

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
The Library
Church Street
Hungerford
Berkshire
RG17 0JG
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

3rd July 2025

To: Cllr Winsor, Cllr Simpson, Cllr Carlson, Cllr Keates, Cllr Cole
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 9th July 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

- | | |
|--------------------|---|
| FGP20250058 | Apologies for absence. |
| FGP20250059 | Declarations of interest. |
| FGP20250060 | Minutes - To approve and sign the minutes of the F & GP meeting on 14th May 2025 |
| FGP20250061 | Receive an update on actions. |
| FGP20250062 | Propose acceptance of bank reconciliations for May and June (circulated) |
| FGP20250063 | Propose acceptance of cash flow (circulated) |
| FGP20250064 | Outcome of review of following Internal Controls by Councillors: |
| | Assets and insurance |
| | <ul style="list-style-type: none">• 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 – LCERS |

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

- FGP20250065 Internal control document - Allocate items to councillors for review.**
- **Financial records July**
 - Regular scrutiny of financial records and proper arrangements for the approval of expenditure
 - Payments supported by invoices, authorised and minuted
 - Regular scrutiny of income records to ensure income is correctly received, recorded and banked
 - Scrutiny to ensure precept recorded in the cashbook
 - Monthly reconciliation of Corporate Charge Card
 - Regular budget monitoring
 - Regular reconciliation of bank accounts verified and signed off by a non-signatory Councillor
 - Inter-bank transfers reported to Parish Council
- FGP20250066 Propose allocation of CIL funds totalling £4782.51. Suggested allocation:**
- Replace 2 CCTV links with a pair of new 60 GHz links - £2k
 - Replace broken springer in Smitham Play Park - £1.2k
 - Replace one old defibrillator and parts – £1.5K
- FGP20250067 Propose allocation of £2k currently held in ear-marked reserves. Suggest emergency funds.**
- FGP20250068 Receive report on cash deposit and carry out annual review of deposits held.**
Close Bros investment finishes end of July.
- FGP20250069 Outcome of review of the following Policies and proposal of agreement or amendments required –**
- Treasury Investment Policy
 - Charge Card Policy
 - Review effectiveness of Internal Controls
 - Review effectiveness of Safe-guarding public money
- FGP20250070 Review of the following policies: -**
- IT Policy
 - Co-option Policy
 - Community Engagement
 - Code of Conduct
- FGP20250071 Propose expenditure for purchase of small Christmas Trees**
- FGP20250072 Outcome of review of LCRS system**

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.

- FGP20250073 Consider allocation of funds to late Grant Applications.** Note: Proposals over £5,000 require ratification by Full Council.
- Eight Bells mental health – Already allocated £250 towards annual running cost ref:20805
 - West Berks Foodbank – Hungry holidays

FGP20250074 **Note staff toil and holiday.**
FGP20250075 **Update on debtors**