

# HUNGERFORD TOWN COUNCIL

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**DRAFT MINUTES** of the **F&GP Meeting** held on Wednesday 15<sup>th</sup> January 2025 at 7.00pm in the Library, Hungerford.

**Present:** Cllrs Winsor, Simpson, Cole, Keates, Carlson and Fyfe. Also, present Clerk, RFO and non-voting member Cllr Coulthurst.

**FGP2025001**    **Apologies for absence** – None

**FGP2025002**    **Declarations of interest** – Cllr Simpson – Part 2 item 17.

**FGP2025003**    **Minutes - To approve and sign the minutes of the F & GP meeting on 27<sup>th</sup> November 2024.**  
**Proposed:** Cllr Winsor  
**Seconded:** Cllr Simpson  
**Resolution:** Minutes were agreed as a true record.

**FGP2025004**    **Receive an update on actions** –  
Cllr Reeves has recently reviewed the social media policy.  
**ACTION:** Add to next F&GP agenda to approve the new draft.  
All other actions are complete or underway.

**FGP2025005**    **Propose acceptance of bank reconciliations for November and December – See attached report.**  
**Proposed:** Cllr Winsor  
**Seconded:** Cllr Simpson  
**Resolution:** Acceptance of bank reconciliation totalling £496,636.74 as accurate for November.  
**Proposed:** Cllr Winsor  
**Seconded:** Cllr Carlson  
**Resolution:** Acceptance of bank reconciliation totalling £422,429.63 as accurate for December.

**FGP2025006**    **Propose acceptance of cash flow – See attached report.**  
**Proposed:** Cllr Simpson  
**Seconded:** Cllr Cole  
**Resolution:** Accept cashflow as presented.

**FGP2025007**    **Outcome of review of following Internal Controls by Councillors:** These were discussed, and it was noted that most of these controls take place as regular agenda items at meetings.

- Regular budget monitoring – *Carried out at each Full Council meeting*
- Regular reconciliation of bank accounts verified and signed off by a non-signatory Councillor – *Carried out at F&GP Committee meetings*
- Reporting of inter-bank transfers reported to Parish Council – *Reported at F&GP*
- Contracts of employment for staff – *Reviewed by F&GP members*

- Scrutiny of grants awarded and declared in cashbook – *Cllr Simpson carrying out this check*
- Staff contractors annually reviewed – *Reviewed by Full Council this month*

**FGP2025008 Internal control document - Allocate items to councillors for review.** Items were allocated as follows:

- Records updated to reflect relevant legislation – *Carried out at each Annual meeting and recently reviewed by the auditor.*
- PAYE/NIC/Pension properly operated by the Council as an employer – *Cllrs Simpson and Winser to review*
- Staff Details e.g. salary payments - held in a secure & appropriate manner - *Cllrs Simpson and Winser to review*
- VAT: payments identified, recorded and reclaimed in the cashbook - *Cllrs Simpson and Winser to review*
- CIL reporting to Council in accordance with legislation – *Cllr Carlson to review*
- CIL reporting to District in accordance with legislation - *Cllr Carlson to review*
- CIL expenditure in accordance with legislation - *Cllr Carlson to review*
- Compliance with 2014 Regulations: Officer Decision Reports (award a contract or incur expenditure that materially affects that relevant government body's financial position) - *Cllrs Simpson and Winser to review*

It was suggested in future these checks could be carried out in the half an hour before the F&GP meetings take place. The internal controls are for councillors to check that the office is carrying out procedures correctly. The LCRS is mainly for use by the office/maintenance team.

**FGP2025009 Update on legal agreements for:**

**ACTION:** Hungerford Shed – Clerk to remind Hungerford Shed we are waiting for their agreement of the legal fees.

**ACTION:** New allotments – Clerk to check the letter received from our solicitor today and respond to questions with reference to the gift of land.  
Councillors would like to name the allotments after the family that gifted them.

**ACTION:** Bridge St War Memorial – Clerk to check through statement of truth that arrived this evening and will fill in the blanks.

**FGP2025010 Propose inflation rise on fees and charges**

**Proposed:** Cllr Winser

**Seconded:** Cllr Cole

**Resolution:** Agree inflation increase on fees and charges at 4% for the next financial year.

**FGP2025011 Consider applying for GWR CCIF bid** – Cllr Keates and the Clerk reviewed the station area and have been in touch with GWR about obtaining a bid to remove the old shed and litter and put in extra hedging or fencing. Photos have been sent of the problem areas which need smartening up. This would tie in with Hungerford's planned entry to Britain in Bloom. The Town Centre Strategy Group survey highlighted the need for improvements at the Station. The deadline for the bid is the end of January.

**ACTION:** Chase for outcome of Bid

**FGP2025012 Review LCRS (Local Council Risk System) risk assessments for F&GP –**

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** Agree the LCRS risk assessments for F&GP.

**ACTION:** Add to the Annual meeting agenda for Council to receive an update on the google analytics for our website. Note action in our procedures.

**ACTION:** Cllr Cole offered to review the workings of the LCRS system next financial year.

**FGP20250013 Propose reallocation of CIL money**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Carlson

To mitigate having to return any money, it is proposed that 4 pots of money are reallocated to EMRs already spent. This has been cleared with the auditor and would be spent within this financial year.

**ACTION: Resolution:** Reallocate £9,677.15 to be spent using CIL money consisting of Lamppost replacement £7096.10 and Library maintenance sinking fund £2589.75.

**FGP20250014 Propose signatory for CCLA account**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Cole

**ACTION: Resolution:** Cllrs Winser and Carlson will be both directors and signatories on the account and the RFO will be a director. £110k will be transferred into the 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 –**

**Proposed:** Cllr Winser

**Seconded:** Cllr Fyfe

**Resolution:** TOIL and holiday yet to take was noted.

**FGP20250016 Update on debtors – Five currently outstanding but nothing of note.**

Cllr Simpson left the room.

**FGP20250017 Review contract for Swimming Pool House**

**Proposed:** Cllr Winser

**Seconded:** Cllr Carlson

**ACTION: Resolution:** Change agent only if there are no charges other than 8% monthly. Confirm if Nina Clark Lettings charge 50% of the first month's rent to take on an existing tenant or any other charges.

Meeting closed 8.10pm