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|  | **Members of the Council you are** **hereby summoned to attend a meeting of** |  |
| **Kington Town Council**to be held on **Monday 2nd August 2021** at **7.00 pm****at****The Oxford Arms, Duke Street, Kington****for the purpose of transacting the following business**. |
|  | **Agenda** |  |

1. To receive apologies for absence, declarations of interest and requests for dispensation

2. Minutes: To confirm the [Minutes of the meeting held on 12th July 2021](http://www.kingtontowncouncil.gov.uk/_UserFiles/Files/_Minutes/128219-Minutes_-_FC_-_12.7.2021.pdf)

3. Public Participation:

1. Matters raised by members of the public in attendance
2. Ward Councillor report
3. Police Report

4. Mayor’s Report

5. Clerk’s Report

6. Financial Matters

1. To approve payments as per the payment schedule
2. To consider request for donation from Victim Support
3. To consider and if though appropriate to adopt the Annual Risk Review for the year to 31.3.2022
4. To consider and agree Statement of Internal Control

7. Planning Matters

1. To consider the following applications:
* Ref: [212591](https://www.herefordshire.gov.uk/info/200142/planning_services/planning_application_search/details?id=212591&search-term=212591)

Site: Flats 1 – 5 Bank House, 14 Church Street, Kington

Dev: Replacement of windows and doors

* Ref: [212670](https://www.herefordshire.gov.uk/info/200142/planning_services/planning_application_search/details?id=212670&search-term=212670)

Site: 43 Hergest Road, Kington

Dev: Change of use of the ground floor office & workshop into a residential 1 bedroom flat (retrospective)

* Ref: [212735](https://www.herefordshire.gov.uk/info/200142/planning_services/planning_application_search/details?id=212735&search-term=212735)

Site: Church House, 11 Church Road, Kington

Dev: Internal alterations to form ensuite bathroom

8. Covid Memorial Benches:

1. To note update from working group and agree to a change in the timescale to deliver one bench in this financial year and the second in the financial year 2022-23
2. To consider and approve two final designs
3. To agree a budget price of £3,700 per bench, installed

9. To consider responses to [Herefordshire Council’s bus survey](https://consultations.herefordshire.gov.uk/consultations/article/59/bus-service-improvement-plan-survey)

10. To consider proposal from Christmas Decorations Working Group and agree recommendations as per attached report for proposed budget of £15,000 per year for a three year commitment

11. To note verbal update report from municipal gym task and finish group

12. To agree working party to consider preparations for Queen’s Platinum Jubilee celebrations for June 2022

13. To note update on Queen’s Green Canopy proposals

14. Reports from Committees:

* [Finance & General Purposes Committee held 12th July 2021](http://www.kingtontowncouncil.gov.uk/_UserFiles/Files/_Minutes/128540-Minutes_-_Finance_Committee_-_12.7.2021.pdf)
* [Planning Committee held 19th July 2021](http://www.kingtontowncouncil.gov.uk/_UserFiles/Files/_Minutes/128220-Planning_Committee_-_19.7.2021-_Minutes.pdf)
* [Environment Committee held 19th July 2021](http://www.kingtontowncouncil.gov.uk/_UserFiles/Files/_Minutes/128221-Environment_Committee_-_19.7%5E.2021_-_Minutes.pdf)
* Personnel Committee held 26th July 2021

15. Items for the next agenda

16. Date and time of next meeting

17. Exclusion of the public and press

 To consider the resolution that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960(3)

18. Staff Matters

 To consider recommendations from the Personnel Committee

Issued by: Liz Kelso PSLCC

Clerk, Kington Town Council

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Issued: 28.7.2021

**KINGTON TOWN COUNCIL**

**INFORMATION ON MEETINGS**

Kington Town Council are delighted to return to face to face meetings since 2020 following the easing of Coronavirus restrictions. However, we must be aware that although infection rates are slowing, we must still ensure the health and safety of all those attending our meetings.

1. Please note that the meeting will be held at the Oxford Arms as our usual meeting room is considered too small to allow social distancing for Members of the Council, staff and members of the public. The Oxford Arms will not be open for business on the day of the meeting.

1. We would ask you to observe social distancing and the wearing of masks – unless you have a medical exemption - when inside the meeting venue. We acknowledge that this may make it difficult to hear and be heard during the meeting but your safety and the safety of everyone attending is paramount.
2. Please use the sanitiser provided when entering the building. Please follow any directional signage to a vacant seat and do not move the chairs provided. Please do not walk around the room once seated and if you leave the room during or at the end of the meeting, please observe any one way system. Doors and windows will remain open during the meeting.
3. If you wish to refer to a copy of the agenda or meeting papers during the meeting please bring a copy with you as only limited supplies will be available. Do not share papers and take any papers home with you after the meeting.
4. Apologies, but we are currently unable to offer refreshments.
5. On entry you will be asked to give your name and details where you can be contacted over the next three weeks. Your details will be kept for track and trace purposes and may be handed over to the Public Health Department at Herefordshire Council if requested to do so. We will destroy your personal data if no such request is received after the 21 day period or as instructed by Herefordshire Council. By entering the meeting you will be deemed to have given permission for your personal data to be used for this purpose.
6. **Please do not attend this meeting if you or a member of your household has symptoms of Coronavirus such as a new continuous cough, fever or change to your sense of taste or smell, whether or not you have had a recent Coronavirus test.**
7. **Please do not attend the meeting if you or a member of your household has tested positive for Coronavirus within 14 days of the date of the meeting or you have been advised to self isolate as you have been in contact with someone who has tested positive for Coronavirus or have returned from a country where the UK government has indicated you should self isolate on return to the UK.**
8. Entry to the meeting room may be refused once the maximum capacity of the room has been reached.