



28 April, 2021

Dear Councillor

### **FINANCE AND GENERAL PURPOSES COMMITTEE**

You are summonsed to attend a virtual Meeting of the Finance and General Purposes Committee on **Wednesday 5 May, 2021**, which will follow a meeting of the Planning Committee and the Annual Parish Meeting 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, by email to [kingstonpc@yahoo.com](mailto:kingstonpc@yahoo.com)

*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 18 March, 2021 (circulated) and consider any matters arising.
5. **Payments** - To consider the report of the Clerk on accounts and financial matters (attached).
6. **Accounts and Annual Return:**
  - a) To recommend to Council that  
- the Accounts Summary for 2020-21 (circulated) is approved.
  - b) To recommend to Council to note the report of the Internal Auditor that forms part of the Annual Return and that the Certificate of Exemption and the Annual Governance and Accountability Return as circulated be approved. The deadline for these to be completed and returned to the external auditor is 30 June, 2021.
7. **Other Matters** – For information only.

# KINGSTON PARISH COUNCIL

## Clerk's Report on Financial Matters for the Meeting of the Finance and General Purposes Committee on 5 May, 2021

1. **Account Balance** - To note the balance on the Account as at 31 March, 2021 was £26,193.32 after taking into account receipt of Bank Interest of £ 0.63p and payments not previously reported to Committee:

Payee	Payment method	Re:	Net £	VAT £	Total £	Date
Arun District Council	Direct Debit	Payroll recharge (March)	322.17	-	322.17	12/03/21

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

Payee	Re:	Net £	VAT £	Total £	Cheque No.
	Destroyed cheque replaced by Cheque No 657				652
South Strand Community Toilets	Annual grant	300.00	-	300.00	653
V Knight	Reimbursement re Visionict provision of webmail	18.00	3.60	21.60	654
Footsoldiers Distribution	May Newsletter Delivery	50.00	-	50.00	655
WSALC Ltd	Annual subscription	205.36	-	205.36	656
Came and Company	Annual Insurance renewal	349.36	-	349.36*	657

\* Note there may be a small extra premium to pay once revised values of assets are updated

3. **Cancelled cheque** – To note Cheque No 652 was issued to WSALC. When it was presented to our bank it was refused payment and returned to WSALC as it would have taken Council's current account overdrawn as the transfer from our money manager account to current account was late in being requested by the Clerk. The Clerk has been in touch with the bank and with WSALC. The bank has withdrawn any bank fees incurred and advised that the cheque could be represented. However, meanwhile, WSALC had shredded the cheque hence replacement cheque No 657.