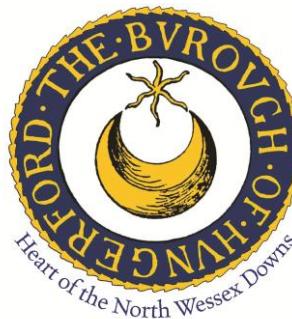


# HUNGERFORD TOWN COUNCIL

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 14<sup>th</sup> January 2026 at 7.00pm in the Library, Hungerford.

**Present:** Cllrs Winser, Keates, Cole, Carlson and Simpson. Also present, Clerk and RFO and Cllr Reeves

**FGP2026001** **Apologies for absence** – None

**FGP2026002** **Declarations of interest** – Cllr Winser (treasurer of HAHA allotments)

**FGP2026003** **Minutes - To approve and sign the minutes of the F & GP meeting on Tuesday 25<sup>th</sup> November 2025.**

**Proposed:** Cllr Winser

**Seconded:** Cllr Carlson

**Resolution:** Minutes were agreed as a true record. All in favour.

**FGP2026004** **Receive an update on actions –**

**ACTION:** Add Code of Conduct to the full council agenda to ratify that it has been reviewed and no changes are required.

All other actions have been completed.

**FGP2026005** **Propose acceptance of bank reconciliation for Nov and Dec.** The increase in protection from the Financial Services Compensation Scheme to £120k was noted.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Carlson

**Resolution:** Acceptance of bank reconciliation as accurate for Nov.

**Proposed:** Cllr Winser

**Seconded:** Cllr Keates

**Resolution:** Acceptance of bank reconciliation as accurate for Dec.

**FGP2026006** **Propose acceptance of cashflow (circulated)**

**Proposed:** Cllr Winser

**Seconded:** Cllr Cole

**Resolution:** The cashflow was accepted as accurate.

**FGP2026007** **Outcome of review of following Internal Controls by Councillors:**

**VAT/CIL Nov**

- VAT: payments identified, recorded and reclaimed in the cashbook
- CIL reporting to Council and District in accordance with legislation
- CIL expenditure in accordance with legislation

**DATA PROTECTION Nov**

- Compliance with Data Protection Legislation – Council registered as a Data Controller (CB IS Data Protection Officer)

- Compliance with General Data Protection Requirements – progress Council has made towards meeting such requirements:
- Data Audit (CB is DPO)
- Procedures to detect, report & investigate personal data breaches
- Identify legal basis for processing data
- Procedures for dealing with Subject Access Requests
- Understand how to seek and manage consent
- Data Retention & Disposal

It was noted that Cllr Cole had completed all the checks listed above in respect of the VAT and Cil. Cllr Carlson has carried out all the Data Protection checks and a couple of small amendments have been made.

**FGP2026008 Agree Annual Risk Assessments (LCRS) for F&GP committee**

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** Agree the Annual Risk Assessments for F&GP committee as presented.

**FGP2026009 Review Heads of Terms for proposed lease of Ramsbury Play Park from West berks Council to Hungerford Town Council**

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**ACTION: Resolution:** Accept the Heads of Terms as drafted by West Berks Council (WBC) subject to: inspection of the playground equipment to check that it is fit for use and receipt of the agreed sum of £15k. Clerk to advise WBC of the above and that HTC look forward to receiving a draft lease for consideration along with an asset list with values of the equipment that we will need to insure. A break clause will need to be considered.

## 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.

**FGP20260010 Receive update on Great West Way (GWW) membership – *(this item was taken first on the agenda but still as a part 2 agenda item)*** Cllr Reeves has a meeting with a GWW representative on Friday.

**FGP20260011 Consider Library building maintenance report and quotations**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Keates

**ACTION: Resolution:** Appoint Abacus to investigate the damp issues by lifting a couple of coping stones from the library flat roof, at the quoted price of £459 (with Cllr Keates footing the ladder).

**FGP20260012 Consider quotations for work to Croft Field Centre**

The committee considered an offer from the Men's Shed to carry out work to the centre instead of paying their rent. Due to the strict requirements of H&S, including sight of risk assessments and method statements, and the importance of insurance, accreditation and guarantees, the committee were not able to agree the offer.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Keates

**ACTION: Resolution:** Appoint Abacus to carry out the proposed internal works to the bathroom wall, at the quoted price of £2953.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Keates

**ACTION:** **Resolution:** Transfer £2k from the bus subsidy 2024/25 to Croft Field for this project.

**FGP20260013 Consider allocation of funds to late Grant Applications**

**Proposed:** Cllr Simpson

**Seconded:** Cllr Keates

**ACTION:** **Resolution:** Allocate funds of £100 to the Ladybugs for craft supplies.

**FGP20260014 Consider improvements to carbon footprint** – The installation of solar panels on other HTC buildings was discussed and it was agreed that it will be deferred until the appropriate time in the future that coincides with lease renewals.

**FGP20260015 Propose adoption of HR policies – refer to drafts**

The policies have been supplied by Peninsula our HR consultants to which the Town Clerk has suggested amendments to tailor policies for HTC use.

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**ACTION:** **Resolution:** Adopt the drafted policy for unpaid Compassionate leave, (noting (i) should read Town Clerk/Mayor and (j) should be deleted and agreeing the other suggestions). Where this policy, and the others mentioned below, refer to ‘Company’ replace with ‘Council’.

**Proposed:** Cllr Carlson

**Seconded:** Cllr Keates

**ACTION:** **Resolution:** Adopt the drafted policy for flexible working arrangements, (noting (e) should refer to Town Clerk, and an application form is required)

**Proposed:** Cllr Cole

**Seconded:** Cllr Keates

**ACTION:** **Resolution:** Adopt the drafted policy for unpaid Carer’s leave for 1 week per year (noting discretion of Town Clerk/Mayor about how and when it is taken)

**FGP20260016 Consider Hungerford Archers hire agreement – refer to draft**

**Proposed:** Cllr Carlson

**Seconded:** Cllr Cole

**ACTION:** **Resolution:** Approve the hire agreement subject to Cllr Carlson double checking. Cllr Cole will look at the insurance.

**FGP20260017 Consider renewal of contractors’ terms – refer to spreadsheet**

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** Appoint AES to continue their annual maintenance contract from April 26 to 27 at a cost of £340 per visit for the Bridge St and Tragedy Gardens, and the raised planters.

**Proposed:** Cllr Keates

**Seconded:** Cllr Cole

**Resolution:** Appoint Fortline to continue their annual contract from April 26 to 27 at a cost of £220 for maintaining the intruder and fire alarm at the Croft Field Centre.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Cole

**Resolution:** Appoint IAP to continue as our IT consultants from April 26 to 27 at a cost of £382.77 per month.

**Proposed:** Cllr Winser

**Seconded:** Cllr Simpson

**Resolution:** Appoint Smart Integrated Solutions to continue their annual maintenance and service of our CCTV from April 26 to 27 at a cost of £1910.

**Proposed:** Cllr Keates

**Seconded:** Cllr Simpson

**Resolution:** Appoint Tactical Solutions to continue their annual cleaning of all our benches from April 26 to 27 at a cost of £912.50.

**Proposed:** Cllr Carlson

**Seconded:** Cllr Cole

**Resolution:** Appoint TDS to continue their annual maintenance and service of both sets of automatic doors in the library building from April 26 to 27 at a cost of £420.

**Proposed:** Cllr Keates

**Seconded:** Cllr Cole

**Resolution:** Appoint Penny Post to continue a monthly HTC newsletter from April 26 to 27 at a cost of £275 a month.

**ACTION:** Office to instruct contractors as above

**ACTION:** Defer decisions on any other contracts until February Full Council meeting.

**FGP20260018** **Plan/funding for Newtons Garden** – Committee praised HAHA for doing such a good job and are keen for them to lead with the new project and bring forward ideas.

**Proposed:** Cllr Simpson

**Seconded:** Cllr Carlson

**Resolution:** Agree Newton Garden should be under the same type of legal agreement with HAHA as the other two allotments and a Memorandum of Agreement be issued to amend the Heads of Agreement to include the new location. It was also agreed that HTC should pay any legal costs for this.

Council didn't think it would be suitable location for a community garden due to security concerns. The importance of a water supply was also discussed and whether this could be obtained by connecting to the dentist supply or to a distribution main. No water tubs are permitted near the wall.

**ACTION:** Advise HAHA of the above and request that if they require funding or support with anything they should report back to R&A with details.

**FGP20260019** **Note staff toil and holiday** – These were noted.

**FGP20260020** **Update on debtors** – Two were noted

Meeting closed 9.04pm