



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 20th May 2024 at the Old Police Station, Market Hall Street, Kington

PRESENT

IN ATTENDANCE

Cllr. R. Banks - Chair
Cllr. B. Bishop
Cllr. M. Fitton
Cllr. K. Greig
Cllr. E. Rolls
Cllr. P. Sell
Cllr. R. Warne

Liz Kelso – Town Clerk
Ruth Robinson – Assistant Clerk

Agenda Item

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|------------------------|----|--|
| F&GP 010-24 | 1 | Election of Chair
Cllr. R. Banks was duly elected Chair of the Committee for the forthcoming year. |
| F&GP 011-24 | 2 | Apologies, declarations of interest and requests for dispensation
Apologies were noted from Cllrs. E. Banks, N. Cornish and M. Woolford. There were no declarations of interest and no requests for dispensation. |
| F&GP 012-24 | 3 | Election of Vice Chair
Cllr. P. Sell was duly elected Vice Chair of the Committee for the forthcoming year. |
| F&GP 013-24 | 4. | Minutes of the previous meetings
The Minutes of the Finance. Personnel and General Purposes Committee meeting held on 18 th March 2024, 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 014-24 | 5 | Financial Matters
a) Report from Internal Auditor for year ended 31.3.2024
The report from the Internal Auditor for the year ended 31.3.2024 was noted containing two main recommendations with regard to the asset register and the signing of the bank reconciliation. With regard to the latter, the importance of the financial examiner work was stressed. This will be a standing item on this committee agenda going forward. After discussion, it was agreed that a recommendation to accept the report of the Internal Auditor be put to Full Council at the meeting on 3 rd June. |

b) Annual Governance and Accounting Return for the year to 31.3.2024

The Clerk presented the draft Annual Governance and Accounting Return plus supporting papers for the year to 31.3.2024. Members had no queries and it was agreed that this be presented to Full Council for approval on 3rd June.

c) Exercise of Electors Rights

It was agreed that the period for the exercise of electors rights be set to start on Monday 10th June and end on Friday 19th July. This will be confirmed by Full Council at the meeting on 3rd June.

d) Asset Register

Due to other commitments, work on the asset register is still outstanding although the clerk has identified that the previous figures contained assets owned by the Recreation Ground Trust which need to be separated out from the figures reported on the AGAR. Work will be ongoing and will be reported further at the next meeting.

e) CCLA account

As with the previous item, due to other commitments, work on the opening of this account is still outstanding.

f) Review of Financial Regulations

The Clerk reported that the current financial regulations are based upon a model set issued in 2018. The National Association of Local Councils has now released a new model but as the Council is not a member, access to the model is not available. However, a review of the existing Regulations by the Town Council is appropriate and this will be an agenda item for the next meeting.

F&GP 015-24

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General Purposes

a) Buildings currently occupied by the Town Council and such other buildings that can be determined as Community Assets

There was nothing to report under this agenda item.

b) Provision for young people

There was nothing to report under this agenda item.

c) Tourism and Tourist Information Centre

There was nothing to report under this agenda item

d) Arts, culture and museum provision

There was noting to report under this agenda item

e) Social care, support services, talk community and information and advice provision

The Assistant Clerk reported on a recent meeting of the Kington Community Forum that she had attended. Members noted that several forum members had agreed to offer a brief presentation at the Annual Town Meeting on 22nd May. It was agreed that further support for the voluntary sector working in Kington would be welcome with one suggestion being that the town council could arrange or facilitate an annual volunteering meeting where organisations could present their work to the public at large and recruit for volunteers. It was agreed that this be put to the town council for further consideration.

f) **Markets**

There was nothing to report under this agenda item.

F&GP 016-24

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Personnel Matters

a) **Exclusion of the public**

It was agreed that due to the confidential nature of the business of the current agenda item that members of the public be excluded from the current agenda item in accordance with the provisions of the Public bodies (Admission to Meetings) Act 1960(3).

b) **Acquisition of Crooked Well**

It was agreed that the Recreation Ground Management Group be asked to agree a management plan for the maintenance of Crooked Well, once the transfer has been completed, so that staffing requirements can be identified.

c) **Staff safety & wellbeing**

A report on an incident was noted and a course of action agreed by members. It was further noted that risk assessments for staff working alone should be reviewed and updated.

F&GP 009-24

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Next meeting and items for the agenda

The next meeting will take place on Monday 15th July 2024 at 6.30pm in the Old Police Station, Market Hall Street, or on the rising of the Planning & Environment committee, if later. There were no further items raised for the next agenda.

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

Chairman

Date: _____