



# Kington Town Council

The Old Police Station, Market Hall Street, Kington, HR5 3DP  
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**Minutes of the Finance, Personnel & General Purposes Committee Meeting**  
Held on Monday 18<sup>th</sup> March 2024 at the Old Police Station, Market Hall Street, Kington

## PRESENT

## IN ATTENDANCE

Cllr. R. Banks - Chair  
Cllr. E. Banks  
Cllr. M. Fitton  
Cllr. P. Sell  
Cllr. M. Woolford

Liz Kelso – Town Clerk  
Ruth Robinson – Assistant Clerk

### Agenda Item

**F&GP 001-24**

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#### **Election of Chair**

Cllr. R. Banks was duly elected Chair for the meeting. Members were reminded that committees elect a chair for the year at the first meeting held after the Town Council annual meeting in May each year.

**F&GP 002-24**

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#### **Apologies, declarations of interest and requests for dispensation**

Apologies were noted from Cllrs. A Dixon, J. Gardner and E. Rolls. Cllr. Woolford declared an interest in agenda item 7(c) relating to the Tourist Information Centre. There were no requests for dispensation.

**F&GP 003-24**

3.

#### **Minutes of the previous meetings**

##### **a) Minutes of the Finance Committee meeting held on 23<sup>rd</sup> October 2023**

The Minutes of the Finance Committee meeting held on 23<sup>rd</sup> October 2023, which had been previously circulated, were approved and the Chair authorised to sign the Minutes as a true record of proceedings at that meeting.

##### **b) Meeting of the Personnel Committee held on 21<sup>st</sup> November 2022**

The Minutes of the Personnel Committee meeting held on 21<sup>st</sup> November 2022, which had been previously circulated, were approved and the Chair authorised to sign the Minutes as a true record of proceedings at that meeting.

##### **c) Meeting of the Services Committee held on 18<sup>th</sup> September 2023**

The Minutes of the Services Committee meeting held on 18<sup>th</sup> September 2023, which had been previously circulated, were approved and the Chair authorised to sign the Minutes as a true record of proceedings at that meeting.

- F&GP 004-24**      4      **Committee Terms of Reference**  
The Terms of Reference of the committee as approved by full council were noted. It was agreed to seek the advice of the internal auditor regarding authorisation to sign bank reconciliations. Subject to this advice, it was agreed to review the Terms of Reference on an annual basis.
- F&GP 005-24**      5      **Meeting format**  
Members noted that this committee has been formed from an amalgamation of three previous committees. It was agreed that using standing items for the agenda to act as an aide memoire for agenda items would be used for future meetings.
- F&GP 006-24**      6      **Financial Matters**
- a) **Financial report for the period ended 29.2.2024.**  
The report for the period ended 29.2.2024, as attached to these minutes was noted. There were no matters considered to be of concern,.
- b) **Bank Reconciliation for the period ended 29.2.2024.**  
Bank reconciliations for all accounts for the period ended 29.2.2024 were noted and the Chair authorised to sign on behalf of the Committee.
- c) **Earmarked Reserves**  
The Clerk presented the current balances on earmarked reserve which were removed. Amendments as at the year end were agreed as attached to these Minutes resulting in an increase in overall earmarked reserves from £77,392.50 to £99,000 to reflect anticipated costs and completion of previous projects.
- d) **Statement of Internal Control**  
The Annual Statement of Internal Control was noted. It was agreed that this would be reviewed during the next financial year.
- e) **Annual Risk Review**  
The Annual Risk Review was considered and noted as agreed by Full Council. A change to the format was considered and would be reviewed during the next financial year.
- f) **Asset Register**  
The Clerk noted that in reviewing the Asset Register it had become apparent that historical records to bring this into line with current guidance were difficult to establish and it was clear that assets belonging to the Recreation Ground Trust had been included in the past in error. It was unlikely this could be corrected during this financial year and would be considered a priority for next year, possibly with external support. This would be reviewed again after discussions with the internal auditor.
- g) **Investment Account**  
The opening of the account with CCLA had been delayed due to the absence of account signatories and subsequent absence of the clerk on sick leave. This will be addressed as soon as possible.
- F&GP 007-24**      7      **General Purposes**
- a) **Buildings currently occupied by the Town Council and such other buildings that can be determined as Community Assets**
- a) **Market Hall Repairs**  
Three items of maintenance and/or repairs were currently outstanding with regard to the Market Hall: Cleaning of the roof to the Place de Marines,

repairs to the wall damaged by a vehicle in December and roof repairs to the Coach House. For all repairs Herefordshire Council has indicated that they are applying for funding for these repairs which may take some time to obtain.

**b) Market Hall Licence to Occupy**

The Clerk advised that within the last few days she has received the draft Licence to Occupy from Herefordshire Council. An annual fee of £300 was proposed by Herefordshire Council for use of the premises for the weekly markets. Herefordshire Council has indicated a willingness for the Town Council to assume responsibility for taking bookings for community events at a cost to be agreed so arrangements to make payments to Herefordshire Council will need to be set up. It was agreed that a recommendation to accept the terms of the licence would be made to Full Council at the April meeting.

**b) Provision for young people**

There was nothing to report under this agenda item.

**c) Tourism and Tourist Information Centre**

Thanks to voluntary support, the Tourist Information Centre will operate for another year.

**d) Arts, culture and museum provision**

The Festivals Brochure is in the process of being finalised and printed for the current year with thanks in particular to all those who have contributed and worked on the booklet. It was also noted that the Marches Makers Festival will take place over the early May bank holiday weekend.

**e) Social Care, support services, Talk Community and Information and Advice Provision**

The assistant clerk presented a report on the Talk Community Forum meeting she had attended recently and proposed adding information about the Talk Community directory to the Town Council website, which was agreed. It was further agreed that a councillor attend the next meeting to represent the Town Council and to liaise more closely with the community groups operating within the Town.

**F&GP 008-24**

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**Personnel Matters**

**a) Staffing Review**

It was agreed that the imminent acquisition of Crooked Well meadow would require a management plan for the site which may then require a staffing review for Kington Recreation Ground Trust. This will be referred to the next meeting of the Trust for consideration.

**b) Staff Appraisals**

It was agreed that the Clerk's appraisal would be held on 4<sup>th</sup> July at 11.00 and be carried out by Cllrs. E. Banks and R. Banks. Thereafter the Clerk will conduct the appraisal of the assistant clerk

**F&GP 009-24**

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**Next meeting and items for the agenda**

The next meeting will take place on Monday 20<sup>th</sup> May 2024 at 7.00pm in the Old Police Station, Market Hall Street. There were no further items raised for the next agenda.

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

\_\_\_\_\_  
Chairman

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

**Kington Town Council**  
**Finance, Personnel & General Purposes Committee**  
**18th March 2024**  
**Earmarked Reserves**

<b>Account</b>	<b>Curent balance</b>	<b>Agreed transfer</b>	<b>Closing balance</b>	<b>Comment/Notes</b>
EMR Recreation Ground	£ 63,465.00	£ 14,535.00	£ 78,000.00	To reflect expected repair costs to cottage
EMR Projects - War memorial	£ 2,205.00	£ 1,205.00	£ 1,000.00	To reflect current plans for site
EMR Projects - Christmas Lights	£ 3,893.53	£ 11,106.47	£ 15,000.00	To reflect expected costs for lights
EMR Projects - Churchyard	£ 2,500.00	£ 2,500.00	£ 5,000.00	To reflect expected additional tree work
EMR Projects - Shop Front	£ 1.50	£ 1.50	£ -	Project completed
EMR Projects - Map	£ 2,002.50	£ 2,002.50	£ -	Project completed
EMR Projects - Planters	£ 235.00	£ 235.00	£ -	Project completed
EMR Projects - Green Spaces	£ 288.37	£ 288.37	£ -	Project completed
EMR Projects - Festivals Grant	£ 6.60	£ 6.60	£ -	Project completed
	£ 74,597.50	£ 24,402.50	£ 99,000.00	