



Kington Town Council

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Minutes of the Finance, Personnel & General Purposes Committee Meeting
Held on Monday 20th January 2025 at the Old Police Station, Market Hall Street, Kington

PRESENT	IN ATTENDANCE
Cllr. R. Banks - Chair	
Cllr. E. Banks	Liz Kelso – Town Clerk
Cllr. B. Bishop	Ruth Robinson – Asst. Clerk
Cllr. M. Fitton	
Cllr. E. Rolls	1 member of the public
Cllr. P. Sell	
Cllr. M. Woolford	

Agenda Item

- F&GP 001-25** 1 **Apologies, declarations of interest and requests for dispensation**
Apologies were noted from Cllrs. T. Bounds. There were no declarations of interest and no requests for dispensation.
- F&GP 002-25** 2 **Minutes of the previous meeting**
The Minutes of the Finance, Personnel and General Purposes Committee meeting held on 16th December 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 003-25** 3 **Financial Matters**
- a) **Financial report for period to 31.12.2024**
 Members noted the financial report for the period to 31.12.2024 as attached to these Minutes. It was confirmed that the apparent overspend on equipment purchase for the Recreation Ground reflected the purchase of the handwash units for the toilet block, the majority of which will be recovered via the Community Infrastructure Grant which is yet to be received.
- b) **Asset Register**
 Members noted that work on the revised asset register is progressing although some input from those who have volunteered to help is still outstanding. Once received the Clerk will update the information with appropriate financial data. The deadline for completion is 31st March 2025.

c) Annual Risk Review

As noted at the last meeting, the Annual Risk Review has been updated to reflect a numerical value for risk and probability. After due consideration, it was agreed that this now be presented to full council for agreement and adoption.

d) Draft budget, Kington Town Council

Members reviewed the draft budget for 2025/6 and agreed that a recommendation be put to full council to adopt the budget as presented. It was further agreed that the Committee would recommend to full council a precept request of £134,000 for financial year 2025/6.

e) Insurance Renewal terms

Members noted the invitation from the town council's insurance brokers for renewal of the insurances for 2025/6, including guidance on cyber insurance following a risk assessment carried out by insurers on the town council's business risk. It was agreed that the renewal terms be put to full council for consideration including the provision of cyber insurance as recommended but that this be given further consideration through the risk review during the forthcoming year.

F&GP 004-25

4

General Purposes

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

Members noted that indicates are that the repairs to the Market Hall by Herefordshire Council following the accident in 2023 appear to be progressing, albeit slowly.

b) Provision for young people

It was noted that the youth club continues to attract young people.

c) Public Toilets

There was nothing to report under this agenda item.

d) Tourism and Tourist Information Centre

It was noted that the Tourist Information Centre will continue for a further year.

e) Arts, culture and museum provision

There was nothing to report under this agenda item.

f) Social care, support services and information and advice provision

There was nothing to report under this agenda item.

g) Talk Community Hub proposals for a volunteer hub

Members noted a presentation from the Lion Café Talk Community Hub regarding proposals to create a volunteer register and support for volunteers, working with HVOSS. With many voluntary organisations reporting difficulties attracting volunteers rather than funding, Members noted that there was some interest in convening a volunteer fair to attract people into volunteering. It was suggested that the hub could apply for a community grant in future to support this work.

h) Markets

There was nothing to report under this agenda item.

F&GP 005-25

**5 Personnel Matters
Staffing Review**

The Clerk presented three quotations from organisations capable of a review of staffing requirements at the Town Council. After due consideration, it was agreed to recommend Local Council Consultancy to Full Council, being a specialist local council consultancy. This will be an item for the February meeting of the Town Council.

F&GP 006-25

6 Date of next meeting and items for the agenda

The next meeting will take place on Monday 17th March 2025 at 5.00pm in the Old Police Station, Market Hall Street. There were no additional items raised for the agenda.

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

Chairman

Date: _____

Detailed Receipts & Payments by Budget Heading 31/12/2024

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	1,362	3,000	1,638		
Grants & Donation Received	70	0	(70)		
Income from markets	1,953	1,000	(953)		
Other Income	75	0	(75)		
General Income :- Receipts	128,460	129,000	540		
Net Receipts	128,460	129,000	540		
<u>Administration</u>					
Staff Salary	32,608	45,000	12,392		12,392
PAYE and NI	7,101	10,000	2,899		2,899
Staff Mileage & Benefits	0	50	50		50
Training	126	300	175		175
Mayor's Allowance	0	1,000	1,000		1,000
Bank Charges	144	250	106		106
Audit Fees	1,039	950	(89)		(89)
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	309	500	191		191
Printing & Copying	884	1,200	316		316
Postage	6	150	144		144
Telephone & Broadband	1,017	1,200	183		183
Website	65	200	135		135
IT	1,474	800	(674)		(674)
Grants Paid	3,060	5,000	1,940		1,940
Elections	0	1,000	1,000		1,000
Office Rent	1,900	3,000	1,100		1,100
Office Costs	1,168	1,000	(168)		(168)
TIC	2,500	2,500	0		0
Maintenance	1,252	500	(752)		(752)
Markets Running Costs	0	500	500		500
War Memorial	0	1,000	1,000		1,000
Equipment Purchase KTC	1,857	500	(1,357)		(1,357)
Sundries	50	100	50		50
Administration :- Indirect Payments	56,689	86,100	29,411	0	29,411
Net Payments	(56,689)	(86,100)	(29,411)		

Detailed Receipts & Payments by Budget Heading 31/12/2024

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Recreation Ground					
Rec Ground Salary Support	5,000	7,000	2,000		2,000
Maintenance	2,695	30,000	27,305		27,305
Rec Running Costs	1,087	4,000	2,913		2,913
Rec Cottage	519	48,000	47,481		47,481
Grass Cutting	3,736	5,000	1,264		1,264
Equipment Purchase	11,649	0	(11,649)		(11,649)
Recreation Ground :- Indirect Payments	24,687	94,000	69,313	0	69,313
Net Payments	(24,687)	(94,000)	(69,313)		
Churchyard					
Maintenance	4,533	5,000	467		467
Grass Cutting	1,440	3,000	1,560		1,560
Churchyard :- Indirect Payments	5,973	8,000	2,027	0	2,027
Net Payments	(5,973)	(8,000)	(2,027)		
Projects					
Christmas Decorations	8,380	15,000	6,620		6,620
Festivals Marketing	0	2,500	2,500		2,500
Kington in Bloom	6,380	6,000	(380)		(380)
Festivals	2,026	0	(2,026)		(2,026)
Projects :- Indirect Payments	16,785	23,500	6,715	0	6,715
Net Payments	(16,785)	(23,500)	(6,715)		
VAT Data					
VAT on Receipts	6,965	0	(6,965)		
VAT Data :- Receipts	6,965	0	(6,965)		
VAT on Payments	8,251	0	(8,251)		(8,251)
VAT Data :- Indirect Payments	8,251	0	(8,251)	0	(8,251)
Net Receipts over Payments	(1,286)	0	1,286		
Grand Totals:- Receipts	135,425	129,000	(6,425)		
Payments	112,385	211,600	99,215	0	99,215
Net Receipts over Payments	23,040	(82,600)	(105,640)		
Movement to/(from) Gen Reserve	23,040				