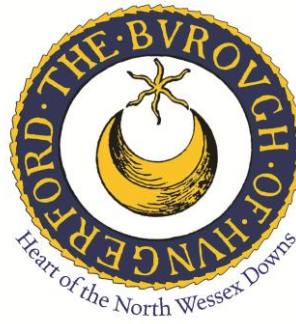


# HUNGERFORD TOWN COUNCIL

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**DRAFT MINUTES** of the **F&GP Meeting** held on Wednesday 14<sup>th</sup> May 2025 at 7.00pm in the Library, Hungerford.

**Present:** Cllrs Winsor, Simpson, Cole, and Carlson. Also, present Cllrs Keates and Reeves, Clerk and RFO.

**FGP20250038** **Apologies for absence** – None

**FGP20250039** **Declarations of interest** – Cllrs Winsor, Simpson and Cole (Hungerford Camburn). Cllr Simpson (Tuesday Burchett Club)

**FGP20250052** **Suggest HTC no longer use X (formerly twitter)** – (*This item was brought forward whilst Cllr Reeves was present*) Cllr Reeves advised 'This proposal came about from a Social Media Workshop delivered to the Office team last week whereby we viewed the X account and noted we are getting hardly any impressions. An impression is when a tweet is placed in a user's timeline, i.e. they see it. This is nothing to do with the work the office is doing but, a result of X's transition to a commercial enterprise, rather than a social sharing platform. Deactivating the account would save the office time in populating it with content and to a wider point. X has become very political, and, in my view, we should avoid platforms that are heavily weighted with influential views, whether they be left or right. He added that since the platform was taken over there is no longer any verification method in place unless you pay £8 a month.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Cole

**ACTION:** **Resolution:** To deactivate HTC's X account. After 30 days it will disappear completely. The office will issue a last post on X to advise we are leaving and remove the link from our website. It was noted that we can report it if someone pretends to be us. Committee queried who owns our 'Linked in' account and it was confirmed it created itself and it is best to leave it alone. If anyone tries to claim it Microsoft will require proof of ID.

**FGP20250040** **Minutes - To approve and sign the minutes of the F & GP meeting on 12<sup>th</sup> March 2025.**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**Resolution:** Minutes were agreed as a true record.

**FGP20250041** **Receive an update on actions** – Progress on the acquiring of land for new allotments was queried and it was noted that the landowner is in touch with a builder directly about repairs to the boundary wall. HTC is not involved at this stage but would carry out site visits to see the work in progress to ensure that all is in order. Thanks were given to Jay and staff for decorating a tree for Tutti. Other items are either on this agenda or complete.

**FGP20250042** **Propose acceptance of bank reconciliations for March and April – (circulated)**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Carlson

**Resolution:** Acceptance of bank reconciliation totalling £301,423.11 as accurate for March.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Carlson

**Resolution:** Acceptance of bank reconciliation totalling £499,179.21 as accurate for April.

**FGP20250043 Propose acceptance of cash flow – (circulated)**

**Proposed:** Cllr Winser

**Seconded:** Cllr Carlson

**Resolution:** Accept cashflow as presented.

It was noted the Xmas lights energy and Wiltshire bus service invoices are still awaited. £489,846 has been carried forward to month 2.

**FGP20250044 Outcome of review of following Internal controls by Councillors: -**

- Compliance with Local Transparency Code 2015: Items of expenditure incurred over £500
- Compliance with Data Protection Legislation – Council registered as a Data Controller
- Compliance with General Data Protection Requirements – progress Council has made towards meeting such requirements:
- Data Audit (CB is DPO)
- Identify legal basis for processing data
- Procedures for dealing with Subject Access Requests
- Understand how to seek and manage consent
- Update of policies & privacy notices
- Data Retention & Disposal
- Procedures to detect, report & investigate personal data breaches
- Minutes properly numbered and paginated with a master copy kept in office or safekeeping
- Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality
- Adoption of Codes of Conduct for Members
- Declaration of Acceptance of Office

Cllrs Winser and Simpson carried out all the above checks.

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** Confirm acceptance that the above procedures are in place.

**FGP20250045 Internal control document - Allocate items to councillors for review.** The RFO has categorised future checks and spread them over the F&GP meetings throughout the year.  
**Assets and insurance**

- Ensuring an up-to-date Register of Assets – *Allocated to Cllr Keates*
- Regular maintenance arrangement for physical assets – *Allocated to Cllr Keates*
- Annual review of risk and adequacy of Insurance cover – *Allocated to Cllr Cole*
- Annual review of Fidelity Guarantee and cover – *Allocated to Cllr Cole*
- Annual review of financial risk – LCRS – *Allocated to Cllr Cole*

**Statutory compliance** – *All allocated to Cllrs Simpson and Winser to do together*

- 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

**ACTION:** Cllrs to complete the above internal control checks as allocated.

**FGP20250046 Review of following Policies**

- Treasury Investment Policy
- Charge Card Policy
- Review effectiveness of Internal Controls
- Review effectiveness of Safe-guarding public money

**ACTION:** Cllr Carlson will review the above four policies. Add to next agenda to bring back any amendments for consideration.

**FGP20250047 Note pay run adjustments to those minuted, since November**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Carlson

**ACTION:** **Resolution:** Agree adjustments to front sheet. The corrected pay runs will be uploaded to HTC's website.

**FGP20250048 Outcome of review of LCRS system** – Cllr Cole advised he has designed Risk Systems and has never seen such a bad program. It does however satisfy the audit. It is thought HTC will need to spend around £1,000 to get a better system in place whereas the current system is free apart from the occasional update, the last one being back in 2021. WBC use a very complicated assessment system which wouldn't be suitable for HTC. It would be useful to have a web-based system.

**ACTION:** Research what auditors would accept and what other town council's use.

**FGP20250049 Library solar panels – Propose to accept on-going responsibility for the panels and add to our insurance as requested by the Hub. Note: HTC is currently responsible for the structure of the building.** A meeting took place with the Chair of the Hub who confirmed he wished instead to retain the panels. He sees these as an attachment rather than part of the structure of the building, He will budget for replacement in 30 years' time and add to their insurance. The Clerk has since put in writing to the Chair what was agreed at the meeting for the record.

**FGP20250050 Hungerford Shed – Receive any update. Amended lease now available.** WBC have now advised that there will be a very high cost for a licence to alter and similar for a licence to sublet. Despite informing WBC of the plans back in November this is first time they have mentioned there will be any cost for their permission. The costs indicated are £2620.

**ACTION:** Our concerns have been escalated to District Cllr Denise Gaines. Chase response.

**FGP20250051 Receive any update from solicitor on Bridge St War memorial following submission of statement of truth to the Charity Commission.** Our solicitor has applied to the land registry for the title of Bridge St War Memorial land. The land registry advise they estimate that the application will be completed in August 2026, should they accept the evidence provided is sufficient to register the title.

**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.

**FGP20250053 Consider allocation of funds to Grant Applications: Note Proposals over £5,000 require ratification by Full Council.**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Carlson

**ACTION:** **Resolution:** Recommend to Full Council to allocate grant funding to the total of £8,675 as per the completed spreadsheet.

- FGP20250054** **Note staff toil and holiday** – Toil and holiday was noted.
- FGP20250055** **Update on appraisals** – The Clerk's appraisal is booked for 20<sup>th</sup> May. All other appraisals are complete.
- FGP20250056** **Consider request for fuel allowance**  
**Proposed:** Cllr Keates  
**Seconded:** Cllr Cole  
**ACTION:** **Resolution:** Agree to pay fuel expenses for employee no.1 on a monthly basis. Clerk to contact Peninsula to determine the best way of recording on-going mileage. Use nominal code 4071 for costs.
- FGP20250057** **Update on debtors** – There are no long outstanding debts.

Meeting closed 8.56pm