HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **F&GP Meeting** held on Wednesday 9th September 2026 at 7.00pm in the Library, Hungerford.
Present: Cllrs Keates, Mulholland, Cole, Brunning and Carlson (entered later). Also, present, Clerk and RFO.

FGP20260074 **Apologies for absence** – None

FGP20260075 **Declarations of interest** – None

FGP20260076 **Minutes - To approve and sign the minutes of the F & GP meeting on Thursday 9th July and Extraordinary Part 2 F&GP meeting of Tuesday 25th Aug 2026.**
Proposed: Cllr Mulholland
Seconded: Cllr Cole
Resolution: Minutes of 9th July were agreed as a true record.
Proposed: Cllr Mulholland
Seconded: Cllr Keates
Resolution: Minutes of 25th August were agreed as a true record. One abstention.

FGP20260077 **Receive an update on actions –**
West Berks Council (WBC) are progressing the lease for Ramsbury Drive. Clerk still chasing.
The Clerk has applied for the Local Council Silver Award.
ACTION 1: The Mayor and Maintenance man will purchase and fit dry rods to stop the damp at the Croft Field Centre.
Cllr Carlson entered.
The Grant policy and Co-option policies have been updated.
The application for the telephone box is proceeding.
The transfer has been done and contracts updated by letter.

FGP20260078 **Propose acceptance of bank reconciliation for July and August.**
Proposed: Cllr Mulholland
Seconded: Cllr Keates
Resolution: Acceptance of bank reconciliation as accurate for July £465,863.24 and August £440,735.79.
ACTION 2: It was noted the Smarten Up Hungerford have requested more budget for winter flowers. Clarification is required on exactly what this is for and how much.

FGP20260079 **Propose acceptance of cashflow (circulated).**
Proposed: Cllr Mulholland
Seconded: Cllr Carlson
Resolution: Acceptance of cashflow as presented.

FGP20260080 **Review of effectiveness of safeguarding public money – refer to report.** It was noted the office has received some cash for deposits. Cash will be phased out and other payment methods used.
Proposed: Cllr Mulholland
Seconded: Cllr Keates

ACTION 3: **Resolution:** Accept the document, review of effectiveness of safeguarding public money, subject to adding the checking of new bank details of contractors. RFO to update.

FGP20260081 **Review of charge card policy – refer to report**
Proposed: Cllr Mulholland
Seconded: Cllr Carlson
Resolution: Accept the charge card policy as written.

FGP20260082 **Approval of Asset Register – Refer to document**
Proposed: Cllr Mulholland
Seconded: Cllr Keates
Resolution: Approve the asset register (Note: Approval of the insurance will be looked at separately).

FGP20260083 **Internal Controls – Assets and Insurance** – It was agreed that:

ACTION 4: Cllr Cole will review the following:

- Ensuring an up-to-date Register of Assets
- Regular maintenance arrangement for physical assets
- Annual review of risk and adequacy of Insurance cover
- Annual review of Fidelity Guarantee and cover

ACTION 5: Cllr Carlson will review:

- Annual review of financial risk

FGP20260084 **Internal Controls – Statutory Compliance –** It was agreed that:

ACTION 6: Cllr Mulholland will review the following:

- Orders placed in accordance with Financial Regulations – correct delegation/ spend limits employed
- Awareness and review of Standing Orders and Financial regulations
- 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

FGP20260085 **Consider budget transparency and breakdown of earmarked reserves –** It was noted that the Clerk and RFO would not ask for approval of expenditure without a budget being identified. In future emails will outline the budget in the same way reports do. Earmarked reserves are for future projects. Any projects should be fully scoped ahead of commencement defining detail and costs. Projects should be on the action plan or wish list.

FGP20260086 **Review of Emergency Plan – Discussion of emergency plan process –** Cllr Mulholland highlighted the actions of Stourbridge during the recent forest fire and their efficiency in evacuating the area and providing temporary accommodation. WBC recommend that parishes each have their own emergency plan. It was suggested a group should review HTC's plan regularly and that the Rugby Club should be added as an alternative emergency venue in case the town centre became inaccessible. Cllr Keates said a grab bag would be a good idea including torches, vests, contacts etc. Every councillor should read the plan and sign to say that they have done so. It is important to have a place for the press in an event so that the emergency services can brief them

Proposed: Cllr Mulholland
Seconded: Cllr Keates
ACTION 7: **Resolution:** Clerk to apprpoach emergency services and WBC to find out what the appropriate level of response by HTC should be so we can review the gap.

FGP20260087 **Consider standard Terms and Conditions for contractors –** For the public toilet cleaning contract a break clause was added, and these terms will be put in a letter. However, HTC do not have standard terms and conditions.
Proposed: Cllr Mulholland
Seconded: Cllr Carlson
Resolution: Agree HTC have a standard terms and conditions for purchase and services.
ACTION 8: Cllr Carlson to start the process of putting Terms and Conditions together.
The Clerk was advised that we would aim to apply our terms where possible but would review on a case-by-case basis.

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.

FGP20260088 **Review overtime for employee number 1.**
Proposed: Cllr Mulholland
Seconded: Cllr Carlson
ACTION 9: **Resolution:** Pay employee number 1, 36 hours overtime, accumulated due to extraordinary circumstances. RFO to action.

FGP20260089 **To note the Local Government Association (LGA) has announced the 2026 pay award for local government employees. The settlement provides for a 3.3% increase in pay rates and allowances with effect from 1 April 2026. The agreed pay award covers the period from 1 April 2026 to 31 March 2027, and employers are being encouraged to implement the increase as quickly as possible.**
Proposed: Cllr Mulholland
Seconded: Cllr Cole
ACTION 10: **Resolution:** Propose, as per contract, staff are paid the 3.3% increase from Sept and back pay from April. RFO to action.

FGP20260090 **Review of Triangle Field lease – Next steps such as letter of intent.**
A meeting has taken place with HRFC to discuss their future lease and aspirations for the Club.
Proposed: Cllr Mulholland
Seconded: Cllr Carlson
ACTION 11: **Resolution:** Clerk to request our solicitor drafts a lease to include an appropriate rent increase, ensuring that it doesn't conflict with other leases and merging where appropriate. Agree in principle a 25-year lease with a 5-year break clause, including HTC to retain use of facility for occasional events. Also review clause about requirement to paint clubhouse ensuring a dilapidation clause is in place and consider amendment to wording of use of clubhouse for social events. Lease to be reviewed by F&GP committee but to be ratified by Full Council.

Proposed: Cllr Mulholland
Seconded: Cllr Keates
ACTION 12: **Resolution:** Advise HRFC we are reviewing the lease with our solicior.

Meeting closed 8.40pm