HUNGERFORD TOWN COUNCIL

The Mayor
Cllr Jerry Keates
The Library
Church Street
Hungerford
Berkshire
RG17 0JG
Tel: 07368 539434
Cllr.jerry.keates@hungerford-tc.gov.uk

The Town Clerk
Mrs Claire Barnes
The Library
Church Street
Hungerford
Berkshire
RG17 0JG
Tel: 01488 686195
townclerk@hungerford-tc.gov.uk
www.hungerford-tc.gov.uk

5th November 2026

To: Cllr Keates, Cllr Mulholland, Cllr Hall, Cllr Carlson, Cllr Cole, Cllr Brunning
To all other Councillors for information.

You are summoned to a meeting of **The Finance & General Purposes Committee** to be held on **Wednesday 11th November 2026**, at **7.00pm** in the Library**.** Hungerford

Claire Barnes

Mrs Claire Barnes
Town Clerk

AGENDA

FGP20260091 **Apologies for absence.**

FGP20260092 **Declarations of interest.**

FGP20260093 **Minutes – To approve and sign the minutes of the F&GP meeting held on Wednesday 9th September 2026.**

FGP20260094 **Receive an update on actions.**

FGP20260095 **Propose acceptance of bank reconciliations for September and October.**

FGP20260096 **Propose acceptance of cashflow** – refer to report

FGP20260097 **Consider request for purchase of kissing gate between Triangle Field and the Common.**

FGP20260098 **Outcome of review of Internal Controls by councillors:**

- Assets and insurance
- Statutory compliance

FGP20260099 **Internal Controls – Allocate items to councillors for review:**

Financial Records –

- 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

LOCAL COUNCIL AWARD SCHEME QUALITY

- Regular budget monitoring
- Regular reconciliation of bank accounts verified and signed off by a non-signatory Councillor
- Inter-bank transfers recorded and authorised by to Town Council

Contracts/grants –

- Scrutiny of grants awarded and declared in cashbook
- Annual review of contracts (where appropriate)

FGP202600100 Receive feedback on content of monthly F&GP reports.

FGP202600101 Consider standard Terms and Conditions for purchases.

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.

FGP202600102 Firm up proposal for Newton's Garden as discussed and verbally supported at Full Council

FGP202600103 Consider budget for April 2027 to 2028 for Finance & General Purposes Committee

FGP202600104 Note staff toil and holiday

FGP202600105 Note HR changes

FGP202600106 Update on debtors

LOCAL COUNCIL AWARD SCHEME QUALITY