

# HUNGERFORD TOWN COUNCIL

The Mayor  
Cllr Helen Simpson  
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The Town Clerk  
Mrs Claire Barnes  
The Library  
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8<sup>th</sup> May 2025

To: Cllr Winsor, Cllr Simpson, Cllr Carlson,  
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 14<sup>th</sup> May 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

- |                    |   |
|--------------------|---|
| <b>FGP20250038</b> | <b>Apologies for absence.</b>   |
| <b>FGP20250039</b> | <b>Declarations of interest.</b>  |
| <b>FGP20250040</b> | <b>Minutes - To approve and sign the minutes of the F &amp; GP meeting on 12<sup>th</sup> March 2025</b>  |
| <b>FGP20250041</b> | <b>Receive an update on actions.</b>  |
| <b>FGP20250042</b> | <b>Propose acceptance of bank reconciliations for March and April (circulated)</b>  |
| <b>FGP20250043</b> | <b>Propose acceptance of cash flow (circulated)</b>   |
| <b>FGP20250044</b> | <b>Outcome of review of following Internal Controls by Councillors:</b>   |
|                    | <ul style="list-style-type: none"><li>• Compliance with Local Transparency Code 2015: Items of expenditure incurred over £500</li><li>• Compliance with Data Protection Legislation – Council registered as a Data Controller</li><li>• Compliance with General Data Protection Requirements – progress Council has made towards meeting such requirements:</li><li>• Data Audit (CB is DPO)</li><li>• Identify legal basis for processing data</li></ul> |

- 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

**FGP20250045 Internal control document - Allocate items to councillors for review.**

**Assets and insurance**

- Ensuring an up-to-date Register of Assets
- Regular maintenance arrangement for physical assets
- Annual review of risk and adequacy of Insurance cover
- Annual review of Fidelity Guarantee and cover
- Annual review of financial risk – LCRS

**Statutory compliance**

- Awareness and review of Standing Orders and Financial regulations
- Orders placed in accordance with Financial Regulations – correct delegation/ spend limits employed
- Compliance with Local Transparency Code 2015 – Information published on website
- All policies updated
- Minutes properly numbered and paginated with a master copy kept in office or safekeeping

**FGP20250046 Review of following Policies –**

- Treasury Investment Policy
- Charge Card Policy
- Review effectiveness of Internal Controls
- Review effectiveness of Safe-guarding public money

**FGP20250047 Note pay runs adjustments to those minuted, since November**

**FGP20250048 Outcome of review of LCRS system**

**FGP20250049 Library solar panels – Propose to accept on-going responsibility for the panels and add to our insurance as requested by the Hub. Note: HTC is currently responsible for the structure of the building.**

**FGP20250050 Hungerford Shed – Receive any update. Amended lease now available.**

**FGP20250051 Receive any update from solicitor on Bridge St War Memorial following submission of statement of truth to the Charity commission**

**FGP20250052 Suggest HTC no longer use X (formerly Twitter)**

## **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.

- FGP20250053**     **Consider allocation of funds to Grant Applications.** Note: Proposals over £5,000 require ratification by Full Council. Refer to spreadsheet.
- FGP20250054**     **Note staff toil and holiday.**
- FGP20250055**     **Update on appraisals**
- FGP20250056**     **Consider request for fuel allowance**
- FGP20250057**     **Update on debtors.**