



# 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 7<sup>th</sup> July 2025 at the Old Police Station, Market Hall Street, Kington

### PRESENT

Cllr. R. Banks - Chair

Cllr. E. Banks

Cllr. E. Rolls

Cllr. P. Sell

Cllr. M. Woolford

### IN ATTENDANCE

Liz Kelso – Town Clerk

Ruth Robinson – Assistant clerk

Cllr. M. Fitton

### Agenda Item

- |                        |          |  |
|------------------------|----------|--|
| <b>F&amp;GP 013-25</b> | <b>1</b> | <b>To elect a chair of the committee</b><br>Cllr. R. Banks was elected chair of the committee to hold office until the next annual meeting of the town council.  |
| <b>F&amp;GP 014-25</b> | <b>3</b> | <b>Apologies, declarations of interest and requests for dispensation</b><br>There were no apologies, declarations of interest or requests for dispensation.  |
| <b>F&amp;GP 015-25</b> | <b>3</b> | <b>To elect a vice chair of the committee</b><br>Cllr. M. Woolford was duly elected vice chair of the committee to hold office until the next annual meeting of the town council.  |
| <b>F&amp;GP 016-25</b> | <b>4</b> | <b>Minutes of the previous meeting</b><br>The Minutes of the Finance. Personnel and General Purposes Committee meeting held on 31 <sup>st</sup> March 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.                    |
| <b>F&amp;GP 017-25</b> | <b>5</b> | <b>Committee terms of reference</b><br>Committee terms of reference were reviewed and members noted that current terms of reference refer to a minimum number of councillors which falls below the current membership. Subject to this correction and correction of a typographical error, the terms of reference were approved. |

**Financial Matters****a) Financial report for period to 30.6.2025**

Members noted the financial report for the quarter to 30.6.2025 as attached to these Minutes. There were no matters of concern raised.

**b) Asset Register**

Members noted the completed revised asset register which has now been presented to the internal auditor and noted by the auditor as fit for purpose. As part of that work it was noted that several items now remain within the Old Police Station that are redundant and should be disposed of. It was agreed that this should be an agenda item for the next meeting.

**c) Practitioners Guide 2025**

The Clerk explained the background to the Practitioners Guide and changes to the guide for 2025 which includes a requirement for an IT policy for councils which will be drafted in due course and presented to the Scrutiny Committee for review. It was agreed that data protection would continue to be monitored and any issues addressed when required.

**d) Authorised signatories**

It was noted that online payments through the town council bank account require two out of five authorised signatories to authorise payments. However, some payments were recently delayed due to the unavailability of signatories. It was agreed that all those authorised by full council to approve payments should be encouraged to do so and seek help if experiencing difficulties. It was also agreed that approval for additional signatories be put to full council.

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

Members noted that storage space for items within the town council offices at the Old Police Station is at a premium. It was agreed that a review of what is held at the Old Police Station will be required.

It was noted that progress on the repairs to the Market Hall building by Herefordshire Council are still outstanding.

**b) Provision for young people**

There was nothing to report under this agenda item.

**c) Public Toilets**

Members noted a number of emails received by the Clerk with complaints about the standard of the toilets at the Place de Marines. The Clerk was instructed to forward these to Ward Councillor Terry James as the toilets are owned and maintained by Herefordshire Council.

**d) Tourism and Tourist Information Centre**

The Herefordshire BID funded brochure has now been published. Members thanked the group for producing this leaflet.

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

There was nothing to report under this agenda item.

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

Noting that the talk community hub at the Lion Café has now closed, it was reported that Talk Community will be taking over support for the voluntary sector in Kington and a new group will now meet at the Oxford Arms. The Assistant Clerk will attend the meeting to ascertain whether support from the Town Council would be welcome or required for this group.

g) **Markets**

There was nothing to report under this agenda item.

**F&GP 020-25**

**8**

**Personnel Matters**

a) **Exclusion of the public**

It was resolved that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)

b) **Staffing Review**

In order to give due consideration to this report, it was agreed to convene an additional meeting on Monday 14<sup>th</sup> July at 5.00pm in the Old Police Station with a single agenda item to consider the recommendations of this report.

**F&GP 021-25**

**6**

**Date of next meeting and items for the agenda**

Noting the agreement for an additional meeting on Monday 14<sup>th</sup> July (minute reference F&GP 020-25), the next full meeting will take place on Monday 1<sup>st</sup> September 2025 at 5.00pm in the Old Police Station, Market Hall Street.

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

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Chairman

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

## Detailed Receipts &amp; Payments by Budget Heading 30/06/2025

## 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	0	15,000	15,000		15,000
Maintenance	752	15,000	14,248		14,248
Rec Running Costs	15,149	4,000	(11,149)		(11,149)
Rec Cottage	420	50,000	49,580		49,580
Grass Cutting	1,059	11,000	9,941		9,941
Equipment Purchase	0	500	500		500
Recreation Ground :- Indirect Payments	17,381	95,500	78,119	0	78,119
Net Payments	(17,381)	(95,500)	(78,119)		
<u>Churchyard</u>					
Maintenance	525	12,000	11,475		11,475
Grass Cutting	0	2,500	2,500		2,500
Churchyard :- Indirect Payments	525	14,500	13,975	0	13,975
Net Payments	(525)	(14,500)	(13,975)		
<u>Projects</u>					
Christmas Decorations	0	15,000	15,000		15,000
Festivals Marketing	0	2,500	2,500		2,500
Kington in Bloom	3,306	7,200	3,894		3,894
Armed Forces DAY	0	1,000	1,000		1,000
Projects :- Indirect Payments	3,306	25,700	22,394	0	22,394
Net Payments	(3,306)	(25,700)	(22,394)		
<u>VAT Data</u>					
VAT on Receipts	8,776	0	(8,776)		
VAT Data :- Receipts	8,776	0	(8,776)		
VAT on Payments	1,842	0	(1,842)		(1,842)
VAT Data :- Indirect Payments	1,842	0	(1,842)	0	(1,842)
Net Receipts over Payments	6,935	0	(6,935)		
Grand Totals:- Receipts	77,295	136,000	58,705		
Payments	44,412	234,900	190,488	0	190,488
Net Receipts over Payments	32,883	(98,900)	(131,783)		
Movement to/(from) Gen Reserve	32,883	(98,900)	(131,783)		



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