

HUNGERFORD TOWN COUNCIL

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MINUTES of the **F&GP Meeting** held on Wednesday 16th March 2022 at 7.00pm in The Library, Hungerford.
Present: Cllrs Winsor, Shatford, Knight, Simpson and Fyfe. Also, Clerk and RFO

FGP20220015 **Apologies for absence** – None

FGP20220016 **Declarations of interest** – Cllr Knight (library trustee)

FGP20220017 **Minutes - To approve and sign the minutes of the F & GP meeting on 12th January 2022**

Proposed: Cllr Winsor

Seconded: Cllr Knight

Resolution: Minutes were agreed as a true record.

FGP20220018 **Receive an update on actions** – Welcome packs are being organised.

FGP20220019 **Propose acceptance of bank reconciliation** –

Proposed: Cllr Winsor

Seconded: Cllr Knight

Resolution: Agree bank reconciliation totalling £518,382.41

FGP20220020 **Consider transfer of outstanding budget balances to ear marked reserves**

(i) NC: 4130 H2036 (current balance £3044)

Proposed: Cllr Winsor

Seconded: Cllr Simpson

Resolution: Agree to transfer outstanding budget balance to ear marked reserves

(ii) NC: 4381 Tourism Budget (current balance £1358)

Proposed: Cllr Shatford

Seconded: Cllr Knight

Resolution: Agree to transfer outstanding budget balance to ear marked reserves

(iii) NC: 4356 Hanging baskets (current balance £1353)

Proposed: Cllr Knight

Seconded: Cllr Simpson

Resolution: Agree to transfer outstanding budget balance to ear marked reserves

ACTION: RFO to transfer budget balances

FGP20220021 **Propose allocation of remaining library grant money £3308 to The Good Exchange**

Proposed: Cllr Winsor

Seconded: Cllr Simpson

ACTION: **Resolution:** RFO to allocate library grant £3308 to the Good Exchange

FGP20220022 **Propose annual testing of water for Legionella at various locations cost £156**

Proposed: Cllr Winsor

Seconded: Cllr Simpson

Resolution: Agree expenditure of £156 for testing of water. Agree Employee No. 1 carries out future Legionella checking of Public toilets, Church St.

ACTION: Instruct contractor and Employee no.1

- FGP20220023 GDPR – Propose adoption of Handling of subject access request policy -refer to draft**
Proposed: Cllr Shatford
Seconded: Cllr Fyfe
Resolution: Agree adoption of subject access request policy
- FGP20220024 Bridge St War memorial – Schedule Charity meeting – refer to report**
Proposed: Cllr Simpson
Seconded: Cllr Knight
ACTION: **Resolution:** Schedule a meeting of the charity at 6.30pm on 4th April in the Library, to discuss Bridge St War memorial, as recommended by our solicitor.
- FGP20220025 Consider change to Financial Regulations (contract limit currently £3000, consider increase)**
Proposed: Cllr Fyfe
Seconded: Cllr Winser
Resolution: Recommend to Full Council change to financial regulations to raise £3000 limit for obtaining of alternative quotes to £5,000.
ACTION: Add to Full Council agenda

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.

- FGP20220026 Triangle Field Lease - Receive update from the working party – Amended lease has gone to the Third party and Council is not open to any further changes. Remind third party.**
ACTION: Cllr Knight to amend alternative option to lease.
ACTION: Add to Full Council Part 2
- FGP20220027 Note Staff toil and holidays – Employee No.1 – 8.25, No.2 – 3, No.12 -4.5, No.13 – 3.5, No.14 – 4.25hrs. Employee No. 2 to carry forward 4 days and No.14, 5 days.**
Proposed: Cllr Simpson
Seconded: Cllr Fyfe
ACTION: **Resolution:** Pay all staff for the 3 hours first aid training carried out on 28th Feb.
- FGP20220028 Propose salary grade increments for staff from 1st April 2022 – refer to report**
Proposed: Cllr Winser
Seconded: Cllr Fyfe
ACTION: **Resolution:** One increment is awarded for staff not already at maximum grade.
- FGP20220029 Propose pay rises backdating from 1st April 2021 to 2022 - refer to report**
Proposed: Cllr Knight
Seconded: Cllr Simpson
ACTION: **Resolution:** Backdated pay rise to be paid in line with NJC agreed figures.
- FGP20220030 Agree Clerks H2036 hours for payment**
Proposed: Cllr Winser
Seconded: Cllr Shatford
ACTION: **Resolution:** Clerk to be paid 6 hours.
- FGP20220031 Review cleaning contract (Croft Field) – End of 3-month trial**
Proposed: Cllr Shatford
Seconded: Cllr Simpson
ACTION: **Resolution:** Proceed with annual contract with Bloom.

FGP20220032 Request for first aid training to be paid every 3 years

Proposed: Cllr Winser

Seconded: Cllr Simpson

Resolution: Agree to pay staff for first aid training every 3 years.

FGP20220033 Working from home policy – refer to amended Peninsula draft

Proposed: Cllr Winser

Seconded: Cllr Shatford

Resolution: Agree adoption of home-working policy.

ACTION: Issue policy to all staff.

FGP20220034 Consider an HTC Covid policy – Refer to Peninsula’s Living with Covid 19 in the workspace.

It was suggested all staff should test before coming in the office and HTC should pay for and provide LFTs in the future.

ACTION: Clerk to tweak draft policy and add to Full Council agenda for consideration.

ACTION: Clerk to find out if Councils can buy tests in bulk as it is not permitted to have remote meetings.

FGP20220035 Update on debtors – A long standing debt has been paid and two recent debts are being chased.

FGP20220036 Swimming Pool House update – Tenants are happy with the improvements made. A meeting is scheduled with the past letting agent.

FGP20220037 Note completion of appraisals – The Clerk’s appraisal is scheduled for 21st March. All other staff appraisals have been completed.

FGP20220038 Recruitment and Induction planning and Returning to office working – Clerk is preparing an induction plan for a new deputy and scheduling interviews. Instruction guides are being prepared ahead of a handover. It was agreed the Clerk would be paid for overtime required due to increased workload with loss of a member of staff and whilst training the new member of staff.

Meeting closed 8.20pm