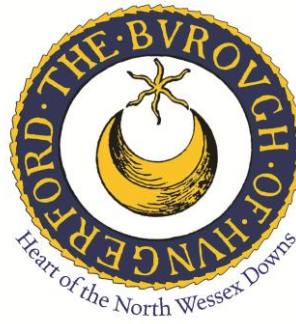


HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **F&GP Meeting** held on Wednesday 9th July 2025 at 7.00pm in the Library, Hungerford.

Present: Cllrs Winsor, Simpson, Keates and Cole. Also present, Clerk, RFO and Cllr Montgomery.

FGP20250058 Apologies for absence – Cllr Carlson

FGP20250059 Declarations of interest – None

FGP20250060 Minutes - To approve and sign the minutes of the F & GP meeting on 14th May 2025.

Proposed: Cllr Winsor

Seconded: Cllr Cole

Resolution: Minutes were agreed as a true record.

FGP20250061 Receive an update on actions –

HTC's X account has been deactivated.

ACTION: Add Cllr Carlson's actions to review the 4 policies, to the next agenda.

Thanks were expressed to District Cllr Denise Gaines for waiving the Shed fees.

Cllr Cole advised the current LCRS (Local Council Risk System) has no benefit beyond satisfying the auditor and acting as a checklist. The Clerk asked all the West Berks Clerks for recommendations for other systems and none were forthcoming. Many use their own spreadsheets. The auditor knows only of the LCRS which would be his recommendation.

Proposed: Cllr Simpson

Seconded: Cllr Keates

Resolution: Agreed no change and to continue using LCRS. As it is long the Clerk will try and cut it down where appropriate.

All other actions are complete.

FGO20250067 Propose allocation of £2k currently held in ear-marked reserves. Suggest emergency funds (*This item was brought forward as Cllr Montgomery was present*).

Proposed: Cllr Keates

Seconded: Cllr Winsor

Resolution: Allocate £800 for the Freedom of the Town ceremony in Sept/October and leave the rest to go in emergency funds. It was further agreed HTC should canvass for contributions for installation of a red kite metal sculpture on the Asda roundabout, subject to written confirmation/permission from WBC.

FGP20250062 Propose acceptance of bank reconciliations for May and June – **(circulated)**

Proposed: Cllr Winsor

Seconded: Cllr Simpson

Resolution: Acceptance of bank reconciliation totalling £470, 915.10 as accurate for May.

Proposed: Cllr Winsor

Seconded: Cllr Keates

Resolution: Acceptance of bank reconciliation totalling £435,927.23 as accurate for June.

FGP20250063 Propose acceptance of cash flow – (circulated)

We are currently down on maintenance expenditure as invoices are awaited.

Proposed: Cllr Keates

Seconded: Cllr Simpson

Resolution: Accept cashflow as presented.

FGP20250064 Outcome of review of following Internal controls by Councillors: -

Assets and insurance

- Ensuring an up-to-date Register of Assets – *Completed by Cllr Keates*
- Regular maintenance arrangement for physical assets – *Completed by Cllr Simpson*
- Annual review of risk and adequacy of Insurance cover – *Completed by Cllr Simpson*
- Annual review of Fidelity Guarantee and cover – *Allocated to Cllr Cole - outstanding*
- Annual review of financial risk – LCRS – *Allocated to Cllr Cole - outstanding*
- **Statutory compliance** – *The following were all completed by Cllr Simpson*
- Awareness and review of Standing Orders and Financial regulations
- Orders placed in accordance with Financial Regulations – correct delegation/ spend limits employed
- 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

FGP20250065 Internal control document - Allocate items to councillors for review.

Financial records July

- Regular scrutiny of financial records and proper arrangements for the approval of expenditure
- Payments supported by invoices, authorised and minuted
- Regular scrutiny of income records to ensure income is correctly received, recorded and banked
- Scrutiny to ensure precept recorded in the cashbook
- Monthly reconciliation of Corporate Charge Card
- Regular budget monitoring
- Regular reconciliation of bank accounts verified and signed off by a non-signatory Councillor
- Inter-bank transfers reported to Parish Council

ACTION: Cllr Keates will complete all the internal control checks listed above.

FGP20250066 Propose allocation of CIL funds totalling £4,782.51. Suggested allocation:

- Replace 2 CCTV links with a pair of new 60 GHz links - £2k
- Replace broken springer in Smitham Bridge Play Park - £1.2K
- Replace one old defibrillator and parts - £1.5K

Proposed: Cllr Simpson

Seconded: Cllr Keates

ACTION: **Resolution:** Agree allocations, shown above, as suggested by Clerk.

FGP20250067 Propose allocation of £2k currently held in ear-marked reserves. Suggest emergency funds (This item was taken after FGP20250061 – see above)

FGP20250068 Receive report on cash deposit and carry out annual review of deposits held.

The RFO advised the interest rate offered by Close Bros has reduced from 5% to 4.3%. The interest rate at Newbury Building Society is currently 3.25% and Nationwide offer 3.6%.

(refer to report)

Proposed: Cllr Keates

Seconded: Cllr Cole

ACTION: **Resolution:** Agree Option 3 from the report: Transfer the £105,000 mature amount from Close Bros into the CCLA Deposit account, along with £100,000 from the Barclays Premium Account. Two new signatories were agreed.

FGP20250069 **Outcome of review of the following Policies and proposal of agreement or amendments required: (*This item was deferred*)**

- Treasury Investment Policy
- Charge Card Policy
- Review effectiveness of Internal Controls
- Review effectiveness of Safe-guarding public money

FGP20250070 **Review of the following policies: -**

Proposed: Cllr Simpson

Seconded: Cllr Winser

ACTION: **Resolution:** Agree the IT policy and Community Engagement Policy, with updates as drafted by Clerk. Review of the Co-option Policy and Code of Conduct will be deferred to the next agenda.

FGP20250071 **Propose expenditure for purchase of small Christmas Trees**

Proposed: Cllr Winser

Seconded: Cllr Simpson

ACTION: **Resolution:** Expenditure was agreed for the small Christmas trees at the Clerk's discretion.

FGP20250072 **Outcome of review of LCRS system –*This item was discussed under FGP20250061. Refer above.***

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.

FGP20250073 **Consider allocation of funds to late Grant Applications.** Note: Proposals over £5,000 require ratification by full council

Proposed: Cllr Winser

Seconded: Cllr Keates

Resolution: Agree donation of £1,000 for the Victorian Extravaganza.

Proposed: Cllr Keates

Seconded: Cllr Cole

Resolution: Agree donation of £250 to Eight Bells for Mental Health.

Proposed: Cllr Winser

Seconded: Cllr Cole

Resolution: Agree donation of £800 to West Berks Foodbank.

Proposed: Cllr Winser

Seconded: Cllr Cole

Resolution: Agree donation of £275 to Youth Council. One abstention (Cllr Winser).

ACTION: Allocate the above grants.

FGP20250074 **Note Staff toil and holidays** -These were noted.

FGP20250075 **Update on debtors** – No late debtors.

Meeting closed 8.15pm