



Kington Town Council

Email: clerk@kingtontowncouncil.gov.uk

Web site: www.kingtontowncouncil.gov.uk

Members of the Finance & General Purposes Committee you are
hereby summoned to attend a meeting of the

Finance and General Purposes Committee

On Monday 23rd September 2023 at 4.30pm

At

The Old Police Station, Market Hall Street, Kington

Committee Members:

Mayor Cllr. E. Banks, Deputy Mayor Cllr. P. Sell, Cllrs R. Banks, T. Bounds, M. Fitton,
E. Rolls, M. Woolford, & R. Warne

for the purpose of transacting the following business

AGENDA

1. To note apologies, declarations of interest and requests for dispensation
2. To agree Minutes of the meeting held on [17th July 2023](#)
3. To note and review budget report for the quarter to 30.9.2023
4. To note report of the Financial Examiner for the quarter to 30.9.2023
5. To consider re-engagement of Internal Auditor for the current financial year
6. To consider the option of an interim audit for the current financial year
7. Update on opening of CCLA account
8. Preliminary discussion on 2024-5 budget and timetable for completion
9. Items for the next agenda
10. Date of next meeting

Issued on 18.10.2023, by:
Liz Kelso, Town Clerk



Kington Town Council

The Old Police Station, Market Hall Street, Kington, HR5 3DP

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Minutes of the Finance & General Purposes Committee Meeting on Monday 17th July 2023 at the Old Police Station, Kington

PRESENT

IN ATTENDANCE

Cllr. R. Banks - Chair

Cllr. E. Banks

Cllr. M. Fitton

Cllr. P. Sell

Cllr. E. Rolls

Cllr. R. Warne

Cllr. M. Woolford

Liz Kelso – Town Clerk

Ruth Robinson – Assistant Clerk

Agenda Item

- | | |
|------------------------|---|
| F&GP 021-23 | 1. Apologies, declarations of interest and requests for dispensation
There were no apologies, declarations of interest and no requests for dispensation. |
| F&GP 022-23 | 2. Minutes of the previous meeting
The minutes of the meeting held on 5 th June 2023 were approved and the Chairman authorised to sign as a true record of proceedings at that meeting. |
| F&GP 023-23 | 3 Election of Vice Chair of the Committee
Cllr. P. Sell was elected Vice Chair of the Committee for the forthcoming year. |
| F&GP 024-23 | 4 Quarterly budget report for period to 30.6.2023
The quarterly budget report for the period to 30.6.2023 was noted |
| F&GP 025-23 | 5 Financial examiner report for the quarter ended 30.6.2023
This report was not yet available so the agenda item was deferred to the next meeting. |
| F&GP 026-23 | 6 Management of cash balances
Members agreed that in view of the current level of cash balances held by the Town Council and the current levels of interest available it was appropriate to review the current banking arrangements with a view to minimising risk to cash balances and maximising interest earned. After due consideration, it was agreed to recommend to full council that an account with CCLA, specialists in managing funds for Charities, Churches and Local Authorities, in the Local Authority Deposit Fund be opened, which currently offers an interest rate of just under 5%. It was further agreed to recommend that authority be delegated to the Finance and General Purposes Committee to oversee the setting up and |

management of the account with transfers to and from the main town council bank account(s) only.

It was further agreed to recommend to full council that the account currently held for Kington Remembers be now closed and funds transferred to the main account with unity as this project has now been completed and remaining funds are subject to bank charges.

Finally it was agreed that earmarked reserves be considered later in the year.

F&GP 027-23

7

Christmas Lights budget

Members noted that 2023 is the final year of the three year agreement with Lite Ltd. For Christmas lights. The current budget of £12,000 includes provision for the third instalment plus funding for the switch on event. After discussion it was agreed that a recommendation be put to full council to increase the current budget for Christmas decorations by £1,000 to £13,000 and that the Christmas Lights Working Party be authorised to begin discussions with Lite and other suppliers for the 2024 season.

F&GP 028-23

8

Update on internal audit recommendations

Members noted an update on the internal auditor recommendations and in particular the need for a review of the asset register which is ongoing. This will be considered further at the next meeting.

F&GP 029-23

9

Items for the next agenda

The following item was raised for the next agenda: Christmas Lights

F&GP 030-23

10

Date of the next meeting

It was agreed that the next meeting of the F&GP Committee will take place on 16th October 2023 at 5.00pm in the Old Police Station, Market Hall Street.

There being no further business, the meeting was declared closed.

Chairman

Date: _____

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Income							
1076 Precept	117,500	117,500	0			100.0%	
1090 Interest Received	802	0	(802)			0.0%	
1200 Income from markets	922	1,000	78			92.2%	
General Income :- Receipts	119,224	118,500	(724)			100.6%	0
Net Receipts	119,224	118,500	(724)				
110 Administration							
4000 Staff Salary	18,544	33,000	14,456		14,456	56.2%	
4030 PAYE and NI	5,899	15,000	9,101		9,101	39.3%	
4040 Pension	0	700	700		700	0.0%	
4050 Staff Mileage & Benefits	0	50	50		50	0.0%	
4080 Training	228	450	222		222	50.7%	
4090 Mayor's Allowance	0	1,000	1,000		1,000	0.0%	
4100 Bank Charges	107	200	93		93	53.5%	
4110 Audit Fees	880	1,200	320		320	73.3%	
4130 Subscriptions & Memberships	91	0	(91)		(91)	0.0%	
4140 Insurance	0	5,500	5,500		5,500	0.0%	
4150 Stationery	208	600	392		392	34.7%	
4155 Printing & Copying	942	1,200	258		258	78.5%	
4160 Postage	5	150	146		146	3.0%	
4170 Telephone & Broadband	915	1,500	585		585	61.0%	
4180 Website	194	400	207		207	48.4%	
4190 IT	744	750	6		6	99.2%	
4210 Grants Paid	887	5,000	4,113		4,113	17.7%	
4230 Elections	0	4,400	4,400		4,400	0.0%	
4240 Office Rent	1,140	3,000	1,860		1,860	38.0%	
4245 Office Costs	365	4,750	4,385		4,385	7.7%	
4250 TIC	2,500	2,500	0		0	100.0%	
4260 Maintenance	0	1,000	1,000		1,000	0.0%	
4310 Markets Running Costs	0	500	500		500	0.0%	
4320 War Memorial	2,795	5,000	2,205		2,205	55.9%	2,795
4415 Equipment Purchase KTC	42	500	458		458	8.3%	
4990 Sundries	435	50	(385)		(385)	870.4%	
Administration :- Indirect Payments	36,920	88,400	51,480	0	51,480	41.8%	2,795
Net Payments	(36,920)	(88,400)	(51,480)				
6000 plus Transfer from EMR	2,795						
Movement to/(from) Gen Reserve	(34,125)						

18:00 Detailed Receipts & Payments by Budget Heading 30/09/2023

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Recreation Ground							
4035 Rec Ground Salary Support	0	5,000	5,000		5,000	0.0%	
4260 Maintenance	6,155	3,000	(3,155)		(3,155)	205.2%	
4265 Rec Running Costs	1,027	3,000	1,974		1,974	34.2%	
4300 Rec Cottage	95	45,000	44,905		44,905	0.2%	
4400 Grass Cutting	853	6,000	5,147		5,147	14.2%	
4410 Equipment Purchase	0	5,000	5,000		5,000	0.0%	
Recreation Ground :- Indirect Payments	8,130	67,000	58,870	0	58,870	12.1%	0
Net Payments	(8,130)	(67,000)	(58,870)				
140 Churchyard							
4260 Maintenance	100	2,000	1,900		1,900	5.0%	
4400 Grass Cutting	1,050	2,500	1,450		1,450	42.0%	
Churchyard :- Indirect Payments	1,150	4,500	3,350	0	3,350	25.6%	0
Net Payments	(1,150)	(4,500)	(3,350)				
150 Projects							
4500 Christmas Decorations	4,760	12,000	7,240		7,240	39.7%	
4505 Festivals Marketing	1,744	0	(1,744)		(1,744)	0.0%	
4510 Kington in Bloom	4,236	5,500	1,264		1,264	77.0%	
4520 Armed Forces DAY	0	1,500	1,500		1,500	0.0%	
Projects :- Indirect Payments	10,740	19,000	8,260	0	8,260	56.5%	0
Net Payments	(10,740)	(19,000)	(8,260)				
999 VAT Data							
115 VAT on Receipts	8,270	0	(8,270)			0.0%	
VAT Data :- Receipts	8,270	0	(8,270)				0
515 VAT on Payments	3,965	0	(3,965)		(3,965)	0.0%	
VAT Data :- Indirect Payments	3,965	0	(3,965)	0	(3,965)		0
Net Receipts over Payments	4,305	0	(4,305)				
Grand Totals:- Receipts	127,494	118,500	(8,994)			107.6%	
Payments	60,905	178,900	117,995	0	117,995	34.0%	
Net Receipts over Payments	66,589	(60,400)	(126,989)				
plus Transfer from EMR	2,795						
Movement to/(from) Gen Reserve	69,384						

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
115	VAT on Receipts	999	VAT Data		8,269.81
200	Current Bank A/c			182,454.17	
210	Unity Trust 5108			2,118.73	
220	Unity Trust 4143			65,141.73	
310	General Reserves				105,733.51
320	EMR Recreation Ground				63,465.00
325	EMR Projects - War Memorial				2,205.00
330	EMR Projects - Christmas Light				3,893.53
335	EMR Projects - Churchyard				2,500.00
340	EMR Projects - Shop Fronts				1.50
345	EMR Projects - Map				2,002.50
350	EMR Projects - Planters				235.00
355	EMR - Green Spaces Grant				288.37
360	EMR - Festivals Grant				6.60
515	VAT on Payments	999	VAT Data	3,965.00	
1076	Precept	100	General Income		117,500.00
1090	Interest Received	100	General Income		801.77
1200	Income from markets	100	General Income		922.20
4000	Staff Salary	110	Administration	18,544.38	
4030	PAYE and NI	110	Administration	5,899.18	
4080	Training	110	Administration	228.37	
4100	Bank Charges	110	Administration	106.95	
4110	Audit Fees	110	Administration	879.75	
4130	Subscriptions & Memberships	110	Administration	90.75	
4150	Stationery	110	Administration	208.13	
4155	Printing & Copying	110	Administration	942.10	
4160	Postage	110	Administration	4.50	
4170	Telephone & Broadband	110	Administration	914.81	
4180	Website	110	Administration	193.50	
4190	IT	110	Administration	744.17	
4210	Grants Paid	110	Administration	887.00	
4240	Office Rent	110	Administration	1,140.00	
4245	Office Costs	110	Administration	365.00	
4250	TIC	110	Administration	2,500.00	
4260	Maintenance	130	Recreation Ground	6,155.01	
4260	Maintenance	140	Churchyard	100.00	
4265	Rec Running Costs	130	Recreation Ground	1,026.50	
4300	Rec Cottage	130	Recreation Ground	95.00	
4320	War Memorial	110	Administration	2,795.00	
4400	Grass Cutting	130	Recreation Ground	853.19	
4400	Grass Cutting	140	Churchyard	1,050.00	
4415	Equipment Purchase KTC	110	Administration	41.67	
4500	Christmas Decorations	150	Projects	4,760.00	
4505	Festivals Marketing	150	Projects	1,744.00	
4510	Kington in Bloom	150	Projects	4,236.00	
4990	Sundries	110	Administration	435.20	
6000	Transfer from EMR	110	Administration		2,795.00
Trial Balance Totals :				310,619.79	310,619.79
Difference				0.00	

From: cllr.a.dixon@kingtontowncouncil.gov.uk
Sent: 31 July 2023 09:41
To: clerk@kingtontowncouncil.gov.uk
Subject: Financial Examiners Report

Good morning Liz

Following my visit on 27th July 2023 to examine the invoices from April, May and June I would like to make the following report to the Finance Committee.

For the period mentioned above, I confirm that I have examined all invoices and have found one missing invoice, for EON energy. This was discussed with the Clerk, who will be contacting EON to arrange for a replacement invoice to cover the direct debit for £168.23.

All other invoices are correctly recorded and are all in relation to council work, council buildings, council bills or the running of the council office.

Regards
Alan Dixon