



Kington Town Council

The Old Police Station, Market Hall Street, Kington, HR5 3DP
Telephone 01544 239098 email: clerk@kingtontowncouncil.gov.uk



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Minutes of the Finance & General Purposes Committee Meeting
held on Monday 16th April 2018 at 6.00 pm in The Old Police Station.

PRESENT	APOLOGY
Cllr. Mr. R. Widdowson (Chair)	Cllr. T. Bounds
Cllr. E. Banks	Cllr. C. Forrester
Cllr. F. Hawkins	Cllr. I. Laurie
Cllr. M. Fitton	
Cllr. E. Rolls	

In attendance:

Liz Kelso - Clerk

Agenda Item		<u>Actions</u>
F&GP 009-18	1. Apologies Apologies were noted from Cllrs. C. Forrester, T. Bounds and I. Laurie	
F&GP 010-18	2. Declarations of Interest and requests for dispensation There were no declarations of interest and no requests for dispensation.	
F&GP 011-18	3. Minutes of the meeting held on 29th January 2018 It was agreed that the Chairman be authorised to sign the Minutes of the meeting held on 29 th January 2018, which had been previously circulated, as a true record of proceedings at that meeting.	
F&GP 012-18	4. Expenditure against budget The Clerk presented a preliminary review of expenditure against budget for the year ended 31.3.2018, which members noted as being subject to confirmation. It was agreed that expenditure under the 'general administration charges' heading requires further examination as it appears higher than anticipated.	

In considering the provisional figure for reserves carried forward, it was noted that reserves earmarked for repairs to the Churchyard Wall have now been spent. The reserve held for the Recreation Ground, in accordance with policy, stands at some £46,000 and it was agreed that £10,000 of this be transferred to the general reserve in order to restore the agreed level of general reserve for the forthcoming year. It was further acknowledged that this is to be repaid to the Recreation Ground reserve in accordance with policy at a later date when conditions are appropriate to do so.

Finally it was acknowledged that some £6,000 is current held in reserves representing income from tenancies at The Old Police Station.

- F&GP 013-18** 5. **To consider amendments to the budget for 2018-9**
It was agreed that provision should be made in the budget for pension payments for the clerk at the minimum agreed rate of 2% of eligible staff salaries.
- F&GP 014-18** 6 **Annual Risk Review**
The Annual Risk Review in the new format as presented to the meeting was agreed. It was agreed that this be circulated to Full Council for consideration.
- F&GP 015-18** 7. **Annual Governance Statement and Annual Return**
The Clerk outlined the proposed timetable for completion of the Annual Accounts, Annual Governance Statement of Assurance and proposed dates for the internal audit.
- F&GP 016-18** 8. **Printing and Photocopying Costs**
Members reviewed a schedule of printing and copying costs for the previous two years and noted that where applicable, costs were allocated according to the nature of the printing charge where known. Thus, costs associated with printing for the Neighbourhood Plan were charged against the NDP grant income. It was agreed that further consideration be given to the photocopier lease at the next meeting.
- There being no further business, the meeting was closed at 2.35pm
- F&GP 017-18** 9 **Asset Transfer**
Members noted an update on the progress of the Community Asset Transfers and in particular noted that the transfer of land for public open space could be completed within the next few months. Discussions were progressing and it was proposed that the small triangle of land adjacent to Crooked Well might also form part of the land that the Recreation Ground Trust would take over as it provides a well used access to the site. A meeting with the landowner is to take place shortly.
- With regard to the buildings transfer, it was explained that the aim is for the freehold of the buildings to be transferred to the Town Council which in turn would then grant a long lease to Kington Community Asset Trust. After some discussion it was agreed that the business plan originally drawn up would need to be revised in light of the length of time it has taken for this project to progress.
- F&GP 018-18** 10 **Next Agenda**
It was agreed that the following items be considered at the next meeting:
- Staff pension arrangements

- Photocopier lease

F&GP 19-18

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Next Meeting

To be confirmed.

Signed

Chairman

Date

KINGTON TOWN COUNCIL
Estimated expenditure vs budget 2017-8

	Total Expenditure (estimated)	2017-8 Budget	Under or over spend	2018-9 Budget	Notes/comments
Salaries	£ -				
Admin Asst	£ 3,713.28	£ 3,535.00			
Clerk	£ 20,742.81	£ 28,311.00			
HMRC	£ 8,705.63				
Total Salaries	£ 33,161.72	£ 31,846.00	-£ 1,315.72	£ 33,944.00	
	£ -				
Audit	£ 700.00	£ 1,000.00	£ 300.00	£ 800.00	
Christmas Lights	£ 4,558.95	£ 6,250.00	£ 1,691.05	£ 5,500.00	
Churchyard	£ 13,834.00	£ 3,000.00	-£ 10,834.00	£ 3,500.00	
Councillor Allowance	£ -	£ 250.00	£ 250.00	£ -	
Election Costs	£ -	£ 500.00	£ 500.00	£ 500.00	
Equipment/Purchases	£ -	£ 4,000.00	£ 4,000.00	£ 2,000.00	
Grants	£ 5,850.00	£ 6,000.00	£ 150.00	£ 5,000.00	
Room hire	£ -	£ 1,000.00	£ 1,000.00	£ 250.00	
Insurance	£ 3,872.93	£ 5,000.00	£ 1,127.07	£ 5,000.00	
Kington in Bloom	£ 740.28	£ 1,200.00	£ 459.72	£ 800.00	
Lengthsman	£ 400.00	£ 2,357.00	£ 1,957.00	£ -	
Mayors Allowance	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	
Neighbourhood Plan	£ 5,696.61	£ 2,000.00	-£ 3,696.61	£ 2,000.00	
Office Rent	£ -	£ 2,000.00	£ 2,000.00	£ 2,000.00	
Com. Asset Transfers	£ -	£ 3,000.00	£ 3,000.00	£ 5,000.00	
Repairs/Maint.	£ -	£ 500.00	£ 500.00	£ 500.00	
Office Admin - gnl	£ 5,946.28	£ 1,400.00	-£ 4,546.28	£ 3,300.00	
Subscriptions	£ 181.00	£ 300.00	£ 119.00	£ 800.00	
Telephone/broadband	£ 1,051.86	£ 1,700.00	£ 648.14	£ 1,785.00	
TIC	£ 2,500.00	£ 2,500.00	£ -	£ 2,500.00	
Training		£ 1,000.00	£ 1,000.00	£ 250.00	
Travel expenses	£ -	£ 300.00	£ 300.00	£ 200.00	
Website costs	£ 975.00	£ 350.00	-£ 625.00	£ 350.00	
	£ -		£ -		
Total General Admin (incl.KNP)	£ 46,306.91	£ 46,607.00		£ 43,035.00	
Sub Total	£ 79,468.63	£ 78,453.00	-£ 1,015.63	£ 76,979.00	
Grant to the Rec					
N Power	£ 320.14				
KFS	£ 308.01				
Arrow plant	£ 8.50				
KBS	£ 871.69				
Countrywide	£ 1,770.00				
Airbourne	£ -				
cottage	£ -				
Other	£ 18,965.99				
Sub Total	£ 22,244.33	£ 20,000.00	-£ 2,244.33	£ 15,000.00	
Grand total	£ 101,712.96	£ 98,453.00	-£ 3,259.96	£ 91,979.00	
Kington Remembers	£ 72.00				

Note: All figures are exclusive of VAT

KINGTON TOWN COUNCIL
Income Summary 2017-8

Item	Estimate income 2017-8	Budget	Difference	2018-9 Budget
Precept	£ 85,000.00	£ 85,000.00	£ -	£ 90,000.00
Grants				
Neighbourhood Plan	£ 3,500.00	£ -	£ 3,500.00	
Other	£ 500.00		£ 500.00	
Lengthsman	£ 1,300.00	£ 1,250.00	£ 50.00	
Office Rental	£ 3,743.47	£ -	£ 3,743.47	
Other	£ 200.79	£ 689.00	-£ 488.21	
Markets income	£ 2,576.50	£ 1,800.00	£ 776.50	£ 2,500.00
Total for year	£ 96,820.76	£ 88,739.00	£ 8,081.76	£ 92,500.00

Income - expenditure (est)	-£ 4,892.20	£ 521.00
Add: reserves brought forward	£ 74,175.17	£ 69,282.97
Carried forward	£ 69,282.97	
Earmarked reserves:	£ 43,128.09	
General reserve	£ 26,154.88	

Analysis of reserves:

Churchyard Wall

Opening balance:	£ 6,542.00
Less: expenditure:	-£ 6,542.00
Closing balance:	£ -

Recreation Ground:

Opening balance	£ 46,878.00
Less expenditure	-£ 2,244.33
Less: transfer to free reserve	-£ 10,000.00
Carried forward	£ 34,633.67

Makers Festival

Opening balance	£ -
Add: income received	£ 500.00
Less: expenditure	£ -
Carried forward	£ 500.00

Grant held on behalf of Makers Festival

Neighbourhood Plan

Opening balance	£ 4,145.00
Add: grant received	£ 3,500.00
Less expenditure for year	£ 5,696.61
Carried forward	£ 1,948.39

Not earmarked in 2016-7 accounts

Office:

Opening Balance	£ 2,302.56
Add: Received in year	£ 3,743.47
Carried forward	£ 6,046.03

Not earmarked in 2016-7 accounts



Kington Town Council

Risk Management Review 2018



Area	Risk	Level	Control (and recommended improvements)
Assets	Protection of Council Property		
	<ul style="list-style-type: none"> • External property - notice boards etc. 	L	<p>Regular monitoring and reporting for repair where necessary.</p> <p>Purchase vandal resistant where possible, ensure properly installed and contractor liability insurance confirmed, insure residual risk</p>
	<ul style="list-style-type: none"> • Documents/records 	L	<p>Paper records kept in fire resistant cabinet, and transferred to public records office as soon as practicable. Computer records backed up at least monthly using cloud storage, removeable media, external hard drive and Microsoft Onedrive. Electronic records wherever possible</p>
	<ul style="list-style-type: none"> • Office equipment, furniture etc. 	H	<p>Office to be locked when not in use. Alarms as installed to be set at the end of each working day. Equipment etc. to be insured on all risks basis including when taken outside of the office. Regular maintenance as required.</p>
Finance	<p>Income</p> <ul style="list-style-type: none"> - Cash 	L	<p>Small amounts of cash relating to newsletter. To be kept in locked box and paid into bank account within 7 days</p>
	<ul style="list-style-type: none"> - Precept, grants and other income 	M	<p>Receipts checked against budget at least quarterly</p>

Approved and adopted Kington Town Council
At a meeting held on

	Expenditure - Payments	H	All payments to be checked against authorised expenditure & minute reference on monthly payment schedule.
	Cash etc.	M	Fidelity Guarantee insurance held
	Banking arrangements	H	Cheques drawn by Clerk and signed by two signatories. Electronic banking used wherever possible. Clerk to prepare payments for authorisation by signatories. Invoices available at meeting. Invoices and payments checked by signatories. Accounts operated by two out of three authorised signatories. Risk of insufficient signatories being available to operate account.
	Financial controls and records PAYE	M M	Monthly bank reconciliations prepared by Clerk and reported to F&GP Committee. Internal and external audit. Two signatories on cheques and instructions to bank. PAYE records kept by Clerk and checked periodically by F&GP Committee. . Calculations and submission using HMRC software
	Budgets and calculation of precept	M	Expenditure against budget prepared by Clerk before being presented to F&GP Meeting quarterly. Precept based upon forecast expenditure and agreed annually.
	Expenditure in accordance with legislation & financial standing orders	L	Operating under General Power of Competence

			<p>Volunteers to receive training and copy of risk assessment documentation</p> <p>PAT testing of electrical equipment where required.</p> <p>Health & Safety policy to be reviewed at least annually.</p> <p>Lone working policy to be in place.</p>
Legal Liability	Ensure all actions are within legal powers	L	<ul style="list-style-type: none"> • Training where appropriate for Councillors and the Clerk • All actions/requests passed to Clerk for action • Actions under General Power of Competence • All orders for work, goods or services to be placed through the Clerk
	Proper and timely reporting	L	All actions/activities documented through Minutes of meetings. Minutes of meetings available to the public and on website. Minutes sequentially numbered and pages numbered.
	Data Protection	M	<p>Electronic data password protected</p> <p>Personal data reviewed and deleted if not required to be kept</p> <p>Regular training of councillors and clerk undertaken</p> <p>DPO to be appointed</p>
	Compliance with Freedom of Information requirements	H	Requests for information/action to be referred to Clerk
	Risk to Parish Council reputation From social networking	H	Ensure appropriate training of councillors in using social networking. Adopt NALC/SLCC guidance
Equality and Diversity	Risk of allegations of defamation and/or discrimination	H	Appropriate training for Councillors and Clerk. Training for Chairman in relation to dealing with issues arising during a meeting

Councillor Propriety	Register of Interests etc. Code of Conduct	H	Register of Interests etc. held by Monitoring Officer at Herefordshire Council. Copy to be retained by Clerk. Documented check of Registers conducted annually. Ensure register of interests is completed at each meeting in accordance with NALC/HALC guidelines