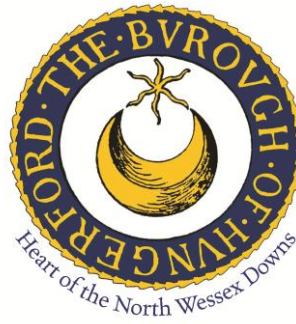


HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **F&GP Meeting** held on Wednesday 10th September 2025 at 7.00pm in the Library, Hungerford.

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

FGP20250076 Apologies for absence – None

FGP20250077 Declarations of interest – None

FGP20250078 Minutes - To approve and sign the minutes of the F & GP meeting on 9th July 2025.

Proposed: Cllr Winsor

Seconded: Cllr Simpson

Resolution: Minutes were agreed as a true record. One abstention.

FGP20250079 Receive an update on actions – These were noted as either complete or on the agenda. The only action not yet completed is the transfer of £105K as there is not enough in the account. Instead £95k will be transferred and the rest at a later date.

FGP20250080 Propose acceptance of bank reconciliations for July and August – (circulated)

Proposed: Cllr Winsor

Seconded: Cllr Simpson

Resolution: Acceptance of bank reconciliation totalling £418, 162.96 as accurate for July.

Proposed: Cllr Simpson

Seconded: Cllr Keates

Resolution: Acceptance of bank reconciliation totalling £401,947.22 as accurate for August.

FGP20250081 Propose acceptance of cash flow – (circulated)

It was noted the figures don't tie in exactly with the Income and Expenditure report due to timing but are as close as possible.

Proposed: Cllr Winsor

Seconded: Cllr Carlson

Resolution: Accept cashflow as presented.

FGP20250082 Outcome of review of following Internal controls by Councillors: -
Financial records July

- 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

Cllr Keates was thanked for reviewing the above controls, with the guidance of the RFO.

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

ACTION: Cllr Carlson will review the Contracts/Grants and Cllr Winsor the staff, internal controls listed above.

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

Cllr Carlson was thanked for checking all the above documents. Some minor corrections have been agreed and made by Clerk.

FGP20250085 Review of the following policies: -

- Co-option Policy
- Code of Conduct

The Clerk has reviewed the Co-option policy and there are no changes required (apart from a couple of typos), which will be corrected.

ACTION: Defer review of the Code of Conduct to the next agenda as the information required is not available on the NALC website at present.

FGP20250086 Discuss arrangements for housing of the Christmas Trees – New storage and working space is required for the dressing of the small Christmas trees, as the Croft Field gazebo will no longer be available. If the Triangle Field is used, the space where the old Theatre Company containers were located will need clearing and tidying. Heras fencing will still be required.

Proposed: Cllr Keates

Seconded: Cllr Cole

ACTION: **Resolution:** Clerk to obtain confirmation from WBC if new planning permission is required or if HTC can renew the previous permission that the Theatre Company had so that HTC can site containers on the Triangle Field. It was agreed to delegate authority to the Clerk to spend up to £5K on containers. Agreed better to have two smaller containers than one larger one.

ACTION: Cllr Keates will measure the area and decide the length, number and positioning of the containers required and will check access to the electric power cable currently in position.

ACTION: Clerk to obtain date that Theatre Company are removing the containers.

It was noted that as a result of the changes the Rugby Club will probably gain more parking space.

ACTION: Chase receipt of the grant money back from the RFC for their project that didn't proceed.

Cllr Cole advised that he had not carried out some of the internal control actions from the May F&GP. The following items were discussed:

*Annual review of Risk and Adequacy of Insurance Cover – **ACTION:** It was agreed Cllr Cole would review this further.*

Annual review of Fidelity Guarantee and cover – It was recalled that this had been discussed.

ACTION: Clerk will ensure we have in writing from our insurers confirmation that fidelity guarantee insurance is covered within the Commercial Crime section.

Annual review of Financial Risk, LCRS – It was agreed that this had been discussed and reviewed adequately.

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. The following late applications were discussed:

- Old Library Campaign
- West Berks Dementia Hub
- V365 Recruitment Fair

No funding was agreed for the applications. The Committee wished to support local. In particular they would choose to support the Hungerford Resource Centre directly for dementia care.

ACTION: Clerk to find out which charities benefitting Hungerford are looking to recruit and will invite them to the next Annual Town Meeting.

FGP20250088 Leisure Centre Agreement – We are waiting to hear from West Berks Council about our queries over the agreement. They have acknowledged our solicitor's letter and will respond.

ACTION: Clerk to chase in due course.

FGP20250089 Library building maintenance concerns – The Clerk reported the library internal automatic doors have an intermittent fault. Costs indicated for repair are around £2k.

ACTION: Cllr Keates to explore alternative options for repair or replacement of doors.

The damp proofing/coping stones around the exterior of the library building are inadequate. Costs are around £10k to fix.

ACTION: Clerk to obtain comparative quotes for the building work.

ACTION: Note potential costs of both items for future budget.

FGP20250090 Note Staff toil and holidays -These were noted. It was agreed employee no. 1 would be paid for his work on 4th Sept.

FGP20250091 Update on debtors – No late debtors.

Meeting closed 8.27pm