

HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **F&GP Meeting** held on Wednesday 13th May 2026 at 7.00pm in the Library, Hungerford.

Present: Cllrs Keates, Mulholland, Cole and Brunning. Also, present, Clerk and RFO

FGP20260034 Apologies for absence – Cllrs Carlson and Hall

FGP20260035 Declarations of interest – None

FGP20260036 Minutes - To approve and sign the minutes of the F & GP meeting on Wednesday 11th March 2026.

Proposed: Cllr Mulholland

Seconded: Cllr Keates

Resolution: Minutes were agreed as a true record.

FGP20260037 Receive an update on actions –

ACTION:

West Berks Council are progressing the lease for Ramsbury Drive. Clerk to chase the draft. Brenda Newton, the Mayor and allotment holders met for a ribbon cutting ceremony to celebrate the transfer of Newtons Garden to HTC ownership. The remaining outstanding actions are on the agenda.

FGP20260038 Propose acceptance of bank reconciliation for March and April.

Proposed: Cllr Mulholland

Seconded: Cllr Keates

Resolution: Acceptance of bank reconciliation as accurate for March and April.

FGP20260039 Propose acceptance of cashflow (circulated).

Proposed: Cllr Mulholland

Seconded: Cllr Cole

Resolution: Acceptance of cashflow as presented.

FGP20260040 Consider budget for replacement of roller shutter doors at Triangle Field – This item was deferred to PART 2.

FGP20260041 Propose acceptance of HTCs responsibilities following installation of the cycle shelter.

Proposed: Cllr Mulholland

Seconded: Cllr Cole

ACTION:

Resolution: Agree Town Clerk would acknowledge and confirm the agreement.

FGP20260042 Propose adoption of the Risk Management Policy and Risk Management Arrangements as required by our financial regulations.

Proposed: Cllr Mulholland

Seconded: Cllr Brunning

Resolution: Accept the Risk Management Policy and Arrangements and recommend adoption at Full Council.

ACTION: Town Clerk will circulate the Risk Assessment Review which is now being transferred into word as the LCRS system can no longer be updated. Add this item to the Full Council agenda.

FGP20260043 **Consider renewal of the Local Council Quality Award. Please note this requires the adoption of the Civility and Respect pledge and Dignity at Work Policy.**

Proposed: Cllr Mulholland

Seconded: Cllr Cole

ACTION: **Resolution:** Recommend to Full Council to sign the Civility and Respect pledge and adopt the Dignity at Work Policy. Add this item to the Full Council agenda.

Proposed: Cllr Mulholland

Seconded: Cllr Keates

ACTION: **Resolution:** Clerk to Apply for the Local Council Silver award.

FGP20260044 **Consider change of date of next F&GP meeting** – Neither the Chair nor Deputy of F&GP is available for the next scheduled F&GP meeting. It was agreed to move the meeting to Thursday 9th July 2026 at 7pm in the library.

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.

FGP20260040 **Consider budget for replacement of roller shutter doors at Triangle Field** – The Clerk raised that the £600 budget was insufficient. It was fed back that the current wooden shutters are sufficient and can be smartened up.

Proposed: Cllr Mulholland

Seconded: Cllr Keates

ACTION: **Resolution:** To have an informal meeting with RFC concerning the lease. Consider a rolling lease with rent subject to annual inflation. Review this at F&GP in October.

FGP20260045 **Agree bank signatories, to be ratified at Full Council.** A list of volunteers was compiled for the various accounts. Add this to the Full Council Part 2 agenda for agreement.

ACTION:

FGP20260046 **Receive update on cost options for improvement to Library building coping stones** – This item was deferred awaiting a quote. Clerk to chase.

ACTION:

FGP20260047 **Receive update on cost options for resolving damp issues in Croft Field Centre** – Initial quotes received are high. Further quotations are being sought.

ACTION:

FGP20260048 **Consider allocation of funds to grant applications** – A spreadsheet of all applications received was scrutinised and recommendations for grant amounts were identified.

ACTION: Add to Full Council Part 2 agenda to ratify recommended grants.

FGP20260049 **Consider increase to recharge of maintenance man costs.** A chargeable rate of £20.75 was agreed.

FGP20260050 **Address issues raised during appraisals**

Proposed: Cllr Mulholland

Seconded: Cllr Keates

ACTION: **Resolution:** Agree to pay an extra hour a week for employee no.14, agree £500 bonus for employee no. 2, agree employee 19 will be considered for any extra work. Cllr Cole mentioned he is standing down as Chair of E&P at the end of the financial year and someone will need to do the presentation work going forward.

FGP20260051 **Note staff toil and holiday** – These were noted.

FGP20260052 **Update on debtors** – Two were noted. RFO is chasing.
Meeting closed 9.10pm