



Kington Town Council

The Old Police Station, Market Hall Street, Kington, HR5 3DP

Telephone 01544 239098 or mobile 0.7483 914485

email: clerk@kingtontowncouncil.gov.uk

Minutes of the Finance, Personnel & General Purposes Committee Meeting
Held on Monday 31st March 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. M. Fitton	Ruth Robinson – Assistant clerk
	Cllr. E. Rolls	
	Cllr. P. Sell	
	Cllr. M. Woolford	
	Agenda	
	Item	
F&GP 007-25	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 008-25	2	Minutes of the previous meeting The Minutes of the Finance. Personnel and General Purposes Committee meeting held on 20 th January 2025, 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 009-25	3	Financial Matters a) Financial report for period to 28.2.2025 Members noted the financial report for the period to 28.2.2025 as attached to these Minutes. There were no matters of concern raised. 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. As this task is now outstanding and must be completed as at 31.3.2025 for presentation to the internal auditor, it was agreed that authority be delegated to the Mayor and Committee Chair to agree the final document before the next meeting.

c) Financial year end procedures

Members noted a report from the Clerk on financial year end procedures which will include the PAYE reconciliation and completion of P60s for all staff, accounts closedown, preparation and submission of a VAT return/reclaim and preparation of all supporting documents for the Annual Governance and Accounting Return for agreement by the Town Council at their June meeting. The internal auditor will complete his work on 14th May.

F&GP 010-25

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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

Members noted that contractors appointed by Herefordshire Council will start work on the repairs to the market hall building within the next day or so.

b) Provision for young people

There was nothing to report under this agenda item.

c) Public Toilets

There was nothing to report under this agenda item.

d) Tourism and Tourist Information Centre

It was reported that the Tourist Information Centre has now opened for the summer season. Some volunteers will be retiring at the end of this season but others are joining and it is hoped they will be able to continue. The Herefordshire BID is funding a revised brochure which is being drawn up now and will replace the Festivals Brochure previously funded by the Town Council.

e) Arts, culture and museum provision

Members noted the proposed retirement of Chris Jones at the end of the year.

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

Members noted that the Lion Café building which hosts Talk Community is currently up for sale and attempts to raise the deposit by the current tenants has not reached the target.

g) Markets

There was nothing to report under this agenda item.

F&GP 011-25

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Personnel Matters

Staffing Review

Following acceptance of the recommendation of this committee the staffing review is likely to take place over the next month although the start has been delayed due to pressure of work. It is hoped the review report will be available at the next meeting.

F&GP 006-25

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Date of next meeting and items for the agenda

The next meeting will take place on Monday 9th June 2025 at 5.00pm in the Old Police Station, Market Hall Street. The following items were requested for the agenda:

- Asset register
- Financial year end and internal audit report

- Tourist Information Centre
- Staffing Review

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

Chairman

Date: _____

Detailed Receipts & Payments by Budget Heading 28/02/2025

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	39,770	45,000	5,230		5,230
PAYE and NI	8,674	10,000	1,326		1,326
Staff Mileage & Benefits	0	50	50		50
Training	126	300	175		175
Mayor's Allowance	0	1,000	1,000		1,000
Bank Charges	167	250	83		83
Audit Fees	1,039	950	(89)		(89)
Asset Transfer/Legal	1,495	3,000	1,505		1,505
Subscriptions & Memberships	442	400	(42)		(42)
Insurance	5,061	6,000	939		939
Stationery	358	500	142		142
Printing & Copying	1,195	1,200	5		5
Postage	6	150	144		144
Telephone & Broadband	1,060	1,200	140		140
Website	65	200	135		135
IT	1,516	800	(716)		(716)
Grants Paid	3,060	5,000	1,940		1,940
Elections	0	1,000	1,000		1,000
Office Rent	2,280	3,000	720		720
Office Costs	1,168	1,000	(168)		(168)
TIC	2,500	2,500	0		0
Maintenance	1,272	500	(772)		(772)
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	73,162	86,100	12,938	0	12,938
Net Payments	(73,162)	(86,100)	(12,938)		

Detailed Receipts & Payments by Budget Heading 28/02/2025

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	5,000	7,000	2,000		2,000
Maintenance	2,726	30,000	27,274		27,274
Rec Running Costs	1,385	4,000	2,615		2,615
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	25,016	94,000	68,984	0	68,984
Net Payments	(25,016)	(94,000)	(68,984)		
<u>Churchyard</u>					
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)		
<u>Projects</u>					
Christmas Decorations	9,935	15,000	5,065		5,065
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	18,340	23,500	5,160	0	5,160
Net Payments	(18,340)	(23,500)	(5,160)		
<u>VAT Data</u>					
VAT on Receipts	6,965	0	(6,965)		
VAT Data :- Receipts	6,965	0	(6,965)		
VAT on Payments	8,688	0	(8,688)		(8,688)
VAT Data :- Indirect Payments	8,688	0	(8,688)	0	(8,688)
Net Receipts over Payments	(1,723)	0	1,723		
Grand Totals:- Receipts	135,425	129,000	(6,425)		
Payments	131,180	211,600	80,420	0	80,420
Net Receipts over Payments	4,245	(82,600)	(86,845)		
Movement to/(from) Gen Reserve	4,245	(82,600)	(86,845)		