



# Kington Town Council

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

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## Minutes of the Town Council Meeting held on Monday 4<sup>th</sup> August 2025 at the Old Police Station, Market Hall Street, Kington

### MEMBERS PRESENT

Cllr. P. Sell – agenda item 5 onwards  
Cllr. E. Banks  
Cllr. R. Banks  
Cllr. N. Cornish  
Cllr. M. Fitton  
Cllr. J. Gardner  
Cllr. E. Rolls  
Cllr. R. Widdowson  
Cllr. M. Woolford – in the Chair

### IN ATTENDANCE

Liz Kelso – Town Clerk  
Ruth Robinson – Assistant clerk

### Agenda

Item	Minute
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Cllr. P. Sell was not available at the start of the meeting. Cllr. M. Woolford as Deputy Mayor took the Chair for the meeting.

<b>1</b>	<b>124-25</b>	<b>To note apologies for absence, declarations of interest and requests for dispensation</b>
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There were not apologies, declarations of interest or requests for dispensation.

<b>2</b>	<b>125-25</b>	<b>Minutes</b>
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#### **Meeting held 21<sup>st</sup> July 2025**

The Minutes of the meeting held on 21<sup>st</sup> July 2025, which had been previously circulated, were approved and the Chairman was authorised to sign the minutes as a true record of proceedings at that meeting.

**3      126-25    Financial Matters**

**a)      Payments**

Payments totalling £3,682.66 (inclusive of VAT where applicable) as attached to these Minutes, were approved.

**b)      Community Grant application**

After due consideration, it was agreed that a community grant of £200.00 be paid to Kington Museum, subject to the usual terms and conditions but to include that funding from the Town Council be acknowledged in any publicity and/or printed material funded through the grant.

**4      127-25    Exclusion of the press and 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)

**5      128-25    Staffing Review**

**a)      To accept the findings of the staffing review**

Cllr. R. Banks, as chair of the Finance, Personnel & General Purposes Committee, presented the staffing review, explaining that it was carried out to help the town council identify a structure to carry the council forward to respond to the needs of the town in a changing environment. The recommendations of the review were for a reduction to the hours of work for the Town Clerk, the creation of an additional part time post of Deputy Clerk and a change of job title for the current Assistant Clerk to reflect strengths and preferences of the current staff member. Whilst the proposed structure and suggested hours would increase staff costs, the increase was considered within the usual parameters for a town council and staffing costs would remain lower than other market towns in Herefordshire.

After due consideration, it was resolved to accept the recommendations of the staffing review.

**b)      Recommendations of the Finance, Personnel & General Purposes Committee**

Members considered possible options for implementation of the staffing review as presented by the Finance & General Purposes Committee.

Following discussion, it was resolved to recruit for a Town Clerk initially, noting advice from Cllr. Sell that all roles would need to be externally advertised in view of the proposed contract changes.

A proposal is being sought from consultants to draft revised job descriptions and advise on recruitment procedures and would be presented to the Finance, Personnel & General Purposes Committee in due course. After consideration, it was resolved to delegate authority to the Finance, Personnel & General Purposes Committee to take this forward up to a maximum recruitment budget of £3,500.00 with the final staff selection to be presented to full council in due course.

**14      123-25    Next meeting**

The next full council meeting will take place on Monday 15<sup>th</sup> September 2025 at 6.00pm in the Old Police Station, Market Hall Street.