

HUNGERFORD TOWN COUNCIL

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MINUTES of the **F&GP Meeting** held on Wednesday 12th July 2023 at 7.00pm in The Library, Hungerford.

Present: Cllrs Winser, Simpson, Fyfe, Carlson and Schlanker Also, Clerk, RFO and a member of public.

FGP20230057 Apologies for absence – None
FGP20230058 Declarations of interest – None
FGP20230059 Minutes - To approve and sign the minutes of the F & GP meeting on 23rd May 2023

Proposed: Cllr Winser

Seconded: Cllr Carlson

Resolution: Minutes were agreed as a true record.

FGP20230060 Receive an update on actions – The following actions were outstanding:

ACTION: Cllr Schlanker and Clerk to consider mid-year review of Christmas Lights contract. We are waiting a meeting date from Shield. Can the quality of storage be improved?

ACTION: Cllr Schlanker to carry out 4 internal control checks: records updated to reflect relevant legislation, and three in relation to CIL reporting and expenditure.

ACTION: RFO to update the cashflow for future F&GP meetings.

ACTION: Town Clerk and District Councillor Gaines to push WBC for a response on the contractual arrangements for the leisure centre building and services provided by Legacy Leisure. Valuers have been appointed to give an up to date rebuild cost for insurance purposes on three Town Council properties.

District Councillor Vickers sent an email confirming he would be happy to support a member's bid for solar panels on the Hub roof. Adrian Abb's portfolio includes a programme of solar panels on all suitable roofs of District Council owned properties so he is hoping his budget can cover part of the cost.

All other actions were complete or on the agenda.

FGP20230061 Propose acceptance of the bank reconciliation

Proposed: Cllr Winser

Seconded: Cllr Carlson

Resolution: Accept bank reconciliation totalling £618,066.52 as accurate for May 2023.

Proposed: Cllr Winser

Seconded: Cllr Simpson

Resolution: Accept bank reconciliation totalling £571, 143.77 as accurate for June 2023.

FGP20230062 Update on renewal terms of Tennis Courts Lease – The Clerk explained the current renewal terms limit the hours of use of the outside tennis court to Mondays and Sundays and to 2 evenings a week. WBC are checking to see if there is any reason for this condition which has been in place since 2014. The Youth & Community Centre has asked for the option to use it 7 days a week. Sessions at present end at 7.30pm at the latest but in order to promote and

encourage physical activity in the community they would like the option to allow people to use the outdoor court until 9pm.

The committee confirmed they would have no concern if the hours of use of the Tennis Courts by the Youth Club were to extend as requested.

FGP20230063 Internal Controls document – Receive feedback on the items from councillors – Covered under FGP20230060

FGP20230064 Internal control document – Allocate the following items to councillors for review: -

- Compliance with 2014 Regulations: Officer Decision Reports (award a contract or incur expenditure that materially affects that relevant government body's financial position) – **Allocated to Cllr Winser**
- Compliance with Local transparency Code 2015: Items of expenditure incurred over £500 – **Allocated to Cllr Simpson**
- Compliance with Data Protection Legislation – Council registered as a Data Controller – **Allocated to Cllr Carlson**
- Compliance with General Data Protection Requirements – progress Council has made towards meeting such requirements: **Allocated to Cllr Carlson**
- Data Audit (CB is DPO) **Allocated to Cllr Carlson**
- Identify legal basis for processing data. **Allocated to Cllr Carlson**

ACTION: Cllrs to review internal controls (as above) and feedback to next F&GP.

FGP20230065 Consider quotation for replacement of office PC – refer to report.

Proposed: Cllr Simpson

Seconded: Cllr Fyfe

ACTION: **Resolution:** Proceed with option 1, to instruct IAP to supply, fit, clone & service a Solid-State Disk (SSD) £120 to the existing PC.

ACTION: Clerk to query why emails from IAP are going into junk.

FGP20230066 Update on obtaining leasehold of Bridge St War Memorial Gardens.

The Clerk advised that the paperwork is with Victoria Hopgood to quote to draft a lease. The RFO will be opening a bank account to receive the peppercorn rent.

FGP20230067 Annual review of deposits held with financial institutions – refer to report.

Proposed: Cllr Simpson

Seconded: Cllr Carlson

ACTION: **Resolution:** Leave the fixed term deposit in Close Brothers for another year, and review again in July 2024. Consider opening a CCLA account after the main projects have been paid.

ACTION: Cllr Schlanker to double check the FSCS protection limit for town councils is £85,000.

FGP20230068 Consider any additional expenditure required for the Croft Field Centre

It is hoped the project will be finished by the end of next week.

Proposed: Cllr Winser

Seconded: Cllr Simpson

ACTION: **Resolution:** Appoint Abacus to proceed with the extras identified for the North Room at a cost of £3382. Appoint maintenance man to carry out external painting to front of the building.

ACTION: Advise Cllr Fyfe when we are ready for the cooker that he is kindly donating, to be put in place.

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.

FGP20230069 Note staff TOIL and holidays.

TOIL noted.

Holiday was noted.

FGP20230070 Update on debtors – noted.

FGP20230071 H2036 hours for agreement -

Proposed: Cllr Winser

Seconded: Cllr Simpson

ACTION: **Resolution:** Pay employee no. 2, 5.5 hours for H2036 work.

FGP20230072 Update on induction – **Month1 employee no.16.** Update given.

FGP20230073 Consider query on grants – No further grants were agreed.

ACTION: Advise applicant they can apply at a later date if a specific project emerges.

Meeting closed 8.15pm