Background

Replacement lights

The Council originally owned 105 streetlights around the town. When West Berkshire Council (WBC) upgraded the lights 4 years ago these lights were excluded from that process.

HTC have agreed to begin the process of upgrading these lights over a period and WBC have agreed to adopt them upon completion.

So far 26 lights in Park Way, Coldharbour Road Tarrant Hill & Atherton Road have been upgraded and adopted by West Berkshire Council.

This leaves 79 remaining HTC responsibility.

The Council has been putting funds aside to funds to cover these upgrades in the annual budgets.

Proposed upgrade and Adoption by West Berkshire Council

At our request West Berkshire Council has come forward with a plan to upgrade 11 streetlights (7 columns & 4 Brackets) in Parsonage Lane & Croft Field. The cost of this upgrade and adoption is £12,626.

We have in Earmarked Reserves / CIL funds £21,251 available for this project.

Financial and Legal implications

None

Recommendation(s)

That Council approves the upgrade of these 11 lights in Parsonage Lane & Croft Field using the CIL / Earmark reserves budget. Total cost £12,626 and further requests West Berkshire Council to pin point further upgrades within the Council's remaining budget.

Jeff Ford – Responsible Financial Officer

28th April 2021