

KINGSTON PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes: of the virtual Meeting held on 23 July, 2020 commencing at 7.34 pm

Present: Councillors Joyce (Chairman), Buckenham, Jolly, Kenning, Walker and Wetherell.

15/20 **Apologies:** Cllr Masson

16/20 **Election of Chairman** - Cllr Joyce was elected to serve for the ensuing year.

17/20 **Election of Vice-Chairman** - Cllr Jolly was elected to serve for the ensuing year.

18/20 **Declarations and Dispensations of Interests:** Further to declarations held in the Register of Members Interests, in the interest of openness, Cllrs Kenning and Walker declared membership of Kingston Gorse Estate and Cllr Jolly declared membership of West Kingston Residents Association.

19/20 **Public Opportunity:** No members of the public were present.

20/20 **Minutes:** The Minutes of the Meeting of the Committee held on 21 May, 2020 were confirmed as a correct record. There were no matter arising.

21/20 **Report of the Clerk on Financial Matters**

1. **Account Balance** – Members noted the balance on the Account as at 30 June 2020 was £27525.42 after taking into account receipt of bank interest £8.58 and half year precept of £4,500 and payments not previously reported to Committee:

Payee	Payment method	Re:	Net £	VAT £	Total £	Date
Arun District Council	Direct Debit	Payroll recharge (April)	312.50	-	312.50	14/04/20
Arun District Council	Direct Debit	Payroll recharge (May)	312.50	-	312.50	12/05/20
Arun District Council	Direct Debit	Payroll recharge (June)	312.50	-	312.50	12/06/20

2. **Payments were then approved:**

Payee	Re:	Net £	VAT £	Total £	Cheque No.
RG Cooper	Internal Audit	50.00	-	50.00	630
Marc Molica Property Services	Clearing vegetation around Gateway sign and salt bins.	30.00	-	30.00	631
Mid-Wales Stone	Remainder of the invoice for the seating stone, plaque and delivery. Less £50 goodwill credit for taking delivery of the stone at a date to suit supplier	723.67	144.73	868.40	632
JNR Computers	Annual website hosting and Gov.uk domain hosting	230.00	46.00	276.00	633
V Knight	Re-imburement re: Vision ICT Ltd - webmail hosting for gov.uk email to 31 May 2021 Zoom – Virtual meetings provider 18 May 2020 – 12 June 2021 (half share)	18.00 47.00	3.60 9.40	21.60 <u>56.40</u> <u>78.00</u>	634
Arun District Council	Printing May newsletter	46.82	-	46.82	635

3. **Grants** – It was agreed to make donations of £50 to St Barnabas (Cheque No 636)

22/20 **Accounts and Annual Return:** Committee noted the report of the Internal Auditor for 2019-20 and agreed to recommend that Full Council approve:

- The Accounts Summary for 2019-20 (circulated Note: small adjustment re .50p to the draft summary considered at the May meeting of Council)
- The Certificate of Exemption to be submitted to the External Auditor, in line with the Local Audit (Smaller Authorities) Regulations 2015.
- The Annual Governance and Accountability Return (Part 2) to be considered in the order of:
 - Annual Internal Audit Report
 - Section 1 – Annual Governance Statement
 - Section 2 – Accounting Statements

23/20 **Internal Audit** – It was agreed to recommend to Council that Mrs S Southerton of SJS Financial Services be appointed the Internal Auditor for 2020-21 as it is best practice to change auditors regularly. It was noted that the Annual Risk Assessment Report and the Review of Internal Audit will be considered in September 2020.

The Chairman closed the meeting at 7.42 pm.

Chairman:.....

Date:.....