



15 January, 2021

Dear Councillor

FINANCE AND GENERAL PURPOSES COMMITTEE

You are summonsed to attend a virtual Meeting of the Finance and General Purposes Committee on **Thursday 21 January, 2021**, which will follow a meeting of the Planning Committee that starts at 7pm.

Members of the Public are also welcome to join the meeting and will be given an opportunity to make representation to the Committee. Details of how to join the meeting are available from the Clerk – **requests to be received by 5pm** on the day before the meeting, preferably by email to the clerk@kingston-wsx-pc.gov.uk

Val Knight

Mrs V Knight
Clerk of the Council

A G E N D A

1. **Apologies for Absence**
2. **Declarations and Dispensations of Interests** - To receive any declarations under the Council's Code of Conduct and consider any dispensation requests
3. **Public Opportunity** - An opportunity for the Public to make representations, ask or answer questions and give evidence to the Committee on matters relating to items on this agenda.
4. **Minutes** - To approve the Minutes of the Meeting held on 19 November, 2020 (circulated) and consider any matters arising.
5. **Payments** - To consider the report of the Clerk on accounts and financial matters (attached).
6. **Budget 2021/22** – To make a recommendation to Council on the budget and Precept to be set for 2021-22 (draft budget attached). The Budget proposes no increase in the Precept for last year with the Precept remaining at £9,000.
7. **Other Matters** – For information only.

KINGSTON PARISH COUNCIL

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KINGSTON PARISH COUNCIL

Clerk's Report on Financial Matters for the Meeting of the Finance and General Purposes Committee on 21 January, 2021

1. **Account Balance** - To note the balance on the Account as at 31 December, 2020 was £27,598.49 after taking into account receipt of Bank interest £0.63 and payments not previously reported to Committee:

Payee	Payment method	Re:	Net £	VAT £	Total £	Date
Arun District Council	Direct Debit	Payroll recharge (Nov)	322.17	-	322.17	12/11/20
Arun District Council	Direct Debit	Payroll recharge (Dec)	322.17	-	322.17	14/12/20

2. **Payments for approval (known to date):**

Payee	Re:	Net £	VAT £	Total £	Cheque No.
St Mary's Church	Annual Grant – re Churchyard maintenance	350.00	-	350.00	646
Society of Local Council Clerks	Annual Membership - part (the remainder of the fee is paid by the other Council the Clerk works for).	95.00	-	95.00	647
Cllr G Walker	Chairman's Allowance	150.00	-	150.00	648
Information Commissioner	Data protection renewal	35.00	-	35.00	Direct Debit due 1/2/20

KINGSTON PARISH COUNCIL BUDGET 2021/22

DRAFT January 2021

Actual 2017/18	Actual 2018/19	Actual 2019/20		Budget 2020/21	Projected 2020/21	Budget 2021/22
£	£	£	EXPENDITURE	£	£	£
3000	3725	3750	Clerk – Salary^	3866	3866	3972
216	216	216	Clerk - Travel	144	75	144
240	240	240	Clerk – Home office expenses	312	312	312
0	0	0	Members' Allowances	700	0	700
150	150	150	Chairman's Allowance	150	150	150
102	0	190	Courses/seminars/training	200	0	200
7	7	8	Postage	10	8	10
619	35	213	Admin/expenses/office/DP	120	60	140
0	730	230	Website/webmail annual hosting costs	230	248	248
57	62	63	Stationery/Printing/Publications	100	70	100
156	176	120	Hire/Use of Halls	200	60	200
280	286	294	Insurance	300	341	360
280	271	299	SALC/SLCC/ADALC Subscription	300	313	335
79	50	50	Audit Fees	50	50	50
0	0	145	Election Reserve/costs*	50	50	50
350	350	350	St Mary's Churchyard Grant	350	350	350
135	135	135	Remembrance Service	135	135	135
0	0	0	Other Grants	300	300	300
0	0	300	South Strand Community Toilets	300	300	300
30	250	0	Env. Protection and Improvement* (incl. flagpole)	300	300	300
70	0	141	Winter Management Plan*	50	50	50
0	558	0	Celebration of Council's inauguration 2028*	100	100	100
172	149	190	Community Involvement eg newsletters*	200	195	200
0	0	0	Neighbourhood Plan*	0	0	0
0	100	3485	Other projects to be met from General Fund costs – Seating Stone/Gateway Sign/Chain of Office. All now completed.	0	1484	0
0	0	0	Planning Matters/issues*	2000	2000	1000
0	0	0	Contingency	500	0	500
5943	7490	10569	TOTAL EXPENDITURE (see #)	10967	10817	10206
4043	615	(2291)	Surplus of receipts over payments. Excess (-)	(1932)	(1806)	(1196)
(718)	1303	223	* unspent/overspent budget items are transferred to Reserves at year end			
			RECEIPTS			
7870	8066	8228	Precept	9000	9000	9000
12	39	50	Bank interest	35	11	10
2104	0	0	Miscellaneous - Grants	0	0	0
9986	8105	8278	TOTAL RECEIPTS	9035	9011	9010

* Reserve provision. Balances/Reserve Funds 31 March 2020:

Election Costs 2,435, Env. Improvements/ Maintenance 2,329, Winter Management Plan 369, Celebration of 30th year of Council (in 2028) 392, Community Involvement 930, Neighbourhood Plan/ Design Statement 4,788, Grant from Transparency Fund £92 (for printer), General Fund 13,641 TOTAL 24,976

^ Salary increase in line with the national salary award operating from April 2020

Flagpole costs are met from Env Protection and Improvement budget/reserve