Kington Town Council

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Minutes of the Finance, Personnel & General Purposes Committee Meeting
Held on Monday 23rd February 2026 at the Old Police Station, Market Hall Street, Kington

PRESENT	IN ATTENDANCE
Cllr. R. Banks - Chair	
Cllr. E. Banks	Liz Kelso – Town Clerk
Cllr. P. Sell	Ruth Robinson – Assistant clerk
Cllr. M. Woolford	

Agenda Item

F&GP 007-26 1 **Apologies, declarations of interest and requests for dispensation**

Apologies were noted from Cllrs. B. Bishop and E. Rolls. Cllrs. E. Banks and M. Woolford declared a personal interest in agenda item 4(d), tourism. There were no requests for dispensation.

F&GP 008-26 2 **Minutes**

Meeting held on 12th January 2026

The Minutes of the meeting held on 12th January 2026, which had been previously circulated, were approved and the chair authorised to sign as a true record of proceedings at that meeting.

F&GP 009-26 3 **Financial matters**

a) **Asset Disposal**

There was nothing to report under this agenda item.

b) **End of Financial year**

Members noted the report from the Clerk on procedures required following the end of financial year on 31st March 2026 up to and including the period for the exercise of public rights in July.

F&GP 010-26 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**
Members noted that Cllr. Gardner is to attend a meeting representing the town council in connection with provision for young people and would report on the outcome in due course.

c) **Public Toilets**
It was noted that a meeting with Herefordshire Council to discuss the proposal that the Town Council might consider taking over the public toilets in Kington was still awaited. Herefordshire Council has indicated that it will prepare a schedule of their proposed renovations, together with full details of the terms and conditions of any transfer of responsibilities before convening the proposed meeting.

d) **Tourism and Tourist Information Centre**
Following on from the report at the last meeting and at the full council meeting earlier in the month, it was noted that the new Visit Kington page of the Visit Herefordshire website is being populated albeit with some technical difficulties encountered by some businesses/providers.

e) **Arts, culture and museum provision**
It was noted that the museum is to re-open at the end of March. Also noted was that the Marches Makers Festival will take place in May and will include an exhibition in the Church.

f) **Social care, support services, talk community and information and advice provision**
There was nothing to report under this agenda item.

g) **Markets**
There was nothing to report under this agenda item.

F&GP 011-26 5 **Personnel Matters**

a) **Town Clerk recruitment**
Cllr. Woolford reported on the recruitment process agreed with LCC who have provided the advertisement and recruitment pack. Following publication of the advertisement, there have been seven expressions of interest to date although none have submitted a full application yet. Cllr. Woolford will contact those who have expressed an interest and remind them of the deadline. A query regarding HALC membership and SLCC subscription payments had been responded to.

If there are no applications, Cllr. Woolford proposed using a locum to provide cover once the Clerk leaves although this might lead to practical difficulties given the need to comply with deadlines over end of financial year procedures as noted under agenda item 3(b) above. It was noted that this would need to be reconsidered once the number of applicants was known.

Finally, it was agreed that a meeting of the recruitment working group would take place at 5pm on Tuesday 10th March via Zoom to review applications received with papers made available to the group prior to the meeting. The Clerk was asked to set this up.

b) **Working party decisions**

It was agreed that decisions made by the working party, including engagement of recruitment consultants and terms and conditions of engagement, agreement of job descriptions and advertising copy, etc. would be ratified. Contract documentation to be provided to the Clerk for Town Council records. The initial budget of £3,500 was confirmed with the proviso that further funds might be required depending upon the response by candidates. This would need to be put to full council for agreement. It was also noted that final confirmation of appointment of the successful candidate would need to be made by full council, which might require an extraordinary meeting to be convened to do so.

c) **Interview panel and format**

It was agreed that initial interviews with candidates would be online with candidates provided with the interview questions as drafted by the recruitment consultants. If only a few applications are received, interviews will be in person final interviews only. This will be confirmed once the application deadline has been reached.

F&GP 012-26 6 **Date of next meeting and items for the agenda**

The next meeting will take place on Monday 23rd March 2026 at 5.00pm.

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

Chairman

Date: 7.9.26