

**KINGSTON PARISH COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**

**Minutes:** of the virtual Meeting held on 21 January, 2021 commencing at 8.53 pm

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

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01/21 **Apologies:** All Members were present.

02/21 **Declarations and Dispensations of Interests:** Further to declarations held in the Register of Members Interests, in the interest of openness, Cllrs Kenning, Masson and Walker declared membership of Kingston Gorse Estate and Cllr Jolly declared membership of West Kingston Residents Association.

03/21 **Public Opportunity:** No members of the public were present.

04/21 **Minutes:** The Minutes of the Meeting of the Committee held on 19 November, 2020 were confirmed as a correct record. There were no matter arising.

05/21 **Report of the Clerk on Financial Matters**

1. **Account Balance** – Members noted 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. **A Grant** to St Marys Church was agreed as shown in the payments below.

3. **Payments were then approved:**

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 - (balance 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 1/2/20

06/21 **Budget 2021/22** – It was agreed to recommend to Council to adopt the draft budget (attached) setting the Precept for 2021-22 at £9,000 (no increase on the Precept for last year), and to also note the change to the way the Clerk's allowances are split over 2020-21 and 2021-22 (no change in overall payment).

The Chairman closed the meeting at 858 pm.

Chairman:.....

Date:.....

**KINGSTON PARISH COUNCIL BUDGET 2021/22**

**Approved January 2021**

Actual 2017/18	Actual 2018/19	Actual 2019/20		Budget 2020/21	Projected 2020/21	Budget 2021/22
£	£	£	<b>EXPENDITURE</b>	£	£	£
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
<b>5943</b>	<b>7490</b>	<b>10569</b>	<b>TOTAL EXPENDITURE</b>	<b>10967</b>	<b>10817</b>	<b>10206</b>
4043	615	(2291)	<b>Surplus</b> of receipts over payments. <b>Excess (-)</b>	(1932)	(1806)	(1196)
(718)	1303	223	* unspent/overspent budget items are transferred to Reserves at year end			
			<b>RECEIPTS</b>			
7870	8066	8228	Precept (shortfall of expenditure over income to be met from the General Fund)	9000	9000	9000
12	39	50	Bank interest	35	11	10
2104	0	0	Miscellaneous - Grants	0	0	0
<b>9986</b>	<b>8105</b>	<b>8278</b>	<b>TOTAL RECEIPTS</b>	<b>9035</b>	<b>9011</b>	<b>9010</b>

**\* 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