

HUNGERFORD TOWN COUNCIL

The Mayor
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The Town Clerk
Mrs Claire Barnes
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6th November 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 12th November 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

- | | |
|--------------------|--|
| FGP20250092 | Apologies for absence. |
| FGP20250093 | Declarations of interest. |
| FGP20250094 | Minutes - To approve and sign the minutes of the F & GP meeting on 10th September 2025 |
| FGP20250095 | Receive an update on actions. |
| FGP20250096 | Propose acceptance of bank reconciliations for Sept and Oct (circulated) |
| FGP20250097 | Propose acceptance of cash flow (circulated) |
| FGP20250098 | Outcome of review of following Internal Controls by Councillors: |
| | Financial records July |
| | ▪ 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

**FGP20250099 Internal control document - Allocate items to councillors for review.
VAT/CIL Nov**

- VAT: payments identified, recorded and reclaimed in the cashbook
- CIL reporting to Council and District in accordance with legislation
- CIL expenditure in accordance with legislation

DATA PROTECTION Nov

- Compliance with Data Protection Legislation – Council registered as a Data Controller (CB IS Data Protection Officer)
- Compliance with General Data Protection Requirements – progress Council has made towards meeting such requirements:
- Data Audit (CB is DPO)
- Procedures to detect, report & investigate personal data breaches
- Identify legal basis for processing data
- Procedures for dealing with Subject Access Requests
- Understand how to seek and manage consent
- Data Retention & Disposal

FGP202500100 Review of the following policies: -

- Code of Conduct

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.

FGP202500101 Consider allocation of funds to late Grant Applications. Note: Proposals over £5,000 require ratification by Full Council.

- Hungerford Primary School – Reconsider as project reached its target
- V365 (Volunteer Recruitment Fair 2026) – Reconsider with more details submitted

FGP202500102 Library building maintenance - update

FGP202500103 Update on signing of lease for Men's Shed

FGP202500104 Update on transfer of freehold of new allotments

FGP202500105 Consider position regarding Great West Way Ambassador status

FGP202500106 Consider budget for April 2026 to 2027 for Finance & General Purposes Committee

FGP202500107 Note staff toil and holiday.

FGP202500108 Consideration of new HR policies

FGP202500109 Update on debtors