



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

Kington Town Council

to be held on **Monday 19th January 2026 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 [17th November 2025](#)
3. To consider co-option to fill two town councillor vacancies
4. Public participation:
 - a) Police matters:
 - To receive the police report
 - To consider policing priorities for next three months
 - b) To receive the Ward Councillors Report
 - c) To receive matters raised by members of the public present
5. Mayor's Report
6. Clerk's Report
7. Financial Matters
 - a) To approve payments, as per payment schedule
 - b) To note receipts since the last meeting, if any
 - c) To agree Risk Review for 2025/6
 - d) To agree Statement of Internal Control for 2025/6
 - e) To consider general insurance renewal terms for 2026/7
 - f) To consider group personal accident insurance terms for 2026/7
 - g) To consider proposal for cyber insurance for 2026/7
 - h) To note and agree grant funding to support Kington Recreation Ground Trust for 2026/7
 - i) To agree draft budget for 2026/7
 - j) To agree precept request to Herefordshire Council for 2026/7
8. To consider proposal for the asset transfer of Kington Public Toilets from Herefordshire Council to Kington Town Council
9. Update on public realm funding opportunity and agree final proposal for works in Kington
10. Update on proposals for Armed Forces Day activities and agree programme of activities in principle
11. To agree draft IT policy in accordance with assertion 10 of Annual Governance and Accounting Return for 2025/6

12. To consider response, if any, to [Local Government Boundary Commission consultation](#) on ward boundaries for Herefordshire Council
13. To consider proposal [to adopt redundant BT phone box on Church Street](#) and, if agreed, to agree budget for refurbishment of £500.00
14. Parish Newsletter
To agree contributors for monthly article for parish newsletter
15. To consider support for a Dark Skies zone for Kington
16. To note reports from Committees:
 - a) [Planning & Environment Committee](#) held 12th January 2026
 - b) [Finance & General Purposes Committee](#) held on 12th January 2026
17. Information only item: Reports from councillors
18. Items for the next agenda and date and time of next meeting
19. To consider the resolution that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 (3)
20. Staff Matters

Issued by:
Liz Kelso, Clerk, Kington Town Council
Tel: 01544 239098 or mobile: 07483914485
Email: clerk@kingtontowncouncil.gov.uk
14.1.2026

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
Schedule of payments to be approved on 19th January 2026

Voucher #	Payee	Payment type:	Detail	Minute Ref.	Net	VAT	Total Payment
Payments made since last meeting							
146	HMRC	BACS - 16.12.25	Tax & NI on November salaries		£ 1,117.60	£	1,117.60
147	F A White	BACS - 1.12.25	Rec Grant - Playground inspection		£ 62.50	£	62.50
148	Amazon EU	BACS - 16.12.25	Market Hall defib pad replacement		£ 144.15	£ 28.84	£ 172.99
149	Defib Warehouse	BACS - 1.12.25	Masonic Hall defib pad replacement		£ 64.95	£ 12.99	£ 77.94
150	KBS	BACS - 16.12.25	Rec Grant - consumables		£ 9.88	£ 1.98	£ 11.86
151	BT	DD - 8.12.2025	Telephone & Broadband		£ 292.02	£ 58.40	£ 350.42
152	Border Office Supplies	BACS - 16.12.25	Copying & printing charges		£ 65.33	£ 13.07	£ 78.40
153	KBS	BACS - 16.12.25	Rec Grant - Cleaning materials		£ 42.56	£ 8.52	£ 51.08
154	M&S Pizza	BACS - 16.12.25	Lights switch on catering		£ 1,000.00	£	1,000.00
158	Lloyds Bank	DD - 16.12.25	Credit card charges		£ 146.58	£	146.58
159	EE	DD - 12.12.25	Mobile phone charges		£ 22.96	£ 4.59	£ 27.55
160	E-on Next	DD - 23.12.2025	Rec Grant - Utilities		£ 121.55	£ 6.08	£ 127.63
161	Unity Bank plc	DD - 31.12.2026	Bank charges		£ 7.95	£	7.95
Payments now due							
157	HMRC	BACS - 16.1.26	Tax & NI on December salaries		£ 979.40	£	979.40
162	GM Joyce Surfacing Ltd.	BACS	Rec Grant - pathway resurfacing		£ 6,440.00	£ 1,288.00	£ 7,728.00
163	Owen Whittall	BACS	Rec Grant - emergency tree work in Rec		£ 100.00	£ 20.00	£ 120.00
164	KBS	BACS	Rec Grant - consumables		£ 15.03	£ 3.01	£ 18.04
165	Border Office Supplies	BACS	Printing & Copying charges		£ 122.79	£ 24.56	£ 147.35
166	EE	DD - 12.1.2026	Mobile phone charges		£ 22.96	£ 4.59	£ 27.55
167	Unity Bank plc	DD - 31.01.2026	Bank charges		£ 7.95	£	7.95
168	SLCC Enterprises Ltd.	BACS	Work drafting job descriptions (cancelled)		£ 335.00	£ 67.00	£ 402.00
169	SLCC Enterprises Ltd.	BACS	HR advice re grievance		£ 1,050.00	£ 210.00	£ 1,260.00
170	Herefordshire Council	BACS	Rec Grant - Cottage council tax		£ 732.60	£	732.60
171	Lloyds Bank	DD - 16.1.2026	Credit card charges - ink & software		£ 63.44	£ 12.09	£ 75.53
172	AP Forestry	BACS	Rec Grant - Tree Safety report Crooked Well		£ 550.00	£ 110.00	£ 660.00
173	Herefordshire Council	BACS	Office Rental - February		£ 190.00	£	190.00
174	J&P Turner	BACS	Supply of bulbs/plants etc. for planters		£ 840.00	£ 168.00	£ 1,008.00
175	J&P Turner	BACS	Planter maintenance - November		£ 200.00	£ 40.00	£ 240.00
176	Arrow Plant & Tool Hire	BACS	Rec Grant - Equipment purchase		£ 16.32	£ 3.26	£ 19.58
			Total payments this month excl. salaries		£ 14,763.52	£ 1,751.63	£ 16,515.15

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Recreation Ground			£ 7,990.44	£ 1,440.85	£ 9,431.29
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3,715.57 £

£ 979.40

£ 979.40

Kington Town Council Risk Review 2025/6

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.) 	<ul style="list-style-type: none"> Poorly maintained property. Health & safety concerns 	3	1	3	<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 Loss of computer records Loss of important data Loss of important financial information Loss of service delivery GDPR implications 	3	2	6	<ul style="list-style-type: none"> Regular inspections Repairs effected promptly to avoid deterioration
	<ul style="list-style-type: none"> Documents and records 		2	2	4	<ul style="list-style-type: none"> Offsite/cloud backup facility through Microsoft One Drive Insurance cover in place Staff and councillor training required

	<ul style="list-style-type: none"> Office equipment/furniture etc. 	<ul style="list-style-type: none"> Loss through damage, theft or fire 	2	2	4	<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

<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"> Payments checked against invoices
<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"> Accounts operated by two out of five 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"> PAYE 	<ul style="list-style-type: none"> Failure to make appropriate and timed payments Risk of penalties imposed by HMRC Risk of insufficient resources to meet obligations and service delivery Operational failures 	1	2	2	<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"> • Budgets & precept setting • Expenditure in accordance with legislation & financial standing order 	<ul style="list-style-type: none"> • Loss of confidence by public • Risk of adverse audit 	2	2	4	<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 • Create/review forward planning & corporate strategy • Regular review of expenditure against budget • 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 	2	2	4	<ul style="list-style-type: none"> • Risk assessments to be completed before any activity or project is agreed

						<ul style="list-style-type: none"> 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
Employer Liability	Risk of injury to staff working on behalf of the Town Council	<ul style="list-style-type: none"> Risk of failure to comply with appropriate health & safety recommendations for all staff 	2	2	4	<ul style="list-style-type: none"> Appropriate health & safety training for staff and councillors 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

						<ul style="list-style-type: none">• 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	<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	2	2	4	<ul style="list-style-type: none">• Training for all staff and councillors/volunteers• Data audit to be completed annually & documented• Electronic data to be password protected• Separate email address for council related work by councillors

		<ul style="list-style-type: none"> • Risk of failure to provide information under subject access request • Risk of identifying personal data held 				<ul style="list-style-type: none"> • 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 social media by the public • Risk of damage to the Town Council's reputation from the use of social media by staff or councillors 	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 • 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 allegations of discrimination against particular 	1	2	2	<ul style="list-style-type: none"> • Adopt national guidelines and policies wherever possible

		groups through council policies and/or procedures				<ul style="list-style-type: none">Assess actions/policies for potential inequality of impact on residentsTraining 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 interestRisk of complaints to council for decisions taken where declarations of interest not madeRisk of complaints for unauthorised actions resulting from failure of Councillors to adhere to Code of ConductRisk of adverse publicity from decisions or actions by councillors and/or staff	3	2	6	<ul style="list-style-type: none">Training of all councillors and staff on Code of ConductCopy of Register of interests to be held by ClerkDocumented check of Registers to be conducted annuallyEnsure Declaration of Interests is completed at each meeting and is available for inspectionAdopt NALC guidelines
Health & Safety	Risk of transmission of viruses and illnesses through the activities of the Town Council to members of the public, staff, councillors and volunteers	<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 groundRisks associated with attending meetings (formal or informal) of the town council	1	1	1	<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 CouncilDetailed and documented risk assessments for all

		<ul style="list-style-type: none"> 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>actions/functions with specific reference to <i>health and safety</i> risks, identifying mitigating measures and compliance where possible with all recommendations</p> <ul style="list-style-type: none"> Sharing risk assessments and measures identified with those likely to be at risk Regular documented review of risk assessments as circumstances or guidance changes
	<i>Risk of injury as a result of the activities of the Town Council</i>		2	2	4	<ul style="list-style-type: none"> See section on third party liability risks
Other	<i>Risk of inability to take action/carry out agreed or statutory functions as a result of lack of or unavailability of staff</i>	<ul style="list-style-type: none"> Failure to meet statutory deadlines for reporting/meetings/submissions etc. Failure in ability to make or set up payments Failure to carry out expedient actions following decisions of the town council 				



KINGTON TOWN COUNCIL Statement of Internal Control 2025-6

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 Kingston 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.

Annual Statement of Internal Control

Adopted by Kington Town Council at a meeting held on

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.

Annual Statement of Internal Control

Adopted by Kington Town Council at a meeting held on

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 19th January 2026

Agenda item 7(h): Kington Recreation Ground Trust Grant

Councillors are reminded that Kington Recreation Ground Trust is a charitable body which owns and maintains green spaces within Kington, namely the Recreation Ground and Crooked Meadow Public Open Space. Kington Town Council is the sole managing trustee for the charity.

Kington Recreation Ground Trust operates separately from the Town Council with income derived purely from hire charges levied to commercial users of the spaces. It has two part time staff members whose role is to empty litter bins, check play equipment and the area for safety issues and to clean and maintain the toilets in the Recreation Ground.

The costs of maintaining the open spaces exceeds the income derived from them so the town council awards a grant to the charity each year to support that function. The purpose of this agenda item is to receive and agree the request for grant funding, based upon the Charity budget, for the forthcoming financial year which starts in April 2026. The draft budget for the Recreation Ground Trust, which is to be agreed at a meeting immediately prior to this council's meeting, is attached.

KINGTON RECREATION GROUND TRUST
Draft budget 2026-7

Summary payments & receipts account

	Year to 31.3.2025	Budget 6	2025- Forecast 2025-6	Draft budget 2026-7	Comments/notes
Receipts					
Cottage rental	£ 5,100	£ 4,500	£ -	£ -	
Bank Interest	£ -	£ -	£ -	£ -	
Other income (see below)	£ 5,845	£ 15,841	£ 16,285	£ 14,045	Note 1
Total income	£ 10,945	£ 20,341	£ 16,285	£ 14,045	
Payments					
Salaries	£ 13,588	£ 20,000	£ 13,000	£ 16,000	Note 2
Other	£ 75	£ 72	£ 78	£ 85	Bank charges
Total expenditure	£ 13,663	£ 20,072	£ 13,078	£ 16,085	
Income less expenditure	-£ 2,718	£ 269	£ 3,207	-£ 2,040	
Movement on reserves					
Opening balance	£ 4,819	£ 2,101	£ 2,101	£ 5,308	
Add: net expenditure	-£ 2,718	£ 269	£ 3,207	-£ 2,040	
Closing balance	£ 2,101	£ 2,370	£ 5,308	£ 3,268	

Notes:

1

Other income:

Year to 31.3.2025	Budget 6	2025-6 Forecast	Draft budget 2026-7
Vintage	£ 450	£ 450	£ 450
Cricket Club	£ 1,000		
Western Power	£ 41	£ 41	£ 45
Danthers	£ 350	£ 350	£ 450
Donation	£ 1,000	£ -	£ -
Salary support grant - KTC	£ 4,000	£ 15,000	£ 13,000
Other		£ 430	£ 100
Totals	£ 6,391	£ 15,841	£ 14,045

2

Salary payments assume groundstaff cover of 25 hours per week to include Crooked Well

3

FOR INFORMATION:

Town Council Grant Payment - Direct payments

Cottage Maintenance	£ 519	£ 50,000	£ 1,500	£ 5,500	<i>includes council tax on cottage</i>
Grass Cutting	£ 3,736	£ 11,000	£ 4,500	£ 7,500	
Green Spaces maintenance	£ 2,726	£ 15,000	£ 15,000	£ 15,000	<i>includes planned tree works</i>
Green Spaces Running Costs	£ 1,545	£ 4,000	£ 2,000	£ 3,000	
Equipment purchase	£ 11,649	£ 500	£ 100	£ 500	
Salary support	£ 5,000	£ 15,000	£ 15,000	£ 13,000	
	£ 25,175	£ 95,500	£ 38,100	£ 44,500	

KINGTON TOWN COUNCIL

Meeting held on Monday 19th January 2026

Agenda item 7(i): Kington Town Council Budget 2026-7

Attached is the draft budget for financial year 2026-7 which has been reviewed and agreed by the Finance, Personnel and General Purposes Committee at its meeting on 12th January. The purpose of this agenda item is to review and agree the budget by full council for the forthcoming year.

The purpose of the town council budget is to not only enable monitoring of expenditure through the year, but to ensure that an appropriate precept is collected on behalf of the town council by Herefordshire Council through the council tax collection system, taking into account projected reserves at year end, expected receipts and planned or anticipated expenditure.

It is town council policy that recurring and routine expenditure be covered by the precept and one off expenditure such as capital items be funded through reserves. The proposed expenditure from precept and reserves is shown separately on the attached draft.

Members are reminded that inclusion of a line or budget item does not constitute agreement for any expenditure against that budget item. With the exception of expenditure under delegated authority for routine office costs, each and every item of expenditure must be separately considered and agreed in accordance with financial regulations and Local Government Act (as amended) requirements at the time the expenditure/project is proposed.

Finally this agenda item requires consideration of earmarked reserves. An earmarked reserve is separate from general reserves as it reflects planned or anticipated expenditure on a specific item, in effect ring fencing that funding for the identified project. It is to be proposed that earmarked reserves are reduced from £99,000 to £90,000 predominantly to reflect a change in requirement for the recreation ground. This would leave general reserves estimated at approximately £100,000 at the end of this financial year which equates to approximately 45% of planned expenditure for 2026/7 which is broadly in line with both recommended general reserve levels for town and parish councils but also in line with town council stated reserves policy.

KINGTON TOWN COUNCIL

	Actual Year ended 31.3.2025	Total agreed Budget 2025-6	31.12.2025	Full year forecast 2025-6	Proposed Expenditure from Precept	Proposed Expenditure from Reserves	Proposed Total budget 2026-7
RECEIPTS							
Precept	£ 125,000	£ 134,000	£ 134,000	£ 134,000			£ 173,000.00
interest	£ 1,787	£ 1,000	£ 1,162	£ 1,500			£ 1,000.00
Grants & Donations (see note 3)	£ 9,047	-					
Other (see note 3)	£ 75		£ 50	£ 50			
Income from markets	£ 1,953	£ 1,000	£ 2,079	£ 2,080			£ 1,000.00
VAT refund	£ 6,965		£ 8,776	£ 8,776			
	£ 144,827	£ 136,000	£ 146,067	£ 146,406	£ -		£ 175,000.00
Less: ADMIN EXPENSES (Note 1)	£ 120,154	£ 209,200	£ 91,768	£ 123,800	£ 165,800.00	£ 26,400.00	£ 192,200.00
Less: PROJECT EXPENSES (Note 2)	£ 18,341	£ 25,700	£ 8,921.00	£ 22,200	£ 7,200.00	£ 22,500.00	£ 29,700.00
NET REVENUE	£ 6,332	-£ 98,900	£ 45,378	£ 406		-£	£ 46,900.00
General Fund B/F	£ 183,126		£	£ 189,458		£	£ 189,864.00
GENERAL FUND BALANCE C/F	£ 189,458		£	£ 189,864	£ -	£	£ 142,964.00

1. ADMINISTRATIVE EXPENSES

	Year ended 31.3.2025	Agreed Budget 2025-6	Actual to 31.12.2025	Forecast to 31.3.2026	Expenditure from Precept	Expenditure from reserves	Total Agreed budget 2026-7
£	43,291	£	£	£	£	£	£
£	9,549	£	9,836	£	£	£	£
£	-	£	-	£	£	£	£
£	1,039	£	623	£	£	£	£
£	4,533	£	3,432	£	£	£	£
£	1,440	£	850	£	£	£	£
£	-	£	-	£	£	£	£
£	1,857	£	457	£	£	£	£
£	5,060	£	2,810	£	£	£	£
£	5,161	£	295	£	£	£	£
£	1,272	£	44	£	£	£	£
£	-	£	-	£	£	£	£
£	-	£	-	£	£	£	£
£	2,470	£	1,520	£	£	£	£
£	1,168	£	1,646	£	£	£	£
£	358	£	209	£	£	£	£
£	178	£	105	£	£	£	£
£	1,273	£	614	£	£	£	£
£	6	£	4	£	£	£	£
£	442	£	105	£	£	£	£
£	1,353	£	1,089	£	£	£	£
£	2,500	£	2,500	£	£	£	£
£	126	£	15	£	£	£	£
£	-	£	-	£	£	£	£
£	65	£	194	£	£	£	£
£	1,516	£	787	£	£	£	£
£	-	£	-	£	£	£	£
£	1,495	£	1,487	£	£	£	£

Weekly £ 2.79 £ 3.61

Movement on reserves		Current Balances	Proposed Transfers	Closing balances
Earmarked reserves				
Recreation Ground	£	78,000	-£ 28,000	£ 50,000.00
War Memorial	£	1,000	£ 9,000	£ 10,000.00
Christmas Lights	£	15,000	£ -	£ 15,000.00
Churchyard	£	5,000	£ 10,000	£ 15,000.00
	£	99,000	-£ 9,000	£ 90,000.00

Kington Public Toilets Expenditure (approx)

Kington Mill Street Public Convenience

Open 07:00 to 17:30. Cleaning and opening/closing time 2hrs daily

	2022	2023	2024
Cleaning	£ 11,400.00	£ 12,014.00	£ 11,042.00
Maintenance	£ 9,150.00	£ 14,788.00	£ 15,075.00
(of which regular compliance work)	£ 1,197.00	£ 1,996.00	£ 1,292.00
Total	£ 20,550.00	£ 26,802.00	£ 26,117.00

Utility costs 2024/25 ex VAT

Electricity £848.00

Water & sewerage ex VAT £1,227.00



KINGTON TOWN COUNCIL

IT Policy

Introduction

Kington Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers and contractors. The policy should be read alongside the Town Council's data protection policy

Scope

This policy applies to all individuals who use Kington Town Council's IT resources, including computers, networks, software, devices, data and email accounts.

Acceptable use of IT resources and email

Kington Town council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights and avoid accessing inappropriate or offensive content.

Device and software usage

Where possible, authorised devices, software and applications will be provided by Kington Town Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

Data management and security

All sensitive and confidential Kington Town Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss and secure data destruction methods should be used when necessary.

Network and internet usage

Kington Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

Email communication

Email accounts provided by Kington Town Council are for official communication only. Emails should be professional and respectful in tone and in compliance with any and all communications policies agreed by the Town Council. Confidential or sensitive information must not be sent via email unless it is encrypted.

Users are reminded to be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

Please be aware that personal information may be contained within an email. If forwarding or replying to any email you should check that you are not sending material that might be considered a GDPR breach.

Personal email accounts should not be used for town council business as this might lead to your personal devices/accounts being scrutinised in the event of a Freedom of Information request or Subject Access Request.

Kington Town Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Password and account security

Kington Town Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Mobile devices and remote work

Mobile devices provided by Kington Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regular review and deletion of unnecessary emails to maintain an organised box and avoid GDPR issues is recommended.

Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the Town Clerk for investigation and resolution.

Training and awareness

Kington Town Council will provide regular training and resources to educate users about IT security best practices, privacy concerns and technology updates. All employees and councillor may request regular training on email security and best practices.

Compliance

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences a deemed appropriate

Review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures



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Outlook

Fwd: Dark Sky Project in the south west of Herefordshire

From Martin Fitton <martinfitton2@gmail.com>

Date Mon 15/12/2025 10:00

To Kington Town Council <clerk@kingtontowncouncil.gov.uk>

Cc Gordon Coppock <Gordon.Coppock@gmail.com>

Hi Liz,

Am forwarding this message from Gordon Coppock. Would you be able to include this project on the agenda for the January Council meeting?

Thanks,

Martin

----- Forwarded message -----

From: **Gordon Coppock** <Gordon.Coppock@gmail.com>

Date: Wed, Dec 3, 2025 at 12:37 AM

Subject: Dark Sky Project in the south west of Herefordshire

To: Martin Fitton <martinfitton2@gmail.com>

Hi Martin,

I just thought you might like to hear that I'm helping with a Dark Sky project and application for an International Dark Sky area in the south west of Herefordshire. Its even supported by the local parish council as the main body backing it. It will be a long term project but I'm hopeful it will go ahead

Given other support I might be able to work with a group in Kington to do the same as Presteigne and Norton has done.

My overall goal would be to have all the parishes on the western side of Herefordshire included in a Dark Sky zone

I see in Prestiegne now there is real shift in dark sky tourism as well of course as the wildlife benefits.

Gordon