

HUNGERFORD TOWN COUNCIL

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MINUTES of the **F&GP Meeting** held on Wednesday 12th October 2022 at 7.00pm in The Library, Hungerford.

Present: Cllrs Winsler, Knight, Simpson, Fyfe and Schlanker. Also, Clerk, RFO and representative from Heritage working party.

FGP20220069 **Apologies for absence** – None

FGP20220070 **Declarations of interest** – Cllr Knight (Hungerford Library/Hub), Cllr Simpson (Tuesday Club), Cllr Fyfe (Town & Manor)

FGP20220071 **Minutes - To approve and sign the minutes of the F & GP meeting on 13th July 2022**

Proposed: Cllr Winsler

Seconded: Cllr Simpson

Resolution: Minutes were agreed as a true record.

FGP20220072 **Receive an update on actions** – All actions are complete.

FGP20220073 **Receive report from RFO on Water Utilities expenses and propose action – refer to report**

ACTION: It was agreed the RFO would raise a formal complaint with Castle Water. If this is not resolved it will go to the ombudsman and Castle Water could be fined.

It was agreed not to put extra money aside for the bills not received. This will be considered in next year's budget.

FGP20220074 **Propose acceptance of amended documents to comply with Local Council Quality Award (Grievance Policy, Complaints Policy, Disciplinary Policy, TORS/Delegation and new model Standing Orders.**

Proposed: Cllr Winsler

Seconded: Cllr Simpson

Resolution: Adopt the draft grievance policy.

ACTION: Clerk to produce a summary of the actions in the policy for the Mayor.

Proposed: Cllr Schlanker

Seconded: Cllr Knight

Resolution: Adopt the draft complaints procedure.

It was noted any Code of Conduct complaint must go to the monitoring officer.

Proposed: Cllr Simpson

Seconded: Cllr Schlanker

Resolution: Adopt the draft disciplinary procedure.

Proposed: Cllr Schlanker

Seconded: Cllr Fyfe

Resolution: Adopt the Terms of Reference with the following amendments;

- Membership of all committees (except F&GP) should read: -
Consists of co-opted town councillors and by agreement co-opted members of public.
- The last line of the F&GP draft TORs should be moved to the top as it details the membership.

It was agreed the maximum number in each committee may require future thought.

Proposed: Cllr Simpson

Seconded: Cllr Winser

Resolution: Adopt new model Standing Orders as drafted with the following amendments:

Page 5 – speeches by a councillor shall not exceed 3 minutes without the consent of the chair.

Page 15 – the proper officer needs to be given written notice of a motion by midday at least 3 clear days before a meeting.

Page 18 – the decision to grant a dispensation shall be made by the Proper officer and the Chair of the committee.

FGP20220075 Propose appointment of working party to raise funding for skate park project and receive update on funding progress to date – see report attached.

We await the outcome of the CIL bid which if successful would achieve our funding target.

The RFO advised VAT is not an issue. HTC do not charge for the use of the skate park so can claim back the VAT for this project.

FGP20220076 Propose acceptance of bank reconciliation

Proposed: Cllr Winser

Seconded: Cllr Simpson

Resolution: Agree bank reconciliation totalling £644,294.78.

FGP20220077 Receive feedback on the Internal Control document

Proposed: Cllr Simpson

Seconded: Cllr Winser

Resolution: Delegate to F&GP members to review a few items of the internal control document at each F&GP meeting. RFO to select items for each agenda.

FGP20220078 Heritage Project – Consider options for Heritage Trail through improvement and promotion of Visit Hungerford website (taken after FGP20220071)

Factors discussed and to be considered further include; training required (likely word press), website accessibility, hosting (if not through web developer). detail on the content management tool (ability to update content) and the wireframes/site structure. The importance of future proofing the site, and the need for a 3- or 5-year plan was highlighted. We may need to employ someone to help with updates and promotion.

Proposed: Cllr Winser

Seconded: Cllr Simpson

Resolution: Agree the concept, as set out in the report, to develop and promote the Visit Hungerford website. HTC's financial contribution of £3,138 was agreed and the Chamber will commit to £1,000.

ACTION: Add to budget an on-going cost for next year. Consider how many hours a month for on-going maintenance/updates is required.

ACTION; Set up a good exchange application.

FGP20220079 Consider further grant applications – refer to report.

It was noted, grants that are eligible to be paid with CIL money this year will be, to help support the grant budget.

Proposed: Cllr Simpson

Seconded: Cllr Winser

Resolution: Grant £850 from CIL to Hungerford Hub towards the cost of their new Air Source Heat Pump. The remaining £850 will come out of the £9,000 grant already allocated to them for this financial year.

Proposed: Cllr Simpson

Seconded: Cllr Winser

Resolution: No grant was agreed to Links to Thrive. Office to invite them to apply in May.

Proposed: Cllr Schlanker

Seconded: Cllr Knight

Resolution: Grant £100 to Parenting Special Children.

Proposed: Cllr Simpson

Seconded: Cllr Winser

Resolution: Grant £500 to Community of Hungerford Theatre Group.

Proposed: Cllr Simpson

Seconded: Cllr Knight

Resolution: Grant £1,000 to Constables Fund.

One objection (Cllr Schlanker). One abstention (Cllr Fyfe). Vote carried.

Proposed: Cllr Simpson

Seconded: Cllr Schlanker

Resolution: Grant £100 to Newbury News Over 80s parcel fund.

Proposed: Cllr Winser

Seconded: Cllr Knight

Resolution: Grant an additional £360 to the Youth & Community Centre for this year providing support from other avenues is sought for future.

Proposed: Cllr Simpson

Seconded: Cllr Knight

Resolution: Earmark £1,000 for the chamber of commerce for the Victorian Extravaganza.

FGP20220080 Budget Review 2023-24

ACTION: RFO to issue draft budgets for each committee's consideration during their November meetings. RFO to attend the extra F&GP meeting on 1st Dec.
Cllr Fyfe left the meeting.

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.

FGP20220081 Note Staff toil and holidays – TOIL was noted: Employee: 1 (16 hrs), 2 (0), 13 (0 hr), 14 (12.5 hrs), 15 (1 hrs). Holiday yet to take was also noted.

Proposed: Cllr Winser

Seconded: Cllr Simpson

ACTION: **Resolution:** Pay employees 2 and 15 for their Finance Summit training day and deduct from TOIL.

ACTION: RFO to forward timesheets noting reasons for TOIL to Cllr Winser.

ACTION: Ensure committee are advised of staff holidays and staff are encouraged to take holiday due.

FGP20220082 Update on debtors – An update was received.

ACTION: RFO to send an official letter chasing one outstanding debt. Interest to be charged for further delay.

FGP20220083 H2036 Hours for agreement – 1.5 hours

Proposed: Cllr Winser

Seconded: Cllr Simpson

Resolution: Pay Clerk for hours due.

FGP20220084 Croft Field Improvement Project – Deferred to R&A.

FGP20220085 Consider additional role for employee no.1 and recharge of costs.

Proposed: Cllr Winser

Seconded: Cllr Knight

Resolution: As agreed at Staff sub-committee Employee 1 to incorporate Hub working hours into his timesheet and HTC office will recharge any materials and vat along with his hourly rate to the Hub. A new contract will be set up from 1st April 2023 for 20 hours.

FGP20220086 Appraisals and 6-month review.

Six-month review is complete.

ACTION: Clerk to book dates for appraisals.

Meeting closed 9.15pm

FGP20220075 Skate Park funding

Hungerford Town Council

Public Report to: F&GP 12th October 2022

Agenda Item No FGP20220075: Receive update on funding progress to date

Background Full Council appointed Maverick Industries Ltd in August 2022, as contractor to design and build a new skate park for Hungerford. The working party have visited various skate parks and have met on Zoom with the director of Maverick. A meeting to view a third design (concept C – also priced at £250K) took place earlier this week, and a further online public consultation will take place. It was previously agreed that fundraising would take place based on the price of concept B, to raise a sum of £250,000.

Objective Raise a minimum of £250,000 in funding.

Funding Total allocated so far for the project is £146,078.56

The Good Exchange application is up and running and Greenham Trust have committed to £50,000 of matched funding. Englefield have donated £3,000 which has been match funded from the Greenham Trust £50K pot. This gives a balance of £97,921.44 left reducing to **£50,921.55** using the remaining matched funding.

WBC CIL bid (between £10k-£100K) I am in the process of submitting a bid for around £50k. DC Cole is very supportive of an application to this bid. This would reach our target.

Other options

Other funding streams include:

WBC Parish Plan Grant – This is a smaller pot of £5k.

National Lottery Community Fund – We should be eligible to apply for this particularly as we have over 50% of the funds. The application process is long, and a CIL bid would be preferable.

Town & Manor – I have written to the Constable to ask if they can consider supporting our application.

Sovereign – I have written to Sovereign. They do not have any funds at present. If we are interested, we could use their crowd funding link.

Our contact at The Good Exchange is writing on our behalf to various other funders including Syder Foundation, Fields in Trust, Peter Harrison.

Signed: Town Clerk 27/9/22