



# 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 30<sup>th</sup> September 2024 at the Old Police Station, Market Hall Street, Kington

### PRESENT

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

### IN ATTENDANCE

Liz Kelso – Town Clerk  
Ruth Robinson – Assistant Clerk

### Agenda Item

- |                        |          |   |
|------------------------|----------|---|
| <b>F&amp;GP 023-24</b> | <b>1</b> | <b>Apologies, declarations of interest and requests for dispensation</b><br>Apologies were noted from Cllrs. B. Bishop, T. Bounds, K. Greig and E. Rolls. There were no declarations of interest and no requests for dispensation.  |
| <b>F&amp;GP 024-24</b> | <b>2</b> | <b>Minutes of the previous meetings</b><br>The Minutes of the Finance, Personnel and General Purposes Committee meeting held on 15 <sup>th</sup> July 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.   |
| <b>F&amp;GP 025-24</b> | <b>3</b> | <b>Financial Matters</b><br>a) <b>Financial Report for period 1.4.2024 – 31.8.2024</b><br>The report for the period, as attached to these minutes, was noted.<br><br>b) <b>Market Income report</b><br>Members noted the receipt of income from markets amounting to £898.80 in September.<br><br>c) <b>Asset Register</b><br>A review of the asset register was divided into three areas and it was agreed that those assigned to each area would note each of the assets identified with a photograph and the location (using what3words) with a view to bringing this back to the next meeting of the committee. The clerk will draft a pro forma for information on each asset to be recorded and send it to the agreed team for each area. |

d) **Timetable for 2025-6 budget process**

Members noted that the final budget for the town council will need to be completed and the precept and budget agreed by full council in January 2025 so it was suggested that members think now of items for inclusion in next year's budget. This will be discussed further at the town council training/awayday in October with a first draft of the budget to be discussed by this committee in November.

e) **To not conclusion of external audit**

Members noted the final report from external auditors which included a small number of items, all of which have been or are in the process of being dealt with. The report will be presented to full council at the next meeting.

**F&GP 026-24**

**4**

**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 the system for booking space at the Market Hall appears to be working well.

b) **Provision for young people**

There was noting to report under this agenda item.

c) **Public toilets**

A number of complaints have been made about the public toilets in the Place de Marine which are owned by and managed by Herefordshire Council. Whilst this has been reported to Herefordshire Council, members were concerned that this reflects badly on the town and can affect businesses and tourism in particular. It was agreed that options to address this should be discussed further at the council Awayday.

d) **Tourism and Tourist Information Centre**

Members noted that the Tourist Information Centre has new volunteers although some volunteers have left

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

There was nothing to report under this agenda item

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

The Clerk reported on a meeting with Talk Community which outlined provision within the Town to support people to claim pension credit as the process can be difficult to navigate.

Members were reminded that following the annual town meeting in May it had been agreed that members would consider supporting an annual volunteers fair for community groups working within the town. This will be explored further at a later meeting.

g) **Markets**

There was nothing to report under this agenda item.

**F&GP 027-24**

**5**

**Personnel Matters**

a) **Staff Appraisals**

It was noted that the Clerk's appraisal had been completed. There was nothing of particular note arising from that meeting. Other staff appraisals are yet to be timetabled.

**b) Staffing Review**

The clerk reported that with the budget setting process due to start shortly, it would be appropriate to consider staffing as part of that process, particularly given that an increase in devolved services from Herefordshire Council has resulted in an increased workload for office staff. A variety of different options were explored and it was agreed to consider this further at the town council awayday in October.

**c) Lone Working Policy**

Members considered a draft Lone Working Policy and risk assessment covering both staff and councillors. After due consideration, it was agreed to recommend adoption to full council. It was further agreed to consider the purchase of personal alarms for staff working alone.

**F&GP 028-24**

**6**

**Next meeting and items for the agenda**

The next meeting will take place on Monday 11<sup>th</sup> November 2024 at 6.00pm in the Old Police Station, Market Hall Street. It was agreed that there would be further discussion on the proposed staffing review

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

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Chairman

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

## Detailed Receipts &amp; Payments by Budget Heading 31/08/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>General Income</b>					
Precept	62,500	125,000	62,500		
Interest Received	453	3,000	2,547		
Grants & Donation Received	70	0	(70)		
Income from markets	1,054	1,000	(54)		
Other Income	75	0	(75)		
General Income :- Receipts	<b>64,152</b>	<b>129,000</b>	<b>64,848</b>		
<b>Net Receipts</b>	<b>64,152</b>	<b>129,000</b>	<b>64,848</b>		
<b>Administration</b>					
Staff Salary	17,634	45,000	27,367		27,367
PAYE and NI	3,770	10,000	6,230		6,230
Staff Mileage & Benefits	0	50	50		50
Training	0	300	300		300
Mayor's Allowance	0	1,000	1,000		1,000
Bank Charges	59	250	191		191
Audit Fees	300	950	651		651
Asset Transfer/Legal	0	3,000	3,000		3,000
Subscriptions & Memberships	130	400	270		270
Insurance	0	6,000	6,000		6,000
Stationery	202	500	298		298
Printing & Copying	481	1,200	719		719
Postage	6	150	144		144
Telephone & Broadband	387	1,200	813		813
Website	0	200	200		200
IT	1,407	800	(607)		(607)
Grants Paid	500	5,000	4,500		4,500
Elections	0	1,000	1,000		1,000
Office Rent	760	3,000	2,240		2,240
Office Costs	463	1,000	537		537
TIC	2,500	2,500	0		0
Maintenance	0	500	500		500
Markets Running Costs	0	500	500		500
War Memorial	0	1,000	1,000		1,000
Equipment Purchase KTC	12	500	488		488
Sundries	0	100	100		100
Administration :- Indirect Payments	<b>28,611</b>	<b>86,100</b>	<b>57,489</b>	<b>0</b>	<b>57,489</b>
<b>Net Payments</b>	<b>(28,611)</b>	<b>(86,100)</b>	<b>(57,489)</b>		



## Detailed Receipts &amp; Payments by Budget Heading 31/08/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Recreation Ground</u>					
Rec Ground Salary Support	0	7,000	7,000		7,000
Maintenance	1,206	30,000	28,794		28,794
Rec Running Costs	407	4,000	3,593		3,593
Rec Cottage	72	48,000	47,928		47,928
Grass Cutting	856	5,000	4,144		4,144
Equipment Purchase	37	0	(37)		(37)
Recreation Ground :- Indirect Payments	<u>2,578</u>	<u>94,000</u>	<u>91,422</u>	<u>0</u>	<u>91,422</u>
Net Payments	<u>(2,578)</u>	<u>(94,000)</u>	<u>(91,422)</u>		
<u>Churchyard</u>					
Maintenance	1,608	5,000	3,392		3,392
Grass Cutting	960	3,000	2,040		2,040
Churchyard :- Indirect Payments	<u>2,568</u>	<u>8,000</u>	<u>5,432</u>	<u>0</u>	<u>5,432</u>
Net Payments	<u>(2,568)</u>	<u>(8,000)</u>	<u>(5,432)</u>		
<u>Projects</u>					
Christmas Decorations	0	15,000	15,000		15,000
Festivals Marketing	0	2,500	2,500		2,500
Kington in Bloom	4,180	6,000	1,820		1,820
Festivals	2,026	0	(2,026)		(2,026)
Projects :- Indirect Payments	<u>6,206</u>	<u>23,500</u>	<u>17,294</u>	<u>0</u>	<u>17,294</u>
Net Payments	<u>(6,206)</u>	<u>(23,500)</u>	<u>(17,294)</u>		
<u>VAT Data</u>					
VAT on Receipts	6,965	0	(6,965)		
VAT Data :- Receipts	<u>6,965</u>	<u>0</u>	<u>(6,965)</u>		
VAT on Payments	2,277	0	(2,277)		(2,277)
VAT Data :- Indirect Payments	<u>2,277</u>	<u>0</u>	<u>(2,277)</u>	<u>0</u>	<u>(2,277)</u>
Net Receipts over Payments	<u>4,688</u>	<u>0</u>	<u>(4,688)</u>		
Grand Totals:- Receipts	<u>71,117</u>	<u>129,000</u>	<u>57,883</u>		
Payments	<u>42,239</u>	<u>211,600</u>	<u>169,361</u>	<u>0</u>	<u>169,361</u>
Net Receipts over Payments	<u>28,877</u>	<u>(82,600)</u>	<u>(111,477)</u>		
Movement to/(from) Gen Reserve	<u>28,877</u>				