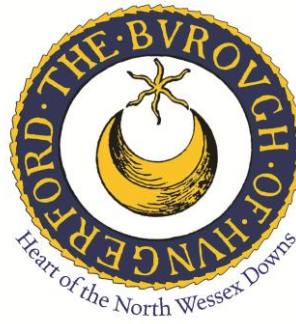


HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **F&GP Meeting** held on Tuesday 25th November at 6.00pm in the Library, Hungerford.

Present: Cllrs Winser, Keates, Cole, Carlson and Simpson (arrived later) Also present, Clerk and RFO.

FGP202500110 Apologies for absence – None

FGP202500111 Declarations of interest – Cllr Winser (treasurer of HAA allotments)

FGP202500112 Minutes - To approve and sign the minutes of the F & GP meeting on Wednesday 12th November 2025.

Proposed: Cllr Winser

Seconded: Cllr Keates

Resolution: Minutes were agreed as a true record subject to an amendment to item 105 to read Cllr Carlson as proposing not Cllr Cole. All in favour.

FGP202500113 Receive an update on actions –

ACTION: Cllr Carlson is yet to complete the data protection checks. The office will email across the relevant documents for checking.

ACTION: Cllr Cole will carry out the VAT checks.

ACTION: Defer the following to January F&GP agenda: - review of the Code of Conduct, update on Leisure Centre and review of HR policies.

Other allocated internal controls checks have been completed. The Clerk has received in writing our insurer's confirmation that the fidelity guarantee insurance is covered within the Commercial Crime section. All grant applications have been paid. GWW have been advised. The RFO has agreed a three-year deal for the electric at Croft Field and our maintenance man is in touch with the Men's Shed about a sub meter for their usage. We are waiting for a date for the library roof survey.

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.

FGP202500114 Consider renewal of contracts received so far – see spreadsheet

Proposed: Cllr Winser

Seconded: Cllr Carlson

Resolution: Appoint Bloom to continue with their annual maintenance contract from April 26 to 27 at a cost of £3210 at Croft Field Centre based on 3hrs a week.

Proposed: Cllr Winser

Seconded: Cllr Carlson

Resolution: Appoint Danfo to continue with their annual maintenance contract from April 26 to 27 at a cost of £2400 for maintenance of the Changing Places pod.

Proposed: Cllr Winsor

Seconded: Cllr Carlson

Resolution: Appoint Elmdale to continue with their annual maintenance contract from April 26 to 27 at a cost of £580 for the photocopier.

Proposed: Cllr Winsor

Seconded: Cllr Carlson

Resolution: Appoint Grundon to continue with their annual maintenance contract from April 26 to 27 at a cost of £1300 for weekly lifts from the skate park.

Proposed: Cllr Winsor

Seconded: Cllr Carlson

Resolution: Appoint WindowFlowers to continue with their annual supply and maintenance contract from April 26 to 27 at a cost of £4591 (based on 16 boxes, 21 baskets and 10 half baskets) – these figures are subject to change based on demand from the local businesses.

Proposed: Cllr Winsor

Seconded: Cllr Carlson

Resolution: Appoint WindowFlowers to continue with their annual maintenance contract from April 26 to 27 at a cost of £1885 for watering only of 29 Smarten up Hungerford tubs.

ACTION: Appoint the above contractors.

FGP202500115 Consider allocation of funds to late Grant Applications

Proposed: Cllr Keates

Seconded: Cllr Cole

ACTION: **Resolution:** Allocate a grant of £525 to St Laurences church for 100 hampers.

FGP202500116 Consider fees chargeable for Hungerford Archers hire of field and or containers

Proposed: Cllr Keates

Seconded: Cllr Carlson

ACTION: **Resolution:** Advise Hungerford Archers the annual cost of hire of a section of the field and a hire of a portion of space (not exclusive use) in one of the containers would be £100 a month, or £1,000 annually if paid upfront. This would be subject to conditions such as the signing of a hire agreement, including having necessary insurance and health and safety procedures in place. No driving on the field would be permitted. Lighting only to be provided and any racking would be approved or fitted by Cllr Keates.

FGP202500117 Consider fees chargeable for HABA

Proposed: Cllr Carlson

Seconded: Cllr Cole

ACTION: **Resolution:** Charge the discounted regular user rate for hire of the Croft Field Centre.

Consider all budgets for April 2026 to 2027 for Hungerford Town Council

It was agreed the Smarten Up Hungerford budget would remain under H&T Committee, but Hungerford in Bloom and Britain in Bloom will come out of the R&A Committee budget from April 2026. The spreadsheet figures were discussed and some amendments made. Cllr Simpson arrived.

Proposed: Cllr Winsor

Seconded: Cllr Carlson

ACTION: **Resolution:** Recommend to Full Council a Precept of £393,344 being an increase of 2.45% on last year. Add to Full Council December agenda.

Meeting closed 7.20pm