HUNGERFORD TOWN COUNCIL

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DRAFT MINUTES of the **F&GP Meeting** held on Thursday 9th July 2026 at 7.00pm in the Library, Hungerford.
Present: Cllrs Keates, Mulholland, Cole and Carlson (entered later). Also, present, Clerk, RFO and Cllr Fyfe.

FGP20260053 **Apologies for absence** – Cllr Brunning
FGP20260054 **Declarations of interest** – None
FGP20260055 **Minutes - To approve and sign the minutes of the F & GP meeting on Wednesday 13th May 2026.**
Proposed: Cllr Mulholland
Seconded: Cllr Cole
Resolution: Minutes were agreed as a true record.

FGP20260056 **Receive an update on actions –**
ACTION: West Berks Council are progressing the lease for Ramsbury Drive. Clerk still chasing.
ACTION: Clerk is applying for the Silver Award.
ACTION: The Mayor is looking to apply self help to solve the damp problem at the Croft Field Centre.
All other actions are complete.

FGP20260057 **Propose acceptance of bank reconciliation for April, May and June**
Proposed: Cllr Mulholland
Seconded: Cllr Keates
Resolution: Acceptance of bank reconciliation as accurate for April £584,191.92, May £553,164.69 and June £529,516.57.

Cllr Carlson entered
FGP20260058 **Propose acceptance of cashflow (circulated).**
Proposed: Cllr Mulholland
Seconded: Cllr Keates
Resolution: Acceptance of cashflow as presented.

FGP20260059 **Propose changes to IT Security Policy.** This has been revised to include an updated inventory of equipment and to note the use of shared distribution addresses.
Proposed: Cllr Mulholland
Seconded: Cllr Carlson
Resolution: Accept the updates to the IT Security Policy.

FGP20260060 **Note updates to the privacy and accessibility statements.** These have been checked through by our web providers. The accessibility statement includes reference to some improvements underway to make the website further accessible.
Proposed: Cllr Mulholland
Seconded: Cllr Carlson
Resolution: Updates to both the privacy and accessibilty statements were noted.

These can be found on our website.

FGP20260061 **Consider changes to the grant policy and procedure.** The Mayor commented that he had attended a meeting of the Camburn Trust recently and whilst they are grant makers their process is quite different to Council's. The current process for Council is to have one round of grants in April and then consider late applications. This process of drip feeding after the main tranche of grants could be considered unfair and it is not time efficient.
Proposed: Cllr Mulholland
Seconded: Cllr Keates

ACTION: **Resolution:** Change grant policy to include a second round of grants in January. In order to maximise the matched funding available through the Good Exchange we would look to allocate all the grant funding by the end of the financial year, however this will be at the discretion of the Council. The amended policy will be uploaded to the website.

FGP20260062 **Propose update to Investment Strategy and Policy**
Proposed: Cllr Mulholland
Seconded: Cllr Carlson
Resolution: Accept Investment Strategy and Policy as drafted.

FGP20260063 **Review Co-option policy**
The purpose is to look at change to the attendance part of the policy, section 5. After discussion several proposals for amendment to the policy were agreed:
Proposed: Cllr Mulholland
Seconded: Cllr Carlson
Resolution: Make the minor general improvements suggested by Cllrs Fyfe and Carlson, but leaving the eligibility as written in Appendix A. Change section 5 to match the eligibility in Appendix A. Change references to his/her to they. Correct identified typos and include page numbers.

Proposed: Cllr Mulholland
Seconded: Cllr Cole
Resolution: Attendance of a prospective councillor at an initial Full Council meeting where they will introduce themselves as a candidate, is normally required.

Proposed: Cllr Keates
Seconded: Cllr Cole
Resolution: Prospective councillors will meet with the Clerk and a councillor for an informal chat after the initial Full Council meeting for the benefit of both parties.

Proposed: Cllr Keates
Seconded: Cllr Cole
Resolution: Prospective councillors should attend one committee meeting as a minimum before being considered for co-option.

Proposed: Cllr Mulholland
Seconded: Cllr Keates
Resolution: Attendance of a prospective councillor at the Full Council where a vote will take place on their co-option, is normally required.

ACTION: Clerk to update the Co-option policy and circulate for ratification at Full Coucil.

FGP20260064 **Review of Financial Regulations**
Proposed: Cllr Mulholland
Seconded: Cllr Carlson
Resolution: Recommend no change to the Financial regulations.

FGP20260065 **Update on telephone box –** It was suggested we need to plan a location for the box that will be long lasting for at least 10-15 years. Six locations were suggested. Two of the locations: next to Fisher German (FG) and by the Library don't need highways permission. However, the FG location is a risk as it is on private land and their circumstances could change. It was agreed the new location should be on the high street so that rules out the FG and Library location. The location next to Roxtons is close to a drain and cable so is impractical and was also ruled out. Some concerns were expressed over ASB should the box be situated at the top of the high street near the pub.

ACTION: Cllr Mulholland suggested the three shortlisted locations should be taken to R&A committee to consider further and to determine the use of the telephone box at those locations. Recommendations can then be made to Full Council in August.

The shortlist is as follows;

1. At the top of the high street near the flats
2. Up against the railway wall by the entrance to the Cuttings
3. Moving it back towards the post office away from the zebra

ACTION: Clerk to contact Network Rail about option 2 to see if viable.

ACTION: See if option 3 is viable. Do site visit.

FGP20260066 **Annual Risk report – transfer from the LCRS system to word**. The Clerk has completed the transfer of the report into word and made some improvements where there is duplication. This can be viewed on the shared drive. It will be much easier to review and update in future.

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.

FGP20260067 **Review of Ear Marked Reserves**

Proposed: Cllr Mulholland

Seconded: Cllr Carlson

ACTION: **Resolution:** Transfer £8k from S106 Skate Park to high street works (railings, tree pits etc.) Approach Town & Manor for half the cost of the tree pits.

FGP20260068 **Consider query raised over staff overtime**

Proposed: Cllr Mulholland

Seconded: Cllr Keates

ACTION: **Resolution:** All unpaid overtime over 30 minutes can be claimed back as TOIL, at the discretion of the Town Clerk. Update contracts.

FGP20260069 **Note staff toil and holiday –** These were noted.

FGP20260070 **Receive update on debtors –** RFO is chasing. The Mayor offered to intervene.

Meeting closed 9.03pm