

HUNGERFORD TOWN COUNCIL

The Mayor
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The Town Clerk
Mrs Claire Barnes
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4th September 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 10th September 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

- | | |
|--------------------|---|
| FGP20250076 | Apologies for absence. |
| FGP20250077 | Declarations of interest. |
| FGP20250078 | Minutes - To approve and sign the minutes of the F & GP meeting on 9th July 2025 |
| FGP20250079 | Receive an update on actions. |
| FGP20250080 | Propose acceptance of bank reconciliations for July and August (circulated) |
| FGP20250081 | Propose acceptance of cash flow (circulated) |
| FGP20250082 | Outcome of review of following Internal Controls by Councillors: |
| | Financial records July |
| | <ul style="list-style-type: none">▪ 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

**FGP20250083 Internal control document - Allocate items to councillors for review.
Contracts/Grants September**

- Scrutiny of grants awarded and declared in the cashbook
 - Annual review of contracts (where appropriate)
- Staff September**
- Staff contracts annually reviewed
 - Staff 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

FGP20250084 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

FGP20250085 Review of the following policies: -

- Co-option Policy
- Code of Conduct

FGP20250086 Discuss arrangements for housing of the Christmas Trees

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.

FGP20250087 Consider allocation of funds to late Grant Applications. Note: Proposals over £5,000 require ratification by Full Council.

- Old Library Campaign
- West Berks Dementia Hub

FGP20250088 Leisure Centre agreement

FGP20250089 Library building maintenance concerns

FGP20250090 Note staff toil and holiday.

FGP20250091 Update on debtors