

# HUNGERFORD TOWN COUNCIL

The Mayor  
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**MINUTES** of the **F&GP Meeting** held on Tuesday 15<sup>th</sup> September 2020 at 7.00pm, remotely.

**Present:** Cllrs Winser, Simpson, Knight, Chicken, Fyfe  
Also, RFO and Clerk

1. **Apologies for absence** – None
2. **Declarations of interest** – None
3. **Minutes - To approve and sign the minutes of the F & GP meeting on 14th July 2020** – *Cllr Winser proposed the minutes as a true record subject to amendment to item 4a to read £404,479.19 seconded by Cllr Simpson, two abstentions, rest in favour.*  
**Receive an update on actions** – The Clerk confirmed the IT offsite backup is in place. **Action:** Clerk yet to review the Leisure Centre agreement. **Action:** Clerk to check the Croft Field advertising sign is up on the canal gate.
4. **Finance:** -
  - a) **Propose acceptance of bank reconciliation** – *Cllr Winser proposed the bank reconciliation of £379,340.93, seconded by Cllr Simpson, 3 abstentions, rest in favour.*
  - b) **Consider membership of Community Buildings Advice Service** – The Clerk advised that she felt this was not necessary at present.
  - c) **Note 2.75% general pay rise** – The RFO explained all members of staff are linked to national pay grades and will benefit from this pay rise which will be backdated to take effect from 1<sup>st</sup> April. Also, every member of staff with less than 5 years' service will benefit from an extra day of holiday, pro-rated for part time staff. This was noted by the committee and that it will be slightly over the 2% budget.
5. **Website accessibility improvement plans – Update on Options 1 and 4 following report to Full Council** – An updated report was submitted including further details on options 1 and 4. Both are possible solutions and pricing is similar. **Action:** *Cllr Winser proposed the Clerk is given authority to proceed with either quotation subject to obtaining independent references for both companies, finding out how many councils use their product and discussing with staff, seconded by Cllr Knight, all in favour.* It was noted that there is £2,000 in the IT ear-marked reserves budget and this should be used prior to using any contingency budget.
6. **Community Centre**
  - a) **Agree renewal of Tennis Courts lease** – Terms have been received from West Berks Council for renewal of the lease on a subject to contract and without prejudice basis for a 3-year term. This will be contracted outside of the Landlord & tenant act 1954 part 2 granted on the same terms as the existing lease, subject to updating and at a peppercorn rent. The landlord's options to terminate the lease, as provided for in the current lease, are to be included in the new lease.

The tennis courts are well used by the youth club and the Community Centre has spent money refurbishing them. *Cllr Chicken proposed renewal of the lease on the above terms, seconded by Cllr Simpson, all in favour.*

- b) **Update on access to building-** The Clerk advised that whereas the renewal of the lease for the Community Centre has been agreed it is yet to be finalised awaiting a deed of variation to allow access to the building. This has become necessary since the building is now on a 99-year lease from West Berks Council to the Academy Trust but the access road is still owned by West Berks Council. The Clerk is in direct contact with West Berks Council and the Trust over this issue.

## 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.

#### 7. Triangle Field Management –

- a) **Progression report on new lease** – Heads of Terms have been sent to the Rugby Club for their approval as per solicitor’s advice.
- b) **Theatre Club lease expiry date** – **Action:** *Cllr Simpson proposed the Clerk writes to the Theatre Company informing them that their planning permission has expired and asking for them to advise us by the end of the month of their intentions to renew in order that a new licence can be offered, seconded by Cllr Winser, all in favour.*
- c) **Triangle Field Management Committee rent reduction for July, August and September** – HRFC had a three months’ rent holiday which was agreed during early stages of lockdown. The Clerk has written to the committee advising any further rent reduction needs to come through HTC for approval. A response to the Clerk’s letter addressing various issues is expected after their next meeting being held on 24<sup>th</sup> Sept.
- d) **Rugby Club backdated RPI rent increase for April 2019 & April 2020** – The RFO has calculated this and advised the committee of the amount due.

#### 8. Staff issues: -

- a) **Receive staff TOIL hours** – Employees no. 2 (nil), no. 4 (0.25), no. 12 (11), no. 13 (nil) *Cllr Winser proposed employee no.12 be given a further opportunity to take TOIL up to the end of October, seconded by Cllr Simpson, all in favour.*
- b) **Review worked hours for employee no. 1 and agree contract and job spec** – It was noted any hours not worked will be deducted for the period up to the end of August. A job spec has been issued and a new contract is under review with Peninsula, our Employment Law contractor. *Cllr Winser proposed employee no.1’s new contract consists of 16 hours a week for maintenance work, with effect from 1<sup>st</sup> September, seconded by Cllr Knight, all in favour.*
- c) **Receive Clerk’s H2036 hours for agreement** – **Action:** Clerk’s hours of 3.25 to be approved by Cllr Downe as co-chair of H2036.
- d) **Staff Appraisal progress** – The Clerk has conducted appraisals for employees no. 4, 12 and 13. **Action:** Appraisals to be written up and carried out for employees no.2 and 1.
- e) **Staff training** – Congratulations were expressed to employee no.12 who has passed part 1 of ILCA and committee would support completion of parts 2 and 3. Employee no.2 has attended a rebuilding communities’ on-line seminar. Aspirations for further training will be included in the appraisal notes.

**The meeting closed at 8.41pm**