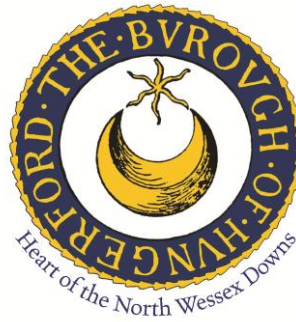


HUNGERFORD TOWN COUNCIL

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MINUTES of the **F&GP Meeting** held on Wednesday 12th November at 7.00pm in the Library, Hungerford.
Present: Cllrs Winsor, Simpson, Keates, and Carlson. Also present, Clerk and RFO.

FGP20250092 **Apologies for absence** – Cllr Cole

FGP20250093 **Declarations of interest** – Cllr Winsor (treasurer of HAAHA allotments)

FGP20250094 **Minutes - To approve and sign the minutes of the F & GP meeting on 10th September 2025.**

Proposed: Cllr Winsor

Seconded: Cllr Simpson

Resolution: Minutes were agreed as a true record. All in favour.

FGP20250095 **Receive an update on actions** –

ACTION: Cllr Winsor is completing her allocated internal controls on Tuesday. Cllr Carlson will carry out the internal controls on grants and Cllr Keates will do the contractors on Tuesday. Planning permission for the containers has been applied for and the containers are in place. The unspent grant money has been returned by the Rugby Club.

ACTION: Clerk to ensure we have in writing from our insurer's confirmation that the fidelity guarantee insurance is covered within the Commercial Crime section.

ACTION: Cllr Cole was not present to report on the Risk and Adequacy of insurance cover. Defer item.

ACTION: Add the Leisure Centre to future agendas.

It was noted that the library doors have been fixed. The damp proofing of coping stones will be considered under the budget item FGP202500106.

FGP20250096 **Propose acceptance of bank reconciliations for Sept and Oct – (circulated)**

Proposed: Cllr Winsor

Seconded: Cllr Simpson

Resolution: Acceptance of bank reconciliation totalling £577,848.57 as accurate for Sept.

Proposed: Cllr Keates

Seconded: Cllr Carlson

Resolution: Acceptance of bank reconciliation totalling £555,269.65 as accurate for Oct.

FGP20250097 **Propose acceptance of cash flow – (circulated)**

The cashflow was discussed and no issues were raised.

ACTION: Clerk to obtain a valuation of the new allotment site.

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

DISCUSSED UNDER ITEM FGP20250095 above.

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

ACTION: Cllr Carlson will complete the Data Protection checks. Ask Cllr Cole if he could carry out the VAT checks.

FGP202500100 Review of the following policies: -

- Code of Conduct

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.

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. The following late applications were discussed:

- **Hungerford Primary School**
Reallocate the previously agreed £100 to application 21061
- **V365 (Volunteer Recruitment Fair 2026)** – Reconsider with more details submitted
Proposed: Cllr Winser
Seconded: Cllr Simpson
Resolution: Allocate a grant of £250 for the V365.
- **Swings and Smiles**
Proposed: Cllr Winser
Seconded: Cllr Simpson
Resolution: Allocate a grant of £300 for Swings & Smiles application 21147
- **Men's Shed**
They have been given premises and £400. Nothing further was agreed but they can reapply in April.

ACTION: Arrange payment of above grants.

FGP202500102 Library building maintenance – update

The damp proofing/coping stones around the exterior of the library building are inadequate. Costs are around £10k to replace. A contractor has suggested he could carry out a further survey, looking to carefully re-bed stones or cut new drips which would be a cheaper solution.

Proposed: Cllr Carlson

Seconded: Cllr Keates

ACTION: **Resolution:** Appoint contractor to carry out a survey at a cost of £150.

FGP202500103 Update on signing of lease for Men's Shed – The lease has been agreed and signed by all parties. We await the paperwork from West Berks Council

FGP202500104 Update on transfer of freehold of new allotments – The Freehold transfer has been received and signed. Our solicitor is registering it with the Land Registry.

FGP202500105 Consider position regarding Great West Way Ambassador status

Proposed: Cllr Cole

Seconded: Cllr Keates

ACTION: **Resolution:** All agreed not to renew our ambassador status in March 2026. Clerk to check notice period and advise GWW.

FGP202500106 Consider budget for April 2026 to 2027 for Finance & General Purposes Committee (*this agenda item was taken last*) – The budget was considered line by line and the spreadsheet updated.

ACTION: Maintenance man to install a sub-meter at Croft Field for Men's Shed as electric usage could double.

ACTION: RFO to look at a 3-year deal for electric using Troo. Smart Test Energy is the best at present.

ACTION: Clerk to prepare a report on the state of the current laptops and PCs.

Proposed: Cllr Winsor

Seconded: Cllr Carlson

ACTION: **Resolution:** Recommend a draft F&GP budget with a total expenditure of £280,635 a 1.3% increase on the existing.

FGP202500107 Note Staff toil and holidays -These were noted.

FGP202500108 Consideration of new HR policies – How compassionate leave is taken should be at the managers discretion.

ACTION: Add to next F&GP to look at policies. Circulate handbook.

FGP202500109 Update on debtors – One debtor noted.

Meeting closed 9pm