

HUNGERFORD TOWN COUNCIL

The Mayor
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DRAFT MINUTES of the **Annual Full Council Meeting** held on Tuesday 3rd May 2022 at 7.00pm in the Library, Hungerford

Present: Cllrs Simpson, Winser, Chicken, Fyfe, Alford, Shatford, Knight, Hudson, Carlson, Yakar-Wells and Keates, Greenwell

Also: West Berkshire Council (WBC) District Cllrs James Cole (JC) and Claire Rowles (CR)

Representatives from Penny Post, Newbury News, and three members of public

In attendance: Claire Barnes (Town Clerk), Sharon Prance (RFO)

Police Report: The police were not in attendance but had provided a report which was read out. Their shifts are reverting back to pre-covid set up and soon they will all be based back in Newbury. The Mayor stressed the importance of reporting incidences direct to the Police rather than just airing them on social media which the Police do not check. **See attached.**

FC20220094 Propose election of: -

Proposed: Cllr Winser

Seconded: Cllr Yakar-Wells

Resolution: Election of Cllr Simpson as Mayor.

Cllr Simpson announced this will be her fifth and final year as Mayor.

Proposed: Cllr Winser

Seconded: Cllr Alford

Resolution: Election of Cllr Shatford as Deputy Mayor.

Proposed: Cllr Simpson

Seconded: Cllr Shatford

Resolution: Election of Cllr Winser as Chair of Finance & General Purposes.

Proposed: Cllr Chicken

Seconded: Cllr Keates

Resolution: Cllr Knight as Deputy Chair of Finance & General Purposes.

Signing of acceptance of declaration of office took place

FC20220095 Note apologies for absence – Cllrs Lewis, Schlanker and Downe.

Also, District Cllr Dennis Benneyworth

FC20220096 Declarations of interest and signing of any dispensations – Cllr Shatford (Hungerford Primary School). Cllr Yakar-Wells (Commoner Town & Manor)

FC20220097 Approval of Minutes of the meeting of the Full Council of 4th April 2022, and outcome of actions

Proposed: Cllr Simpson

Seconded: Cllr Winser

Resolution: To approve minutes of 4th April 2022 as a true record. 2 abstentions

Outcome of actions: A letter has been sent to our MP about the rail service and an update has been received from the Bedwyn Train Passenger Group. Some improvements have been achieved but full restoration of our direct link to Paddington is what is required. Loss of it also impacts on transport to sixth forms in Newbury. All other actions from the previous meeting have been completed.

FC20220098 Receive Mayor's Report for past month – See attached

FC20220099 Receive District Councillor's Reports – DC Rowles reported that next week will see the appointment of the chair of West Berks Council and Hilary Cole is stepping down from executive and being replaced by Tom Marino. Paul Hendry and DC Benneyworth are progressing a member's bid for wildflower matting. There is a Women in Politics event taking place on 1st June at 7pm to encourage ladies to sign up. Cllr Simpson will reply to Amanda Povey about it.

ACTION: A date is awaited for Jon Winstanley to personally inspect the recent shoddy footway works at Clark's gardens etc, along with the contractors. Cllr Fyfe and District Cllrs will also attend. Cllr Simpson recently observed poor remedial works consisting of a tar remover and a wet cloth.

FC202200100 Hungerford 2036 – The team are due to meet on 12th May after which an update will follow. Cllr Fyfe volunteered to join H2036.

FC202200101 Receive any Committee reports (no more than 3 minutes per report) – Cllr Winsor reported at the end of month one the income and expenditure report shows a positive variance of £178, 012 due to phasing issues with receipt of the Precept.

FC202200102 Propose authorisation of payment run (circulated along with copies of invoices for April)
Proposed: Cllr Winsor
Seconded: Cllr Knight
Resolution: Agree payment run for April totalling £24,774.30

FC202200103 Propose 31st March 2022 Final Budget/Actual Accounts – refer to circulated Income/Expenditure Report.
Proposed: Cllr Simpson
Seconded: Cllr Winsor
Resolution: Agreement of the final accounts. It was noted there is a positive variance which is carried forward to next year's budget.

FC202200104 Note the change in total assets at 31st March 2022 to £857,735.05 – The new total of £857,735.05 was noted which is an increase of £14,146.08 on last year.

FC202200105 To note as required by our audit that; the dates for the period of the exercise of public rights are Monday 13th June to Friday 22nd July and the publication date of the notice on the town council's website and on the noticeboard will be Friday 10th June - Noted

FC202200106 Review the Annual Internal Audit Report 2021-2022 and propose acceptance
The raised items have been dealt with. The asset list has been amended and resent to the auditor. Statements from Newbury Building Society and Nationwide have now been received for the end of the financial year. Thanks to the RFO and team for a good audit.
Proposed: Cllr Simpson
Seconded: Cllr Shatford
Resolution: Acceptance of Annual Internal Audit Report 2021-22

FC202200107 To Approve Section 1 of Annual Governance Statement 2021-2022 and propose approval
Proposed: Cllr Knight
Seconded: Cllr Winsor

Resolution: Approval of Section 1 of the Annual Governance Statement 2021-22.

FC202200108 To Approve Section 2 Accounting Statements 2021-2022 and propose approval

Proposed: Cllr Winser

Seconded: Cllr Shatford

Resolution: Approval of Section 2 Accounting statements 2021-22.

FC202200109 Approval of the use of BACS and CHAPS for payments

Proposed: Cllr Simpson

Seconded: Cllr Keates

Resolution: Approval of the use of BACS and CHAPS.

FC202200110 Approval of the use of variable direct debit for payment of utility supplies

Proposed: Cllr Simpson

Seconded: Cllr Shatford

Resolution: Approval of use of variable DDM for utility supplies.

Annual business of the council (as per standing orders)

FC202200111 Propose the Council meets the conditions to exercise the General Power of Competence

Proposed: Cllr Simpson

Seconded: Cllr Knight

Resolution: Agree Council meets conditions of GPOC.

FC202200112 Propose agreement of standing orders which includes council's complaints procedure

(refer to website)

Proposed: Cllr Shatford

Seconded: Cllr Alford

Resolution: Propose agreement of standing orders with amendment to the Public Contract figures.

FC202200113 Propose agreement of financial regulations (refer to website)

Proposed: Cllr Winser

Seconded: Cllr Shatford

Resolution: Agree financial regulations.

FC202200114 Propose agreement of Code of Conduct (refer to website)

Proposed: Cllr Winser

Seconded: Cllr Shatford

Resolution: Defer to consider new model.

FC202200115 Propose agreement of Co-option Policy (refer to website)

Proposed: Cllr Simpson

Seconded: Cllr Knight

Resolution: Agree co-option policy.

FC202200116 Propose agreement of HTC's policy for dealing with social media (refer to website)

Proposed: Cllr Simpson

Seconded: Cllr Greenwell

Resolution: Agree HTC's policy for dealing with social media.

FC202200117 Propose agreement of inventory of land and assets including buildings and office equipment (refer to website)

Proposed: Cllr Shatford

Seconded: Cllr Winser

Resolution: Agree inventory of land and assets.

FC202200118 Propose agreement of HTC or staff subscriptions to other bodies; NALC etc.

(circulated)

Proposed: Cllr Knight

Seconded: Cllr Simpson

Resolution: Agree list of staff/HTC subscriptions to other bodies with the amendment to include the Great West Way.

FC202200119 Propose agreement of Terms of Reference (refer to website)

Proposed: Cllr Simpson

Seconded: Cllr Keates

Resolution: Agree Terms of Reference

FC202200120 Propose appointment of members to existing committees and external bodies

(circulated)

Proposed: Cllr Simpson

Seconded: Cllr Winsor

Resolution: Agree appointment of members to existing committees and external bodies subject to, the circulated document being amended as discussed and receipt of confirmation from councillors that are not present at this meeting.

FC202200121 Confirm arrangements for insurance cover in respect of all insured risks and Jubilee

Proposed: Cllr Simpson

Seconded: Cllr Alford

Resolution: Delegate decision to F&GP committee for a maximum budget of £10,000.

FC202200122 Determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council – (Refer to circulated report)

Proposed: Cllr Fyfe

Seconded: Cllr Keates

Resolution: Agree ordinary meetings, and next annual meeting of the council will take place in the library at 7pm. Location has good acoustics. One abstention.

FC202200123 Propose agreement of council's policies, procedures and practices in respect of its obligations under freedom of information and general data protection regulations

(refer to website for data protection policy, privacy statement and publication policy).

Proposed: Cllr Simpson

Seconded: Cllr Shatford

Resolution: Agree council's policies as detailed above

FC202200124 Health & Safety – To note any complaints or concerns, including Impact of Coronavirus – Discussed in part 2 (no proposals or actions to minute)

FC202200125 Any other Reports (3 minutes each) not to include any proposals – Cllr Keates reported an update on the Jubilee preparations. This week will see the finalising of the entertainment acts. The next working party meeting will be chaired by Neale Marney. The Mayor of Ligueil will be invited and a special guest is expected. A commemorative shield and Jubilee bench have been ordered. Publicity has started and banners are up. The next Jubilee meeting will take place on 5th May, 7.30pm in the Club.

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.

FC202200126 Triangle Field Management Agreement – It was noted that the signed lease has now been received from the Rugby Club for their lease of the sports pavilion and pitches.

FC202200127 Skate Park – Agree final details and issuing of tender

Proposed: Cllr Simpson

Seconded: Cllr Winser

ACTION: Resolution: Agree draft tender document. Clerk to proceed with tender invites.

FC202200128 Production of Annual Report – This is required if Council is to qualify for a Local Council Award.

Proposed: Cllr Simpson

Seconded: Cllr Fyfe

Resolution: HTC will produce an Annual Report every Sept including a report of last year and some future aspirations. This could be circulated as a supplement in CHAIN or digitally.

ACTION: Cllrs Knight and Simpson will work with the Clerk to produce this year's report.

FC202200129 Consider quotations and propose appointment of a contractor to install an air source heat pump and radiators at Swimming Pool House – Refer to report – Cllr Fyfe added he had attended Zoom meetings with the prospective contractors alongside Cllr Downe.

Proposed: Cllr Fyfe

Seconded: Cllr Keates

ACTION: Resolution: Appoint Mr S C Miles of Wantage to install an Air Source Heat Pump at Swimming Pool House as per the report at a cost of £14,120.

Cllr Downe was thanked for his work on this project

FC202200130 Freedom of the Town Awards – Public nominations are usually requested at the beginning of the year leading up to a presentation event in the summer. Due to Covid the process has not started this year. Committee to consider when next to hold the event.

ACTION: It was agreed to hold this event in September and to invite the awardees to turn on the Christmas Lights. The results could be announced in the Sept annual report.

Meeting closed at 8.45pm

HTC POLICE REPORT MAY 2022

On the 24th April we received a report of criminal damage to the cricket nets belonging to Hungerford Cricket Club. Approx. 8 youngsters were spotted jumping on the nets (as if they were a trampoline) Lines of enquiry are currently be looked at to see if these youngsters can be identified.

There have been two separate reports of criminal damage in the town during the month
Tools were stolen from a van in Coldharbour Road and a car was accessed and searched but nothing stolen.

There have been 4 reported shoplifting in the last month. These are currently under investigation.

In the last month there have been 5 reports of anti –social behaviour in the town.
This past month the team have been into our Primary Schools for talks with the year 6 on Internet Safety. We were also at Dobbies Garden centre on Easter Saturday with our mobile police station holding a Crime Prevention event.

The Team

The majority of the team have now re-located back to Newbury Police Station – leaving only 2 PCSOs based at Hungerford TRI Station. The whole team will eventually be back at Newbury as the move was only temporary during the pandemic.

The current set up of the Hungerford and Downlands Neighbourhood Police Team is 1 x Inspector, 1 x Sergeant, 3 x Police Constables and 5 x Police Community Support Officers. The team are contactable by email but this should not be used in an emergency or for reporting crime as it is not monitored 24/7. The email address is below –

HungerfordandDownlandsNHPT@thamesvalley.pnn.police.uk

And finally a plea to keep reporting incidents to us via 101, the TVP website (www.thamesvalley.police.uk) or 999, in an emergency.

We sometimes find that news travels fast round a community but if no one tells us, we don't know about it.

Mayors report April 2022

Schools Rugby Tournament

The month started with an invitation to attend a school's rugby tournament which was extremely well attended by many local primary schools. The children were excited and really enjoyed a fun afternoon. I watched lots of games and was delighted to hand out medals to all participants. The smiles on the children faces really did say it all. I would like to congratulate HRFC's youth section for hosting such a lovely event for primary aged children.

Rugby Club lease

Negotiations have now concluded, HTC's working party were pleased to get the lease for HRFC over the finish line. This was quite a long process. Thanks to Claire B for her perseverance on this task.

Commandants Parade Sandhurst

Claire W and I were thrilled to be invited to the Royal Military Academy Sandhurst to watch the dress rehearsal of the officers commissioning. Claire and I thoroughly enjoyed the event, our guided tour around the grounds was amazing. I think we purchased most of the items in the trust gift shop between us. We'd like to thank the Lord Lieutenant James Puxley and his deputy Richard Anderson for hosting us personally. My best friend's son happened to be commissioning in this Parade, which made the event personally very special.

Opening the Bowls Season

I was thrilled to be invited to open the season at Hungerford's Bowls club. I was delighted to roll the first bowl of the season (definitely need more practise) on the immaculately kept green. Micky has been tending the green, cutting it twice weekly for 42 years..... Outstanding commitment Micky! I stayed to watch some friendly matches, I would encourage anyone interested to pop along and have a chat with the team. The club would be delighted to welcome new members and will be holding an open day in May. Please pop along and show your support to this much-loved local club.

Easter Church Service

I was invited to read at the Easter service along with the constable and guests. The service was well attended, and we all enjoyed the refreshments held after the service.

Mayors Reception

I was delighted to host the Mayors reception for the first time since Covid restrictions were lifted. The evening was well attended and gave me an opportunity to thank all those who support myself and the council throughout the civic year or 3 as it was this time. I hope you all enjoyed this networking opportunity and the refreshments. Thank you to all those who attended and particular thanks to Claire W and Jon S for hosting the Lord Lieutenants visit.

Ale tasting, Hocktide Lunch, Constable's Service

I was invited to attend the Hocktide celebrations, these have not been held in recent Covid times, it was nice to have them back this year. Claire W attended as my guest to lunch. This is always such a lovely event in the civic diary, steeped in history. Peter's guest speaker was absolutely incredible and held the audience's attention throughout. Peter I'd like to congratulate you on your appointment as Constable for a 2nd term. I hope you have a fun filled year attending all the engagements within the town.

Jubilee Arrangements

Arrangements are going well, sadly I've missed a couple of meetings but huge thanks to Jerry and the team for working so hard on this. I'm really looking forward to hearing more about the arrangements at this week's meeting. Not long now!

Pavements in Clarks gardens

I have been extremely disappointed in the remedial repairs undertaken on the poor footway surface in Clarks gardens. I have received a detailed reply to my email and queries from WBC, sadly, the reply I've received hasn't helped to solve the problems. I have invited WBC to visit the site personally to inspect for themselves sometime this week, I will report back with news as soon as I have any. Hungerford residents deserve to have their pavements repaired to a much better standard than currently provided.

Drug Dealing

Over the bank holiday weekend, I received correspondence from two local residents about a Hungerford address which is causing concerns to two long- standing local families. I have raised the concern with the police (who are aware) and will look to follow this up this week.

Cllr Helen Simpson
Hungerford Town Mayor

FINANCE & GENERAL PURPOSES REPORT FOR FULL COUNCIL MEETING ON 3RD MAY 2022 APRIL 2021 TO MARCH 2022 FINAL INCOME & EXPENDITURE REPORT

101 FINANCE:

100% of the Annual Precept has been received. 75.5% of the budgeted Bank Interest has been received to date.

102 ADMINISTRATION:

Net Income over Expenditure £23,464 positive variance. Insurance claim and miscellaneous income of £13,013 were not budgeted and less time was spent in the office due to working from home rota.

Notable underspends are;

- Salaries £999
- Mayoral Expenses £1,295
- Telephone £1,363
- Professional Fees £3,427

- Newsletter £2,500
- Insurance £954

103 GRANTS & DONATIONS:

Net Expenditure £921 positive variance.

104 POOL HOUSE:

Net Income over Expenditure £1,229 negative variance. £1,000 reimbursements to electricity costs and insulation works which were not budgeted.

105 CONTINGENCY:

Net Expenditure £5,714 positive variance. Unspent money was transferred to Ear Marked Reserves.

106 TOURISM SUPPORT BUDGET:

Net Expenditure £1,358 positive variance.

109 HUNGERFORD 2036 PROJECT:

Net Expenditure £2,257 positive variance.

201 RECREATION & AMENITIES:

Net Income over Expenditure £2,435 positive variance.

202 WAR MEMORIAL GROUND:

Net Income over Expenditure £787 negative variance.

203 ST SAVIOURS:

Net Income over Expenditure £1,308 negative variance. Burial Fee Income £481 below budget.

204 CROFT FIELD:

Net Income over Expenditure £55 negative variance. Income down by £1,417.

205 LIBRARY MAINTENANCE COSTS:

Net Income over Expenditure £1,222 positive variance.

206 TRIANGLE FIELD:

Net Income over Expenditure £3,109 positive variance. Income down by £890 due to delay in agreeing a new Lease.

301 CHRISTMAS LIGHTS:

Net Income over Expenditure £3,386 negative variance. Christmas Lights donations from the Good Exchange, £520 negative variance.

302 HIGHWAYS:

Net Income over Expenditure £4,121 positive variance.

303 CCTV:

Net Income over Expenditure £54 negative variance.

Annual Income up by £12,495 (103.6%) and Expenditure down by £24,896 (92.8%) giving a Net Income over Expenditure positive variance of £37,390.

Claire Winsor

Chair of F&GP

1st May 2022

**FINANCE & GENERAL PURPOSES REPORT FOR FULL COUNCIL MEETING ON 5TH
MAY 2022
MONTH 1, APRIL 2022 INCOME & EXPENDITURE REPORT**

101 FINANCE:

50% of the Annual Precept has been received.

102 ADMINISTRATION:

Net Income over Expenditure £4,243 positive variance. Employer's Payroll Contributions are not included.

103 GRANTS & DONATIONS:

No Expenditure this month.

104 POOL HOUSE:

Net Income over Expenditure £127 negative variance.

105 CONTINGENCY:

No expenditure this month.

106 TOURISM SUPPORT BUDGET:

Net Expenditure £833 negative variance. £1,000 was contribution to the Great West Way.

109 HUNGERFORD 2036 PROJECT:

Net Expenditure £473 positive variance.

201 RECREATION & AMENITIES:

Net Income over Expenditure £1,025 positive variance.

202 WAR MEMORIAL GROUND:

No Expenditure this month.

203 ST SAVIOURS:

Net Income over Expenditure £399 negative variance. Burial Fee Income £557 below budget.

204 CROFT FIELD:

Net Income over Expenditure £2,807 positive variance. Income up by £2,870, payment for future bookings.

205 LIBRARY MAINTENANCE COSTS:

No Expenditure this month.

206 TRIANGLE FIELD:

Net Income over Expenditure £175 negative variance. Awaiting £417 new agreed Triangle Field rent. Theatre Group paid their annual £120 rent.

301 CHRISTMAS LIGHTS:

No Expenditure this month.

302 HIGHWAYS:

Net Income over Expenditure £588 positive variance.

303 CCTV:

No Expenditure this month.

April Income up by £166,489 (as the £164,179 precept was not budgeted in this month) and Expenditure down by £11,522 giving a Net Income over Expenditure positive variance of £178,012.

Claire Winser
Chair of F&GP
1st May 2022