

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **F&GP Meeting** held on Tuesday 23rd May 2023 at 7.00pm in The Library, Hungerford.

Present: Cllrs Winsler, Simpson, Fyfe, Carlson. Also, Clerk, RFO, Cllrs Cusack and Schlanker (not on the committee), a representative from Hungerford Hub and a member of public.

FGP20230038 Apologies for absence – None

FGP20230039 Declarations of interest – Cllr Simpson (Tuesday Club), Cllr Fyfe (T&M), Cllr Schlanker (Fairfields)

FGP20230040 Minutes - To approve and sign the minutes of the F & GP meeting on 15th March 2023

Proposed: Cllr Simpson

Seconded: Cllr Fyfe

Resolution: Minutes were agreed as a true record.

FGP20230041 Receive an update on actions – The following actions were outstanding:

ACTION: Cllr Schlanker and Clerk to consider mid-year review of Christmas Lights contract.

ACTION: Cllr Schlanker to carry out two outstanding internal control checks; scrutiny of grants awarded and declared in cashbook, and records updated to reflect relevant legislation.

ACTION: RFO to produce a cashflow.

All other actions were complete or on the agenda.

FGP20230042 Propose acceptance of the bank reconciliation

Proposed: Cllr Winsler

Seconded: Cllr Simpson

Resolution: Accept bank reconciliation totalling £540,818.44 as accurate for March 2023.

Proposed: Cllr Winsler

Seconded: Cllr Fyfe

Resolution: Accept bank reconciliation totalling £515,966.87 as accurate for April 2023.

FGP20230043 Consider grants. The committee discussed and considered all the grant applications. The majority of which have applied via The Good Exchange and their application can be viewed publicly online.

Proposed: Cllr Winsler

Seconded: Cllr Simpson

Resolution: Recommend to Full Council allocation of grants totalling £11,000 as per the attached spreadsheet.

ACTION: Add to Full Council agenda to ratify.

Note: The following additional grants were voted separately because of declarations of interest.

Proposed: Cllr Simpson

Seconded: Cllr Fyfe

Resolution: Allocate a grant of £400 to Fairfields allotments. Note Cllr Schlanker did not have a vote as he is not currently on the committee,

Proposed: Cllr Winser

Seconded: Cllr Fyfe

Resolution: Allocate a grant of £500 to the Tuesday Club. One abstention Cllr Simpson.

Proposed: Cllr Winser

Seconded: Cllr Fyfe

Resolution: Allocate a grant of £1,000 to Town & Manor. One abstention Cllr Fyfe.

ACTION: RFO to arrange payment of the above three grants.

FGP20230044 Consider renewal terms of Tennis Courts Lease.

Proposed: Cllr Winser

Seconded: Cllr Simpson

ACTION: **Resolution:** Agree in principle renewal terms received from West Berks Council subject to review by Cllr Carlson and the Youth & Community Centre.

FGP20230045 Response from WBC reference increase to Leisure Centre contribution based on RPI

inflation. It was noted no response had been received from the Clerks email or chaser requesting justification for the increase in charges bearing in mind the government's recent help given specifically for leisure centres with swimming pools. Cllr Winser advised she had spoken with the manager of the leisure centre and Legacy Leisure has a new contract starting with West Berks Council on 1st July.

Proposed: Cllr Simpson

Seconded: Cllr Carlson

ACTION: **Resolution:** Approach West Berks Council with the help of the District Councillors to understand the contractual arrangements for the leisure centre building and services provided by Legacy Leisure.

FGP20230046 Internal Controls document – Receive feedback on the items from councillors – Covered under item FGP20230041 above.

FGP20230047 Internal control document – Allocate the following items to councillors for review: -

- PAYE/NIC/Pension properly operated by the Council as an employer – **Allocated to Cllr Carlson**
- Staff Details e.g., salary payments - held in a secure & appropriate manner – **Allocated to Cllr Carlson**
- VAT: payments identified, recorded and reclaimed in the cashbook – **Allocated to Cllr Winser**
- CIL reporting to Council in accordance with legislation – **Allocated to Cllr Schlanker**
- CIL reporting to District in accordance with legislation – **Allocated to Cllr Schlanker**
- CIL expenditure in accordance with legislation – **Allocated to Cllr Schlanker**

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

FGP20230048 Consider valuation of HTC properties for insurance purposes.

Proposed: Cllr Winser

Seconded: Cllr Simpson

ACTION: **Resolution:** Clerk to proceed with obtaining 3 rebuild valuations, at a cost of £126 including vat, for the Croft Field Centre, Triangle Field Sports Pavilion and The Library building.

FGP20230049 Consider new hire charges for Croft Field Centre following renovation.

Proposed: Cllr Simpson

Seconded: Cllr Carlson

ACTION: Resolution: RFO increase Croft Field Centre fees by 10% on reopening of the building following the renovation.

Proposed: Cllr Simpson

Seconded: Cllr Winser

Resolution: Delegate the decision of fee setting to the Clerk for the booking of 2-hour sessions, only available for a minimum 6-week block booking.

FGP20230050 Update on application to charity commission to obtain freehold of Bridge St War

Having obtained local legal advice it has been suggested that rather than go for the freehold which is proving difficult and may not be concluded without considerable expense, we instead apply for a very long lease say 2000 years. HTC would become totally responsible. The land could be protected by a covenant to only use for the purpose of a War memorial garden. The lease can be short with no assignment or underletting. The lease can be registered with the land registry for £40 and we can avoid dealing with the charity commission. The rent would be peppercorn and we could pay a one-off sum for several years. A bank account would need to be set up in the name of the charity and the charity would need to raise an invoice. The site could then be noted properly on our asset list as leased.

Proposed: Cllr Fyfe

Seconded: Cllr Winser

ACTION: Resolution: Pursue a long term lease instead of freehold, of the Bridge St War Memorial Gardens for a peppercorn rent, as detailed above.

FGP20230051 Receive a presentation from Hungerford Hub reference solar panels. This item was taken first on the agenda.

Please see the attached power point presentation. The Hub is on a mission to make the Library/Hub building environmentally and financially sustainable. Already they have a zoned heating system in place powered by an air source heat pump. They are now looking to install 30 solar panels to the roof. It is estimated this will reduce the CO2 by 2880kg and should reduce energy prices in the future. The Hub would be self-sufficient from April through to Sept and only need to import energy from the grid during the winter. They have the option to sell back energy to the grid or store in the battery although a decent return is only received for paying back at peak times. The hub is obtaining quotations and will need to obtain planning permission. The cost is approximately £22K and there aren't options to claim back the VAT. The project would be put on The Good Exchange fundraising platform, and they would promote it widely.

Proposed: Cllr Winser

Seconded: Cllr Simpson

ACTION: Resolution: HTC fully support the initiative and will endeavour to apply for a CIL Bid.

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.

FGP20230052 Note staff TOIL and holidays.

TOIL noted in hours as follows: Employee no.1(0), 2(3.75), 14(20.01), 15(1.75).

Holiday was noted.

Proposed: Cllr Simpson

Seconded: Cllr Winser

ACTION: Resolution: Pay RFO 1.5 hours overtime for attending annual full council meeting.

FGP20230053 Requirement to add an extra day's holiday.

Proposed: Cllr Simpson

Seconded: Cllr Winser

ACTION: Resolution: From April 2023 the holiday entitlement will be increased to 4 weeks, 3 days pro-rated as applicable, as per the NJC terms.

FGP20230054 Update on debtors – noted.

FGP20230055 H2036 hours for agreement -

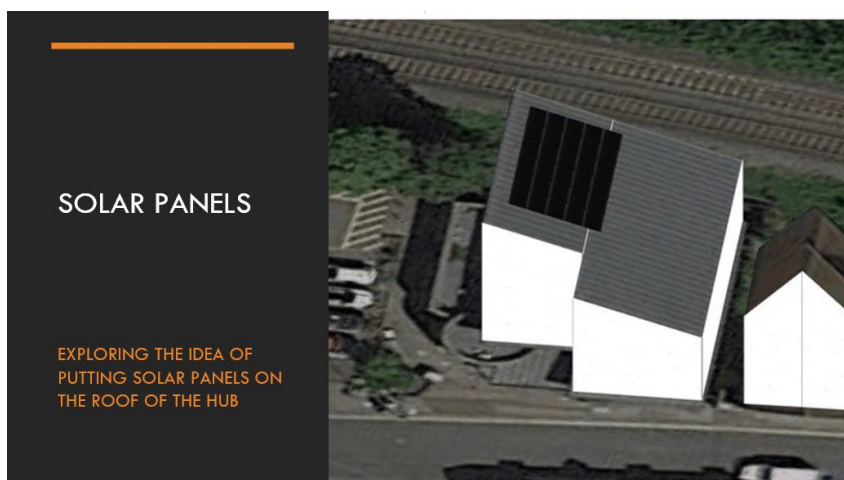
Proposed: Cllr Simpson

Seconded: Cllr Winser

ACTION: Resolution: Clerk to agree hours for pay with Chair of H2036.

FGP20230056 Update on induction – Month1 employee no.16. Update given.

Meeting closed 9.05pm



WHY?



To continue in our mission to be as environmentally and financially sustainable as possible anticipating halving the grid electricity consumption and replacing it with clean zero carbon solar



Following on from...



Installation of an Air Source Heat Pump -2022



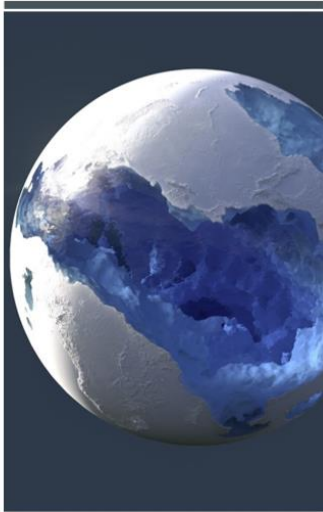
improvements to the Hub building heating controls - 2022



Resulting in CO2 reduction of 2880 kg per annum

PROPOSAL

TO ASK HUNGERFORD TOWN COUNCIL, AS LEASEHOLDER OF HUNGERFORD HUB, FOR PERMISSION AND SUPPORT FOR INSTALLING 30 SOLAR PANELS (1.2KW PEAK OUTPUT) AND 8.2KWH OF BATTERY STORAGE



WHY SHOULD TOWN COUNCIL SUPPORT THIS INITIATIVE?

- Hungerford Town Council's Environmental policy ...
- *'Hungerford Town Council acknowledges the climate and environmental emergency facing our planet and its obligation to contribute to the urgent global imperative of reducing and eliminating greenhouse gas emissions from human activities.'*

More specifically...

- *'The Council has resolved that the scope of its Environmental Policy includes - 1. The council's operational activities in its own administration, the buildings and facilities for which it has responsibility, the events it organises and the transport it uses.'*

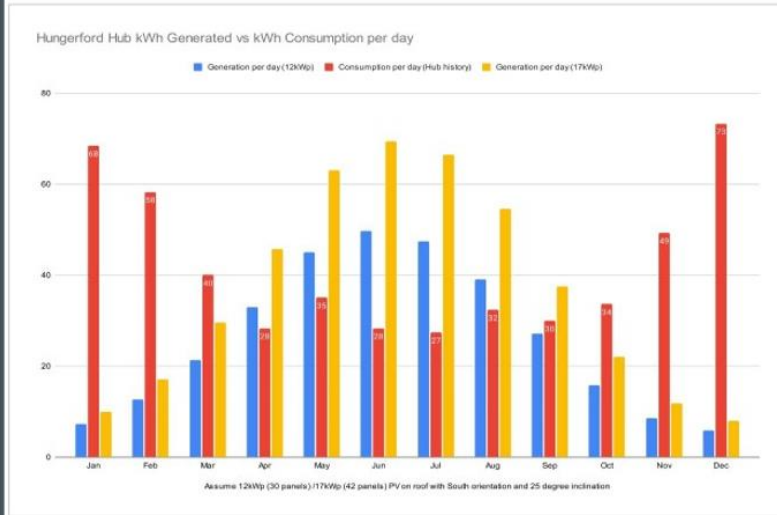
PV ADDITIONAL CO2 EMISSIONS REDUCTIONS

Hungerford Hub Electricity with 12kWp PV and 8.2kWh Battery

Annual Consumption (Actual)	15329 kWh		
12kWp PV Generation (estimated)	9542 kWh		
Expected PV self-consumption	7266 kWh		
Utilities costs saving (at 30p/kWh)	£2,180 pa		
CO2 emissions			
2022 Grid electricity at 212g/kWh	3250 kg pa		
PV system savings	2023 kg pa		
NB Air Source Heat Pump annual CO2 reduction - approx	2880 kg pa	Due to gas to grid electricity switch	
Hub Total anticipated CO2 reduction	4903 kg pa	PV + ASHP	
Remaining Hub Energy CO2	1709 kg pa	This will reduce as the Grid decarbonises over next 10-15 years	

THE STATS

- 30 solar panels will make us self sufficient for 6 months of the year!



NUMBER CRUNCHING



30 X SOLAR PANELS



1 X battery



£22,389 + VAT =
£26,866.80

HOW CAN TOWN COUNCIL HELP?

1) Fund the entire project

2) Contribute to our fundraising campaign

SHOUTING ABOUT IT!

- THE HUB HAS ALREADY PARTICIPATED AS A PUBLIC SHOWCASE FOR BUILDING ENERGY DECARBONISATION
- WE'LL CONTINUE TO RAISE PUBLIC AWARENESS AND ENCOURAGE PEOPLE TO TAKE SIMILAR ACTIONS.
- CREATE A LIVE DISPLAY MONITOR IN THE HUB WITH INFORMATION ON THE HP PERFORMANCE, SOLAR GENERATION ETC.

HUNGERFORD ENERGY NEWS

heat

HUNGERFORD ENVIRONMENTAL ACTION TEAM

HUB TAKES CONTROL AND SNUFFS OUT GAS!

The Hungerford Library and Community Trust took over the West Berkshire Library building (the Hub). Built in 2008 with good insulation, it is now used for many purposes. Andrea Hodgkin is the Hub manager. "It became clear that we needed to make the best use of energy we are paying for" she relates. The Hub's gas-fired underfloor heating had basic temperature controls resulting in energy being used inefficiently. "Our first step was to introduce a timed thermostatic control for each zone so just the areas being used at any time need to be up to temperature. All areas can be controlled from one place - or even remotely" she says.

The Trust was already considering ways to reduce the building's carbon footprint, so when the 14-year-old gas boiler failed it was an ideal opportunity to take advantage of the Government's £5,000 Boiler Upgrade Scheme grant. An Air Source Heat Pump, ideally suited to the existing underfloor heating system and the building's "B" rated Energy Performance, was installed in September 2022. The Hub has now dispensed with gas and its related standing charges entirely. The heat pump is expected to reduce the building's heating-related emissions by two thirds (about 2.5 tonnes) of CO2 per year.

Case Study by H&AT to help you improve your home's energy efficiency and reduce carbon emissions.

APPLICANT	2023/24
1st Hungerford Guides	£100.00
All Yours Period Box C.I.C	£100.00
Arts for Hungerford	£300.00
Ben East	£200.00
Brighter Futures (Great western Hospital)	£500.00
CHAIN	£1,500.00
Citizens Advice Bureau	£750.00
Eight Bells for Mental Health	£250.00
Fairfields Allotment Community Wildlife Project 2023-2024	£400.00
Home Start West Berkshire	£250.00
Hungerford Bowling Club	£400.00
Hungerford Carnival	£500.00
Hungerford Food Community	£300.00
Hungerford Football Rugby Club	£400.00
Hungerford Tennis Club	£400.00
Hungerford Theatre Group	£500.00
Hungerford Town Band	£1,000.00
JOG PSA	£500.00
Ladybugs Toddler Group	£100.00
Parkinson's UK Newbury Branch	£100.00
Recovery in Mind	£250.00
Swings & Smiles	£50.00
The Tuesday Burchett Club	£500.00
Time to Talk Hungerford Outreach	£250.00
Town and Manor Kennet Valley Wetland Reserve	£1,000.00
Young People and Children First	£400.00
TOTAL	£11,000.00