

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **F&GP Meeting** held on Wednesday 3rd July 2024 at 7.00pm in the Fire Station Community Room, Hungerford.

Present: Cllrs Winsor, Simpson, Carlson, Cole, Fyfe and Schlanker. Also, present (not a voting member of the committee) Cllr Montgomery, and Clerk and RFO.

FGP20240053 Apologies for absence – None

FGP20240054 Declarations of interest – Cllr Simpson (President of Twinning Association) FGP20240064.

FGP20240055 Minutes - To approve and sign the minutes of the F & GP meeting on 22nd May 2024.

Proposed: Cllr Winsor

Seconded: Cllr Simpson

Resolution: Minutes were agreed as a true record. 2 abstentions.

FGP20240056 Receive an update on actions - Defer Charge Card Policy and Financial Regs to next meeting. Other actions are complete. It was noted Cllr Simpson can't access the shared drive and Cllr Winsor can't print word docs from it.

ACTION: Obtain a list of any IT problems for review.

FGP20240057 Propose acceptance of bank reconciliation

Proposed: Cllr Winsor

Seconded: Cllr Carlson

Resolution: Acceptance of bank reconciliation totalling £456,667.55 as accurate for May.

Propose acceptance of bank reconciliation

Proposed: Cllr Schlanker

Seconded: Cllr Carlson

Resolution: Acceptance of bank reconciliation totalling £426,309.78 as accurate for June.

FGP20240058 Propose acceptance of cashflow. The RFO advised we are vaguely on target. Invoices to be paid this month haven't cleared yet.

Proposed: Cllr Simpson

Seconded: Cllr Carlson

Resolution: Acceptance of cashflow as presented.

FGP20240059 Update on renewal of Tennis Court lease. We have negotiated an increase in the number of days per week permitted for the use of the courts from 2 to 4 following a request by the Y&C Centre. We are now awaiting the paperwork from West Berks Council.

FGP20240060 Update on D-Day expenditure and Income – We have received very positive feedback. Auctions are still on-going and final figures are yet to be tallied. These should be available for August Full Council.

FGP20240061 Outcome of review of following Internal Controls to Councillors –

- Ensuring an up-to-date Register of Assets – **Checked by Cllr Winsor with the RFO.**
- Regular maintenance arrangement for physical assets – **Checked by Cllr Simpson with Town Clerk. Cllr Coulthurst is checking the benches.**

- Annual review of risk and adequacy of Insurance cover – **This has been passed to Cllr Cole, who has professional experience in the insurance industry, to check.**
- Annual review of Fidelity Guarantee and cover – **Also passed to Cllr Cole to check.**
- Annual review of financial risk – **Cllr Schlanker to do tomorrow.**
- Awareness of Standing Orders and Financial regulations – **Cllr Simpson has checked the Standing orders. Cllr Winsor will check the new regulations once prepared.**

ACTION: Councillors to review the outstanding internal controls detailed above.

FGP20240062 Review of following policies: -

New Financial Regulations – Defer to next meeting.

Review of effectiveness of safe-guarding public money

This policy was read out at the meeting.

Proposed: Cllr Winsor

Seconded: Cllr Simpson

Resolution: Approve the review of effectiveness of safe-guarding public money document subject to an amendment to note the risk. FCS protection limit is £85K and there is £100k held in the Close Bros account.

Annual Review of deposits held with Financial Institutions

Proposed: Cllr Winsor

Seconded: Cllr Fyfe

Resolution: To re-invest with Close Brothers for another fixed term.

Proposed: Cllr Schlanker

Seconded: Cllr Winsor

Resolution: Open an account with CCLA. Subject to the £85K FCS protection being in place transfer £85K across.

Charge Card policy - Defer to next meeting

ACTION: Office to circulate the New Financial Regs and Charge Card Policy to councillors ahead of the next F&GP meeting and add to the agenda.

FGP20240063 Update on obtaining leasehold of Bridge St War Memorial gardens. Our solicitors have viewed the info retrieved by Cllr Cusack from the archives. From this they have deduced further detail is required.

ACTION: Cllr Cusack has offered to return to Berkshire Archives to carry out a further search. The Clerk will contact other Cllrs that may recall the history and any other organisations. Cllr Cole also has a contact.

FGP20240064 Consider allocation of funds to further Grant Applications. A spreadsheet of further applications was considered by the committee. £8,200 has already been allocated.

Proposed: Cllr Winsor

Seconded: Cllr Simpson

Resolution: Allocate £100 to George Gale to support his Rugby career.

It was suggested that the Duchess of Somerset may be able to help with a grant if his family is a member of the Clergy.

Proposed: Cllr Fyfe

Seconded: Cllr Winsor

Resolution: Allocate £150 to the Camera Club for their exhibition. (On hold until a Good Exchange application is live).

Proposed: Cllr Schlanker

Seconded: Cllr Cole

Resolution: Allocate £200 to the Twinning Association for visits. Cllr Simpson abstained. Twinning Association has advised the plaque by the tree in Ligueil Close is cracked. HTC will not be responsible for replacing this however if a grant application is made on the Good Exchange, they would consider supporting it.

FGP20240065 Consider purchase of trauma kit. After consideration of budgets the following was agreed.
Proposed: Cllr Simpson
Seconded: Cllr Schlanker
Resolution: To purchase a trauma kit costing £500 incl. VAT, to be installed on the exterior wall of the Hub building so it is publicly available.

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.

FGP20240066 Receive report to note staff toil and holiday. This was noted.
Proposed: Cllr Winser
Seconded: Cllr Simpson
Resolution: To pay overtime of 5 hrs to employee no. 14 and 2. To pay employee no.1, 23hrs overtime. Any other overtime from the D-Day event will need to be taken as TOIL. Expense forms should be submitted where costs are incurred.

FGP20240067 Update on appraisals and induction plans. One induction plan is yet to be completed followed by appraisal for employee no.2

FGP20240068 Consider Working at Height Training. This course is provided by Peninsula our H&S Consultant and costs £595 for up to nine delegates. It will provide knowledge on safe procedures when working at height. The course covers the requirements to ensure that work at height can be performed in accordance with the current legal requirements.

ACTION: Clerk to circulate details to obtain possible attendee numbers.

FGP20240069 Update on debtors. Outstanding debts are being chased.

FGP20240070 Consider Rugby Football Club discount request.

Proposed: Cllr Fyfe

Seconded: Cllr Simpson

Resolution: A reduction to an annual cost of £850 was agreed to be offered for use of pitch 5.

Meeting closed 8.30pm