



# Kington Town Council

The Old Police Station, Market Hall Street, Kington, HR5 3DP  
Telephone 01544 239098 email: clerk@kingtontowncouncil.gov.uk



## Minutes of the Finance & General Purposes Committee Meeting on Monday 28<sup>th</sup> February 2022 at the Old Police Station, Kington

### PRESENT

### IN ATTENDANCE

Cllr. R. Banks - Chairman  
Cllr. E. Banks  
Cllr. F. Hawkins  
Cllr. D. Redmayne  
Cllr. E. Rolls  
Cllr. I. Spencer  
Cllr. R. Widdowson

Liz Kelso - Clerk

### Agenda Item

### Actions

- |                        |  |
|------------------------|--|
| <b>F&amp;GP 001-22</b> | <b>1. Apologies, declarations of interest and requests for dispensation</b><br>No apologies had been sent to the Clerk. Cllr. Hawkins declared an interest in agenda item 4, having applied for a shop front grant. There were no requests for dispensation.   |
| <b>F&amp;GP 002-22</b> | <b>2. Minutes of the previous meeting</b><br>Following two amendments to the date of the meeting and those attending, the minutes of the meeting held on 11 <sup>th</sup> October 2021 were approved and the Chairman authorised to sign as a true record of proceedings at that meeting.  |
| <b>F&amp;GP 003-22</b> | <b>3. Quarterly budget report</b><br>Members reviewed the reporting showing expenditure against budget for the period ending 31 <sup>st</sup> December 2021 indicating expenditure broadly in line with expectations.  |
| <b>F&amp;GP 004-22</b> | <b>4. Review of financial impact of externally funded projects</b> <ul style="list-style-type: none"><li>• <b>Outdoor Gym – Herefordshire Green Spaces Fund</b><br/>This project, funded through the Herefordshire Green Spaces Fund has gone out to tender with three suppliers approached, two of whom have conducted a site visit. One quotation has been received within the deadline for submission of tenders and will be presented to full council for consideration at the meeting on 7<sup>th</sup> March. The quotation appears to be broadly in line with the identified budget for this project.</li></ul> |

- **Welcome Back Fund Projects**
  - **Christmas Decorations Project**  
This project is now completed for this year and the final invoice this period is to be presented to council for approval on 7<sup>th</sup> March, bringing the total spend for this project in line with the funding available through the Welcome Back Fund.
  - **Festivals Marketing Project**  
This element of the funding has covered marketing for the Winter Food Festival (now completed) and the creation of a Festivals Brochure, promoting all Festivals within Kington in the coming year, and is now nearing completion with the brochure and final invoice due within the next few weeks. Total spend for this element is likely to be slightly under budget.
- **Great Places to Visit Fund**
  - **Shop Front Grant Scheme**  
Full Council approved a list of grants totalling just under £90,000 at a meeting held on 7<sup>th</sup> February of which £75,000 is to be funded through the Great Places to Visit Fund and £15,000 allocated by the Town Council from general reserves. Since then further applications totalling £13,317 have been received and will be presented to full council on 7<sup>th</sup> March. After some discussion it was agreed that the scheme should now be closed to further applicants but the potential shortfall could, if necessary, be covered by reserves should all grant offers be claimed in full by approved applicants.
  - **Planter Project**  
Quotations have now been sought from suppliers for this project with only one being submitted for consideration within the timescale, that quotation being broadly in line with the budget available for this project.
  - **Map Project**  
Again, quotations have now been sought from suppliers for this project with only one being submitted for consideration within the timescale, that quotation being broadly in line with the budget available for this project.

**F&GP 005-22**      5      **Financial Examiner Report**  
The Clerk presented the Financial Examiner report for the first half of the current financial year. Members noted the recommendation with regard to the initialling of the payment schedule and invoices by those authorising payments through the bank and noted some practical issues in carrying this out but agreed to review the practice going forward.

**F&GP 006-22**      6      **Kington Community Grants**  
Members considered requests from four organisations for grants under the Town Council's community grant scheme and agreed that recommendations be made to Full Council as attached to these Minutes.

Members noted in particular that two applications have been received from organisations who have received funding in the first grant round this financial year, despite the policy of only accepting applications from groups once in

every financial year. Accordingly, the recommendation to full council will be to defer these applications to the next financial year.

**F&GP 007-22**

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**Appointment of Internal Auditor**

It was agreed to recommend to Full Council the re-appointment of Internal Auditor Iain Selkirk FCA for a further year. The Clerk is seeking clarification of the proposed fee, given the additional funding received this financial year.

**F&GP 008-22**

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**Items for the next agenda**

The following items were raised for the next agenda:

- Financial impact of externally funded projects

**F&GP 009-22**

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**Date of the next meeting**

It was agreed that the next meeting will take place on 25<sup>th</sup> April 2022 at 4.00pm.

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

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Chairman

Date: \_\_\_\_\_