



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 1st September 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

Agenda Item

- | | | |
|------------------------|----|---|
| F&GP 026-25 | 1 | Apologies, declarations of interest and requests for dispensation
Apologies were noted from Cllr. J. Gardner. There were no declarations of interest or requests for dispensation. |
| F&GP 027-25 | 2 | Minutes |
| | a) | Meeting held on 7th July 2025
The Minutes of the meeting held on 7 th July, which had been previously circulated, were approved and the chair authorised to sign as a true record of proceedings at that meeting. |
| | b) | Meeting held on 14th July 2025
The Minutes of the meeting held on 7 th July, which had been previously circulated, were approved and the chair authorised to sign as a true record of proceedings at that meeting. |
| F&GP 028-25 | 3 | Financial matters |
| | a) | Financial report for period to 31.8.2025
The financial report for the period to 31.8.2025 was noted with no matters of concern raised. The clerk noted that some adjustments for the addition of Crooked Well as a site were in the process of being made to the software to enable more appropriate reporting in future. |

- b) **Asset Disposal**
Members agreed that several small items of office equipment, removed from the library, be disposed of either by offering these items to local schools or voluntary groups or to the general public. Cllr. Woolford agreed to make appropriate arrangements.
- c) **Bank Signatories**
A proposal to increase the number of individuals able to view and approve payments (but not set them up) will be presented to the next full council meeting.
- d) **New assertion 10 for Annual Governance and Accounting Return for 2025/6**
The clerk presented a brief report on work required to ensure that the town council is compliant with the new data and transparency requirements being introduced into the audit regime for 2025/6, noting that some changes in the way information is presented on the website may be required. The clerk will discuss this with the website hosting company and if appropriate obtain quotes for the work for consideration.

F&GP 029-25

- 4 **General Purposes**
 - a) **Buildings currently occupied by the Town Council and such other buildings that can be determined as Community Assets**
It was noted that it is nearly two years now since the Market Hall was damaged by a vehicle in a road traffic accident and despite work scheduled to take place several months ago, the damage remains an eyesore. Repeated requests for an update on when the work will take place have not been responded to by Herefordshire Council.

Bookings for Community Use of the Market Hall through the autumn months are now being received.
 - b) **Provision for young people**
There was nothing to report under this agenda item.
 - c) **Public Toilets**
The gents toilets have now been closed for repair for some considerable time. This will be raised with Herefordshire Council at the forthcoming meeting and a request has been made for details of Herefordshire Council's budget for maintenance of the public toilets at that meeting.
 - d) **Tourism and Tourist Information Centre**
Cllr. E. Banks reported that visitor numbers to the Tourist Information Centre were slightly less than last year although volunteer numbers have increased. A meeting about the future of the TIC will take place in November.
 - e) **Arts, culture and museum provision**
There was nothing to report under this agenda item.
 - f) **Social care, support services, talk community and information and advice provision**
Minutes from the meeting of the meeting of Kington Community Forum were read and it was noted that the next meeting will take place in October at the Old Police Station. The meetings are attended by the Assistant Clerk and Cllr. Sell will also attend the next meeting.

- g) **Markets**
Members noted the success of the markets this year with increased income from activities.

F&GP 030-25

5 **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) **Recruitment proposal**
Members discussed the quote from LCC for support with staff recruitment and the options available. After some discussion, it was agreed to accept the quotation for the work on job descriptions only at this stage. The clerk was instructed to clarify that part acceptance was an option and confirm that recruitment processes can be addressed separately. It was noted that total costs were within the budget delegated to the Committee by full council at the meeting held on 4th August.
- c) **Grievance Procedure**
The Clerk presented a draft grievance procedure based upon the ACAS Code of Practice and local government codes of practice. It was agreed that this be put to full council for adoption at the next meeting.
- d) **Disciplinary Procedure**
The Clerk presented a draft disciplinary procedure based upon the ACAS Code of Practice and local government codes of practice. It was agreed that this be put to full council for adoption at the next meeting

F&GP 031-25

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

The date for the next meeting is to be confirmed. There were no additional items raised for the next agenda.

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

Chairman
Date: _____