

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **F&GP Meeting** held on Wednesday 29th November 2023 at 7.00pm in The Library, Hungerford.

Present: Cllrs Winser, Carlson, Simpson and Schlanker. Also RFO.

FGP202300112 Apologies for absence – Cllr AF and Clerk

FGP202300113 Declarations of interest – None

FGP202300114 Minutes - To approve and sign the minutes of the F & GP meeting on 13th November 2023

Proposed: Cllr Simpson

Seconded: Cllr Schlanker

Resolution: Minutes were agreed as a true record.

FGP202300115 Receive an update on actions – The Clerk and RFO agreed to leave the F&GP timings as now and to leave the EP minutes to be clerked by the Deputy TC. The Skate Park fencing project is on the Good Exchange.

Internal Controls – Two are still outstanding: NS - Adoption of Codes of Conduct for Members, AF - Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality. To be completed by next F&GP.

FGP202300116 Consider all Committee budgets and Precept request for 2024-25 and propose recommendation for Full Council

Agree in principal the budget proposal of £364,963 until the tax base is received from West Berkshire Council, then request an extra Full Council after 2nd January 2024 if necessary, to consider any further amendments.

Proposed: Cllr Winser

Seconded: Cllr Simpson

Action: Hold an extra F&GP meeting before Full Council on 2nd January 2024 if needed with one item – the final agreement of budgets.

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.

FGP202300117 Consider contractor's renewal terms.

It was agreed to accept the proposals for the four Contractors for 2024/25.

Penny Post - £3000, with no charge for articles, no increase

Windowflowers – summer floral displays £4,404.75 - 6.2 % year on year increase

Windowflowers – water oak tubs and planters £1,298 - 7.2 % year on year increase

Hungerford Cricket Club – maintenance war memorial ground - £1,660, no increase

Proposed: Cllr Simpson
Seconded: Cllr Schlanker

Meeting closed 7.32pm

Hungerford Town Council

Private Report to: Finance and General Purposes Wed 29th November 2023

Agenda Item No: FGP202300117 Consider Contractor’s renewal terms.

Background

Below are the terms offered by current contractors for renewal of their services from April 2024-25 for a year. Some of our other regular contractors are part way through a three-year agreement so are not included below. Others are on a rolling monthly agreement or are minimal cost.

Objective To review and propose appointment of contractors for April 2024-25.

Options

Contractor	Area	2024-25 Annual Cost	Increase on last year
Penny Post	HTC monthly newsletter and coverage of Neighbourhood Plan	£3,000	0%
Windowflowers	Supply & maintenance of summer floral displays 2024 in the High Street	£4,404.75	6.2% (Previously £4,146.35)
Windowflowers	Water only the oak tubs and planters in Summer 2024 in the High Street and near vicinity	£1,298	7.2% (previously £1,210)
Hungerford Cricket Club	Maintenance of war memorial ground (excl grass cutting), spraying, hedge cutting, bin emptying.	£1,660	0%
Bloom cleaning			

Financial and Legal implications Ensure adequate budgets are in place.

Reference to Council Strategy, where relevant

- Aim - Improve street scene and promote community involvement.
- Aim - Improvement of communication
- Aim – Ensure public open spaces are well maintained.

Recommendation(s)

The best option, based on the above information

Signed: Town Clerk 28th November 2023