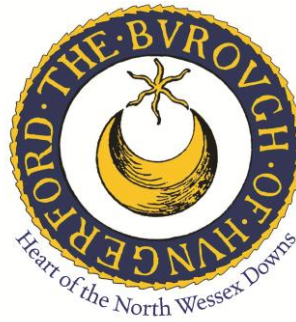


HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **F&GP Meeting** held on Wednesday 14th January 2026 at 7.00pm in the Library, Hungerford.

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

FGP2026001 **Apologies for absence** – None

FGP2026002 **Declarations of interest** – Cllr Winsor (treasurer of HAA allotments)

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

Proposed: Cllr Winsor

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 Winsor

Seconded: Cllr Keates

Resolution: Acceptance of bank reconciliation as accurate for Dec.

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

Proposed: Cllr Winsor

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 Winsor

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 Winsor

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 Winsor

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