

# HUNGERFORD TOWN COUNCIL

The Mayor  
Cllr Helen Simpson  
The Library  
Church Street  
Hungerford  
RG17 0JG  
Tel: 07920 110380  
Cllr.helen.simpson@hungerford-tc.gov.uk



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

**DRAFT MINUTES** of the **F&GP Meeting** held on Wednesday 12<sup>th</sup> March 2025 at 7.00pm in the Library, Hungerford.

**Present:** Cllrs Winsor, Simpson, Cole, Keates, Carlson and Fyfe. Also, present Clerk, RFO and two representatives from Hungerford Shed.

**FGP20250018 Apologies for absence – None**

**FGP20250019 Declarations of interest – None**

**FGP20250020 Minutes - To approve and sign the minutes of the F & GP meeting on 15<sup>th</sup> January 2025.**  
**Proposed:** Cllr Winsor  
**Seconded:** Cllr Simpson  
**Resolution:** Minutes were agreed as a true record.

**FGP20250021 Receive an update on actions –**

We were not successful in obtaining a CCIF bid but will try again next year.

**ACTION:** Carry forward to May FC, receive an update on google analytics

**ACTION:** Carry forward to May FGP, review of the LCRS system by Cllr Cole.  
All other actions are complete or on the agenda.

**FGP20250022 Hungerford Shed –**

**Agree permission for a noticeboard under the bridge**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Keates

**Resolution:** Agree permission for Hungerford Shed to erect a noticeboard under the bridge which will be in keeping with the existing wooden noticeboards.

**Consider acceptance of Draft lease:**

The draft lease was considered. The following points were raised.

- It was agreed that HTC will insure the whole of the building however Hungerford Shed will pay for the additional costs of insurance for their improvements to the building. They will take out their own insurance for contents and liability.
- Should their use of the building have an impact on the rates Hungerford Shed will pay a percentage of the rates bill based on their square footage usage.
- There is an error on page 4 of the lease after Third Party rights that needs to be amended.
- Peppercorn rent was agreed at £1.
- There will be one electric bill with a sub meter and HTC will invoice the Shed quarterly.
- Clause 10.2 to be amended to include 'written' consent of the landlord.
- Clause 10.3 – A work schedule is required before any works are carried out.
- HTC to check WBC lease with reference to permission.
- Shed to be responsible for obtaining any necessary change of use/planning permission.
- Clause 11.1 to be amended to include 'written' consent.

- Shed won't have a sign but will have a temporary banner.
- They will tie in use of the Shed with the Community food markets.
- Schedule 2 – hand cart was queried
- Schedule 3, pg. 3. Change to working days?
- It was recommended the Shed committee members are DBS checked and include first aiders.
- The sublease will be for two years initially.

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**Resolution:** Clerk to clarify the above points with our solicitor.

**FGP20250023 New Allotments Church Lane – Outcome of surveyor's report** – The wall between the allotments and the garages has been surveyed by a structural engineer.

**ACTION:** Defer decision of transfer of land until ownership of the wall is established and any costs following the survey are considered.

**FGP20250024 Propose acceptance of bank reconciliations for January and February – (circulated)**

**Proposed:** Cllr Carlson

**Seconded:** Cllr Simpson

**Resolution:** Acceptance of bank reconciliation totalling £400,017.07 as accurate for January.

**Proposed:** Cllr Keates

**Seconded:** Cllr Carlson

**Resolution:** Acceptance of bank reconciliation totalling £390,170.98 as accurate for December.

**FGP20250025 Propose acceptance of cash flow – (circulated)**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**Resolution:** Accept cashflow as presented.

**FGP20250026 Outcome of review of following Internal Controls by Councillors:**

- 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 – *Cllr Simpson has reviewed.*
- Staff Details e.g. salary payments - held in a secure & appropriate manner - *Cllr Simpson has reviewed*
- VAT: payments identified, recorded and reclaimed in the cashbook - *Cllr Simpson has reviewed*
- CIL reporting to Council in accordance with legislation – *outstanding*
- CIL reporting to District in accordance with legislation – *outstanding*
- CIL expenditure in accordance with legislation – *outstanding*
- Compliance with 2014 Regulations: Officer Decision Reports (award a contract or incur expenditure that materially affects that relevant government body's financial position) - *Cllr Simpson has reviewed,*

**ACTION:** Info to be forwarded to Cllr Carlson on 'CIL reporting' for him to review.

**FGP20250027 Internal control document - Allocate items to councillors for review.**

- Compliance with Local Transparency Code 2015: Items of expenditure incurred over £500
- Compliance with Data Protection Legislation – Council registered as a Data Controller
- Compliance with General Data Protection Requirements – progress Council has made towards meeting such requirements:
- Data Audit (CB is DPO)

- Identify legal basis for processing data
- Procedures for dealing with Subject Access Requests
- Understand how to seek and manage consent
- Update of policies & privacy notices
- Data Retention & Disposal
- Procedures to detect, report & investigate personal data breaches
- Minutes properly numbered and paginated with a master copy kept in office or safekeeping
- Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality
- Adoption of Codes of Conduct for Members
- Declaration of Acceptance of Office

**ACTION:** Cllr Carlson will review the Data Protection items.

**ACTION:** Cllr Keates will visit the office to start reviewing the other items at 9.30am on 27<sup>th</sup> March.

**ACTION:** Cllrs Winser and Simpson will come in on the afternoon to complete any reviews outstanding.

**FGP20250028 Agree amendments following dissolving of staff committee and any other policy amendments (refer to drafts) for the Grievance, Complaints and Disciplinary policies.**

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** To adopt all amendments to the three policies as drafted.

**FGP20250029 Agree suggested updates to Social Media policy (refer to draft)**

**Proposed:** Cllr Carlson

**Seconded:** Cllr Keates

**Resolution:** To adopt the amended Social Media policy.

Thanks were expressed to Cllr Reeves for his work on this.

**FGP20250030 Agree Annual Grant policy (refer to draft)**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Cole

**Resolution:** Agree policy including extra line to request acknowledgement of HTC grants in any related advertising/marketing.

**ACTION:** Upload new policies to the Website.

**FGP20250031 Library solar panels – Agree to insure as HTC is responsible for structure of building.** Committee didn't agree. Whilst the insurance costs are minimal there is not enough information available on the service and maintenance costs that would be incurred. HTC has not budgeted for this.

**ACTION:** Arrange a meeting with the chair of the Community and Library Trust to go through the accounts.

**FGP20250032 Propose acceptance of quote for remedial work to Lightning rod. (quote attached)**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Cole

**ACTION:** **Resolution:** Appoint Earthing Equipment Supplies to carry out remedial work costing £895 plus vat. Budgets available include the Library external maintenance budget and Contingency budget.

**FGP20250033 Receive any update from solicitor on Bridge St War memorial following submission of statement of truth to the Charity Commission –** The Clerk advised there is no progress to report however she is meeting with the solicitor on Tuesday for an update.

**FGP20250034 Decoration of High Street – Consider soldiers/flags for VE Day and a tree for Tutti Day.**

It was agreed we would like to decorate the high st with flags for VE Day and put out the soldiers on each of the trees.

**Proposed:** Cllr Keates

**Seconded:** Cllr Carlson

**ACTION:** **Resolution:** Add to FC agenda to find volunteers to decorate the tree for Tutti Day.

## **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.

### **FGP20250035 Receive report for proposing further grants (circulated)**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**ACTION:** **Resolution:** Agree option 4 of report to maximise matched funding, granting £2347 plus matched funding to the Croft Hall Improvement Phase 1 project and £2347 plus matched funding to the Rugby Club for their Triangle Field Car Park Improvements project. Both are on the Good Exchange.

### **FGP20250036 Note staff toil and holiday – Toil was noted.**

**Proposed:** Cllr Winsor

**Seconded:** Cllr Simpson

**ACTION:** **Resolution:** To carry forward unused staff holiday to next financial year, no more than 5 days per person permitted.

### **FGP20250037 Update on debtors – There are no debtors.**

Meeting closed 8.38pm

## **EARTHING EQUIPMENT SUPPLIES (SOUTHERN) LTD.**

**Client Details:** Hungerford Library

**F.A.O** Claire Barnes **Email:** [claire.barnes@hungerford-tc.gov.uk](mailto:claire.barnes@hungerford-tc.gov.uk)

**Site address:** Hungerford Library, 2 Church Street, Hungerford, RG17 0JG

### **Lightning Protection Quotation to BS62305: 2012 Qty Unit Net**

- clean and grease earth rod positions at low-level and clear out water from water fill inspection pit 1 £ 895.00
- drill out base of pit in the safe location avoiding drain in services.
- to do roof level we need to access earth positions E1 and need to repair those down conductor joints access will be via a treble ladder cost to undertake this work.

Total ex VAT: 1 £ 895.00