

HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Helen Simpson
57 Fairview Road
Hungerford
Berkshire
RG17 0BP
Tel: 07920 110380
Cllr.helen.simpson@hungerford-tc.gov.uk



The Town Clerk
Mrs Claire Barnes
The Library
Church Street
Hungerford
Berkshire RG17 0JG
Tel: 01488 686195
townclerk@hungerford-tc.gov.uk
www.hungerford-tc.gov.uk

9th January 2025

To: Cllr Winsor, Cllr Simpson, Cllr Cole, Cllr Carlson, Cllr Fyfe and Cllr Keates.
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 15th January 2025**, 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

- FGP2025001** Apologies for absence.
- FGP2025002** Declarations of interest.
- FGP2025003** Minutes - To approve and sign the minutes of the F & GP meeting on 27th November 2024
- FGP2025004** Receive an update on actions.
- FGP2025005** Propose acceptance of bank reconciliations for November and December – See attached report.
- FGP2025006** Propose acceptance of cash flow – See attached report.
- FGP2025007** Outcome of review of following Internal Controls by Councillors:
- Regular budget monitoring
 - Regular reconciliation of bank accounts verified and signed off by a non-signatory Councillor
 - Reporting of inter-bank transfers reported to Parish Council
 - Contracts of employment for staff

- Scrutiny of grants awarded and declared in cashbook
- Staff contractors annually reviewed

- FGP2025008 Internal control document - Allocate items to councillors for review.**
- 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
 - VAT: payments identified, recorded and reclaimed in the cashbook
 - CIL reporting to Council in accordance with legislation
 - CIL reporting to District in accordance with legislation
 - CIL expenditure in accordance with legislation
 - Compliance with 2014 Regulations: Officer Decision Reports (award a contract or incur expenditure that materially affects that relevant government body's financial position)
- FGP2025009 Update on legal agreements for:**
- Hungerford Shed,
 - New allotments,
 - Bridge St War Memorial
- FGP20250010 Propose inflation rise on fees and charges.**
- FGP20250011 Consider applying for GWR CCIF bid.**
- FGP20250012 Review LCRS (Local Council Risk System) risk assessments for F&GP**
- FGP20250013 Propose reallocation of CIL money**
- FGP20250014 Propose signatory for CCLA account**

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.

- FGP20250015 Receive report to note staff toil and holiday.**
- FGP20250016 Update on debtors.**
- FGP20250017 Review contract for Swimming Pool House**