



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 December 2025 at the Old Police Station, Market Hall Street, Kington

PRESENT

Cllr. R. Banks - Chair
Cllr. E. Banks
Cllr. B. Bishop
Cllr. M. Fitton
Cllr. J. Gardner
Cllr. M. Woolford

IN ATTENDANCE

Liz Kelso – Town Clerk
Ruth Robinson – Assistant clerk

Agenda Item

- | | | |
|------------------------|----------|--|
| F&GP 035-25 | 1 | Apologies, declarations of interest and requests for dispensation
Apologies were noted from Cllrs. E. Rolls and P Sell. There were no declarations of interest and no requests for dispensation. |
| F&GP 036-25 | 2 | Minutes |
| | a) | Meeting held on 1st September 2025
The Minutes of the meeting held on 1 st September, 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 3rd November 2025
The Minutes of the meeting held on 3 rd November, which had been previously circulated, were approved and the chair authorised to sign as a true record of proceedings at that meeting. |
| F&GP 037-25 | 3 | Financial matters |
| | a) | Financial report for period to 30.11.2025
The financial report for the period to 30.11.2025 was noted with no matters of concern raised. The clerk clarified that the expenditure recorded in Sundries included the cost of the staffing review at £1,366.58 which was not included in the budget when it was agreed in January. |

- b) **Asset Disposal**
It was noted that this had not yet been actioned although the flipchart will be donated to the primary school.
- c) **Bank Signatories**
It was reported that due to a discrepancy over the signature of the required forms, this had not yet been confirmed by Unity Bank.
- d) **Interim Internal Audit**
As a result of the Clerk's absence on sick leave, the interim internal audit had been cancelled. A date for the final audit has now been set and will include all items that would have been included on the interim internal audit.
- e) **Draft Annual Risk Review**
Subject to some minor amendments reflecting changes in risk, it was agreed that the draft annual risk review, as amended, be put to full council for agreement.
- f) **Draft Annual Statement of Internal Control**
After due consideration, it was agreed that the draft Annual Statement of Internal Control be put to full council for agreement.
- g) **2026/7 Budget Setting**
It was noted that the draft annual budget will be presented to full council for agreement in January. In the meantime, members considered projects for which budgetary provisions should be included for 2026/7 to include provision for known works on Crooked Well meadow and accessibility provisions for the Recreation Ground and facilities for young people in the Recreation Ground. The draft budget will be presented to the next meeting of this Committee prior to submission to full council for agreement.
- h) **Armed Forces Day Budget Proposals**
Noting that a budget figure for this event of £2,000 had been agreed in the November meeting of the Town Council, some concern was raised that this might be insufficient. The working party for this event has not yet met to consider proposals for activities and it was unclear the extent to which external funding might be available or what it might cover. In the absence of the Mayor, who has been working on this event, it was agreed to review this at the next meeting.

F&GP 038-25

- 4 **General Purposes**
 - a) **Buildings currently occupied by the Town Council and such other buildings that can be determined as Community Assets**
There was nothing to report under this agenda item.
 - b) **Provision for young people**
There was nothing to report under this agenda item.
 - c) **Public Toilets**
The Clerk reported that within the last few days she has received a request from Herefordshire Council for the Town Council to consider taking over the public toilets in

Kington under a Community Asset Transfer. Noting that this will need to be considered by full council, it was agreed that further information be requested prior to the next full council meeting, such information to include proposed terms and conditions of the asset transfer and historic running costs.

d) **Tourism and Tourist Information Centre**

There was nothing to report under this agenda item.

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**

Members noted a report that following an incident at Hatton Garden when a property was damaged by a vehicle, a resident is still awaiting accommodation to be provided by the landlord. It was agreed that this be referred to Herefordshire Council as this is outside the remit of the Town Council.

g) **Markets**

The Clerk outlined the terms and conditions of the Town Council's Licence to Occupy the Market Hall for regular markets following a query raised about items remaining in the Market Hall in between markets. No further action was proposed.

F&GP 039-25

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) **Recreation Ground Staff**

It was agreed that a proposal as set out at the meeting be put to the next meeting of the Recreation Ground Trust at its meeting to be held on 19th January 2025.

F&GP 031-25

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

The next meeting will take place on Monday 12th January 2025 at 5.00pm. The draft budget for the Town Council for 2026/7 will be an item for that agenda in addition to items already identified.

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

Chairman

Date: _____

Detailed Receipts & Payments by Budget Heading 30/11/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>General Income</u>					
Precept	134,000	134,000	0		
Interest Received	784	1,000	216		
Income from markets	2,079	1,000	(1,079)		
Other Income	50	0	(50)		
General Income :- Receipts	136,913	136,000	(913)		
Net Receipts	136,913	136,000	(913)		
<u>Administration</u>					
Staff Salary	28,614	52,000	23,386		23,386
PAYE and NI	8,718	10,000	1,282		1,282
Pension	0	3,000	3,000		3,000
Staff Mileage & Benefits	0	50	50		50
Training	15	200	185		185
Mayor's Allowance	0	1,000	1,000		1,000
Bank Charges	93	250	157		157
Audit Fees	623	1,200	577		577
Asset Transfer/Legal	1,487	5,000	3,513		3,513
Subscriptions & Memberships	105	400	295		295
Insurance	295	6,000	5,705		5,705
Stationery	209	600	391		391
Printing & Copying	531	1,200	669		669
Postage	4	50	46		46
Telephone & Broadband	775	1,200	425		425
Website	194	250	57		57
IT	787	1,500	713		713
Grants Paid	2,810	5,000	2,190		2,190
Elections	0	500	500		500
Office Rent	1,520	3,000	1,480		1,480
Office Costs	1,334	1,200	(134)		(134)
TIC	2,500	2,500	0		0
Maintenance	44	1,000	956		956
Markets Running Costs	0	500	500		500
War Memorial	0	500	500		500
Equipment Purchase KTC	457	1,000	543		543
Sundries	1,365	100	(1,265)		(1,265)
Administration :- Indirect Payments	52,478	99,200	46,722	0	46,722
Net Payments	(52,478)	(99,200)	(46,722)		

Detailed Receipts & Payments by Budget Heading 30/11/2025

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	4,109	15,000	10,891		10,891
Rec Running Costs	16,057	4,000	(12,057)		(12,057)
Rec Cottage	1,339	50,000	48,661		48,661
Grass Cutting	3,178	11,000	7,822		7,822
Equipment Purchase	0	500	500		500
Recreation Ground :- Indirect Payments	<u>24,684</u>	<u>95,500</u>	<u>70,816</u>	<u>0</u>	<u>70,816</u>
Net Payments	<u>(24,684)</u>	<u>(95,500)</u>	<u>(70,816)</u>		
<u>Churchyard</u>					
Maintenance	3,432	12,000	8,568		8,568
Grass Cutting	850	2,500	1,650		1,650
Churchyard :- Indirect Payments	<u>4,282</u>	<u>14,500</u>	<u>10,218</u>	<u>0</u>	<u>10,218</u>
Net Payments	<u>(4,282)</u>	<u>(14,500)</u>	<u>(10,218)</u>		
<u>Projects</u>					
Christmas Decorations	1,615	15,000	13,385		13,385
Festivals Marketing	0	2,500	2,500		2,500
Kington in Bloom	6,306	7,200	894		894
Armed Forces DAY	0	1,000	1,000		1,000
Projects :- Indirect Payments	<u>7,921</u>	<u>25,700</u>	<u>17,779</u>	<u>0</u>	<u>17,779</u>
Net Payments	<u>(7,921)</u>	<u>(25,700)</u>	<u>(17,779)</u>		
<u>Crooked Well</u>					
Crooked Well Running Costs	63	0	(63)		(63)
Crooked Well :- Indirect Payments	<u>63</u>	<u>0</u>	<u>(63)</u>	<u>0</u>	<u>(63)</u>
Net Payments	<u>(63)</u>	<u>0</u>	<u>63</u>		
<u>VAT Data</u>					
VAT on Receipts	8,776	0	(8,776)		
VAT Data :- Receipts	<u>8,776</u>	<u>0</u>	<u>(8,776)</u>		
VAT on Payments	4,441	0	(4,441)		(4,441)
VAT Data :- Indirect Payments	<u>4,441</u>	<u>0</u>	<u>(4,441)</u>	<u>0</u>	<u>(4,441)</u>
Net Receipts over Payments	<u>4,336</u>	<u>0</u>	<u>(4,336)</u>		

Detailed Receipts & Payments by Budget Heading 30/11/2025

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grand Totals:- Receipts	145,689	136,000	(9,689)		
Payments	93,868	234,900	141,032	0	141,032
Net Receipts over Payments	<u>51,822</u>	<u>(98,900)</u>	<u>(150,722)</u>		
Movement to/(from) Gen Reserve	<u>51,822</u>	<u>(98,900)</u>	<u>(150,722)</u>		