



# 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 11<sup>th</sup> November 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 029-24**      1      **Apologies, declarations of interest and requests for dispensation**  
Apologies were noted from Cllrs. T. Bounds, and K. Greig. There were no declarations of interest and no requests for dispensation.
- F&GP 030-24**      2      **Minutes of the previous meeting**  
The Minutes of the Finance, Personnel and General Purposes Committee meeting held on 30<sup>th</sup> September 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 031-24**      3      **Financial Matters**  
a) **Financial Report for period 1.4.2024 – 30.9.2024**  
The report for the period, as attached to these minutes, was noted. Questions relating to grants awarded and the allocation of IT costs were addressed. It was noted that costs associated with a grant application for the replacement handwash units in the recreation ground had increased following the site survey and an asbestos survey and electrical conditions report was now required before the installation can be completed. The grant awarded requires all work to be completed and payment to have been made no later than 31<sup>st</sup> December. There is no opportunity for the deadline to be extended for this funding.
- b) **Asset Register**  
Members noted that work on the asset register had commenced with the Recreation Ground and office contents work nearing completion.

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

It was reported that the heating and hot water system in the Old Police Station was not working for the second time in a few weeks. A request for repair has been sent to Herefordshire Council as landlords and temporary heating will be brought in if required.

The repairs to the Market Hall damage last year have not yet been completed. Herefordshire Council has commented that specialised bricks are required for this listed building although members questioned the comment that these are difficult to obtain.

**b) Provision for young people**

There was nothing to report under this agenda item although members noted that the youth club at the Baptist Church appears to be working well.

**c) Public toilets**

Complaints about the public toilets have been raised with Herefordshire Council although it has taken a month for this to be acknowledged and will be raised again. Members noted that the experience of other town and parish councils who own and manage public toilets has not been positive and has proved costly. St. Mary's Church is now offering access to their facilities to walkers and hikers.

**d) Tourism and Tourist Information Centre**

Cllr. E. Banks commented that she will be attending a meeting with the Herefordshire BID and the tourist information centre shortly and will submit a report for the next meeting.

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

There was nothing to report under this agenda item. The museum is currently closed for the winter.

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

Members noted a report from the Assistant Clerk on the Kington Community Forum which she attended recently, as attached.

**g) Markets**

There was nothing to report under this agenda item.

**Personnel Matters****a) Staffing Review**

There has been no further action on this agenda item due to other commitments. Cllr. Rolls will investigate potential external consultants to conduct a staffing review.

**b) Staff salaries**

It was noted that Town Council staff contracts link salaries to a nationally agreed salary agreement for local council staff. A small raise of about 2.5% has been announced, backdated to 1<sup>st</sup> April 2024. This will be an agenda item for full council at the next meeting.

Kington Recreation Ground Trust staff are paid in accordance with the Real Living Wage which has also announced an increase with immediate effect. Recreation Ground staff will receive this at the end of November.

Members also noted that town and parish councils cannot claim Employment Allowance which is a payment intended to offset employer national insurance payments for small employers on the grounds that they are a public body. For larger councils (district councils, county councils and unitary authorities) the recent announcement of changes to employer national insurance from 1<sup>st</sup> April 2025 is to be offset by a compensation package from HM Government. The government has announced that town and parish councils will not benefit from this compensation package which means that the full impact of the changes will be borne by town and parish councils. For Kington, the increase is expected to add approximately £3,000 to employment costs in total.

**F&GP 034-24**

**6**

**Next meeting and items for the agenda**

The next scheduled meeting will take place on Monday 13<sup>th</sup> January 2024 at in the Old Police Station, Market Hall Street. An additional meeting to discuss the draft annual budget will take place on Monday 16<sup>th</sup> December, at 5.00pm.

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

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Chairman

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

## Detailed Receipts &amp; Payments by Budget Heading 30/09/2024

## 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	1,471	30,000	28,529		28,529
Rec Running Costs	643	4,000	3,357		3,357
Rec Cottage	142	48,000	47,858		47,858
Grass Cutting	2,296	5,000	2,704		2,704
Equipment Purchase	37	0	(37)		(37)
Recreation Ground :- Indirect Payments	<b>4,589</b>	<b>94,000</b>	<b>89,411</b>	<b>0</b>	<b>89,411</b>
<b>Net Payments</b>	<b>(4,589)</b>	<b>(94,000)</b>	<b>(89,411)</b>		
<u>Churchyard</u>					
Maintenance	4,533	5,000	467		467
Grass Cutting	1,120	3,000	1,880		1,880
Churchyard :- Indirect Payments	<b>5,653</b>	<b>8,000</b>	<b>2,347</b>	<b>0</b>	<b>2,347</b>
<b>Net Payments</b>	<b>(5,653)</b>	<b>(8,000)</b>	<b>(2,347)</b>		
<u>Projects</u>					
Christmas Decorations	0	15,000	15,000		15,000
Festivals Marketing	0	2,500	2,500		2,500
Kington in Bloom	5,280	6,000	720		720
Festivals	2,026	0	(2,026)		(2,026)
Projects :- Indirect Payments	<b>7,306</b>	<b>23,500</b>	<b>16,194</b>	<b>0</b>	<b>16,194</b>
<b>Net Payments</b>	<b>(7,306)</b>	<b>(23,500)</b>	<b>(16,194)</b>		
<u>VAT Data</u>					
VAT on Receipts	6,965	0	(6,965)		
VAT Data :- Receipts	<b>6,965</b>	<b>0</b>	<b>(6,965)</b>		
VAT on Payments	3,556	0	(3,556)		(3,556)
VAT Data :- Indirect Payments	<b>3,556</b>	<b>0</b>	<b>(3,556)</b>	<b>0</b>	<b>(3,556)</b>
<b>Net Receipts over Payments</b>	<b>3,409</b>	<b>0</b>	<b>(3,409)</b>		
Grand Totals:- Receipts	<b>134,977</b>	<b>129,000</b>	<b>(5,977)</b>		
Payments	<b>57,424</b>	<b>211,600</b>	<b>154,176</b>	<b>0</b>	<b>154,176</b>
<b>Net Receipts over Payments</b>	<b>77,552</b>	<b>(82,600)</b>	<b>(160,152)</b>		
<b>Movement to/(from) Gen Reserve</b>	<b>77,552</b>				



## Detailed Receipts &amp; Payments by Budget Heading 30/09/2024

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>General Income</u>					
Precept	125,000	125,000	0		
Interest Received	914	3,000	2,086		
Grants & Donation Received	70	0	(70)		
Income from markets	1,953	1,000	(953)		
Other Income	75	0	(75)		
General Income :- Receipts	<b>128,012</b>	<b>129,000</b>	<b>988</b>		
<b>Net Receipts</b>	<b>128,012</b>	<b>129,000</b>	<b>988</b>		
<u>Administration</u>					
Staff Salary	21,160	45,000	23,840		23,840
PAYE and NI	4,515	10,000	5,485		5,485
Staff Mileage & Benefits	0	50	50		50
Training	0	300	300		300
Mayor's Allowance	0	1,000	1,000		1,000
Bank Charges	106	250	144		144
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	213	500	287		287
Printing & Copying	627	1,200	573		573
Postage	6	150	144		144
Telephone & Broadband	681	1,200	519		519
Website	65	200	135		135
IT	1,407	800	(607)		(607)
Grants Paid	2,860	5,000	2,140		2,140
Elections	0	1,000	1,000		1,000
Office Rent	950	3,000	2,050		2,050
Office Costs	763	1,000	237		237
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	25	100	75		75
Administration :- Indirect Payments	<b>36,320</b>	<b>86,100</b>	<b>49,780</b>	<b>0</b>	<b>49,780</b>
<b>Net Payments</b>	<b>(36,320)</b>	<b>(86,100)</b>	<b>(49,780)</b>		

## COMMUNITY FORUM MEETING

The Lion Café, Market Hall Street, Kington

7.11.24

### MINUTES

**Rebecca Ellesmore: Co-op pioneer and Chair([rebeccanatalie@icloud.com](mailto:rebeccanatalie@icloud.com)) :**

1. Rebecca no longer works for Co-op so is independent, but is happy to chair the meetings on a voluntary basis.
2. 'Free Christmas dinners' will be offered at The Lion Café on Christmas Day this year for whoever would like one. Thanks to Kington Town Council who have provided £200 to help fund this event.
3. Will from HVOS ([will.lindsay@hvoss.org.uk](mailto:will.lindsay@hvoss.org.uk)) absent from meeting, but has offered to provide transport for the Christmas lunches if needed. He also wanted to thank Kington Walks on behalf of HVOS for the work they do.

**Rob Thistleton, local resident, Kington**

1. Action for Happiness volunteer. A group that focus on happiness and the science of happiness. [actionforhappiness.org](http://actionforhappiness.org) has further information and services that are available.

**Kate Watkins, The Lion Café, Kington ([thelioncafe@aol.com](mailto:thelioncafe@aol.com)) :**

1. Flicks in the Sticks at The Old Picture House in Bridge Street up and running and very successful. They now have an alcohol licence and are hoping to do quiz nights as well as film nights in the future.
2. Bingo nights every Monday: family bingo and adults only bingo alternate weeks in The Lion Café.
3. New 'fireside discussion group' on the 1<sup>st</sup> Friday of every month at 5.30pm in The Lion Cafe -advertised in advance.
4. Baby Group (with grant funding) run by Sam McLeod, Pentre Farm - Monday 10am - 11am in The Lion Cafe. Two sessions left- 18<sup>th</sup> November and 1<sup>st</sup> December.
5. Stitch and Natter group run by Rebecca Ellesmore very well attended – Saturday mornings 10.30-12.30am in The Lion Café.
6. Veterans group well attended Tuesday afternoons in The Lion Cafe. Selling home-made wreaths at the Market Hall on the last Friday in November and 2<sup>nd</sup> Friday in December.
7. Kate is working towards buying the The Lion Café building. There is a GoFundMe page to help towards this.
8. Kington Youth Club would welcome any new volunteers.

*Minutes taken by Ruth Robinson*

7.11.24

**Natalie Gaze-Jennings (HCC, Talk Community:**

1. Warm Spaces Directory is a work in progress.
2. Drop in sessions for help with Pension Credits paperwork : The Lion Café - Friday 22<sup>nd</sup> November 2024, Markwick Hall, Crabtree Road – Tues 26<sup>th</sup> November 2024.
3. HCC has won bid for Baton for Hope for suicide victims' families. More details to follow.
4. Grants available for 'Warmth on Prescription' through YesEnergy. HCC have details. Grants are also available for high energy medical equipment eg. Ceepak machines, oxygen tanks. HCC have details.
5. Turning Point Innovation Scheme opening Spring 2025. Details to follow.
6. Carer Links providing a free trip to The Cart Shed for carers 22<sup>nd</sup> November 10am -2pm. See poster in window of The Lion Café.
7. Age UK Wyvern are still providing £100 and £200 grocery vouchers. Free energy checks also available on request until end of November.
8. New Youth Employment Hub opened in Herefordshire providing advice on training, apprenticeships and employment for 17+ age group.

**Robert Highfield, Hereford County Councillor for Castle Ward**

1. Parishes have been given money for lengthsman schemes and rights of way maintenance.
2. Flooding Catalogue Strategy in process at HCC (and prioritising)

**Penny Minchin-Social Prescriber, Kington and Staunton GP practises**

([PennyMinchin@taurushealthcare.co.uk](mailto:PennyMinchin@taurushealthcare.co.uk)) :

1. Attends Community Forum meetings as part of her role is to reduce health inequalities by signposting patients to available services.

**Kam Highfield, local resident.**

1. Introduced herself. Would very much like to be an advocate for the community forum, offering her time.

**Kevin Robinson- Kington Walks, and Footpath Officer, Kington**

([footpaths@kingtonwalks.org](mailto:footpaths@kingtonwalks.org)) :

1. Now have a growing volunteer group who replace damaged stiles with metal kissing gates with the help of HCC PROW team
2. Have £1500 funding through Kington Town Council and Kington Rural to use for improvements for PROW.
3. Walking for Health engagement continues to grow with 2 walks provided on a Thursday morning. A short (10.30am) and longer walk (10 am) leaving from Places de Marines, Kington. Once a month, Kington Walks pay for coffee and elevenses at The Lion café for all participants. No walks through Dec/Jan/Feb but social meet ups continue once a month in The Lion Café.
4. Kington Walks in the process of recruiting a Festival Organiser which will be a paid role.

**Minutes taken by Ruth Robinson**

**7.11.24**

**Kim Greig- Open Arms, Kington(OAK) ([info@openarmskington.co.uk](mailto:info@openarmskington.co.uk),  
[kim.greig@hotmail.com](mailto:kim.greig@hotmail.com)) in absence reported :**

1. OAK continue to raise money and working towards applying for National Lottery funding
2. OAK will continue to hold a variety of events through the winter