

# HUNGERFORD TOWN COUNCIL

The Mayor  
Cllr Helen Simpson  
The Library  
Church Street  
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The Town Clerk  
Mrs Claire Barnes  
The Library  
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6<sup>th</sup> March 2025

To: Cllr Winsor, Cllr Simpson, Cllr Cole, Cllr Carlson, Cllr Fyfe and Cllr Keates.  
To all other Councillors, District Councillors and press for information.

You are summoned to a meeting of **The Finance & General Purposes Committee** to be held on **Wednesday 12<sup>th</sup> March 2025, at 7.00pm** in the Library. Hungerford

The meeting is open to the press and public. *Under the public bodies (Admissions to Meetings) Act 1960 the public may be excluded whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.*

*Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, providing they do so within the 15 minutes allotted time period (limited to 3 minutes per speaker) given at the beginning of each meeting. **Any questions should be submitted in advance by 2pm on the day of the meeting.** Public will not be permitted to interrupt, question or participate at any other point during the meeting unless invited to do so by the Chair. Timings will be at the discretion of the Chair.*

Mrs C Barnes  
Town Clerk

## AGENDA

- FGP20250018** Apologies for absence.  
**FGP20250019** Declarations of interest.
- FGP20250020** Minutes - To approve and sign the minutes of the F & GP meeting on 15<sup>th</sup> January 2025
- FGP20250021** Receive an update on actions.
- FGP20250022** **Hungerford Shed**
- Consider acceptance of draft lease (circulated)
  - Agree permission for a noticeboard under the bridge
- FGP20250023** **New Allotments Church Lane**
- Outcome of surveyor's report on wall.
  - Propose agreement of transfer of land as delegated by Full Council.
- FGP20250024** Propose acceptance of bank reconciliations for January and February (circulated)
- FGP20250025** Propose acceptance of cash flow (circulated)

- FGP20250026 Outcome of review of following Internal Controls by Councillors:**
- Records updated to reflect relevant legislation
  - PAYE/NIC/Pension properly operated by the Council as an employer
  - Staff Details e.g. salary payments - held in a secure & appropriate manner
  - VAT: payments identified, recorded and reclaimed in the cashbook
  - CIL reporting to Council in accordance with legislation
  - CIL reporting to District in accordance with legislation
  - CIL expenditure in accordance with legislation
  - Compliance with 2014 Regulations: Officer Decision Reports (award a contract or incur expenditure that materially affects that relevant government body's financial position)
- FGP20250027 Internal control document - Allocate items to councillors for review.**
- Compliance with Local Transparency Code 2015: Items of expenditure incurred over £500
  - Compliance with Data Protection Legislation – Council registered as a Data Controller
  - Compliance with General Data Protection Requirements – progress Council has made towards meeting such requirements:
  - Data Audit (CB is DPO)
  - Identify legal basis for processing data
  - Procedures for dealing with Subject Access Requests
  - Understand how to seek and manage consent
  - Update of policies & privacy notices
  - Data Retention & Disposal
  - Procedures to detect, report & investigate personal data breaches
  - Minutes properly numbered and paginated with a master copy kept in office or safekeeping
  - Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality
  - Adoption of Codes of Conduct for Members
  - Declaration of Acceptance of Office
- FGP20250028 Agree amendments following dissolving of staff committee and any other policy amendments (refer to drafts) for: -**
- Grievance Policy
  - Complaints Policy
  - Disciplinary Policy
- FGP20250029 Agree suggested updates to Social Media Policy – refer to draft**
- FGP20250030 Agree Annual Grant policy – refer to draft**
- FGP20250031 Library solar panels – Agree to insure as HTC is responsible for structure of building.**
- FGP20250032 Propose acceptance of quote for remedial work to Lightning rod. (circulated)**
- FGP20250033 Receive any update from solicitor on Bridge St War Memorial following submission of statement of truth to the Charity commission**
- FGP20250034 Decoration of High Street – Consider soldiers/flags for VE Day and a tree for Tutti day**

### **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.

- FGP20250035 Receive report for proposing further grants (circulated)**
- FGP20250036 Note staff toil and holiday.**
- FGP20250037 Update on debtors.**