

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
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The Town Clerk
Mrs Claire Barnes
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8th January 2026

To: Cllr Winser, 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 14th 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 25th 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