

HUNGERFORD TOWN COUNCIL

The Mayor
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MINUTES of the **F&GP Meeting** held on Monday 13th November 2023 at 8.00pm in The Library, Hungerford.
Present: Cllrs Winsor, Fyfe, Carlson, Simpson and Schlanker. Also, Clerk and RFO.

FGP20230093 **Apologies for absence** – None
FGP20230094 **Declarations of interest** – None
FGP20230095 **Minutes - To approve and sign the minutes of the F & GP meeting on 13th September 2023**
Proposed: Cllr Winsor
Seconded: Cllr Carlson
Resolution: Minutes were agreed as a true record.

FGP20230096 **Receive an update on actions** – The maintenance man is yet to level the fridge. Cllr Simpson and Carlson have completed their control checks. Some checks are yet to be completed. Town & Manor have not come back with any info from their archives. Thanks were given to Town & Manor who donated some chairs for the Croft Field Centre. We are still awaiting the acrylic logo to be produced and decided against the coat rail however the other items for the Croft Field Centre have been ordered and some are in place. All other actions are complete.

FGP20230097 **Propose acceptance of the bank reconciliation**
Proposed: Cllr Winsor
Seconded: Cllr Simpson
Resolution: Accept bank reconciliation totalling £440,688.03 as accurate for Sept 2023.
Proposed: Cllr Winsor
Seconded: Cllr Schlanker
Resolution: Accept bank reconciliation totalling £494,200.13 as accurate for Oct 2023.

FGP20230098 **Propose acceptance of cash flow (circulated)**
Proposed: Cllr Winsor
Seconded: Cllr Carlson
Resolution: Agree cash flow.

FGP20230099 **Consider grant requests:**
HL&CT (2024-2025)
Proposed: Cllr Winsor
Seconded: Cllr Simpson
Resolution: Grant £9,000 to the Hungerford Library & Community Trust for 2024-2025

Newbury News Over 80s (2023)

Proposed: Cllr Simpson
Seconded: Cllr Fyfe
Resolution: Grant £200 to the Newbury News Over 80s Parcel Fund

Hungerford Victorian Extravaganza 2023

Proposed: Cllr Fyfe

Seconded: Cllr Carlson

Resolution: Grant £1,000 to the Chamber of Commerce for the Extravaganza.

ACTION: Arrange payment of the above grants.

The request from Greenham Trust for supporting the homelessness prevention charities was discussed. More info would be needed to consider this.

ACTION: Consider date of future F&GPs at the next committee meeting.

FGP202300100 Skate Park quotations for consideration – It was agreed to leave installation of any ground surfaces until the new year. A breakdown of the second quote received for the skate park fencing is required. A third quote will also be needed due to the cost. It was noted the fence surrounding the adjacent house also could do with improving.

ACTION: Defer to R&A in January to revisit options for the surfacing and fencing.

FGP202300101 Consider roofing quotes for Curve – Defer to R&A Committee meeting next week.

FGP202300102 Discuss and propose draft budget for F&GP – A draft spreadsheet was circulated, and each cost centre was considered individually. After discussion amendments were made giving a total recommended expenditure of £261,440 and net of income figure £245,740. This will be taken to the month end budget meeting for further consideration.

FGP202300103 Update on renewal terms of Tennis Courts Lease – We are no further forward and still await terms from WBC. The renewal is due January 2024.

FGP202300104 Internal Control Document – Receive feedback on outstanding items from councillors.

ACTION: RFO to update the list and confirm which checks are left outstanding.

FGP202300105 Update on obtaining leasehold of Bridge St War memorial gardens.

ACTION: Leave with our solicitor to contact Charity Commission with her suggested route forward.

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.

FGP202300106 Feedback from Croft Field Centre site visit.

A site visit was carried out by Cllrs Simpson and Keates and a member of staff. They were satisfied that all the required work was complete.

Proposed: Cllr Simpson

Seconded: Cllr Fyfe

ACTION: **Resolution:** Pay Abacus the retainer of £5914

FGP202300107 Receive report to note staff TOIL and holidays. TOIL and holiday were noted.

FGP202300108 Consider additional staff hours.

Proposed: Cllr Winsor

Seconded: Cllr Simpson

ACTION: **Resolution:** Pay employee no.1 for overtime of 35.25 hours for extra work fitting out the Croft Field Centre

Proposed: Cllr Winsor

Seconded: Cllr Simpson

ACTION: **Resolution:** Pay employee no.2 for overtime of 19.75 hours for covering other staff roles.

Proposed: Cllr Winser

Seconded: Cllr Carlson

ACTION: Resolution: Pay the NJC agreed backdated pay rise (from April 2023) to staff members entitled, as per the instruction from NALC.

FGP202300109 Update on debtors – Noted.

FGP202300110 H2036 hours for agreement

Proposed: Cllr Winser

Seconded: Cllr Simpson

ACTION: Resolution: Pay employee no. 2 for NP work of 16.5 hours.

FGP202300111 Temporary Staff Appointment

Proposed: Cllr Winser

Seconded: Cllr Simpson

ACTION: Resolution: Pay temporary staff member £176 on receipt of an invoice.

Meeting closed 9.25pm