



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 15th July 2024 at the Old Police Station, Market Hall Street, Kington

PRESENT

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

IN ATTENDANCE

Liz Kelso – Town Clerk
Ruth Robinson – Assistant Clerk

Agenda Item

- | | | |
|------------------------|----------|---|
| F&GP 018-24 | 1 | Apologies, declarations of interest and requests for dispensation
Apologies were noted from Cllrs. T. Bounds, K. Greig and R. Warne. There were no declarations of interest and no requests for dispensation. |
| F&GP 019-24 | 2 | Minutes of the previous meetings
The Minutes of the Finance, Personnel and General Purposes Committee meeting held on 20 th May 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 020-24 | 3 | Financial Matters
a) Financial Report for quarter ended 30.6.2024
The report for the period, as attached to these minutes, was noted. It was noted that expenditure for IT matters was higher than originally budgeted as some payments related to licences covering more than a single year.

b) Market Income report
Members noted the receipt of income from markets for 2023.

c) Asset Register
Due to other commitments, work on the asset register is still outstanding. It was agreed to consider a working party to assist with the identification of the assets and their current location at the next meeting. |

d) **Review of Financial Regulations**

The Clerk presented a redraft of the Financial Regulations, based upon a revision to the model financial regulations prepared by the National Association of Local Councils. After due consideration, it was agreed that the draft be presented to full council at the next meeting with a recommendation that they be adopted by council.

F&GP 021-24

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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 although members noted that the scaffolding around the Market Hall is blocking the church notice board.

b) **Provision for young people**

Members noted that a number of letters written by pupils at the primary school are to be sent to the Mayor as part of their course on persuasive writing. Comments from the letters are to be considered at a later meeting. It was also noted that members of the Kington Scouts group are taking part in the Duke of Edinburgh Scheme in conjunction with Kington Walks.

c) **Tourism and Tourist Information Centre**

Members noted that the Tourist Information Centre has new volunteers and therefore is well staffed now.

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

There was nothing to report under this agenda item

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

There was nothing to report under this agenda item.

f) **Markets**

There was nothing to report under this agenda item.

F&GP 022-24

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Next meeting and items for the agenda

The next meeting will take place on Monday 23rd September 2024 at 6.00pm in the Old Police Station, Market Hall Street. The following items were raised for the next agenda:

- Asset register review
- Staff appraisals

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

Chairman

Date: _____

Kington Town Council
Annual Budget - By Centre

<u>2023-24</u>			<u>2024-25</u>					<u>2025-26</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100	General Income										
1076	117,500	117,500	0	0	125,000	0	125,000	62,500	0	0	0
1090	0	1,703	0	0	3,000	0	3,000	453	0	0	0
1100	0	0	0	0	0	0	0	70	0	0	0
1200	1,000	922	0	0	1,000	0	1,000	0	0	0	0
	118,500	120,125	0	0	129,000	0	129,000	63,023	0	0	0
	118,500	120,125			129,000		129,000	63,023	0		
110	Administration										
4000	33,000	40,210	0	0	45,000	0	45,000	10,580	0	0	0
4030	15,000	11,392	0	0	10,000	0	10,000	2,279	0	0	0
4040	700	0	0	0	0	0	0	0	0	0	0
4050	50	0	0	0	50	0	50	0	0	0	0
4080	450	930	0	0	300	0	300	0	0	0	0
4090	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4100	200	212	0	0	250	0	250	53	0	0	0
4110	1,200	880	0	0	950	0	950	300	0	0	0
4120	0	354	0	0	3,000	0	3,000	0	0	0	0
4130	0	373	0	0	400	0	400	130	0	0	0
4140	5,500	4,739	0	0	6,000	0	6,000	0	0	0	0
4150	600	310	0	0	500	0	500	123	0	0	0
4155	1,200	1,433	0	0	1,200	0	1,200	404	0	0	0
4160	150	15	0	0	150	0	150	6	0	0	0
4170	1,500	1,857	0	0	1,200	0	1,200	344	0	0	0

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Kington Town Council Annual Budget - By Centre

<u>2023-24</u>		<u>2024-25</u>					<u>2025-26</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4180 Website	400	194	0	0	200	0	200	0	0	0	0
4190 IT	750	968	0	0	800	0	800	1,213	0	0	0
4210 Grants Paid	5,000	2,927	0	0	5,000	0	5,000	500	0	0	0
4230 Elections	4,400	223	0	0	0	1,000	1,000	0	0	0	0
4240 Office Rent	3,000	2,280	0	0	3,000	0	3,000	570	0	0	0
4245 Office Costs	4,750	1,406	0	0	1,000	0	1,000	320	0	0	0
4250 TIC	2,500	2,500	0	0	2,500	0	2,500	0	0	0	0
4260 Maintenance	1,000	0	0	0	500	0	500	0	0	0	0
4310 Markets Running Costs	500	0	0	0	500	0	500	0	0	0	0
4320 War Memorial	5,000	2,795	0	0	0	1,000	1,000	0	0	0	0
4415 Equipment Purchase KTC	500	254	0	0	0	500	500	0	0	0	0
4990 Sundries	50	608	0	0	100	0	100	0	0	0	0
6000	88,400	76,558	0	0	83,600	2,500	86,100	16,823	0	0	0
	0	2,795	0	0	0	0	0	0	0	0	0
	(88,400)	(73,863)			(83,600)		(86,100)	(16,823)			
130 Recreation Ground											
4035 Rec Ground Salary Support	5,000	4,000	0	0	7,000	0	7,000	0	0	0	0
4260 Maintenance	3,000	8,368	0	0	0	30,000	30,000	465	0	0	0
4265 Rec Running Costs	3,000	1,598	0	0	4,000	0	4,000	228	0	0	0
4300 Rec Cottage	45,000	2,895	0	0	0	48,000	48,000	72	0	0	0
4400 Grass Cutting	6,000	1,671	0	0	5,000	0	5,000	136	0	0	0
4410 Equipment Purchase	5,000	0	0	0	0	0	0	0	0	0	0
	67,000	18,532	0	0	16,000	78,000	94,000	901	0	0	0
	Overhead Expenditure										

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Kington Town Council
Annual Budget - By Centre

2023-24		2024-25					2025-26				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve					(16,000)		(94,000)	(901)	0		
140 Churchward											
4260 Maintenance	2,000	5,535	0	0	5,000	0	5,000	0	0	0	0
4400 Grass Cutting	2,500	1,650	0	0	3,000	0	3,000	320	0	0	0
Overhead Expenditure			0	0	8,000	0	8,000	320	0	0	0
Movement to/(from) Gen Reserve					(8,000)		(8,000)	(320)	0		
150 Projects											
4500 Christmas Decorations	13,000	11,845	0	0	15,000	0	15,000	0	0	0	0
4505 Festivals Marketing	0	2,154	0	0	2,500	0	2,500	0	0	0	0
4510 Kington in Bloom	5,500	5,236	0	0	6,000	0	6,000	1,170	0	0	0
4520 Armed Forces DAY	1,500	0	0	0	0	0	0	0	0	0	0
4535 Festivals	0	0	0	0	0	0	0	2,026	0	0	0
Overhead Expenditure			0	0	23,500	0	23,500	3,196	0	0	0
Movement to/(from) Gen Reserve					(23,500)		(23,500)	(3,196)	0		
999 VAT Data											
115 VAT on Receipts	0	8,270	0	0	0	0	0	6,965	0	0	0
Total Income			0	8,270	0	0	0	6,965	0	0	0
515 VAT on Payments	0	6,965	0	0	0	0	0	966	0	0	0
Overhead Expenditure			0	6,965	0	0	0	966	0	0	0
Movement to/(from) Gen Reserve			0	1,305	0		0	5,999	0	0	0

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Kingston Town Council
Annual Budget - By Centre

	<u>2023-24</u>		<u>2024-25</u>					<u>2025-26</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	118,500	128,395	0	0	129,000	0	129,000	69,988	0	0	0
Expenditure	179,900	128,575	0	0	131,100	80,500	211,600	22,205	0	0	0
Net Income over Expenditure	-61,400	-180	0	0	-2,100	-80,500	-82,600	47,783	0	0	0
plus Transfer from EMR	0	2,795	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(61,400)	2,615			(2,100)		(82,600)	47,783			0