



Kington Town Council

Email: clerk@kingtontowncouncil.gov.uk

Web site: www.kingtontowncouncil.gov.uk

Members of the Finance & General Purposes Committee you are hereby summoned to attend a remote meeting of the

Finance and General Purposes Committee

On Monday 11th October 2021 at 6.00pm

At

The Old Police Station, Market Hall Street, Kington

Committee Members:

Mayor Cllr. R. Widdowson, Deputy Mayor Cllr. Mrs. E. Banks, Deputy Mayor Cllr. M. Fitton, Cllrs R. Banks, T. Bounds, F. Hawkins, D. Redmayne, E. Rolls & I. Spencer

for the purpose of transacting the following business

AGENDA

1. To note apologies, declarations of interest and requests for dispensation
2. To agree Minutes of the meeting held on 12th July 2021
3. To note quarterly budget report for the period ending 30.9.2021
4. Covid Recovery Funding – to consider applications and implications of funding
5. Municipal Gym project: funding
6. Kington Community Grants
To review applications and make recommendations for award to Full Council
7. To review budget timetable for 2021-22
8. Items for the next agenda
9. Date of next meeting

Issued on 11.10.2021, by:
Liz Kelso, Town Clerk



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
on 12th July 2021 at the Old Police Station, Kington

PRESENT

IN ATTENDANCE

Cllr. R. Banks - Chairman

Cllr. T. Bounds

Cllr. F. Hawkins

Cllr. E. Rolls

Cllr. I. Spencer

Liz Kelso - Clerk

**Agenda
Item**

Actions

- | | | | |
|------------------------|----|--|--|
| F&GP 021-21 | 1 | Election of Chair
Cllr. Richard Banks was duly elected Chair of the Committee for the forthcoming year | |
| F&GP 022-21 | 2. | Apologies, declarations of interest and requests for dispensation
Apologies were noted from Cllrs. E. Banks, M. Fitton, D. Redmayne and R. Widdowson. There were no declarations of interest and no requests for dispensation. | |
| F&GP 023-21 | 3 | Election of Vice Chair
Cllr. D. Redmayne, having indicated a willingness to act, was duly elected Vice Chair of the Committee for the forthcoming year | |
| F&GP 024-21 | 4. | Minutes of the previous meeting
Minutes of the meeting held on 30 th April 2021 were adopted and the Chairman authorised to sign the minutes as a true record of proceedings at that meeting. | |
| F&GP 025-21 | 5 | Quarterly budget report
Members reviewed the reporting showing expenditure against budget for the quarter ended 30 th June 2021 indicating expenditure broadly in line with expectations, taking into account some expenditure timing issues. There were no matters that the committee felt should be brought to the attention of full council. | |
| F&GP 026-21 | 6 | Review of project proposals
The following projects, not identified when the budget for the current financial year was drafted, were considered: | |

- **Memorial benches**
Members noted that as costs have not yet been quantified it was not possible to identify how this might be funded although some funds remain in the Covid Response budget for the current year which could be directed to this project. Given that the target date for delivery is September, seeking external contributions towards the cost might not be feasible but could be explored. This will be considered further once costs are identified.
- **Municipal Gym**
Members noted that this project is unbudgeted for this financial year and as costs have not yet been quantified, it was not possible to identify how this might be funded. However, it was suggested that the working group should consider external funding sources as part of their proposal and any contribution from the town council would need to be investigated further once more information is available.

- F&GP 027-21** 7 **Annual Risk Review**
The Clerk presented the draft Annual Risk Review, noting that some probabilities had been adjusted in the light of experience during the year. After due consideration, it was agreed that the Annual Risk Review be presented to Full Council for approval.
- F&GP 028-21** 8 **Statement of Internal Control**
Members considered the draft Statement of internal Control and agreed that this be put to Full Council for approval and adoption. It was further agreed that training for councillors on financial procedures should be recommended to Full Council. A review of the effectiveness of the internal control measures would be conducted at a later date.
- F&GP 029-21** 9 **Items for the next agenda**
There were no other matters raised for the next agenda
- F&GP 030-21** 10 **Date of the next meeting**
Subject to confirmation, the next meeting will take place on 11th October 2021 at 6.00pm.

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

Chairman
Date: _____

**Kington Town Council
Annual Budget - By Centre**

	<u>2020-21</u>		<u>2021-22</u>				<u>2022-23</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>100</u> General Income											
1076 Precept	109,000	109,000	0	0	112,000	0	112,000	112,000	0	0	0
1090 Interest Received	100	63	0	0	120	0	120	0	0	0	0
1100 Grants & Donation Received	0	6,780	0	0	0	0	0	0	0	0	0
1200 Income from markets	2,000	1,245	0	0	2,000	0	2,000	826	0	0	0
1990 Other Income	0	0	0	0	0	0	0	220	0	0	0
Total Income	111,100	117,089	0	0	114,120	0	114,120	113,046	0	0	0
Movement to/(from) Gen Reserve	111,100	117,089			114,120		114,120	113,046	0		
<u>110</u> Administration											
4000 Staff Salary	44,500	30,530	0	0	35,000	0	35,000	15,276	0	0	0
4030 PAYE and NI	0	10,029	0	0	10,000	0	10,000	4,966	0	0	0
4040 Pension	650	0	0	0	5,000	0	5,000	0	0	0	0
4050 Staff Mileage & Benefits	100	0	0	0	0	0	0	0	0	0	0
4080 Training	250	301	0	0	150	0	150	0	0	0	0
4090 Mayor's Allowance	1,000	1,000	0	-1,000	1,000	0	0	0	0	0	0
4100 Bank Charges	0	206	0	0	350	0	350	100	0	0	0
4110 Audit Fees	675	675	0	0	675	0	675	280	0	0	0
4120 Asset Transfer/Legal	2,500	150	0	0	250	0	250	0	0	0	0
4130 Subscriptions & Memberships	400	325	0	0	400	0	400	0	0	0	0
4140 Insurance	4,600	3,775	0	0	4,600	0	4,600	0	0	0	0
4150 Stationery	600	208	0	0	250	0	250	113	0	0	0
4155 Printing & Copying	0	1,013	0	0	1,400	0	1,400	355	0	0	0
4160 Postage	250	71	0	0	100	0	100	141	0	0	0

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**Kington Town Council
Annual Budget - By Centre**

	<u>2020-21</u>		<u>2021-22</u>				<u>2022-23</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4170 Telephone & Broadband	1,400	1,067	0	0	1,400	0	1,400	458	0	0	0
4180 Website	400	466	0	0	350	0	350	248	0	0	0
4190 IT	350	295	0	0	300	0	300	487	0	0	0
4210 Grants Paid	5,000	1,950	0	0	5,000	0	5,000	0	0	0	0
4220 COVID Response	5,000	1,046	0	1,000	5,000	0	6,000	0	0	0	0
4230 Elections	1,000	138	0	0	500	0	500	0	0	0	0
4240 Office Rent	4,000	2,280	0	0	2,400	0	2,400	1,140	0	0	0
4245 Office Costs	4,100	1,415	0	0	1,500	0	1,500	546	0	0	0
4250 TIC	2,500	2,500	0	0	2,500	0	2,500	2,500	0	0	0
4260 Maintenance	1,000	0	0	0	500	0	500	0	0	0	0
4280 Neighbourhood Plan	1,000	37	0	0	1,000	0	1,000	0	0	0	0
4310 Markets Running Costs	2,000	0	0	0	1,500	0	1,500	0	0	0	0
4320 War Memorial	1,000	0	0	0	2,500	0	2,500	0	0	0	0
4415 Equipment Purchase KTC	500	116	0	0	500	0	500	437	0	0	0
4990 Sundries	0	0	0	0	50	0	50	0	0	0	0
Overhead Expenditure	84,775	59,591	0	0	84,175	0	84,175	27,046	0	0	0
Movement to/(from) Gen Reserve	(84,775)	(59,591)			(84,175)		(84,175)	(27,046)			
130 Recreation Ground											
4030 PAYE and NI	6,500	0	0	0	4,000	0	4,000	0	0	0	0
4035 Rec Ground Salary Support	0	5,322	0	0	0	0	0	0	0	0	0
4260 Maintenance	5,200	2,292	0	0	4,500	0	4,500	1,500	0	0	0
4265 Rec Running Costs	5,200	2,068	0	0	950	0	950	616	0	0	0
4300 Rec Cottage	15,000	175	0	0	20,000	0	20,000	0	0	0	0

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**Kington Town Council
Annual Budget - By Centre**

	<u>2020-21</u>		<u>2021-22</u>				<u>2022-23</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4400 Grass Cutting	2,850	1,623	0	0	2,000	0	2,000	774	0	0	0
4410 Equipment Purchase	0	671	0	0	5,000	0	5,000	0	0	0	0
Overhead Expenditure	34,750	12,151	0	0	36,450	0	36,450	2,891	0	0	0
Movement to/(from) Gen Reserve	(34,750)	(12,151)			(36,450)		(36,450)	(2,891)	0		
140 Churchyard											
4260 Maintenance	700	0	0	0	5,000	0	5,000	0	0	0	0
4400 Grass Cutting	1,800	1,846	0	0	2,000	0	2,000	852	0	0	0
Overhead Expenditure	2,500	1,846	0	0	7,000	0	7,000	852	0	0	0
Movement to/(from) Gen Reserve	(2,500)	(1,846)			(7,000)		(7,000)	(852)	0		
150 Events											
4500 Christmas	5,000	3,220	0	0	6,000	0	6,000	3,644	0	0	0
4510 Kington in Bloom	800	654	0	0	800	0	800	642	0	0	0
4520 Armed Forces DAY	0	0	0	0	250	0	250	0	0	0	0
4530 Platinum Jubilee	0	0	0	0	1,000	0	1,000	0	0	0	0
Overhead Expenditure	5,800	3,874	0	0	8,050	0	8,050	4,285	0	0	0
Movement to/(from) Gen Reserve	(5,800)	(3,874)			(8,050)		(8,050)	(4,285)	0		
999 VAT Data											
115 VAT on Receipts	0	7,144	0	0	0	0	0	0	0	0	0
Total Income	0	7,144	0	0	0	0	0	0	0	0	0
515 VAT on Payments	0	2,239	0	0	0	0	0	-666	0	0	0

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	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	0	2,239	0	0	0	0	0	-666	0	0	0
Movement to/(from) Gen Reserve	0	4,905	0	0	0	0	0	666	0	0	0
Total Budget Income	111,100	124,232	0	0	114,120	0	114,120	113,046	0	0	0
Expenditure	127,825	79,701	0	0	135,675	0	135,675	34,408	0	0	0
Movement to/(from) Gen Reserve	<u>(16,725)</u>	<u>44,531</u>	<u>(21,555)</u>	<u>(21,555)</u>	<u>(21,555)</u>	<u>(21,555)</u>	<u>(21,555)</u>	<u>78,638</u>	<u>0</u>	<u>0</u>	<u>0</u>

Kington Town Council
 Grant Applications 2021-22
 First Round – Autumn 2021

Total funds available this financial year (2021-22) £5,000.00

Organisation	Amount requested	Activity to be funded	Recommended Offer	Comments
Kington Chamber of Trade	£1,000	Support for Kington Food & Drink Festival		
ADP Kingtons Pollinators	Not specified	Support for materials for Kington's Pollinators		
Kington Art Society	£381.00	Purchase of tables - 15 x £25.41 each		
Kington Allotments Association	£500.00	Towards improvements to the site entrance to provide safe vehicle entrance		

Total paid to date:

£0
 £5,000.00

Remaining budget this financial year

£

Recommendation as above:

£

Total commitment this financial year: