



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

Kington Town Council

to be held on **Monday 20th January 2025 at 6.00pm**

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

Agenda

1. Apologies, Declarations of Interest and Requests for Dispensation
2. Minutes:
To agree the minutes of the meeting held on [16th December 2024](#)
3. To note councillor resignation
4. Public participation:
 - a) Police matters: To receive the police report
 - b) To receive the Ward Councillors Report
 - c) To receive matters raised by members of the public present
4. Mayor's Report
5. Clerk's Report
6. Financial Matters
 - a) To approve payments, as per payment schedule
 - b) To note receipts since the last meeting
 - c) To agree Risk Review for 2024/5
 - d) To agree Statement of Internal Control for 2024/5
 - e) To consider [general insurance renewal terms](#) for 2025/6
 - f) To consider group personal accident insurance terms for 2025/6
 - g) To note and consider request for financial support from The Lion Hub CIC
 - h) To note and agree grant funding to support Kington Recreation Ground Trust for 2025/6
 - i) To agree draft budget for 2025/6
 - j) To agree precept request to Herefordshire Council for 2025/6
 - k) To agree appointment of financial examiner for the Town Council
7. Planning Matters
To note and consider advice from Herefordshire Council on impact of revised [National Planning Policy Framework](#)
8. To note proposal by Herefordshire Council to instal Electric Vehicle Charging points in Common Close
9. To consider proposal for preparation of a Festivals Brochure for 2025 and, if agreed, to agree delegation to working party to prepare proposal for consideration
10. Kington in Bloom. To consider quotations for maintenance and repairs to planters etc. for 2025 season

- 11 Update on Herefordshire Council's proposals regarding a feasibility study into Kington's Economic Development Plan and to authorise two representatives to assist Herefordshire Council with this proposal
- 12 To consider [co-option](#) of candidate for role of Town Councillor to fill one of two current vacancies and, if agreed, to receive Declaration of Acceptance of Office
- 13 To note reports from Committees:
 - a) [Planning & Environment Committee](#) held on 13th January 2025
 - b) Finance & General Purposes Committee held 20th January 2025 (verbal report)
14. Information only item: Reports from councillors
15. 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
15.1.2025

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 or any other virus or infectious disease.

KINGTON TOWN COUNCIL
Meeting held on Monday 20th January 2025
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. Councillor Vacancies

Members will be aware from agenda item 3 that following recent resignations from the town council, the public now has an opportunity to request an election. If no request is received by Herefordshire Council by the due date, the town council is able to co-opt to fill any vacancy. This now means that there are a total of four vacancies for the role of town councillor. If anyone is aware of anyone who might be interested in this role, please ask the individual to contact the Clerk as some checks are required before the individual can present themselves for co-option.

2. Herefordshire Council Connected Communities Scrutiny Committee

As reported at the last meeting, Herefordshire Council's Connected Communities Scrutiny Committee is carrying out a piece of work to scrutinise the Herefordshire Council's progress in working with the market towns to produce the market town investment plans for each of the market towns. The Clerk will be attending a meeting on 15th January and will provide a verbal report on this at the full council meeting

3. Meeting with Herefordshire Council Leader and CEO

The meeting with Herefordshire Council scheduled to take place on 7th January 2025 at short notice. We await confirmation of the rescheduled meeting.

4. Defibrillator for the Masonic Hall

Installation of the the additional defibrillator at the Masonic Hall is in progress but not yet installed.

5. Electrical work in Kington

As reported at the last meeting, the Mayor and Deputy have met with a representative from National Grid about electrical work planned for Ellen Lane in January which will involve replacing the electrical sub-station there. The current proposals are that some parking spaces outside the Garth will be taken up with storage for equipment etc. with no requirement for additional parking to be provided at the Recreation Ground.

The larger project linked to this work is likely to involve work to the High Street replacing main cables serving High Street businesses in 2026. This is a much bigger project with major implications for the town so National Grid are being encouraged to engage with the Town Council, local businesses and other stakeholders to plan for this work.

6. Kington Royal British Legion Branch

Eardisley and Hereford area of the Royal British Legion are hoping to bring back the Kington Branch of the Royal British Legion. And have set up a public meeting at the Burton Hotel on 9th April at 7.30pm to help revive the branch. The Town Council has been asked to help promote the meeting and councillors are encouraged to attend.

Kington Town Council Risk Review 2024/5

Area	Risk	Impact	Probability	Severity	Total risk score	Risk Control Measure
Assets	Protection of Council Property					
	<ul style="list-style-type: none"> External property (notice boards, benches etc.) damage from vandalism, accidental damage etc. 	<ul style="list-style-type: none"> Poorly maintained property. Health & safety concerns 	2	1	2	<ul style="list-style-type: none"> Regular monitoring and reporting for repair Where possible, purchase vandal resistant and ensure installation is by a suitably qualified contractor with appropriate insurance cover
	<ul style="list-style-type: none"> Buildings owned by the Town Council 	<ul style="list-style-type: none"> Risk of increase costs from poor maintenance 	2	2	4	<ul style="list-style-type: none"> Regular inspections Repairs effected promptly to avoid deterioration
	<ul style="list-style-type: none"> Documents and records 	<ul style="list-style-type: none"> Loss of computer records Loss of important data Loss of important financial information 	2	2	4	<ul style="list-style-type: none"> Offsite/cloud backup facility through Microsoft One Drive Insurance cover in place <i>Staff and councillor training required</i>

	<ul style="list-style-type: none"> Office equipment/furniture etc. 	<ul style="list-style-type: none"> Loss of service delivery GDPR implications Loss through damage, theft or fire 	1	1	1	<ul style="list-style-type: none"> Regular maintenance of key equipment Office locked when not in use Effective maintained alarm system Adequate insurance in place
Finance	Income <ul style="list-style-type: none"> Cash Precept, grants, etc. Expenditure <ul style="list-style-type: none"> Payments 	<ul style="list-style-type: none"> Loss through theft Failure to meet objectives/liabilities Key projects or services not delivered Inability to deliver services Loss through penalties for failure to make payments in timely manner Fraudulent payments leading to loss 	1 2	1 3	1 6	<ul style="list-style-type: none"> Cash not held routinely. If cash received, to be banked within 7 days Ensure adequate budgeting and precept setting processes Budgetary control measures, regular reporting of progress against budget Forward planning Realistic estimates/quotes obtained Build contingency into projects Payments prepared in timely manner & listed by Clerk Payments checked against invoices

<ul style="list-style-type: none"> Banking arrangements 	<ul style="list-style-type: none"> Risk of insufficient signatories to make payments Insufficient funds to make payments Payments not in accordance with financial regulations 	1	2	2	<ul style="list-style-type: none"> Accounts operated by two out of three authorised signatories Maintain sufficient reserves Payments prepared by person without ability to authorise on the bank Monthly bank reconciliations Recurring payments authorised annually Procedures set up by person other than signatory Electronic banking used wherever possible
<ul style="list-style-type: none"> Financial controls 	<ul style="list-style-type: none"> Insufficient resources to meet objectives/projects Poorly maintained buildings & assets Inability to carry out management & maintenance of assets Inability to meet liabilities Risk of adverse audit report 	2	3	6	<ul style="list-style-type: none"> Forward planning Training for councillors on expenditure procedures Monitoring of expenditure against budget by F&GP Committee Monthly bank reconciliations
<ul style="list-style-type: none"> PAYE 	<ul style="list-style-type: none"> Failure to make appropriate and timed payments Risk of penalties imposed by HMRC 	1	2	2	<ul style="list-style-type: none"> Use of payroll provider and/or using HMRC software to ensure accurate calculations & payment Regular checks & F&GP Committee

	<ul style="list-style-type: none"> Budgets & precept setting 	<ul style="list-style-type: none"> Risk of insufficient resources to meet obligations and service delivery Operational failures Loss of confidence by public 	2	2	4	<ul style="list-style-type: none"> Create/review forward planning & corporate strategy Regular review of expenditure against budget
	<ul style="list-style-type: none"> Expenditure in accordance with legislation & financial standing order 	<ul style="list-style-type: none"> Risk of adverse audit 	2	2	4	<ul style="list-style-type: none"> Operate under General Power of Competence Ensure GPOC continuity Procedures for placing orders and payment of invoices to be confirmed and training provided Strict adherence to financial regulations
Liability	Risk to third party property or individuals	<ul style="list-style-type: none"> Risk of injury or damage to property from activities of the town council or activities deemed to be the responsibility of the town council 	2	2	4	<ul style="list-style-type: none"> Risk assessments to be completed before any activity or project is agreed 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 Separate risk assessments for Recreation Ground and/or public buildings owned by the Town Council Training for councillors and staff Contractor insurance cover in place for all activities where contractors are engaged

	<ul style="list-style-type: none"> Contractor insurance to be checked on an annual basis for preferred contractors Recreation ground user groups to be required to hold insurance for any event/activity on the Recreation Ground 									<ul style="list-style-type: none"> Ensure appropriate risk assessments are carried out, documented and training provided whenever volunteers or others work on behalf of the town council Supervision of volunteers by suitably qualified individuals wherever possible Ensure volunteers acknowledge receipt of risk assessments and training provided Volunteers using own equipment to be made aware of responsibility for own safety Town Council insurance extended to cover work by volunteers where required and requested to work by the Town Council
	<ul style="list-style-type: none"> Risk of injury to volunteers working on behalf of the town council 	<ul style="list-style-type: none"> Risk of injury or property damage 	2	2	2	4			<ul style="list-style-type: none"> Appropriate health & safety training for staff and councillors 	
Employer Liability		<ul style="list-style-type: none"> Risk of failure to comply with 	2	2	2	4				

	Risk of injury to staff working on behalf of the Town Council	appropriate health & safety recommendations for all staff				<ul style="list-style-type: none"> Monitoring of health and safety issues as part of routine Council/Recreation Ground Trust business and documenting of issues raised and actions taken Appropriate safety testing to be carried out (PAT testing, Legionella testing, etc.) Provision of safety equipment/clothing and training where required Ensure appropriate policies in place to deal with employee health and safety issues Appropriate individual risk assessments for tasks, working environment and other factors relating to the working day of all staff
Legal Liabilities	Risk of actions without appropriate power or authority	<ul style="list-style-type: none"> Risk of legal challenge through audit or judicial review 	2	2	4	<ul style="list-style-type: none"> Training for councillors and staff All actions/requests through Clerk Operating under General Power of Competence All orders for work, goods or services to come from Proper Officer/Clerk
	Timely reporting when required	<ul style="list-style-type: none"> Risk of penalties for late reporting 	2	2	4	<ul style="list-style-type: none"> All actions and activities documented through Minutes of meetings. Transparency Regulations compliance
	Data Protection		2	2	4	<ul style="list-style-type: none"> Training for all staff and councillors/volunteers

	<ul style="list-style-type: none"> • Risk of complaint to ICO for failure to comply with GDPR • Risk of failure to properly identify personal data held • Risk of not providing data subjects with information on data held, purpose and rights of data subjects • Risk of failure to provide information under subject access request • Risk of identifying personal data held 					<ul style="list-style-type: none"> • Data audit to be completed annually & documented • Electronic data to be password protected • Separate email address for council related work by councillors • Regular review of data held & purged where appropriate • Data impact assessment for all projects as part of risk assessment processes • Training for Chairs of committees etc. on dealing with potential issues in meetings
Compliance with FOI requests	<ul style="list-style-type: none"> • Risk of failure to comply with FOI request when submitted • Risk of not providing information as requested • Risk of non disclosure of information held 	2	2	4	<ul style="list-style-type: none"> • Training of staff and councillors • All requests for information to be passed to the Clerk 	
Social networking	<ul style="list-style-type: none"> • Risk of damage to the Town Council's reputation from use of 	2	2	4	<ul style="list-style-type: none"> • Compliance with Transparency Regulations at all times • Training of staff and councillors in the value and pitfalls of social media 	

						<ul style="list-style-type: none"> • Social media policy for town councillors and staff • All formal responses on behalf of the Town Council by Clerk and/or authorised Member
Equality & Diversity	Discrimination	<ul style="list-style-type: none"> • Risk of damage to the Town Council's reputation from the use of social media by staff or councillors • Risk of allegations of discrimination against particular groups through council policies and/or procedures 	1	2	2	<ul style="list-style-type: none"> • Adopt national guidelines and policies wherever possible • Assess actions/policies for potential inequality of impact on residents • Training for Chairs of Committees on dealing with issues arising within a meeting/public event
Councillor Propriety	Register of Interests Declarations of Interest Code of Conduct	<ul style="list-style-type: none"> • Risk of complaints against councillors for failure to declare an interest • Risk of complaints to council for decisions taken where declarations of interest not made • Risk of complaints for unauthorised actions resulting from failure of Councillors to adhere to Code of Conduct 	3	2	6	<ul style="list-style-type: none"> • Training of all councillors and staff on Code of Conduct • Copy of Register of interests to be held by Clerk • Documented check of Registers to be conducted annually • Ensure Declaration of Interests is completed at each meeting and is available for inspection • Adopt NALC guidelines

<p>Health & Safety</p>	<p>Risk of transmission of viruses and illnesses through the activities of the Town Council to members of the public, staff, councillors and volunteers</p>	<ul style="list-style-type: none"> • Risk of adverse publicity from decisions or actions by councillors and/or staff 	<p>1</p>	<p>1</p>	<p>1</p>	<ul style="list-style-type: none"> • Strict adherence to government advice and advice of the HSE and other bodies at all times with regard to day to day operations of the Town Council • Detailed and documented risk assessments for all actions/functions with specific reference to <i>health and safety</i> risks, identifying mitigating measures and compliance where possible with all recommendations • Sharing risk assessments and measures identified with those likely to be at risk • Regular documented review of risk assessments as circumstances or guidance changes
	<ul style="list-style-type: none"> • Risks associated with use of or exposure to property owned by or associated with the town council and recreation ground • Risks associated with attending meetings (formal or informal) of the town council • Risks to staff and councillors from meetings or activities associated with the town council • Functions unable to be carried out due to staff or councillor illness 		<p>1</p>	<p>1</p>	<p>1</p>	



KINGTON TOWN COUNCIL

Statement of Internal Control

2024-5

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

Annual Statement of Internal Control
Adopted by Kington Town Council at a meeting held on

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 *notwithstanding any long term agreement for internal audit services*

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 31st March in a prescribed format to external auditors for review, no later than 30th 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 *at least 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 *and related* 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.
- *Unity Bank plc operates a payee bank account checking system to ensure payment are made in accordance with legitimate payee details*

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

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 28th 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.

KINGTON TOWN COUNCIL
Meeting held on Monday 20th January 2025
Agenda item 6(e) – Insurance renewal

The Town Council insurances are due for renewal on 23rd January 2025. The insurance portfolio consists of three main policies and recommendations:

Commercial combined policy

Covering predominantly physical and liability risks including Employers liability, third party liability and buildings/contents
Cover where required. Sums insured vary according to risk

Proposed premium	£4,677.12
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Group Personal Accident

Covers accidental bodily injury or death to employees,
And/or councillors during the policy period

Proposed premium	£423.99
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Cyber Cover (new proposal)

Covers risks associated with cyber attacks against the Town council and its activities and includes recovery
And reinstatement costs etc. Quotation is based upon
£500,000 limit of indemnity

	£385.56
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Total proposed premium	£5,486.67
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Notes:

- I. actual premium 2024 was £4,739.00 but excluded Cyber cover
- II. all sums insured increased in accordance with rebuilding index
- III. Cyber cover based upon a cyber risk assessment carried out in conjunction with brokers
- IV. Further details of all insurances available by clicking on the link below

[Insurance](#)



The Lion Hub with The Community at its Heart

Lion Hub CIC
52 Bridge Street
Kington
HR5 3DJ

Email theliontalkhub@aol.com

Thursday, 2nd January 2025

Dear Supporter,

Wishing you a Happy New Year!

I would like to take this opportunity to thank you for your kind words and continued support of The Lion Hub throughout 2024. Thanks to the generous backing of people like you, we have grown significantly over the past year, supporting more than 15 local groups who use our facilities. As a Talk Community Hub, we have also worked with countywide and national organisations to extend our support to the community of Kington and beyond.

However, as we enter 2025, we face a period of uncertainty. In October, our landlord informed us of his intention to sell the building. After careful consideration, we believe that purchasing the building is the only viable way forward to ensure the Hub's stability, security, and long-term sustainability. This will also enable us to continue our important work and open the door to greater funding opportunities.

To secure the future of The Lion Hub, we are seeking donations or pledges to help raise the £85,000 required for the deposit. We plan to obtain a commercial mortgage to complete the purchase. Over the past three months, we have raised a total of £55,000 in pledges from individuals, with an additional £270 through our GoFundMe campaign and £420 from counter collections, bingo nights and cash donations. The Lion Hub CIC is a not-for-profit company, and every contribution helps us towards our goal.

We would be incredibly grateful for your financial support to help us continue this essential work. If you are able to donate or pledge, please feel free to visit us at the Hub or reply to this letter with the amount you wish to contribute.

Any donations made towards the deposit will remain as equity in The Lion Hub CIC. In our articles of association, it is stated that should the company cease trading, all assets will be donated to other organisations or charities within Kington.

Unfortunately, time is of the essence and we have until the end of January to begin the purchase process. If we do not raise the necessary funds, The Lion Hub will close when the building is sold.

Should you need any further information or wish to discuss a donation, please don't hesitate to contact me. Your support at this critical time will help us secure a brighter future for The Lion Hub and the community we serve.

Thank you once again for your ongoing support.

Yours sincerely,
Miss Kate Watkins
Hub Manager

KINGTON TOWN COUNCIL

Meeting held on Monday 20th January 2025

Agenda item 6(h) – Grant request from Kington Recreation Ground Trust for 2025/6

At a meeting held on 13th January, Kington Recreation Ground Trust agreed a budget for 2025/6 a attached.

It was further agreed to request grant funding from Kington Town Council to support the work of the Recreation Ground Trust of £95,500.

KINGTON RECREATION GROUND TRUST

Summary payments & receipts account

	Year to 31.3.2024	Budget 2024-5	Forecast 2024-5	Agreed budget 2025-6	Comments/notes
Receipts					
Cottage rental	£ 5,200	£ 5,200	£ 5,200	£ 4,500	
Bank Interest	£ -	£ -	£ -	£ -	
Other income (see below)	£ 6,391	£ 7,841	£ 6,382	£ 15,882	Note 1
Total income	£ 11,591	£13,041	£ 11,582	£ 20,382	
Payments					
Salaries	£ 12,070	£16,000	£ 13,480	£ 20,000	Note 2
Other	£ 72	£ 72	£ 72	£ 72	Bank charges
Total expenditure	£ 12,142	£16,072	£ 13,552	£ 20,072	
Income less expenditure	-£ 551	-£ 3,031	-£ 1,970	£ 310	
Movement on reserves					
Opening balance	£ 5,371	£ 4,820	£ 4,820	£ 2,850	
Add: net expenditure	-£ 551	-£ 3,031	-£ 1,970	£ 310	
Closing balance	£ 4,820	£ 1,789	£ 2,850	£ 3,160	

	Year to	Budget	Forecast	Agreed
	31.3.2024	2024-5	2024-5	budget
				2025-6
Other income:				
Vintage	£ 1,000	£ 450	£ 450	£ 450
Cricket Club				
Western Power	£ -	£ 41	£ 41	£ 41
Danters	£ 350	£ 350	£ 350	£ 350
Donation	£ 1,000	£ -	£ 500	
Salary support grant - KTC	£ 4,000	£ 7,000	£ 5,000	£ 15,000
Other	£ 41	£ 41	£ 41	£ 41
Totals	£ 6,391	£ 7,882	£ 6,382	£ 15,882

Notes:
1

2 Salary payments assume groundstaff cover of 25 hours per week to include Crooked Well plus additional charges for employer national insurance for full year

FOR INFORMATION:

3 Town Council Grant Payment - Direct payments

Cottage Maintenance	£48,000	£ 500	£ 50,000
Grass Cutting	£ 5,000	£ 8,640	£ 11,000
Rec maintenance	£30,000	£ 3,000	£ 15,000
Rec Running Costs	£ 4,000	£ 1,000	£ 4,000
Equipment purchase	£ -	£ 100	£ 500
Salary support	£ 7,000	£ 5,000	£ 15,000

£ - £94,000 £ 18,240 £ 95,500

KINGTON TOWN COUNCIL
Budget 2025-6 Draft (January 2025)

	Actual Year ended 31.3.2024	Total agreed Budget 2024-5	Actual to 30.11.2024	Full year forecast 2024-5	Proposed Expenditure from Precept	Proposed Expenditure from Reserves	Proposed Total budget 2025-6
RECEIPTS							
Precept	£ 117,500	£ 125,000	£ 125,000	£ 125,000			£ 134,000.00
interest	£ 1,703	£ 3,000	£ 914	£ 1,216			£ 1,000.00
Grants & Donations (see note 3)	£ -	£ -	£ 70	£ 9,047			
Other (see note 3)	£ -	£ -	£ 75	£ 75			£ 250.00
Income from markets	£ 922	£ 1,000	£ 1,953	£ 1,953			£ 1,000.00
VAT refund	£ 8,270	£ -	£ 6,965	£ 6,965			
	£ 128,395	£ 129,000	£ 134,977	£ 144,256	£ -	£ -	£ 136,250.00
Less: ADMIN EXPENSES (Note 1)	£ 111,374	£ 188,100	£ 83,299	£ 128,214	£ 129,200.00	£ 80,000.00	£ 209,200.00
Less: PROJECT EXPENSES (Note 2)	£ 19,235	£ 23,500	£ 15,456.00	£ 23,406	£ 7,200.00	£ 18,500.00	£ 25,700.00
NET REVENUE	-£ 2,214	-£ 82,600	£ 36,222	-£ 7,364			-£ 98,650.00
General Fund B/F	£ 183,126		£ 180,912	£ 173,547.58			£ 173,547.58
GENERAL FUND BALANCE c/f	£ 180,912		£ 173,548	£ 173,547.58			£ 74,897.58

	Year ended		Agreed Budget		Actual to		Forecast to		Expenditure		Expenditure		Total Agreed
	31.3.2024		2024-5		30.11.2024		31.3.2025		from Precept		from reserves	budget 2024-5	
1. ADMINISTRATIVE EXPENSES													
Staff Salaries	£ 40,210	£	£ 45,000	£	£ 28,983	£	£ 38,547	£	£ 52,000.00			£	£ 52,000.00
PAYE & NI	£ 11,392	£	£ 10,000	£	£ 6,005	£	£ 7,987	£	£ 10,000.00			£	£ 10,000.00
Pension	£ -	£	£ -	£	£ -	£	£ -	£	£ 3,000.00			£	£ 3,000.00
Audit fees	£ 880	£	£ 950	£	£ 720	£	£ 1,040	£	£ 1,200.00			£	£ 1,200.00
Churchyard Maintenance	£ 5,535	£	£ 5,000	£	£ 4,533	£	£ 7,500	£		£ 12,000.00		£	£ 12,000.00
Churchyard grass cutting	£ 1,650	£	£ 3,000	£	£ 1,440	£	£ 2,000	£	£ 2,500.00			£	£ 2,500.00
Election Costs	£ 223	£	£ 1,000	£	£ -	£	£ -	£		£ 500.00		£	£ 500.00
Equipment purchases	£ 254	£	£ 500	£	£ 1,857	£	£ 2,000	£		£ 1,000.00		£	£ 1,000.00
Grants - Community Grants	£ 2,927	£	£ 5,000	£	£ 3,060	£	£ 5,000	£	£ 5,000.00			£	£ 5,000.00
Insurance	£ 4,739	£	£ 6,000	£	£ -	£	£ 5,500	£	£ 6,000.00			£	£ 6,000.00
Maintenance	£ -	£	£ 500	£	£ 1,252	£	£ 2,000	£		£ 1,000.00		£	£ 1,000.00
Mayors Allowance	£ -	£	£ 1,000	£	£ -	£	£ 1,000	£	£ 1,000.00			£	£ 1,000.00
Markets running costs	£ -	£	£ 500	£	£ -	£	£ -	£	£ 500.00			£	£ 500.00
Office Rental	£ 2,280	£	£ 3,000	£	£ 1,710	£	£ 2,280	£	£ 3,000.00			£	£ 3,000.00
Office Costs	£ 1,406	£	£ 1,000	£	£ 763	£	£ 1,000	£	£ 1,200.00			£	£ 1,200.00
Stationery	£ 310	£	£ 500	£	£ 309	£	£ 500	£	£ 600.00			£	£ 600.00
Bank Charges	£ 212	£	£ 250	£	£ 131	£	£ 250	£	£ 250.00			£	£ 250.00
Printing & Copying	£ 1,433	£	£ 1,200	£	£ 868	£	£ 1,200	£	£ 1,200.00			£	£ 1,200.00
Postage	£ 15	£	£ 150	£	£ 6	£	£ 10	£	£ 50.00			£	£ 50.00
Subscriptions	£ 373	£	£ 400	£	£ 130	£	£ 400	£	£ 400.00			£	£ 400.00
Telephone/broadband	£ 3,657	£	£ 1,200	£	£ 724	£	£ 1,200	£	£ 1,200.00			£	£ 1,200.00
Tourist Information Centre	£ 2,500	£	£ 2,500	£	£ 2,500	£	£ 2,500	£	£ 2,500.00			£	£ 2,500.00
Training	£ 930	£	£ 300	£	£ 126	£	£ 150	£	£ 200.00			£	£ 200.00
Travel	£ 32	£	£ 50	£	£ -	£	£ -	£	£ 50.00			£	£ 50.00
Website	£ 194	£	£ 200	£	£ 65	£	£ 100	£	£ 250.00			£	£ 250.00
IT	£ 968	£	£ 800	£	£ 1,474	£	£ 1,500	£	£ 1,500.00			£	£ 1,500.00
War Memorial	£ 2,795	£	£ 1,000	£	£ -	£	£ -	£		£ 500.00		£	£ 500.00
Asset transfer/legal fees	£ 354	£	£ 3,000	£	£ -	£	£ 5,000	£		£ 5,000.00		£	£ 5,000.00
Sundries	£ 608	£	£ 100	£	£ 50	£	£ 50	£	£ 100.00			£	£ 100.00

Kington Recreation Ground Grant	£	18,532	£	94,000	£	19,490	£	29,500	£	35,000.00	£	60,000.00	£	95,500.00
VAT on purchases	£	6,965	£		£	7,103	£	10,000	£		£		£	
TOTAL ADMINISTRATIVE EXPENSES	£	111,374	£	188,100	£	83,299	£	128,214	£	129,200.00	£	80,000.00	£	209,200.00

	Year ended 31.3.2023	Total agreed budget 2023-4	Actual to 30.11.2024	Forecast to 31.3.2025	Expenditure from Precept	Expenditure from Reserves	Agreed total budget 2025-6
2. PROJECT EXPENSES							
Projects - Christmas Decorations	£ 11,845	£ 15,000	£ 7,050	£ 15,000	£ -	£ 15,000.00	£ 15,000.00
Projects - Festivals Marketing	£ 2,154	£ 2,500	£ 2,026	£ 2,026	£ -	£ 2,500.00	£ 2,500.00
Projects - Kington in Bloom	£ 5,236	£ 6,000	£ 6,380	£ 6,380	£ 7,200.00	£ -	£ 7,200.00
Projects - VE Day	£ -	£ -	£ -	£ -	£ -	£ 1,000.00	£ 1,000.00
TOTAL PROJECT EXPENSES	£ 19,235.00	£ 23,500.00	£ 15,456.00	£ 23,406	£ 7,200.00	£ 18,500.00	£ 25,700.00

3 OTHER INCOME RECEIVED/FORECAST

Community Infrastructure grant	£	8,977
Defibrillator donation	£	70

4 RECREATION GROUND TRUST GRANT

Running Costs	£	1,598	£	4,000	£	893	£	2,000	£	4,000.00	£	4,000.00		
Maintenance	£	8,368	£	30,000	£	2,688	£	3,000	£	5,000.00	£	10,000.00		
Salary support	£	4,000	£	7,000	£	5,000	£	5,000	£	15,000.00	£	15,000.00		
Grass cutting	£	1,671	£	5,000	£	3,736	£	5,000	£	11,000.00	£	11,000.00		
Cottage maintenance	£	2,895	£	48,000	£	519	£	2,000	£	50,000.00	£	50,000.00		
Purchases	£	-	£	-	£	6,654	£	12,500	£	500.00	£	500.00		
Misc	£	-	£	-	£	-	£	-	£	-	£	-		
Total	£	18,532	£	94,000	£	19,490	£	29,500	£	35,500.00	£	60,000.00	£	95,500.00

Tax base		906		922.63
Council tax equivalent per band D property	£	138	£	145.24
Weekly	£	2.65	£	2.79

KINGTON TOWN COUNCIL
Financial Examiner Role

The Town Council's financial examiner is responsible for checking expenditure and receipts against the town council bank statements/bank reconciliations and payment schedules as approved at each meeting of full council.

1. The role should only be carried out by a councillor who is **not** a cheque signatory and not the Chair/Mayor in accordance with the Town Council's financial regulations.
2. Tasks required include:
 - Attending the town council offices on a monthly or quarterly basis to review the financial records
 - Checking that invoices are correctly listed on payment schedules as presented to meetings
 - Checking that the payments and receipts are reflected on the bank statements
 - Checking that invoices and receipts are entered correctly in the cash book
 - Checking that the bank reconciliations have been correctly calculated
 - Preparing a report for the Finance and General Purposes Committee to reflect checks carried out and highlighting any issues identified
 - Signing the invoices, payment schedules, bank statements and bank reconciliations to confirm these checks have been carried out
3. This task could be carried out on a monthly basis or quarterly on dates and times to be agreed with the Town Clerk. Finance and General Purposes Committees are held bi monthly on the first Monday.

From: Riddle, Siobhan <Siobhan.Riddle@herefordshire.gov.uk>
Sent: 20 December 2024 17:03
Subject: Latest Planning advice from National to Local

Dear Parish and Town Councillors,

As you may be aware the [National Planning Policy Framework](#) (NPPF) was issued on 12 December 2024. At the time of its publication there was quite a lot of news circulating about the Government's plan to deliver 1.5 million homes across England. The NPPF has implications for Local Plan making as well as Neighbourhood Planning which we are currently working through to understand. In the first instance I want to make you aware of some of the higher level changes in the NPPF.

The Government has set mandatory housing targets for councils across England. Targets are no longer advisory and this level of growth must be accommodated. Contrary to the council's feedback in September 2024 to the NPPF consultation to substantially reduce the proposed housing target, this figure remains high at 27,260 homes (240 homes lower than the 27,500 proposed in the draft NPPF). The current emerging Draft Local Plan passed Regulation 18 but it only had provision for 16,100 new homes, the new NPPF requires an additional 11,160 homes over the 20 year plan period. The NPPF makes clear that all growth should be accommodated in sustainable locations.

For Development Management decisions, the new NPPF takes immediate effect from 12 December 2024, and this has a significant impact upon 5 Year Housing Land Supply (5YHLS). Prior to the publication of the NPPF Herefordshire had a 5YHLS of 5.79 Years. The application of the new NPPF reduces the 5YHLS down to **3.09 years**. The revised housing target for the county now results in a lack of a 5YHLS. Therefore there is a *Presumption in Favour* of development and deviation away from the plan led process where a 5 year supply cannot be demonstrated. In the absence of a 5YHLS it is anticipated that there will be an increase in speculative applications which would not have otherwise come forward.

Where Neighbourhood Development Plans are concerned, the age of the plan is important in decision making. This means that for plans that contain policies to meet their identified housing requirement, and which are not more than five years old, paragraph 14 of the NPPF allows the decision maker to attach significant weight to the neighbourhood plan even when the council cannot demonstrate a five year housing land supply. For parish groups with plans that are less than 5 years old; both *a* and *b* of paragraph 14 is applicable and will be a material planning consideration when assessing the principle of speculative housing developments in the Designated Neighbourhood Area. Where NDPs are older than 5 years from December 2024, then the NDP is out-of-date and paragraph 11d of the NPPF is what the decision maker must determine the application against particularly for housing provision.

The significant increase in housing numbers cannot be accommodated by the current Regulation 18 Local Plan as consulted upon in March 2024. The LPA must accommodate this mandatory housing target. The current Draft Plan cannot progress in its current form as it does not take the additional 43% housing increase into account. The current evidence to support the Local Plan that makes provision for 16,100 dwellings would not support this level of growth. As a result, the Council must decide how it wishes to proceed with Local Plan making. Consequently, this will affect how Neighbourhood Plans also wish to proceed as they will need to meet the 'basic conditions' and be in conformity with an adopted local plan when embarking on progressing with a new or reviewed NDP.

Given the significance of the changes proposed in the NPPF, further clarification is being sought in respect of a number of matters and these may need to be reported at a later date.

Please note that due to timing of this information, staff may not be available to answer queries over the Christmas and New Year break but will be available in early January 2025.

Happy Christmas and best wishes for the New Year

Siobhan

Siobhan Riddle

Acting Strategic & Neighbourhood Planning Manager
Strategic & Neighbourhood Planning Team
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KINGTON TOWN COUNCIL
Meeting held on Monday 20th January 2025
Agenda item 10 – Planter maintenance 2025

The planters and baskets in and around Kington are a much valued addition to the environment of the town, attracting many positive comments from visitors and residents. In recent years baskets and planters have been maintained by a local business with all planters receiving a review and any repairs carried out prior to being planted in May and watered throughout the summer months until October.

The current contractor has quoted the following for the 2025 season:

Removing old plants, renewing the compost and feeding:	£2,706.00
Monthly maintenance to include watering, feeding, strimming around, Replacing plants as necessary to end summer or 31 st October at the latest	£600.00 monthly

The above does not include any repairs or replacements as a result of vandalism or theft.

A request has been made for additional spring bulbs at the end of October 2025 which may be difficult due to some planters having established plants that need to be left making it difficult to estimate cost but it has been suggested that an allowance of **£600** might be appropriate for this work.