



Members of the Council you are  
hereby summoned to attend a meeting of

## Kington Town Council

to be held on **Monday 4<sup>th</sup> March 2024 at 7.00pm**

at The Old Police Station, Market Hall Street, Kington HR5 3DP  
for the purpose of transacting the following business.

### Agenda

1. To receive apologies for absence, declarations of interest and requests for dispensation
2. To confirm the minutes of the meeting held on [5<sup>th</sup> February 2024](#)
3. Public participation:
  - a) Police report
  - b) To receive the Ward Councillors Report
  - c) To receive questions from members of the public present
4. Mayor's Report
5. Clerk's Report
6. Financial Matters
  - a) To authorise payments as per the payment schedule
  - b) To adopt the annual risk review and statement of internal control
  - c) To consider engagement of contractor to assist with year end financial work
7. Festivals brochure: update on progress
8. To consider support for request for banking hub in Kington
9. Training: To consider requests for councillor training, if any
10. Reports from committees:
  - Planning and Environment Committee held [19<sup>th</sup> February 2024](#)
11. Information only item: Reports from councillors
12. Items for the next agenda and date and time of next meeting

Issued by:

Liz Kelso, Clerk, Kington Town Council

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26.02.2024

***Members of the public are welcome to attend meetings of the Town Council and may, at the discretion of the Chairman, speak on some agenda items. For further information on council procedures please speak to the clerk.***

***In the interests of the health and well-being of councillors, staff and members of the public in attendance, please do not attend this meeting if you or a member of your immediate household are unwell, whether or not you have tested positive for covid or any other infectious condition.***



# Kington Town Council

The Old Police Station, Market Hall Street, Kington HR5 3DP

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## Minutes of the Town Council Meeting held on Monday 5<sup>th</sup> February 2024 at the Old Police Station, Market Hall Street, Kington

### MEMBERS PRESENT

Cllr. E. Banks – Chair  
Cllr. R. Banks  
Cllr. B. Bishop  
Cllr. A. Dixon  
Cllr. M. Fitton  
Cllr. K. Greig  
Cllr. P. Sell

Cllr. M. Woolford

### IN ATTENDANCE

Liz Kelso – Town Clerk  
Ruth Robinson – Assistant clerk  
3 members of the public  
Cllr. T. James – Ward Councillor Herefordshire  
Council  
1 member of the press

### Agenda

- | Item | Minute  |
|------|---|
| 1    | <p><b>017-24 To note apologies for absence, declarations of interest and requests for dispensation</b></p> <p>Apologies were noted from Cllrs.T. Bounds, N. Cornish, J. Gardner, E. Rolls, R. Warne &amp; R. Widdowson. There were no declarations of interest and no requests for dispensation</p>   |
| 2    | <p><b>018-24 Minutes of the meeting held on 15<sup>th</sup> January 2024</b></p> <p>The Minutes of the meeting held on 15<sup>th</sup> January 2024, having been previously circulated, were approved and the Chair authorised to sign on behalf of the Town Council as a true record of proceedings at that meeting.</p>                                 |
| 3    | <p><b>019-24 Public Participation</b></p> <p>a) <b>Police Report</b></p> <p>There was no representative from West Mercia Police in attendance at the meeting. The Clerk read a brief report from the police on incidents reported. Members were also aware of additional incidents not reported by the police which the Clerk will check and confirm.</p> |

- b) **Ward Councillor Report**  
The Council noted a verbal report from Cllr. James including an update on budget matters relating to Herefordshire Council, changes to proposals relating to car parking charges and library opening hours.
- c) **Matters raised by members of the public in attendance**  
There were no matters raised by members of the public in attendance.
- 4      **020-24 Mayor's Report**  
Members noted a verbal report from the Mayor highlighting progress on matters relating to the Recreation Ground and a report on volunteer activity in the Churchyard.
- 5      **021-24 Clerk's Report**  
The Clerk's report as attached was noted.
- 6      **022-24 Financial Matters**  
a) **Payments**  
Payments totalling £7,632.52 (inclusive of VAT where applicable) as attached to these Minutes, were approved.
- b) **Internal Audit arrangements**  
Having recently agreed the appointment of Mulberry & Co. as internal auditors for the current year, it was resolved to enter into a three year agreement with Mulberry & Co. for internal audit services for the Town Council.
- c) **Community Grant Request**  
It was agreed to award a grant of £500.00 to Kington and District Operatic Society to fund costume hire for their forthcoming performance
- 7      **023-24 Using Social Media**  
Proposed by Cllr. Dixon, it was agreed to set up a working party consisting of Cllrs. A. Dixon, R. Banks, M. Fitton, B. Bishop and the Clerk and/or assistant Clerk to consider the potential use of social media by the Town Council to promote communications with residents. The group will prepare a report for consideration at the April meeting of the Town Council.
- 8      **024-24 Planning Matters**  
a) **Applications now due for consideration**  
The following planning applications were considered:
- Ref: 240044  
Site: 32 Duke Street, Kington  
Dev: Tree works in conservation area.

Members considered this application and resolved to offer no objections to the proposed works.

- Ref: 240058/9  
Site: 38-38(a) High Street, Kington  
Dev: Proposed installation of automated teller machine with associated signage (to include advertisement consent)

After consideration Council resolved to object to the proposal on the grounds that the proposed location on the High Street in a conservation area would not be in keeping with the area. It was also noted that the location is a narrow section of the footpath would lead to the path being blocked when the cash machine is used making it difficult for people to pass. Concerns were also expressed that some would park on the yellow lines outside the shop whilst accessing the machine. A preferred location could be inside the shop (particularly noting the 24 opening hours) or at the rear which would not block the pavement and would enable parking much closer.

**b) License Application for the Old Picture House**

Council agreed to support the application for a licence for the Old Picture House to be able to offer films and live music from Monday to Sunday 10.00 – 23.00.

**9 025-24 Herefordshire County Plan Consultation**

It was resolved to delegate authority to the clerk to respond to the County Plan consultation, noting that the questions being asked were badly phrased and too vague to suggest a meaningful response.

**10 026-24 Annual Town Meeting**

It was agreed that the Annual Town Meeting for 2024 would take place on Wednesday 22<sup>nd</sup> May 2024 at 7.00pm in the Old Police Station. Members were encouraged to invite nominations for a Civic Award from members of the public.

**11 027-24 Litter and Pavement Sweeping**

In the absence of the proposer of this agenda item, this item was deferred to the next meeting.

**12 028-24 Town and Parish Council Charter**

Noting that Herefordshire Council are to draft an updated Town and Parish Council Charter, it was resolved to nominate the Clerk to act on behalf of the Town Council in the working party to be set up to draft this document.

**13 029-24 Festivals Brochure**

A verbal report on the first meeting of the working party to put together the Festivals brochure was noted. The document will be broadly similar to previous years with some additions to the events highlighted.



**14      030-24      Committee memberships**

The following additional members of committees were agreed:

Cllr. B. Bishop: Planning and Environment Committee  
Finance, Personnel and General Purposes Committee  
Scrutiny Committee  
Cllr. A. Dixon    Planning and Environment Committee  
Finance, Personnel and General Purposes Committee

**15      031-24      Training Requests**

It was agreed that Cllrs. A. Dixon and R. Banks attend a NALC training session on the use of Social Media at a cost of approximately £60.00 each.

**16      032-24      Reports from Councillors**

Cllr. Banks noted that the Town Council contribution to the MidBorder News is now due.

It was noted that a follow up on the Nisa Licence application has not yet been made.

**17      033-24      Next meeting**

The next meeting of the Town Council will take place on Monday 4<sup>th</sup> March 2024 at 7.00pm in the Old Police Station. There were no further items for the agenda other than those mentioned earlier in the meeting.

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

**Kington Town Council**  
**Meeting held 5<sup>th</sup> February 2024**  
**Appendix 1: Clerk's Report**

This report identifies activities of the Clerk since the last meeting other than those addressed elsewhere on the agenda or addressed by other Members as part of their report and includes some items which are for information only.

**1.     s106 funded zebra crossing**

There has been no further action or advice received on this project from Herefordshire Council

**2.     Kington Transport Study**

It is now 9 months since the Town Council submitted comments and observations for the Kington Transport Study, yet despite promises that we would receive a copy of the final draft report for review, no copy has been forthcoming. Herefordshire Council officers advised that the draft document is currently in the hands of consultants who are devising recommendations for submission to Herefordshire Council and have not responded to the suggestion that the Town Council could assist in this process.

**3.     Market Hall building**

There has been no progress on the proposal for the Town Council to enter into a licence to occupy the building which would incorporate authority to manage lettings of the space although the clerk has confirmed that she is willing to act as booking agent for this Herefordshire Council building. Similarly, there is no progress to report on the request for the glass roof of the Place de Marines to be cleaned.

**4.     Community Grants**

The final round of applications for community grants from the Town Council for 2023/4 has now opened and will be considered at the end March meeting. [An application form and terms and conditions](#) can be found on the website. Please pass this on to any community group that might benefit from a community grant.

**5.     Civic Awards 2024**

The Town Council civic awards are an opportunity to honour local heroes in Kington and can be nominated by any resident, including Town Councillors. A copy of the policy and nomination forms for this year can be found on our [website](#). Please encourage members of the public to forward their nominations no later than 31<sup>st</sup> March. Civic Awards are presented at the Annual Town Meeting.

**6. Committee meetings**

A reminder that there were committee meetings in January so no reports from committees on the agenda for this meeting.

**Kington Town Council**

[illegible]



## **KINGTON TOWN COUNCIL**

**Meeting to be held on Monday 4<sup>th</sup> March 2024**

### **Agenda item 5**

#### **Clerk's Report**

This report identifies activities of the Clerk since the last meeting other than those addressed elsewhere on the agenda or addressed by other Members as part of their report and includes some items which are for information only.

**1.       s106 funded zebra crossing**

There has been no further action or advice received on this project from Herefordshire Council

**2.       Kington Transport Study**

It is now nearly a year since the Town Council submitted comments and observations for the Kington Transport Study, yet despite promises that we would receive a copy of the final draft report for review, no copy has been forthcoming. Herefordshire Council officers advised that the draft document is currently in the hands of consultants who are devising recommendations for submission to Herefordshire Council and have not responded to the suggestion that the Town Council could assist in this process.

**3.       Market Hall building**

There has been no progress on the proposal for the Town Council to enter into a licence to occupy the building which would incorporate authority to manage lettings of the space although the clerk has confirmed that she is willing to act as booking agent for this Herefordshire Council building.

Herefordshire Council has advised that the scaffolding currently in situ is designed to prevent roof tiles falling on Place de Marine users whilst capital funding is sought to repair the roof. It is thought this might take some time.

**4.       Community Grants**

A reminder that the final round of applications for community grants from the Town Council for 2023/4 has until 15<sup>th</sup> March for the receipt of applications. [An application form and terms and conditions](#) can be found on the website. Please pass this on to any community group that might benefit from a community grant.

**5.       Civic Awards 2024**

Nominations for Town Council civic awards need to be passed to the Town Clerk no later than 31<sup>st</sup> March please. A copy of the policy and nomination forms for this year can be found on our [website](#). Civic Awards will be presented at the Annual Town Meeting on 22<sup>nd</sup> May.

**6.       Kington Youth Hostel**

Members might like to note that Kington Youth Hostel building has now been sold.

**Kington Town Council**

[illegible]

## Kington Town Council Risk Review 2023/4

Area	Risk	Impact	Probability	Severity	Risk Control Measure
Assets	<b>Protection of Council Property</b> <ul style="list-style-type: none"> <li>External property (notice boards, benches etc.) damage from vandalism, accidental damage etc.</li> </ul>	<ul style="list-style-type: none"> <li>Poorly maintained property.</li> <li>Health &amp; safety concerns</li> </ul>	M	L	<ul style="list-style-type: none"> <li>Regular monitoring and reporting for repair</li> <li>Where possible, purchase vandal resistant and ensure installation is by a suitably qualified contractor with appropriate insurance cover</li> </ul>
	<ul style="list-style-type: none"> <li>Buildings owned by the Town Council</li> </ul>	<ul style="list-style-type: none"> <li>Risk of increase costs from poor maintenance</li> </ul>	M	M	<ul style="list-style-type: none"> <li>Regular inspections</li> <li>Repairs effected promptly to avoid deterioration</li> </ul>
	<ul style="list-style-type: none"> <li>Documents and records</li> </ul>	<ul style="list-style-type: none"> <li>Loss of computer records</li> <li>Loss of important data</li> <li>Loss of important financial information</li> <li>Loss of service delivery</li> </ul>	L	M	<ul style="list-style-type: none"> <li>Offsite/cloud backup facility through Microsoft One Drive</li> <li>Insurance cover in place</li> </ul>

	<ul style="list-style-type: none"> <li>Office equipment/furniture etc.</li> </ul>	<ul style="list-style-type: none"> <li>Loss through damage, theft or fire</li> </ul>	L	L	<ul style="list-style-type: none"> <li>Regular maintenance of key equipment</li> <li>Office locked when not in use</li> <li>Effective maintained alarm system</li> <li>Adequate insurance in place</li> </ul>
Finance	Income				
	<ul style="list-style-type: none"> <li>Cash</li> </ul>	<ul style="list-style-type: none"> <li>Loss through theft</li> </ul>	L	L	<ul style="list-style-type: none"> <li>Cash not held routinely. If cash received, to be banked within 7 days</li> </ul>
	<ul style="list-style-type: none"> <li>Precept, grants, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Failure to meet objectives/liabilities</li> <li>Key projects or services not delivered</li> <li>Inability to deliver services</li> </ul>	M	H	<ul style="list-style-type: none"> <li>Ensure adequate budgeting and precept setting processes</li> <li>Budgetary control measures, regular reporting of progress against budget</li> <li>Forward planning</li> <li>Realistic estimates/quotes obtained</li> <li>Build contingency into projects</li> </ul>
	Expenditure				
	<ul style="list-style-type: none"> <li>Payments</li> </ul>	<ul style="list-style-type: none"> <li>Loss through penalties for failure to make payments in timely manner</li> <li>Fraudulent payments leading to loss</li> <li>Risk of insufficient signatories to make payments</li> </ul>	M	H	<ul style="list-style-type: none"> <li>Payments prepared in timely manner &amp; listed by Clerk</li> <li>Payments checked against invoices</li> <li>Accounts operated by two out of three authorised signatories</li> </ul>



<ul style="list-style-type: none"> <li>Banking arrangements</li> </ul>	<ul style="list-style-type: none"> <li>Insufficient funds to make payments</li> <li>Payments not in accordance with financial regulations</li> </ul>	L	L	<ul style="list-style-type: none"> <li>Maintain sufficient reserves</li> <li>Payments prepared by person without ability to authorise on the bank</li> <li>Monthly bank reconciliations</li> <li>Recurring payments authorised annually</li> <li>Procedures set up by person other than signatory</li> <li>Electronic banking used wherever possible</li> </ul>
<ul style="list-style-type: none"> <li>Financial controls</li> </ul>	<ul style="list-style-type: none"> <li>Insufficient resources to meet objectives/projects</li> <li>Poorly maintained buildings &amp; assets</li> <li>Inability to carry out management &amp; maintenance of assets</li> <li>Inability to meet liabilities</li> <li>Risk of adverse audit report</li> </ul>	H	M	<ul style="list-style-type: none"> <li>Forward planning</li> <li>Training for councillors on expenditure procedures</li> <li>Monitoring of expenditure against budget by F&amp;GP Committee</li> <li>Regular bank reconciliations</li> </ul>
<ul style="list-style-type: none"> <li>PAYE</li> </ul>	<ul style="list-style-type: none"> <li>Failure to make appropriate and timed payments</li> <li>Risk of penalties imposed by HMRC</li> </ul>	M	L	<ul style="list-style-type: none"> <li>Use of payroll provider and/or using HMRC software to ensure accurate calculations &amp; payment</li> <li>Regular checks &amp; F&amp;GP Committee</li> </ul>
<ul style="list-style-type: none"> <li>Budgets &amp; precept setting</li> </ul>	<ul style="list-style-type: none"> <li>Risk of insufficient resources to meet obligations and service delivery</li> <li>Operational failures</li> </ul>	M	L	<ul style="list-style-type: none"> <li>Create/review forward planning &amp; corporate strategy</li> </ul>

	<ul style="list-style-type: none"> <li>Expenditure in accordance with legislation &amp; financial standing order</li> </ul>	<ul style="list-style-type: none"> <li>Loss of confidence by public</li> <li>Risk of adverse audit</li> </ul>	M	M	<ul style="list-style-type: none"> <li>Regular review of expenditure against budget</li> <li>Operate under General Power of Competence</li> <li>Ensure GPOC continuity</li> <li>Procedures for placing orders and payment of invoices to be confirmed and training provided</li> <li>Strict adherence to financial regulations</li> </ul>
<b>Liability</b>	Risk to third party property or individuals	<ul style="list-style-type: none"> <li>Risk of injury or damage to property from activities of the town council or activities deemed to be the responsibility of the town council</li> </ul>	M	M	<ul style="list-style-type: none"> <li>Risk assessments to be completed before any activity or project is agreed</li> <li>No activity by volunteers or members without express authority of the town council (Minuted) and strict adherence by all workers (voluntary or otherwise) with any requirements of insurers</li> <li>Separate risk assessments for Recreation Ground and/or public buildings owned by the Town Council</li> <li>Training for councillors and staff</li> <li>Contractor insurance cover in place for all activities where contractors are engaged</li> </ul>

	Risk of injury to volunteers working on behalf of the town council	<ul style="list-style-type: none"> <li>• Risk of injury or property damage</li> </ul>	M	M	<ul style="list-style-type: none"> <li>• Contractor insurance to be checked on an annual basis for preferred contractors</li> <li>• Recreation ground user groups to be required to hold insurance for any event/activity on the Recreation Ground</li> <li>• Ensure appropriate risk assessments are carried out, documented and training provided whenever volunteers or others work on behalf of the town council</li> <li>• Supervision of volunteers by suitably qualified individuals wherever possible</li> <li>• Ensure volunteers acknowledge receipt of risk assessments and training provided</li> <li>• Volunteers using own equipment to be made aware of responsibility for own safety</li> <li>• Town Council insurance extended to cover work by volunteers where required and requested to work by the Town Council</li> </ul>
<b>Employer Liability</b>	Risk of injury to staff working on behalf of the Town Council	<ul style="list-style-type: none"> <li>• Risk of failure to comply with appropriate health &amp; safety recommendations for all staff</li> </ul>	M	M	<ul style="list-style-type: none"> <li>• Appropriate health &amp; safety training for staff and councillors</li> <li>• Monitoring of health and safety issues as part of routine Council/Recreation Ground Trust</li> </ul>







		<ul style="list-style-type: none"> <li>• Risk of damage to the Town Council's reputation from the use of social media by staff or councillors</li> </ul>			<ul style="list-style-type: none"> <li>• Social media policy for town councillors and staff</li> <li>• All formal responses on behalf of the Town Council by Clerk and/or authorised Member</li> </ul>
<b>Equality &amp; Diversity</b>	Discrimination	<ul style="list-style-type: none"> <li>• Risk of allegations of discrimination against particular groups through council policies and/or procedures</li> </ul>	L	M	<ul style="list-style-type: none"> <li>• Adopt national guidelines and policies wherever possible</li> <li>• Assess actions/policies for potential inequality of impact on residents</li> <li>• Training for Chairs of Committees on dealing with issues arising within a meeting/public event</li> </ul>
<b>Councillor Propriety</b>	Register of Interests Declarations of Interest Code of Conduct	<ul style="list-style-type: none"> <li>• Risk of complaints against councillors for failure to declare an interest</li> <li>• Risk of complaints to council for decisions taken where declarations of interest not made</li> <li>• Risk of complaints for unauthorised actions resulting from failure of Councillors to adhere to Code of Conduct</li> <li>• Risk of adverse publicity from decisions or actions by councillors and/or staff</li> </ul>	H	M	<ul style="list-style-type: none"> <li>• Training of all councillors and staff on Code of Conduct</li> <li>• Copy of Register of interests to be held by Clerk</li> <li>• Documented check of Registers to be conducted annually</li> <li>• Ensure Register of Interests is completed at each meeting and is available for inspection</li> <li>• Adopt NALC guidelines</li> </ul>
<b>Covid 19</b>	Risk of transmission of Covid 19 through the activities of	<ul style="list-style-type: none"> <li>• Risks associated with use of or exposure to property owned by or</li> </ul>	H	H	<ul style="list-style-type: none"> <li>• Strict adherence to government advice and advice of the HSE and</li> </ul>

	<p>the Town Council to members of the public, staff, councillors and volunteers</p>	<p>associated with the town council and recreation ground</p> <ul style="list-style-type: none"> <li>• Risks associated with attending meetings (formal or informal) of the town council</li> <li>• Risks to staff and councillors from meetings or activities associated with the town council</li> <li>• Functions unable to be carried out due to staff or councillor illness from Covid 19</li> </ul>		<p>other bodies at all times with regard to day to day operations of the Town Council</p> <ul style="list-style-type: none"> <li>• Detailed and documented risk assessments for all actions/functions with specific reference to Covid 19 risks, identifying mitigating measures and compliance where possible with all recommendations</li> <li>• Sharing risk assessments and measures identified with those likely to be at risk</li> <li>• Regular documented review of risk assessments as circumstances or guidance changes</li> <li>• Particular review of working practices to avoid transmission or infection of staff and volunteers so that basic functions can be maintained</li> </ul>
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## **KINGTON TOWN COUNCIL Statement of Internal Control 2023-4**

### **Background**

The Accounts and Audit Regulations 2015, as amended, requires that the Council must ensure that it has a sound system of internal control which ensures that the financial management of the council:

- Facilitates the effective exercise of its functions and the achievement of its aims and objectives
- Ensures that the financial and operational management of the council is effective
- Includes the effective arrangements for the management of risk

Local Councils are required to review the effectiveness of the internal control system at least once a year.

### **Internal Control Environment**

#### **The Town Council**

- The Town Council consists of 15 town councillors and meets monthly to approve all payments, and to receive reports and recommendations from committees
- The Town Council has appointed a number of committees, with clear terms of reference, which consider aspects of the day to day business of the council, including a Finance and General Purposes Committee which has specific responsibilities for financial matters relating to the operation of the Town Council.
- The Town Council has adopted Standing Orders, Financial Regulations and other policies in accordance with recommended practice and reviews this annually.
- The Town Council operates under General Power of Competence

#### **Town Clerk/Responsible Financial Officer**

- The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's responsible Financial Officer and is responsible for administering the Council's finances.
- The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to



## **Internal Auditor**

- The Town Council has appointed an independent internal auditor who is responsible for reporting to the Town Council on an annual basis
- The Internal Audit report includes a review of systems and procedures, adherence to regulations, compliance with accounting standards and review of risks and contributes to the Annual Governance Statement and Accounting Return of the Town Council.
- At least every three years or as frequently as is felt appropriate, the Finance & General Purposes Committee will review the effectiveness of the Internal Audit process and report this to Full Council
- At least every three years or as frequently as is felt appropriate, the Finance & General Purposes Committee will review the appointment of the Internal Auditor and make recommendations to Full Council
- The appointment or re-appointment of the internal auditor will be agreed on an annual basis

## **External Audit**

- In accordance with the Accounts and Audit Regulations, the external auditor for the region is appointed nationally and for the current year is PKF Littlejohn.
- As a Town Council with a turnover in excess of £25,000 for the year, the Town Council is required to submit an Annual Governance and Accounting Return relating to the financial year ending 31<sup>st</sup> March in a prescribed format to external auditors for review, no later than 30<sup>th</sup> June.
- Matters raised by the external auditors must be reviewed by the Town Council each year and the report of the external auditor must be published on the Town Council's website.

## **Exercise of Electors Rights**

- Each year local electors have the right to inspect the accounts and all documents relating to those accounts, including contracts, work orders, reports etc. and to raise any issues thereon with the external auditors during a period of 30 working days which includes the first ten days of July.
- Confirmation of the arrangements for the exercise of electors rights must be published on the Town Council's notice boards and website no later than one day before the start of the specified period.

## **Internal Control Measures**

### **Accounting records**

- All accounting records, cash books, etc. are kept electronically using RBS Alpha Software system.
- Payments are uploaded to the cash book on a monthly basis and reconciled to the bank statement(s) monthly
- Reports generated by the software system form the basis for reports to the F&GP Committee quarterly

Annual Statement of Internal Control

Adopted by Kington Town Council at a meeting held on

## **Banking**

- Unity Bank plc are the Town Council's approved banking providers
- Signatories to the bank account to be approved annually and must consist of at least three authorised signatories with two out of the three being required to authorise all payments, standing orders, direct debits and other instructions to the bank
- Authorised signatories may view accounts and approve payments only
- Any staff member with authority to prepare payments may not also approve payments

## **Payments**

- Depending upon the nature of the supply, all invoices are checked by the Clerk/RFO to confirm that the goods or services have been received, that the price is correctly quoted, invoices are addressed to the Town Council, VAT is correctly identified and there is a corresponding order, invoice or authority for the purchase/supply.
- All payments are listed on a payment schedule for presentation to the relevant meeting of the Town Council for authorisation. Once approved, the payment schedule is attached and forms part of the Minutes of the relevant meeting. Any payment made between meetings, in accordance with the provisions of the financial regulations, are reported at the next available full council meeting.
- Original invoices are retained for inspection, numbered for ease of reference and filed in date order for each financial year.
- Payments are made electronically wherever possible and are uploaded to the bank by the Clerk/RFO at least monthly in accordance with the payment schedule as presented to the meeting
- All payments, whether electronic or by cheque and including direct debit and standing order payments, are authorised by at least two signatories and records of those authorising are available through the banking records.
- Where payment by direct debit is required by a supplier, payments are reviewed and authorised on an annual basis by Full Council.
- Standing Order payments are used for salary payments only and authorised by full council annually.
- Amendments to payee bank details must be authorised by two cheque signatories in accordance with bank payment systems.

## **Receipts**

- Receipts generally consist of the payment of the annual precept, VAT reclaim, income from the markets and any grant receipts which are paid directly into the Town Council bank account
- The Clerk/RFO checks each receipt against amounts expected, that they are correctly calculated and received when due.
- Any income received other than directly into the account must be banked within 7 days of receipt.

## **VAT**

- Clerk/RFO checks all invoices are addressed to the Town Council and that VAT is correctly calculated and shown separately
- A separate account for VAT paid (and received) is maintained and at least annually a claim made under VAT126 to reclaim VAT on non business activities, and reported to the Town Council

Annual Statement of Internal Control

Adopted by Kington Town Council at a meeting held on

## **PAYE**

- All staff contracts are prepared by the Clerk and agreed by the Town Council, indicating salary scale, whether overtime payments are to be made and matters such as holiday pay, sick pay, etc. etc.
- All staff are paid through the PAYE system using HMRCs Basic Tools programme to calculate correct amounts and payments to HMRC as required
- Salaries are paid electronically each month to be received by the employee no later than 28<sup>th</sup> of each month
- The Clerk prepares payslips detailing gross and net payments, details of deductions etc. and sends these to the relevant staff member no later than the end of each month.
- An annual reconciliation of PAYE payments is made in March of each year to ensure any under or over payment is addressed before the end of the financial year
- Relevant P60s and other payroll documentation is provided to all staff no later than May each year for the preceding tax year

## **Budgets**

- The Finance & General Purposes Committee prepares a budget each year using data from current and previous year expenditure plus plans for activities in the budget year. Work starts in September/October with the aim of presenting the final draft to Full Council for approval in January at the latest.
- Full Council approves the budget for the forthcoming year no later than the January preceding the financial year to which the budget refers
- During the financial year a review of expenditure against budget is carried out quarterly by the Finance & General Purposes Committee and any concerns reported to Full Council at the next available Full Council meeting

## **Precept**

- A recommendation on precept for each year is made by the Finance & General Purposes Committee as part of the budget setting process, taking into account planned level of expenditure for the year and the use of any general or earmarked reserves and approved by Full Council no later than January of the year immediately preceding the financial year to which it refers.
- The Clerk/RFO prepares the necessary Precept request for submission to the Unitary Authority in accordance with the required timescales, retaining a copy of the submission within the accounting records
- As payment is received, the Clerk/RFO checks this against expected payment, reporting receipt to Full Council at the next available meeting.

## **Purchases**

- Financial Regulations, as agreed by Full Council, set out procedures for obtaining quotations or tenders for contracts for goods and services at specified contract levels
- All tenders and specifications for the supply of goods and services are prepared by the Clerk/RFO in accordance with Financial Regulations and other policies and procedures agreed by the Council

- With the exception of routine administrative expenditure and consumables, all orders for goods and services to be approved by Full Council or the Clerk/RFO in accordance with Financial Regulations and Standing Orders

#### **Asset Management**

- All acquisitions and disposals to be noted on the asset register by the Clerk/RFO

#### **Insurance and Risk Management**

- Adequate levels of insurance to be maintain for all assets and liabilities as recommended by the Town Council's insurance advisors and reviewed annually
- A review of all risks to be carried out annually by the Finance and General Purposes Committee and approved by the Town Council.

#### **Effectiveness of Internal Control Measures**

- Each year the Finance & General Purposes Committee will review the effectiveness of the Internal Control Measures and report to Full Council, making recommendations as appropriate.



## Minutes of the Planning & Environment Committee Meeting

held on Monday 19<sup>th</sup> February 2024  
at the Old Police Station, Market Hall Street, Kington

### PRESENT

Cllr. M. Woolford - Chair  
Cllr. E. Banks  
Cllr. N. Cornish  
Cllr. A. Dixon  
Cllr. M. Fitton  
Cllr. P. Sell  
Cllr. R. Widdowson

### IN ATTENDANCE

Liz Kelso – Town Clerk  
Ruth Robinson – Assistant Clerk

Minute	Agenda item	
P&E 001-24	1	<b>Election of Chair</b> As the first meeting under the new Committee structure, it was agreed that Cllr. M. Woolford be elected Chair of the Committee to hold office until the next annual meeting of the town council.
P&E 002-24	2	<b>Apologies, Declarations of Interest and Requests for Dispensation</b> Apologies were noted from Cllrs. E. Rolls and R. Warne. There were no declarations of interest and no requests for dispensation.
P&E 003-24	3	<b>Minutes of the previous meetings</b> a) <b>Meeting of the Planning Committee held on 18<sup>th</sup> December 2023</b> Minutes of the meeting of the planning committee held on 18 <sup>th</sup> December 2023 were approved and the Chair was authorised to sign the Minutes as a true record of proceedings at that meeting  b) <b>Meeting of the Environment Committee held on 16<sup>th</sup> October 2023</b> Minutes of the meeting of the Environment Committee held on 16 <sup>th</sup> October 2023 were approved and the Chair was authorised to sign the Minutes as a true record of proceedings at that meeting
P&E 004-24	4	<b>Election of committee Vice Chair</b> Cllr. M. Fitton was duly elected Committee Vice Chair to hold office until the next annual meeting of the Town Council.

- P&E 005-24      5      Committee Terms of Reference**  
Terms of Reference for the committee, as agreed by full council, were reviewed. It was noted that the maximum number of councillors was set at 10 although currently there were 11. It was agreed to temporarily amend this to 11 until the next annual meeting of the Town Council when the number should revert to 10.
- The structure of meetings was also considered and members noted that for items to be discussed in committee, those agenda items should be clearly listed on the agenda. It was therefore agreed to include a standing item list for environmental matters as had been previously used for the Environment Committee as an aide memoire for future committee meetings.
- P&E 006-24      6      Planning Matters**  
a) **Applications now due for consideration**  
None
- b) **Planning decisions by Herefordshire Council since the last meeting**  
None noted since the last meeting
- P&E 007-24      7      Herefordshire Local Plan Update**  
The newsletter from Herefordshire Council's Neighbourhood Planning Team was noted. It was agreed that Cllrs. M. Fitton and M. Woolford attend the online session on the Rural Settlement Hierarchy scheduled for March with a view to a possible resubmission of the Neighbourhood Development Plan. It was agreed that this be discussed at the April meeting.
- P&E 008-24      8      Using volunteers for town council work**  
The Clerk reported on the advice of the council's insurers regarding the use of volunteers for maintenance type tasks around the town and the importance of record keeping to ensure an audit trail for insurance cover where necessary. It was agreed that a working party consisting of Cllrs. E. Banks, P. Sell and M. Fitton be formed to draw up the necessary paperwork for future use.
- P&E 009-24      9      Churchyard maintenance**  
Following the success of the joint Town Council and PCC working party, it was agreed that a quotation be sought for cutting back of stems under the trees to facilitate grass cutting. It was further agreed that a regular walk around group be formed from Cllrs. E. Banks, P. Sell and the assistant clerk to identify work required so that appropriate risk assessments can be drawn up, quotations obtained and if necessary a Faculty applied for. Testing and recording of topple tests for memorial stones can also take place during these walk arounds.

It was further noted that additional tree work has been requested by the PCC and that this would require permission from the Diocesan Office as well as planning consent.

- P&E 010-24      10      Litter and Pavement Sweeping**  
Cllr. N. Cornish noted that many areas of the town do not receive a pavement sweep leading to leaves building up and the surface becoming slippery. It was agreed to establish when pavement sweeps should be taking place by Herefordshire Council with a view to identifying whether these are actually happening. If this is no longer being undertaken by Herefordshire Council, a proposal to employ a handyman/litter picker may be submitted to the Town Council for consideration.
- P&E 011-24      11      Town Floral Displays**  
It was agreed that quotations be sought for the supply of plants and maintenance of floral displays within the town, for consideration at a later meeting.
- P&E 012-24      12      Date and time of next meeting and items for the agenda.**  
The next meeting will be held on Monday 18<sup>th</sup> March 2024 at 6.00pm in the Old Police Station, Market Hall Street, Kington. As well as items noted above, it was agreed to include additional environmental matters on the agenda.

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

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Chairman