

# HUNGERFORD TOWN COUNCIL

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**DRAFT MINUTES** of the **F&GP Meeting** held on Wednesday 10<sup>th</sup> January 2024 at 7.00pm in The Library, Hungerford.

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

- FGP2024009**    **Apologies for absence** – Cllr Carlson.
- FGP2024010**    **Declarations of interest** – None
- FGP20240011**    **Minutes - To approve and sign the minutes of the F & GP meeting on 2<sup>nd</sup> January 2024.**  
**Proposed:** Cllr Winsler  
**Seconded:** Cllr Simpson  
**Resolution:** Minutes were agreed as a true record.
- FGP20240012**    **Receive an update on actions** - All actions are complete or underway.
- FGP20240013**    **Propose acceptance of bank reconciliation**  
**Proposed:** Cllr Winsler  
**Seconded:** Cllr Simpson  
**Resolution:** Accept bank reconciliation totalling £460,784.72 as accurate for Nov 2023.
- Proposed:** Cllr Simpson  
**Seconded:** Cllr Fyfe  
**Resolution:** Accept bank reconciliation totalling £396,299.61 as accurate for Dec 2024.
- FGP20240014**    **Propose acceptance of cashflow**  
**Proposed:** Cllr Winsler  
**Seconded:** Cllr Schlanker  
**ACTION: Resolution:** Acceptance of cashflow as presented.
- FGP20240015**    **Consider all committee budgets and precept request for 2024-25 (refer to draft) and propose recommendations for Full Council. (taken after item FGP20240018)**  
An estimated taxbase figure has been received from West Berkshire Council. We still await the confirmed figure. Cllr Simpson passed on a concern over adequate funding for training. It was confirmed there is £500 in the budget for Councillor training. Cllr Schlanker offered some training on the MS365 system. It was agreed any project to maintain the black wrought iron gates to the war memorial avenue would need to be funded from grant applications. David Reeves (attending as interested in the councillor vacancy) flagged up his concerns over the WBC Budget consultation. HTC is already considering issues such as the dog bins and rubbish bins however has not looked at how the reduction in grass cutting could effect Hungerford. David advised he has written a paper on how budget cuts affect the crime rates detrimentally. He will forward this to HTC and will continue to lobby WBC.  
**Proposed:** Cllr Winsler  
**Seconded:** Cllr Simpson  
**Resolution:** Recommend to Full Council a precept request of £364,585 for 2024-25.

**ACTION:** Our financial regulations require Full Council to vote on the precept. Add to the agenda of next Full Council meeting to approve recommendation. The confirmed taxbase figure will need to have been received from WBC.

**FGP20240016 Review of Local Council Risk System documents as required by auditor.**

It was queried how any deficit flagged up by the Cashflow is logged. Income and Expenditure reports are brought to each Full Council meeting.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Schlanker

**ACTION:** **Resolution:** Agree the Local Council Risk System documents for the F&GP committee.

**FGP20240017 Update on renewal terms of Tennis Courts Lease** – The extended opening hours requested are being queried by WBC. Liaison is needed with all parties involved to resolve. The renewal date is 14<sup>th</sup> Jan however WBC has agreed we will remain in occupation under the terms of the existing lease on effectively a tenancy at will until such time as the new lease is signed.

**ACTION:** Defer to next meeting.

**FGP20240018 Update on obtaining leasehold of Bridge St War Memorial gardens.** The Clerk reported that we have no further news. Our solicitors continue to wait to hear back from the Charity Commission.

## **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.

**FGP20240019 Receive costing for staff recruitment.**

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**ACTION:** **Resolution:** To recruit based on costings given for Admin position based on 2 days a week (12 hours) starting at level 7.

**FGP20240020 Receive report to note staff toil and holiday.**

A small amount of TOIL was noted from employee no.s 14 and 17

**FGP20240021 Update on debtors.** Outstanding debts are being chased.

Meeting closed 8.08pm