

# HUNGERFORD TOWN COUNCIL

The Mayor  
Cllr Helen Simpson  
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The Town Clerk  
Mrs Claire Barnes  
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8<sup>th</sup> January 2026

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 14<sup>th</sup> January 2026**, 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

- FGP2026001** Apologies for absence.  
**FGP2026002** Declarations of interest.  
**FGP2026003** Minutes - To approve and sign the minutes of the F & GP meeting on Tuesday 25<sup>th</sup> November 2025  
**FGP2026004** Receive an update on actions.  
**FGP2026005** Propose acceptance of bank reconciliations for Nov and Dec. Note increase in protection from Financial Services Compensation Scheme to £120k.  
**FGP2026006** Propose acceptance of cashflow (circulated)  
**FGP2026007** Outcome of review of following Internal Controls by Councillors:  
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

**FGP2026008      Agree Annual Risk Assessments (LCRS) for F&GP committee.**  
**FGP2026009      Review Heads of Terms for proposed lease of Ramsbury Play Park from West Berks Council to Hungerford Town Council.**

## **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.

**FGP20260010      Receive update on Great West Way membership – Cllr Reeves**  
**FGP20260011      Consider Library building maintenance report and quotations**  
**FGP20260012      Consider quotations for work to Croft Field Centre**  
**FGP20260013      Consider allocation of funds to late Grant Applications**  
**FGP20260014      Consider improvements to carbon footprint**  
**FGP20260015      Propose adoption of HR policies – refer to draft**  
**FGP20260016      Consider Hungerford Archers hire agreement – refer to draft**  
**FGP20260017      Consider renewal of contractors' terms – refer to spreadsheet**  
**FGP20260018      Plan/funding for Newtons Garden**  
**FGP20260019      Note staff toil and holiday**  
**FGP20260020      Update on debtors**