

**Members of the Council you are
hereby summoned to attend a meeting of**

Kington Town Council

to be held on **Monday 7th November 2022 at 7.00 pm**
at

The Old Police Station, Market Hall 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. Town Council Vacancy
To co-opt a candidate for the vacancy of Town Councillor
3. Minutes:
To adopt the minutes of the meeting held on [3rd October 2022](#)
4. Public Participation:
 - a) Police Report
 - To note police report on activity since the last meeting
 - To agree policing priorities for the forthcoming period
 - b) Matters raised by members of the public in attendance
 - c) Ward Councillor report
5. Mayor's Report
6. Clerk's Report
7. Financial Matters
 - a) To agree payments as now due as attached
 - b) To consider recommendation of the Finance & General Purposes Committee for adoption of the annual risk review
 - c) To consider recommendation of the Finance & General Purposes Committee for adoption of annual Statement of Internal Control
 - d) To consider recommendation of the Finance & General Purposes Committee for the establishment of a pension scheme for staff
 - e) Preliminary discussion on draft budget for 2023-2024
8. Planning Matters
To consider [planning application 223460](#) – 2 Castle Hill, Kington. Proposed tree works
9. To note update on warm spaces provision and measures to support residents during cost of living crisis

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10. To consider landscaping of donated land at Crooked Well and agree a budget for this work
11. To agree appointment of legal advisors in the matter of the transfer of land from Herefordshire Council to Kington Recreation Ground Trust and agree signing of the transfer documents
12. Update on the work under the Market Towns Maintenance Funding
13. To confirm formal response to Notice of Proposed 50mph Speed Limit and Associated Road Safety Improvements Works on A44 Kington Bypass
14. To consider proposal to fund a Festivals brochure for Kington for 2023 at a budget cost not to exceed £4,000.00
15. To consider [membership of the Rural Services Network](#)
16. May 2023 Council Elections – discussion on encouraging participation
17. To consider request for support for road closures as part of the boxing day hunt in Kington
18. Reports from Committees
 - a) [Planning Committee held 17th October 2022](#)
 - b) Finance & General Purposes Committee held 31st October 2022
19. Information only item (no discussion): Reports from Councillors
20. Date and time of next meeting and items for the agenda

Issued by: Liz Kelso
Clerk, Kington Town Council
Email: clerk@kingtontowncouncil.gov.uk Tel: 01544 239 098 or 07483 914 485
Issued: 31.10.2022

Members of the public are welcome to attend meetings of Kington Town Council and may, at the discretion of the Chair, speak on some agenda items. In the interests of health and safety for Councillors, staff members and other meeting attendees, please do not attend this meeting if you are unwell, whether or not you have tested positive for Coronavirus.

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Mayor's Report

1. Attended the Mappa Marches exhibition at the Sidney Nolan Trust. Local artists and poets displaying new works. Also met up with my oppo from Presteigne and we agreed to meet up soon to discuss issues of mutual interest – as the diplomats say.
2. Market Town's Maintenance Fund: By the time this report is read, the last 5 days of work will have started. This being the resurfacing of the rest of the High Street and up Church Street as far as the car-park entrance to The Swan. It's night-time work again (18:30 – 01:30).

The vast majority of comments from around the town have been positive however, Cllr Banks has undertaken a walkabout to sort out a snagging list for BBLP to attend to before they move on elsewhere.

From my own viewpoint, the work on the Square was carried out in less time than planned (2 days rather than 3) and Tarmac have done a very neat job. As many of the wagons taking away old surface stopped by our house, I had the opportunity to chat to the drivers – they all seemed motivated to do a good job as Kington was 'home turf'

Following comments from Kington Chat and other sources, we already have some sensible suggestions for further work when the next tranche of money is made available.

3. Leading from this – I spent a good deal of time answering questions from Kingtonians about what was being done/when/how etc...certainly not a problem for me to answer but we really need to sort out some sort of presence on Social Media. Although I have very occasionally put something on Meta via Kington Chat, I find that the Channel's Admin seem to 'hold' my messages for at least 12 hours before releasing them – I'm sure there's nothing in this, but it would be good to be masters of our own destiny.

The Town Clerk has recommended that the Scrutiny Committee should meet to look at a Communications Policy – and I would like that to happen as soon as is reasonably possible. We really do miss a trick by not blowing our own trumpet with positive actions from KTC.

4. During October I attended:
 - a. The Chair of Herefordshire's Civic Service in Ross-on-Wye
 - b. An online workshop on Energy Saving – not very informative and did not provide anything that could not be gleaned from other sources.

KINGTON TOWN COUNCIL

Meeting to be held on Monday 7th November 2022

Agenda item 6 - Clerk's Report

This report identifies activities of the Clerk since the last meeting other than those addressed elsewhere on the agenda or addressed by other Members as part of their report and includes some items which are for information.

1. Code of Conduct Statement of Financial Interests

Members are reminded that any change in matters reported in the Statement of Financial Interests must be notified to the Monitoring Officer within 28 days of the change. Failure to do so could, in some circumstances, incur criminal penalties. If you are unsure whether you need to include something on the form, please check with the Monitoring Officer or ask the Clerk. Copies of your existing form/declaration can be obtained from the Clerk.

2. Public Toilets

It was reported at the last meeting that the public toilets in Kington were closed by Herefordshire Council for essential maintenance. These were reopened a few days later.

3. Fly the Walking Dog of Kington

The promised draft lease from Herefordshire Council is still awaited.

4. Market Towns Investment Plan

As reported last month an Economic Development Officer has been appointed by Herefordshire Council for each of the market towns who would be arranging a stakeholder meeting in the near future with a view to identifying projects which might be funded through the Government's Levelling Up Fund and/or Shared Prosperity Fund. An initial meeting is in the process of being set up with the Mayor and Deputies prior to further discussions in the near future.

5. Welcome Back Funding

Payment of £18,956.22 is still awaited from Herefordshire Council under this grant funding stream.

6. Map

The sticker, as reported last month, has now been removed.

7. Remembrance Day Parade

The Annual Remembrance Day Parade will take place on Sunday 13th November with the church service at St. Mary's this year. Road closures for the walk to the War Memorial will be in place from 10.30 – 12.00 noon. All councillors are requested to be in attendance to represent the Town Council at this important service.

8. Transport Survey

Members may recall that we have requested that Herefordshire Council carry out a transport study of Kington, as they have done for the other market towns prior to any decisions on their part relating to parking charges or transportation issues. The briefing document for this survey was commented on by the Town Council in March this year. Herefordshire Council has now finalised the appointment of consultants to carry out this work which will take place over the coming weeks.

Kington Town Council
Schedule of payments to be approved November 2022

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Shop Front Grant Scheme							
149	Matthew Greene	BACS	Tack Box Shop Front Grant - ref no. 015		£ 3,355.00		£ 3,355.00
150	M. Higham	BACS	Debbie Todd Studio - Ref.		£ 3,500.00		£ 3,500.00
							£ -
Payments to be approved:							
141	Lloyds Bank	DD - 16.10.22	Office expenses		£ 92.73	£ 18.48	£ 111.21
142	PEAC Finance	DD - 8.11.22	Photocopier Lease		£ 163.40	£ 32.68	£ 196.08
143	HMRC	BACS	Tax & NI due on October salaries		£ 1,027.08		£ 1,027.08
144	J&P Turner	BACS	Planter Maintenance - October		£ 500.00	£ 100.00	£ 600.00
145	Lite Ltd.	BACS	Christmas Lights 2nd Instalment		£ 4,349.47	£ 869.89	£ 5,219.36
146	KBS	BACS	Rec Grant - Consumables		£ 18.99	£ 3.80	£ 22.79
147	Gareth Evans	BACS	Churchyard Grass Cutting		£ 300.00		£ 300.00
148	Rialtas Business Solutions	BACS	Software support licence		£ 129.00	£ 25.80	£ 154.80
151	Countryside	BACS	Grass Cutting - Recreation Ground		£ 171.59	£ 34.32	£ 205.91
152	Herefordshire Council	BACS	Office Rent		£ 190.00		£ 190.00
							£ -
							£ -
			Total payments this month excluding salaries		£ 13,797.26	£ 1,084.97	£ 14,882.23

FOR INFORMATION

Total of payments made through grants received:							
	Great Places to Visit Fund				£ -		£ -
Total of payments made as a grant							
	Rec Grant				£ 190.58	£ 38.12	£ 228.70
	Shop Front Grants				£ 6,855.00		£ 6,855.00
Total paid as salaries (net) - October 2022							
					£ 2,975.82		£ 2,975.82



Kington Town Council Risk Review 2022 - Draft

Area	Risk	Impact	Probability	Severity	Risk Control Measure
Assets	Protection of Council Property				
	<ul style="list-style-type: none"> External property (notice boards, benches etc.) damage from vandalism, accidental damage etc. 	<ul style="list-style-type: none"> Poorly maintained property. Health & safety concerns 	M	L	<ul style="list-style-type: none"> Regular monitoring and reporting for repair Where possible, purchase vandal resistant and ensure installation is by a suitably qualified contractor with appropriate insurance cover
	<ul style="list-style-type: none"> Buildings owned by the Town Council 	<ul style="list-style-type: none"> Risk of increase costs from poor maintenance 	M	M	<ul style="list-style-type: none"> Regular inspections Repairs effected promptly to avoid deterioration
	<ul style="list-style-type: none"> Documents and records 	<ul style="list-style-type: none"> Loss of computer records Loss of important data Loss of important financial information Loss of service delivery 	L	M	<ul style="list-style-type: none"> Offsite/cloud backup facility through Microsoft One Drive Insurance cover in place

	<ul style="list-style-type: none"> Office equipment/furniture etc. 	<ul style="list-style-type: none"> Loss through damage, theft or fire 	L	L	<ul style="list-style-type: none"> Regular maintenance of key equipment Office locked when not in use Effective maintained alarm system Adequate insurance in place
Finance	Income				
	<ul style="list-style-type: none"> Cash 	<ul style="list-style-type: none"> Loss through theft 	L	L	<ul style="list-style-type: none"> Cash not held routinely. If cash received, to be banked within 7 days
	<ul style="list-style-type: none"> Precept, grants, etc. 	<ul style="list-style-type: none"> Failure to meet objectives/liabilities Key projects or services not delivered Inability to deliver services 	M	H	<ul style="list-style-type: none"> Ensure adequate budgeting and precept setting processes Budgetary control measures, regular reporting of progress against budget Forward planning Realistic estimates/quotes obtained Build contingency into projects
	Expenditure				
	<ul style="list-style-type: none"> Payments 	<ul style="list-style-type: none"> Loss through penalties for failure to make payments in timely manner Fraudulent payments leading to loss Risk of insufficient signatories to make payments 	M	H	<ul style="list-style-type: none"> Payments prepared in timely manner & listed by Clerk Payments checked against invoices Accounts operated by two out of three authorised signatories

<ul style="list-style-type: none"> Banking arrangements 	<ul style="list-style-type: none"> Insufficient funds to make payments Payments not in accordance with financial regulations 	<p>L</p>	<p>L</p>	<ul style="list-style-type: none"> Maintain sufficient reserves Payments prepared by person without ability to authorise on the bank Monthly bank reconciliations Recurring payments authorised annually Procedures set up by person other than signatory Electronic banking used wherever possible
<ul style="list-style-type: none"> Financial controls 	<ul style="list-style-type: none"> Insufficient resources to meet objectives/projects Poorly maintained buildings & assets Inability to carry out management & maintenance of assets Inability to meet liabilities Risk of adverse audit report 	<p>M</p>	<p>H</p>	<ul style="list-style-type: none"> Forward planning Training for councillors on expenditure procedures Monitoring of expenditure against budget by F&GP Committee Regular bank reconciliations
<ul style="list-style-type: none"> PAYE 	<ul style="list-style-type: none"> Failure to make appropriate and timed payments Risk of penalties imposed by HMRC 	<p>L</p>	<p>M</p>	<ul style="list-style-type: none"> Use of payroll provider and/or using HMRC software to ensure accurate calculations & payment Regular checks & F&GP Committee
<ul style="list-style-type: none"> Budgets & precept setting 	<ul style="list-style-type: none"> Risk of insufficient resources to meet obligations and service delivery Operational failures Loss of confidence by public 	<p>L</p>	<p>M</p>	<ul style="list-style-type: none"> Create/review forward planning & corporate strategy

	<ul style="list-style-type: none"> Expenditure in accordance with legislation & financial standing order 	<ul style="list-style-type: none"> Risk of adverse audit 	M	M	<ul style="list-style-type: none"> Regular review of expenditure against budget Operate under General Power of Competence Ensure GPOC continuity Procedures for placing orders and payment of invoices to be confirmed and training provided Strict adherence to financial regulations
Liability	Risk to third party property or individuals	<ul style="list-style-type: none"> Risk of injury or damage to property from activities of the town council or activities deemed to be the responsibility of the town council 	M	M	<ul style="list-style-type: none"> Risk assessments to be completed before any activity or project is agreed No activity by volunteers or members without express authority of the town council (Minuted) and strict adherence by all workers (voluntary or otherwise) with any requirements of insurers Separate risk assessments for Recreation Ground and/or public buildings owned by the Town Council Training for councillors and staff Contractor insurance cover in place for all activities where contractors are engaged

					<ul style="list-style-type: none">Contractor insurance to be checked on an annual basis for preferred contractorsRecreation ground user groups to be required to hold insurance for any event/activity on the Recreation GroundEnsure appropriate risk assessments are carried out, documented and training provided whenever volunteers or others work on behalf of the town councilSupervision of volunteers by suitably qualified individuals wherever possibleEnsure volunteers acknowledge receipt of risk assessments and training providedVolunteers using own equipment to be made aware of responsibility for own safetyTown Council insurance extended to cover work by volunteers where required and requested to work by the Town Council				<ul style="list-style-type: none">Appropriate health & safety training for staff and councillorsMonitoring of health and safety issues as part of routine Council/Recreation Ground Trust
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		<ul style="list-style-type: none"> • Risk of damage to the Town Council's reputation from the use of social media by staff or councillors 			<ul style="list-style-type: none"> • Social media policy for town councillors and staff • All formal responses on behalf of the Town Council by Clerk and/or authorised Member
Equality & Diversity	Discrimination	<ul style="list-style-type: none"> • Risk of allegations of discrimination against particular groups through council policies and/or procedures 	L	M	<ul style="list-style-type: none"> • Adopt national guidelines and policies wherever possible • Assess actions/policies for potential inequality of impact on residents • Training for Chairs of Committees on dealing with issues arising within a meeting/public event
Councillor Propriety	Register of Interests Declarations of Interest Code of Conduct	<ul style="list-style-type: none"> • Risk of complaints against councillors for failure to declare an interest • Risk of complaints to council for decisions taken where declarations of interest not made • Risk of complaints for unauthorised actions resulting from failure of Councillors to adhere to Code of Conduct • Risk of adverse publicity from decisions or actions by councillors and/or staff 	H	M	<ul style="list-style-type: none"> • Training of all councillors and staff on Code of Conduct • Copy of Register of interests to be held by Clerk • Documented check of Registers to be conducted annually • Ensure Register of Interests is completed at each meeting and is available for inspection • Adopt NALC guidelines
Covid 19	Risk of transmission of Covid 19 through the activities of	<ul style="list-style-type: none"> • Risks associated with use of or exposure to property owned by or 	H	H	<ul style="list-style-type: none"> • Strict adherence to government advice and advice of the HSE and

	<p>the Town Council to members of the public, staff, councillors and volunteers</p>	<p>associated with the town council and recreation ground</p> <ul style="list-style-type: none"> • Risks associated with attending meetings (formal or informal) of the town council • Risks to staff and councillors from meetings or activities associated with the town council • Functions unable to be carried out due to staff or councillor illness from Covid 19 			<p>other bodies at all times with regard to day to day operations of the Town Council</p> <ul style="list-style-type: none"> • Detailed and documented risk assessments for all actions/functions with specific reference to Covid 19 risks, identifying mitigating measures and compliance where possible with all recommendations • Sharing risk assessments and measures identified with those likely to be at risk • Regular documented review of risk assessments as circumstances or guidance changes • Particular review of working practices to avoid transmission or infection of staff and volunteers so that basic functions can be maintained
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KINGTON TOWN COUNCIL Statement of Internal Control 2022-2023 - Draft

Background

The Accounts and Audit Regulations 2015, as amended, requires that the Council must ensure that it has a sound system of internal control which ensures that the financial management of the council:

- Facilitates the effective exercise of its functions and the achievement of its aims and objectives
- Ensures that the financial and operational management of the council is effective
- Includes the effective arrangements for the management of risk

Local Councils are required to review the effectiveness of the internal control system at least once a year.

Internal Control Environment

The Town Council

- The Town Council consists of 15 town councillors and meets monthly to approve all payments, and to receive reports and recommendations from committees
- The Town Council has appointed a number of committees, with clear terms of reference, which consider aspects of the day to day business of the council, including a Finance and General Purposes Committee which has specific responsibilities for financial matters relating to the operation of the Town Council.
- The Town Council has adopted Standing Orders, Financial Regulations and other policies in accordance with recommended practice and reviews this annually.
- The Town Council operates under General Power of Competence

Town Clerk/Responsible Financial Officer

- The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's responsible Financial Officer and is responsible for administering the Council's finances.
- The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to

Annual Statement of Internal Control

Adopted by Kington Town Council at a meeting held on

Internal Auditor

- The Town Council has appointed an independent internal auditor who is responsible for reporting to the Town Council on an annual basis
- The Internal Audit report includes a review of systems and procedures, adherence to regulations, compliance with accounting standards and review of risks and contributes to the Annual Governance Statement and Accounting Return of the Town Council.
- At least every three years or as frequently as is felt appropriate, the Finance & General Purposes Committee will review the effectiveness of the Internal Audit process and report this to Full Council
- At least every three years or as frequently as is felt appropriate, the Finance & General Purposes Committee will review the appointment of the Internal Auditor and make recommendations to Full Council
- The appointment or re-appointment of the internal auditor will be agreed on an annual basis

External Audit

- In accordance with the Accounts and Audit Regulations, the external auditor for the region is appointed nationally and for the current year is PKF Littlejohn.
- As a Town Council with a turnover in excess of £25,000 for the year, the Town Council is required to submit an Annual Governance and Accounting Return relating to the financial year ending 31st March in a prescribed format to external auditors for review, no later than 30th June.
- Matters raised by the external auditors must be reviewed by the Town Council each year and the report of the external auditor must be published on the Town Council's website.

Exercise of Electors Rights

- Each year local electors have the right to inspect the accounts and all documents relating to those accounts, including contracts, work orders, reports etc. and to raise any issues thereon with the external auditors during a period of 30 working days which includes the first ten days of July.
- Confirmation of the arrangements for the exercise of electors rights must be published on the Town Council's notice boards and website no later than one day before the start of the specified period.

Internal Control Measures

Accounting records

- All accounting records, cash books, etc. are kept electronically using RBS Alpha Software system.
- Payments are uploaded to the cash book on a monthly basis and reconciled to the bank statement(s) monthly
- Reports generated by the software system form the basis for reports to the F&GP Committee quarterly

Annual Statement of Internal Control

Adopted by Kington Town Council at a meeting held on

Banking

- Unity Bank plc are the Town Council's approved banking providers
- Signatories to the bank account to be approved annually and must consist of at least three authorised signatories with two out of the three being required to authorise all payments, standing orders, direct debits and other instructions to the bank
- Authorised signatories may view accounts and approve payments only
- Any staff member with authority to prepare payments may not also approve payments

Payments

- Depending upon the nature of the supply, all invoices are checked by the Clerk/RFO to confirm that the goods or services have been received, that the price is correctly quoted, invoices are addressed to the Town Council, VAT is correctly identified and there is a corresponding order, invoice or authority for the purchase/supply.
- All payments are listed on a payment schedule for presentation to the relevant meeting of the Town Council for authorisation. Once approved, the payment schedule is attached and forms part of the Minutes of the relevant meeting. Any payment made between meetings, in accordance with the provisions of the financial regulations, are reported at the next available full council meeting.
- Original invoices are retained for inspection, numbered for ease of reference and filed in date order for each financial year.
- Payments are made electronically wherever possible and are uploaded to the bank by the Clerk/RFO at least monthly in accordance with the payment schedule as presented to the meeting
- All payments, whether electronic or by cheque and including direct debit and standing order payments, are authorised by at least two signatories and records of those authorising are available through the banking records.
- Where payment by direct debit is required by a supplier, payments are reviewed and authorised on an annual basis by Full Council.
- Standing Order payments are used for salary payments only and authorised by full council annually.
- Amendments to payee bank details must be authorised by two cheque signatories in accordance with bank payment systems.

Receipts

- Receipts generally consist of the payment of the annual precept, VAT reclaim, income from the markets and any grant receipts which are paid directly into the Town Council bank account
- The Clerk/RFO checks each receipt against amounts expected, that they are correctly calculated and received when due.
- Any income received other than directly into the account must be banked within 7 days of receipt.

VAT

- Clerk/RFO checks all invoices are addressed to the Town Council and that VAT is correctly calculated and shown separately
- A separate account for VAT paid (and received) is maintained and at least annually a claim made under VAT126 to reclaim VAT on non business activities, and reported to the Town Council

Annual Statement of Internal Control

Adopted by Kington Town Council at a meeting held on

PAYE

- All staff contracts are prepared by the Clerk and agreed by the Town Council, indicating salary scale, whether overtime payments are to be made and matters such as holiday pay, sick pay, etc. etc.
- All staff are paid through the PAYE system using HMRCs Basic Tools programme to calculate correct amounts and payments to HMRC as required
- Salaries are paid electronically each month to be received by the employee no later than 28th of each month
- The Clerk prepares payslips detailing gross and net payments, details of deductions etc. and sends these to the relevant staff member no later than the end of each month.
- An annual reconciliation of PAYE payments is made in March of each year to ensure any under or over payment is addressed before the end of the financial year
- Relevant P60s and other payroll documentation is provided to all staff no later than May each year for the preceding tax year

Budgets

- The Finance & General Purposes Committee prepares a budget each year using data from current and previous year expenditure plus plans for activities in the budget year. Work starts in September/October with the aim of presenting the final draft to Full Council for approval in January at the latest.
- Full Council approves the budget for the forthcoming year no later than the January preceding the financial year to which the budget refers
- During the financial year a review of expenditure against budget is carried out quarterly by the Finance & General Purposes Committee and any concerns reported to Full Council at the next available Full Council meeting

Precept

- A recommendation on precept for each year is made by the Finance & General Purposes Committee as part of the budget setting process, taking into account planned level of expenditure for the year and the use of any general or earmarked reserves and approved by Full Council no later than January of the year immediately preceding the financial year to which it refers.
- The Clerk/RFO prepares the necessary Precept request for submission to the Unitary Authority in accordance with the required timescales, retaining a copy of the submission within the accounting records
- As payment is received, the Clerk/RFO checks this against expected payment, reporting receipt to Full Council at the next available meeting.

Purchases

- Financial Regulations, as agreed by Full Council, set out procedures for obtaining quotations or tenders for contracts for goods and services at specified contract levels
- All tenders and specifications for the supply of goods and services are prepared by the Clerk/RFO in accordance with Financial Regulations and other policies and procedures agreed by the Council

- With the exception of routine administrative expenditure and consumables, all orders for goods and services to be approved by Full Council or the Clerk/RFO in accordance with Financial Regulations and Standing Orders

Asset Management

- All acquisitions and disposals to be noted on the asset register by the Clerk/RFO

Insurance and Risk Management

- Adequate levels of insurance to be maintain for all assets and liabilities as recommended by the Town Council's insurance advisors and reviewed annually
- A review of all risks to be carried out annually by the Finance and General Purposes Committee and approved by the Town Council.

Effectiveness of Internal Control Measures

- Each year the Finance & General Purposes Committee will review the effectiveness of the Internal Control Measures and report to Full Council, making recommendations as appropriate.