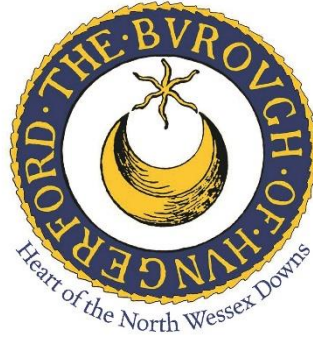


HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
57 Fairview Road
Hungerford
Berkshire
RG17 0BP
Tel: 07920 110380
Cllr.helen.simpson@hungerford-tc.gov.uk



The Town Clerk
Mrs Claire Barnes
The Library
Church Street
Hungerford
Berkshire RG17 0JG
Tel: 01488 686195
townclerk@hungerford-tc.gov.uk
www.hungerford-tc.gov.uk

DRAFT MINUTES of the **Full Council Meeting** held on Monday 6th November 2023 at 7.00pm in the Library, Hungerford

Present: Cllrs Winser, Fyfe, Alford, Greenwell, Schlanker, Armstrong, Cole, Knight, Simpson, Carlson, Keates and Cusack

Also: West Berks District Cllr Dennis Benneyworth (DB)

Representatives from Penny Post, the Adviser, Newbury News, the Hub, Swings & Smiles and two members of public.

In attendance: Claire Barnes (Town Clerk), Wendy Crookall (Deputy Clerk)

Police Report: A report will follow in the next couple of days (*now attached*).

Presentation from Swings and Smiles: Rhonda introduced herself as the CEO of the charity and explained how there is a lack of play facilities for disabled children. Swings & Smiles try to fill the gap offering family play, respite sessions, youth clubs and sibling support, enabling play through sensory, messy and creative activities. They extend further afield than West Berks, into East Berks, Oxon and Hants and are working hard to provide outreach services and visit Hungerford. They have recently started a new service at Hungerford Nursery School on the third Monday of the month. Support is provided up to the age of 19 and they hope to extend this to age 25. A video was played showing Swings and Smiles in action. Rhonda advised the charity costs £1/2million to run and they have supported 1302 families, with 90 of these being from the Hungerford & Kintbury area. A confirmed diagnosis is not required to attend. The cost to visit Hungerford for a session is £220 and this would cover an average of 6 families from which they would obtain a total of £30 back. Rhonda offered to show around councillors who wish to visit. The Mayor thanked Rhonda for her presentation.

FC202300183 Note apologies for absence. Cllrs Hudson and Coulthurst

Apologies from District Cllrs Tony Vickers (TV) and Denise Gaines (DG)

FC202300184 Declarations of interest – Cllr Knight (the Hub)

FC202300185 Approval of Minutes of the meeting of the Full Council of 2nd October 2023, and Extra Part 2 Full Council meeting of 18th October 2023 and outcome of actions

Proposed: Cllr Simpson

Seconded: Cllr Keates

Resolution: To approve minutes of 2nd October 2023 as a true record.

Proposed: Cllr Winser

Seconded: Cllr Cusack

Resolution: To approve minutes of 18th October 2023 as a true record.

Outcome of actions: DG has advised there is no budget for the cleaning of signs. She has requested one. School alley has been cleared of weeds. Thanks were expressed to Town & Manor for their donation of chairs for the Croft Field Centre. Details on the footway survey are included in the Mayor's report.

FC202300186 Receive Mayor's Report. Report attached.

FC202300187 Receive District Councillor's Reports. Please see attached. The new on-demand bus service commenced on 30th October. This will be further advertised in CHAIN magazine.
DB advised the best way to get the road signs cleaned is to report them on the West Berks website on 'report a problem'. DB expressed his disappointment that no prosecution had taken place for the damage caused to the building in the high street. He has asked for a review and hopes to hear this week with a statement from the Deputy Chief Constable. The MP has been copied in.
DB mentioned three West Berks Council (WBC) consultations underway that we may be interested in, the Draft Rights of Way Improvement Plan (ending 23/11), the Draft Parking Strategy (ending 12/11/23) and the Berkshire Local Nature Recovery Strategy (ending 31/12).

FC202300188 Consider library building maintenance issues.

Proposed: Cllr Winsor

Seconded: Cllr Keates

ACTION: Resolution: Appoint TDS to repair the external automatic doors at a cost of £2077.

ACTION: Office to obtain a couple more quotes for repairing the leak in the Curve roof. Take to F&GP.

FC202300189 Consider Annual Grant for Hub. Report Attached. Cllr Knight added that energy costs have doubled due to the steep rise in the cost of living, and it has been impossible to reduce the grant request as initially intended.

Proposed: Cllr Simpson

Seconded: Cllr Cole

ACTION: Resolution: Agreed to take request for grant to F&GP committee for full consideration against the budget. HTC intends to support the Hub and will take into account any extra costs for the pod.

FC202300190 Changing Places Pod– Update on facility including costs. Report Attached. Councillors expressed their unanimous support of the project. WBC was thanked for choosing Hungerford for the facility. Further details will follow.

FC202300191 Update on Member's Bid for Skate Park Fence and grant applications. We should hear if the bid has been successful by the end of the month. A grant application is live on The Good Exchange.

FC202300192 Health & Safety – Any complaints or concerns. There is damage to the footway outside the Coop and butchers and on the east side of the high street further south. The damage will be repaired. Gigaclear video before and after their work so there will be evidence. Coop have been written to and asked to stop parking on the footway as this is also causing damage. Obtaining the York Stone for replacing the broken paving is also a challenge and tarmac may be used temporarily. WBC are managing quality control.

Cllr Schlanker advised a street survey was carried out by WBC to look at possible safety improvements to the high street. They concluded there is not enough space to install bollards to protect the Plume building from being hit by traffic. It is not possible to install a pedestrian crossing close to school alley. This is due to various reasons e.g., proximity to another crossing, footway not wide enough, loss of parking, not enough footfall.

ACTION: Add 'Safety improvements to high street' to next H&T agenda to debate further.

ACTION: Add 'Croft Field footway improvement project' to next H&T agenda. If this goes ahead it would lose more parking spaces than initially indicated and WBC are suggesting further public consultation is required. HTC previously carried out a survey as requested by WBC.

Cllr Schlanker confirmed the footpath improvements to two sets of steps are being considered. Repairs to the high street where a lady tripped and fell have still not been repaired by WBC.

ACTION: Office to arrange for a clean of Smitham Bridge Playground safety surfaces which have algae.

ACTION: Office to arrange for the Fire Station to pressure wash Bridge St War memorial paving.

ACTION: Move the next F&GP meeting to 13th Nov after E&P otherwise it will not be quorate.

FC202300193 Receive any committee reports (no more than 3 minutes per report) – These have been circulated. **See attached.**

- FC202300194 Receive report from Hungerford Neighbourhood Plan Team following consultation (Cllr Hudson) – Report attached.** Note the online consultation is still on-going.
- FC202300195 Propose authorisation of payment run.** (circulated along with copies of invoices for October)
Proposed: Cllr Winser
Seconded: Cllr Simpson
Resolution: Agree payment run of £42,792.82
- FC202300196 Propose year to date accounts –** (refer to circulated Income/Expenditure Report)
Proposed: Cllr Winser
Seconded: Cllr Schlanker
Resolution: Agree income and expenditure report with £173,773 positive variance, due to phasing issues with receipt of the precept.
- FC202300197 Note the External Audit Report for 2022-23 and propose acceptance –** (refer to circulated document)
Proposed: Cllr Winser
Seconded: Cllr Simpson
Resolution: Note and propose acceptance of the External Audit Report.
- FC202300198 Consider CCTV quotes – Report Attached**
Proposed: Cllr Simpson
Seconded: Cllr Fyfe
Resolution: Agree to proceed with options a, b and c detailed in the report and to appoint SMART at a cost of £4,500. It was suggested that the existing camera at the skate park could be re-sited at Crown Mews. Delegation was given to the Clerk to tweak the quote as necessary if this option is possible.
- FC202300199 Update on Christmas Lights Switch on –** Cllr Keates advised the switch on will take place on Sunday 26th Nov. The entertainment running order is almost complete, and he has arranged a meeting with the Moonraker technicians to ensure the best sound. Visibility will also be improved through use of a stage. Shield have started decorating the trees and they will provide a report of the condition of the equipment at the end of the season.
 If councillors can help, please meet on the town hall steps at 3pm on the day for a briefing and let Cllr Keates know you will be coming. Hi-vis vest and Santa hats should be worn, and we are looking for help moving barriers, ushering, handing out sweets and collecting donations. The following councillors volunteered to help: Cllrs Armstrong, Knight, Cole, Cusack, Schlanker, Winser and Keates.
- FC202300200 Receive report on Town Centre Strategy –** Cllr Cole commented on the general concern over loss of parking spaces. He added it makes no sense to do projects in the town centre without looking at the parking first. A survey is needed. The West Berks representative seemed confident that there will be some funding available to support the strategy.
- FC202300201 Review updated action plan –** This is a work in progress. Defer to next Full Council
- FC202300202 Any other reports (3 minutes each) not to include any proposals.** None

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.

- FC202300203 Consider new allotments opportunity – refer to report.** Consideration needs to be given to fencing, impact on view, rent, lease length etc.

ACTION: Cllrs Schlanker and Alford will carry out a site visit.

FC202300204 Ratify Staff Changes. Two new appointments were confirmed. Starting dates for new staff are as follows: Deputy Clerk (Wendy Crookall) 6th Nov. Admin Assistant (Emma Wallbridge) 4th Dec.

FC202300205 Payment of retainers.

ACTION: Cllrs Simpson and Keates will carry out a site visit of the Croft Field Centre.

Proposed: Cllr Simpson

Seconded: Cllr Schlanker

Resolution: To pay the retainer providing Cllrs Simpson and Keates are happy the works are complete.

Meeting closed 8.50pm

HTC UPDATE November 2023

On the 12th November we were invited to the Scout Hut to run a session with the Cubs towards their Personal Safety Badge. They participated in various games and discussions covering how to be safe online and how certain behaviours have different consequences. We finished the session with a fun quiz around safety on the railway.

26th November we hosted residents from a local supported living establishment at Hungerford library in which Trading Standards presented a short film and took questions on Fraud and scams.

Despite the weather it was great to see soo many children (and parents) out trick or treating for Halloween. We were impressed by the effort some residents had gone to decorating their properties, and we are pleased to report that we received no reports linked to Halloween for Hungerford.

For the month of October:

4 reports of Anti-social behaviour

4 reports of Criminal damage

4 Theft.

3 Burglary

The burglary and theft reports relate to garages and/or sheds being broken into in the town and bicycles / garden tools being the items targeted. The team carried out some follow-up prevention work into some of these thefts recently and were able to reunite one young lady with her bicycle.

Overnight on the 3rd October Hungerford Football club was broken into. This investigation is currently ongoing.

Following the continuous reports of bad language and rudeness from the Big Issue seller the team have been in frequent contact with Big Issue. Last week in partnership with them, The Hungerford seller had his licence revoked so he should not be returning to the town.

Last December a vehicle hit the Snippets Barbers building on the High Street causing extensive structural damage and the need for temporary traffic lights.

As the incident was a road traffic collision the investigation sat with our Roads Policing department and as a Neighbourhood team we had little involvement. We are aware that the case has been filed and cannot comment further on this – the investigation is under review by senior management in Roads Policing.

The Team

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 is 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

Mayors Report November 2023

Great West Way (GWW)

Hungerford Town Council has ambassador status with the GWW. Claire and I were visited by a representative to discuss, new ways to engage and raise publicity within their publications. Claire is going to send the link from our new Visit Hungerford page. HTC will look to promote the D-Day events planned for next year. The new changing places facility will also be an asset to promote.

Remembrance Sunday

Key parties met to plan for this annual parade. This year HTC will take part in "Poppies to Paddington" Myself and Di Loft (Poppy appeal) will be meeting the Paddington train and handing over a wreath which will then be laid at the Cenotaph for Hungerford.

If you would like to take part in this year's parade, please meet at the Town Hall for 10.30am Sunday 12th November. Thank you to REME who will be joining us again this year. Special thanks to Derek & Di Loft for all their support this year. Lest we Forget.

Partnership Meeting

A partnership meeting has taken place involving Police, Children Social Services, Housing, Youth Offending Team, Hungerford Town Council, and the local safeguarding team. The group have set several actions around education, intervention, safeguarding and enforcement to tackle anti-social behaviours from individuals within the community.

HRFC School's tournament

I was delighted to be asked again to hand out medals to all the pupils who took part in the Rugby school's tournament. This year was bigger than ever, and it was so nice to see pupils participating with such enthusiasm. Congratulations to HRFC, this event takes huge effort to organise, but is so rewarding for all involved.

Opening the Judiciary

I was delighted to attend this annual event in Reading Minster. It's quite a parade when the chain gang get together to support this annual service. Thank you to Reading Mayor Tony Page for hosting us. It is always such an uplifting service to attend.

RBL Women's Section County Conference

I was delighted to be asked to this year's county conference, this was the first time I've attended the women's section conference. It was humbling to hear all about the amazing work the women's section does to support all our armed forces and their families. Thank you for the inclusion. This year I will be passing my share of donations collected at the mayor's carol concert to the RBL Women's section.

Annual Report

HTC's annual report went out with last week's adviser. Thanks to the office for co-ordinating especially to Molly who managed the project to conclusion. It's been an extremely busy year for HTC with lots of projects concluding.

Footway Survey

Nick, Denise, and I met with representatives from WBC to discuss the dreadful condition of paving in the high street. We walked the full length of the high street locating areas which were left unsatisfactory following street works from contractors and from damage from delivery vehicles driving onto the pavement. WBC had hoped works promised had been completed, sadly this wasn't the case. A 2hr response on some urgent works was actioned. York stone is currently difficult to source, it was agreed all the concrete slabs should be removed and

replaced with stone slabs once available. An interim fix of tarmac was agreed to address any urgent areas needing attention. Nick will be following up at H&T committee.

Retirement Party James Puxley

I attended the former Lord Lieutenant's retirement party at Welford Park. Cllr Fyfe accompanied me. The evening was the launch of the 'Spectacle of Light' and although the weather wasn't favourable, the lights were beautiful and led us through the grounds of Welford Park to the marquee.

Lord Lieutenants leave the role on their 75th birthday. It was lovely to hear many of the stories from Mr Puxley's appointment which started in 2015. The baton has now passed to Mr Andrew Try. HTC wishes to thank Mr & Mrs Puxley for their service and welcome Mr Try to the role. HTC look forward to the many engagements to follow.

Greenham Trust

I was thrilled to be asked to present an award at the first Greenham Trust Charity Awards ceremony. The awards were hosted by Reverend Richard Coles. The evening was extremely upbeat and very humbling. Hungerford's own Y&CC were amongst the nominations and Charlie Barr was nominated for best trustee of the year.

Congratulations to all the volunteers who work incredibly hard to support charities in West Berkshire.

Neighbourhood Plan Informal Consultation

Thank you to everyone who attended one of the three sessions held. Your views are incredibly important. The survey was also made available online for those unable to attend in person. Chair, Cllr Richard Hudson will have feedback from the sessions soon.

Changing places

Hungerford has been selected to house a new Changing Places facility. WBC will fund the project and use the awarded grant plus a contribution from CIL funding. HTC will be required to take on on-going maintenance and energy costs. This will be discussed at full council.

Admin Assistant

On Friday HTC said a sad farewell to our admin assistant Molly Monro. Molly thank you for your dedication to the role. Good luck on your adventures in New Zealand.

HTC will welcome two new members of staff in November.

Cllr Helen Simpson

Mayor

District Cllrs Report to Hungerford Town Council - 6th November 2023

- £2 buses fares across the district until 31st December 2024. This is a government initiative to encourage the use of public transport and has now been extended.
- The Home to school transport for JOG has been resolved as from 30th October.
- We have a community forum meeting on **5th December at Chieveley Village Hall. Topic: "Rural Issues"** (6-8pm 'hybrid'). We want to hear about how those living in rural areas believe the Council and its partner agencies could do better in the post-Covid era. Housing, Planning & Community Services general. More details follow soon. Early registration encouraged: limited in-person space.
- Members bid for Skatepark fencing submitted. Member Panel meets end of this month to decide grant allocations.
- District matters
 - Additional bus journeys for the Friday and Saturday evenings from Newbury to Thatcham, New bus route from Newbury to Harwell.
 - Parking survey has gone out for consultation and ends on the 12th November. Links available on WBC website.

- A new Demand response Transport initiative is to trial from the 11th of December in the North West of the district. This will allow passengers to request a trip to various locations by either phoning or using an app to summon the vehicle.
- A new Demand response transport link across from Wiltshire is connecting Marlborough to Hungerford, this has recently been setup and is now working.
- There was a Community speed watch meeting for parish and town councils recently which attracted around 30 attendees and both the police and the WBC road safety team were in attendance. The discussions were around the use of SIDs and other forms of traffic calming.
- The Winter Service Plan for this coming year has been brought into operation.
- Update on Local Plan Review progress will include implications of new Levelling Up legislation enacted 26th October – for Full Council 30th Nov.
- Rural Business Forum met today. Will report on 5th Dec (see above)

Cllr Denise Gaines & Cllr Tony Vickers

Hungerford Town Council

Public Report to: Full Council

Agenda Item No Hungerford Library & Community Trust Grant 2024

Background

The yearly application for a grant to support the Hungerford Library & Community Trust for financial year 2024-2025. Since June 2018 the trust has taken over the running of the Hungerford Library building (except for the Town Council Office and the public toilets). Hungerford Town Council have now leased the building from West Berkshire Council for 99 years at peppercorn rent of £5 pa and HLCT is sub-leasing the building from HTC.

I must point out that since the Library building has been taken over by HTC four significant financial benefits have occurred as follows:

- 1) The rent for the office of £5,000pa (in 2018 would be £7,000 at today's prices) paid by HTC to WBC (since 2009) is no longer paid.
- 2) Since 2017 WBC required an annual levy to be paid for a continuation for the library service of £1.00 per resident which would be £6,000 per annum in the case of Hungerford. (Thatcham and Newbury Town councils pay £24,000 and £32,000 respectively) Due to the arrangements with Hungerford Library this levy has been waived by WBC.
- 3) All HTC committee meetings and since 2022 monthly Full Council meetings have been transferred from the Town Hall building (run by Town & Manor) to the library resulting in an annual hire fee saving of approx. £3,800. This does deprive the trust from hiring out during council meetings resulting in less rental income.
- 4) The electricity and gas heating usage by the Town Council is paid by the trust. The total running costs have risen to £6000 pa for the whole building. During 2022 the trust has now installed a Electric Heat Source pump and control system at a cost of £15,000 resulting in improved green footprint for the building and the removal of gas usage since September 2022. Our electricity usage will rise but gas is no longer required I'm making an assumption that energy prices for 2024-25 will remain at £6000 pa.

The takeover of the building lease by HTC means that nearly £17,000 does not need to be paid to WBC and the Town & Manor. HTC does now pay for building insurance and exterior maintenance while HLCT pay for liability and contents insurance. HTC are currently holding approx. £11,000 in reserves for external building repairs.

All other running costs and further investment for the interior of the building are now paid for by the trust. The trust fundraise and hires the building out to the community & local businesses to generate revenue for these running costs of approx. £9000 in year 22/23 Whilst the revenue raised was increasing with regular booking established it is currently around 30% of the costs required. Covid 19 had a dramatic effect on fundraising with the building being closed for a total of 9 months in two periods of lockdown and ALL bookings cancelled revenue fell by around £8000. The Library has been reopened since July 2021 with bookings and revenue are starting to return to

previous levels. Currently the running costs are around £29,000 PA. The hub employs a Hub manager who is seeking to increase fundraising and revenue opportunities.

Objective

To secure a grant for the financial year 2024/25 of £12,000 (last year £9,000 was awarded which has been held since 2018 at this level) This grant if you take into account the £17,000 benefit that HTC now enjoy means that the council still have a significant gain with this arrangement. The trust is trying to manage its affairs in a prudent manner and has continued plans for a series of improvements to the building to help generate additional income and to improve the building environment. The financial strength of the Trust ensures that this long-term project does not fail.

Projects undertaken since taking over building in 2018

- 1) New Kitchen has been installed into the building (this was paid for by a Tesco Grant)
- 2) A total of 40 new folding chairs have been purchased to enable the Hub to hold meetings and events in the building
- 3) New book racks on wheels have been purchased to enable the space in library to be opened up for events.
- 4) New LED lighting installed saving running costs. (a grant of £5,000 secured from WBC)
- 5) The rear garden has been landscaped (during summer 2020) with a new wooden fence, shed and seating at a cost of £4000
- 6) The internal layout has recently been changed which involved moving data cabling and power for the WBC PCs and acquiring some new furniture.
- 7) The outside lighting has been replaced with energy efficient LEDs during summer 2021 helping to reduce electricity usage.
- 8) Refurbishment of The Curve (room at front of library) New LED lights , racking and new furniture and decoration.(summer 2021)
- 9) Since reopening the trustees have offered The Hub building space to Hungerford based groups and charities at no cost. However since start of 2023 due to reduced booking revenue we have offered subsidised rental to local groups such as CHAIN , Hungerford Theatre Group, Hungerford Cancer support and the U3A have all benefited from this Hub initiative.
- 10) Installation of electric Heat Source pump and new heating control system for the building replacing the original gas boiler when the building was constructed in 2008.

Future Projects

- 1) Continue to Improve the green footprint including adding solar panels on roof to generate electricity (savings in running costs) This will cost £22,000 and we are currently fundraising via The Greenham Trust.
- 2) Install Air Conditioning in the building
- 3) Installation of a disabled toilet for users
- 4) To continue to offer subsidised rental space to ALL Hungerford based charities and groups on a permanent basis.

Options.

Agree/disagree with the objective above or award a different amount.

Financial and Legal implications

Awarding this grant from annual savings as described still leaves council with a £5k surplus.

Other information

Risks:

- Trust would fail without access to sufficient grants resulting in Town Council having to run the building itself at greater cost.
- If building handed back to WBC approx. £17,000 of annual costs would be incurred by HTC.
- Flagship project held in high esteem by West Berkshire Council could fail resulting loss of reputation for Hungerford and the Town Council.

Benefits:

- Maintain Library and Hub community building in Hungerford to the benefit of all users and residents.

Recommendation

Continue to provide grant to the trust for the year 2024/25 an amount of £12,000.

Signed: Cllr Keith Knight 16th October 2023

FC202300190

Hungerford Town Council

Public Report to 6th November Full Council

Agenda Item No: FC202300190 Changing Places – Update on Facility including costs.

Update

You will have seen from a recent email Iain Cottingham from WBC has confirmed they are proceeding with the installation of a bespoke Changing Places Pod within Church Street Car Park. This is a disabled toilet that includes other facilities for the severely disabled including a hoist and adult size changing table. A fantastic facility for the town.

WBC has appointed Danfo as the contractor for the design, build and installation of the pod.

A site meeting took place with WBC representatives on Tuesday 31st Oct 2023 to identify exactly where within the identified Cycle Rack corner of the car park to locate the pod for Planning Application purposes. That area has been chosen as it is immediately adjacent to the Library building's existing Public Toilets drainage for ease of connections whilst avoiding the need to lose any parking spaces.

Points discussed included: the necessity to retain access to the Library garden (a current fire exit), the design which will match in with the character of the library building, the connection of utilities (it is adjacent to the library plant room), encroachment on the adjacent disabled space (should only be affecting the hashed area) but consideration is needed over installation of bollards to protect the building, relocation of bike rack which will go in an unused area of the car park.

Installation: The pod will take 2 weeks to install and is planned for February 2024. It was suggested the arrival date should be scheduled for a Thursday or Monday as they are quieter days in Hungerford. Avoiding at all costs market day. The work can be done with just some of the car parking spaces being coned off.

Maintenance: HTC will be responsible for the ongoing maintenance/cleaning and will need to extend its existing public toilet contract to include the pod. Electricity cost to be covered by the Hub? (cost unknown)

Access: The pod will be accessible by use of a RADAR key. It was agreed it would be sensible to have the same automatic locking system as the other public toilets whereby the toilets automatically close between the hours of 6pm and 8am.

Financial and Legal implications: As WBC has chosen Hungerford as a location over Thatcham (rather than both locations) they now have all the capital funds in place. Our budget needs to be increased accordingly to cover the cleaning/maintenance costs. Our previous contractors quoted an additional £2532.92 p.a. to accommodate the pod. I will obtain a quote from our new contractors.

Insurance requirements/warranties etc. I have requested info on this from Danfo and asked for typical annual running costs of a pod.

Signed: Town Clerk 3rd November 2023

FINANCE & GENERAL PURPOSES REPORT FOR FULL COUNCIL MEETING ON 6TH NOVEMBER 2023

MONTH 7 INCOME & EXPENDITURE REPORT FOR OCTOBER 2023

101 FINANCE:

Budgeted Precept of £172,345 received this month.

102 ADMINISTRATION:

Net Income over Expenditure is a £4,426 positive variance. £1,867 Quarterly PAYE costs not paid in this month.

103 GRANTS & DONATIONS:

Net Expenditure £4,251 negative variance. Library Grant paid but not budgeted for this month.

104 POOL HOUSE:

Net Income over Expenditure is a £25 negative variance.

105 CONTINGENCY:

No Expenditure this month.

106 TOURISM SUPPORT BUDGET:

No Expenditure this month.

109 HUNGERFORD 2036 PROJECT:

Net Income over Expenditure is a £228 positive variance.

201 RECREATION & AMENITIES:

Net Income over Expenditure is a £982 positive variance.

202 WAR MEMORIAL GROUND:

Net Expenditure was a £45 positive variance this month.

203 ST SAVIOURS:

Net Income over Expenditure is a £932 positive variance.

204 CROFT FIELD:

Net Income over Expenditure is a £631 positive variance.

205 LIBRARY MAINTENANCE COSTS:

Net Expenditure was a £162 negative variance this month.

206 TRIANGLE FIELD:

Net Income over Expenditure is a £559 positive variance.

301 CHRISTMAS LIGHTS:

No Income or Expenditure this month.

302 HIGHWAYS:

Net Income over Expenditure is a £535 negative variance. Additional Dog Bin costs.

303 CCTV:

Net Income over Expenditure is a £1,194 negative variance. Budgeted £1,000 income was not achieved.

October's Net Income over Expenditure is a £173,773 positive variance due to Precept receipt.

Claire Winsor, Chair of F&GP, 4 October 2023

Hungerford Town Council**Report to:** 6th November Full Council**Agenda Item No FC202300198** Consider CCTV quotes for additional coverage.

Background There is currently a camera opposite the library pointing three ways, up and down Church Street and at the library. If we had an additional camera added at this location pointing away from the library this would capture footage involving access along Crown Mews to the back of the Town Hall and Courtyard where we have had several incidents.

We currently have one camera at the Skate Park. It is the type that pans around, so flicks between the rec and skate park. Now we have our new ramps it would be ideal to upgrade the coverage to show a wider view capturing the whole of the area all the time. If there are any accidents on the ramps it is very useful to have footage for insurance purposes.

The Croft Field Centre prior to its renovation had CCTV in place but as there was no broadband connection it was only viewable at the centre. Gigaclear are in the process of installing CCTV on site. This is taking a while due to their delays but also because they need to connect from a POT in the green triangle in the Croft and may need to go overhead with the cables making use of the telegraph poles. Once the broadband connection is in place we will be able to connect up the CCTV so we can view it in the office. We may wish to reconsider the current location of the camera as tape has been stuck over the lens on several occasions.

We have been wishing to connect the RFC cameras at the Triangle Field to our CCTV system so we can view footage in the office. I am advised by Gigaclear connection is now live so we are able to proceed with this. Whilst we agreed the Gigaclear costs I can't see we proposed the connection costs.

Objective Consider quotations provided by our current CCTV provider Smart. These cameras would link up to our existing system and images would be available in the office.

Note: The Police regularly view our CCTV footage, and we are able to clip images and send them directly via a portal. Our current system allows up to 64 channels and we have only used 19 of these so have plenty of capacity to accommodate.

Reference to Action Plan Aim - Improve safety and help reduce crime by increasing conviction rates. Retain the 19 existing cameras in good condition and maintain accessibility of footage for the police. Consider expanding network of cameras.

Options (including quotations) excluding vat

a	Install additional camera pointing along Crown Mews	£ 902.58 (spec attached)
b	Install replacement camera at Skate Park	£2205.51 (spec attached)
c	Connect the RFC cameras to our CCTV system using Gigaclear. Agree connection costs.	£1403.60
d	Reconsider the location of the camera/coverage at Croft Field Centre once free broadband is in place.	

Available budget (£s) including cost centre £11,500 in Ear Marked Reserves.

Health & Safety and Legal implications Privacy impact Assessment in place and process for applying to view CCTV available on website. Signage in place.

Recommendation(s) The best option, based on the above information.

Signed: Town Clerk 3rd November 2023

November 2023 Update on Hungerford Neighbourhood Plan (HNP)

02/11/23

Good progress this month:

- HNP Team met on October 11th
- The Plan text and photos version 8 is completed. Its to 2041 to tie in with West Berks Local Plan.
- Town Council Meeting October 18th about the HNP and site consultation.

- Site consultation planned, arranged and part completed.
- Programme as below (needs updating further), and still a chance of completing by late 2024.
- Key next actions are:
 - Completing site consultation and agree the preferred sites
 - Finalise the draft NDP
 - Send to West Berks & have first formal consultation

