



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 14th 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

- | | | |
|------------------------|----------|--|
| F&GP 022-25 | 1 | Apologies, declarations of interest and requests for dispensation
There were no apologies, declarations of interest or requests for dispensation. |
| F&GP 023-25 | 2 | 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) |
| F&GP 024-25 | 3 | Staffing review report
Members discussed the staffing review report prepared by LCC, supporting the recommendation of an additional deputy clerk post to provide resilience and realigning the job description and working hours for the clerk and changing the job title for the assistant clerk. |

The Chair confirmed that the proposed additional staffing costs were reasonable and affordable and could be included in next year's precept in accordance with normal budgeting processes.

The following actions were agreed:

- That the report be presented to full council for formal agreement as set out in the report as soon as possible, preferably at the next full council meeting, and
- That authority be sought for the Finance, Personnel and General Purposes Committee to engage consultants to draft revised job descriptions and to start the recruitment

process for the post of Clerk and Deputy in accordance with the recommendations of the review, such delegation of authority to include expenditure in connection with the recruitment process of up to £3,500.00.

F&GP 025-25

4

Date of next meeting and items for the agenda

The next meeting was agreed for Monday 4th August at 6.00pm in the Old Police Station, Market Hall Street.

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

Chairman

Date: _____