



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

Kington Town Council

to be held on **Monday 1st July 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. Minutes: To agree the minutes of the meeting held on [3rd June 2024](#)
3. Public participation:
 - a) To receive the 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 approve payments as now due
 - b) To note update on application for Community Infrastructure Grant for work in the Recreation Ground and agree revised bid content
 - c) To note update on application for funding for public rights of way
7. Christmas Lights: To consider proposals for Christmas lights for 2024 onwards
8. Update on social media project
9. [Kington Economic Investment Plan](#): Update from working party to take this forward and to agree additional meeting as may be required
10. To consider recommendation from Scrutiny Committee for a training/awayday half day for councillors
11. To consider recommendation from scrutiny committee on proposals to improve decision making by the Town Council.
12. To note reports from Committees:
 - a) [Planning & Environment Committee](#) held 17th June 2024
 - b) [Scrutiny Committee](#) held on 17th June 2024
13. Information only item: Reports from councillors
14. Items for the next agenda and date and time of next meeting

Issued by:

Liz Kelso, Clerk, Kington Town Council

Tel: 01544 239098 or mobile: 07483914485

Email: clerk@kingtontowncouncil.gov.uk

21.6.2024

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 are unwell whether or not you have tested positive for covid.

Kington Town Council

Schedule of payments to be approved July 2024

[illegible]

FOR INFORMATION

Total of payments made through grants received:

Total of payments made as a grant

	Rec Grant
--	-----------

Total paid as salaries (net) - June 2024	
1	100

From Concept to Completion
A guide to Project Proposals for Town and Parish Councils

Getting an idea for a project from the initial idea to an action can sometimes feel like a bureaucratic nightmare for town and parish councils. The following is intended reflect recommended practice whilst ensuring councils remain compliant with the various elements of procedures, regulations and legislation that apply to parish councils.

1. Town and Parish Councils can only act in accordance with their specified powers and duties. For those councils able to operate under General Power of Competence (such as Kington), it is not necessary to identify the specific act of parliament that provides that authority to act but there are still potential limitations such as where the duty rests with another authority for example. So, the starting point for any project or idea is to ensure that the town council has the legal authority to undertake the proposed project.
2. Decisions by a town or parish council can only be made in a properly constituted meeting of the council (or a committee with delegated powers) to which members of the public have access. So, any decision to proceed with any project or proposal must be supported by a majority of the council or committee at a meeting, the agenda for which must clearly state the business to be transacted at that meeting.
3. Whilst a general discussion to consider ideas or support for an idea can be useful in identifying whether your proposal is likely to have the support of councillors and can help to identify concerns that need to be addressed before an agreement is likely to be forthcoming, it is not an absolute requirement before putting an idea or concept to council for agreement.
4. Ideally, the process for seeking agreement of the council to proceed with any project should be along the following lines:
 - A proposer submits a paper to council (or committee as appropriate) outlining:
 - Project background
 - Options for the Council
 - Reasons for recommendation
 - Expected benefits
 - Implications (could include legal implications, timescales, risks, resource requirements, ongoing liabilities or costs, etc.).
 - Budget/financial implications

- If external funding is to be used for any project there may be implications for consideration relating to that funding such as monitoring requirements for the project which may have resource implications
 - If the project is agreed in principle, a detailed proposal can then be drawn up which will include quotes, obtained in accordance with the council's procurement processes and financial regulations.
 - A final proposal is put to council for agreement and acceptance of quotes etc.
 - Contracts issued, as required.
5. Clearly, where smaller projects are concerned, the process can be shortened by putting the full proposal to an initial meeting but the process of obtaining formal quotes can be time consuming and there is a risk that a lot of work will go into putting a proposal together which is then rejected by council. The number of quotes required and how these are managed is set out in Financial Regulations and it is important to ensure that where multiple quotes are required, all those asked to quote do so on equal terms, i.e. that a specification is prepared that is sent to all potential contractors.
6. A decision, once made, cannot be changed within six months unless there is a material change in circumstances to warrant a reconsideration or the procedure for rescission of a resolution (as outlined in the standing orders) is followed.