

KINGSTON PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes: of the virtual Meeting held on 5th May, 2021 commencing at 7.26 pm

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

Simon Cross, Clerk to East Preston Parish Council (locum Clerk)

One resident

In the absence of the Chairman of the Committee, Cllr Joyce, Cllr Walker assumed the chairmanship of the meeting.

13/21 **Apologies:** An apology had been received and accepted from Cllr Joyce.

14/21 **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.

15/21 **Public Opportunity:** One resident was present and given the opportunity to address the meeting, said she had no comments to make and was happy to listen.

16/21 **Minutes:** The Minutes of the Meeting of the Committee held on 18th March, 2021 were confirmed as a correct record. There were no matter arising.

17/21 **Report of the Clerk on Financial Matters**

1. **Account Balance** – Committee noted 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 were agreed:**

Payee	Re:	Net £	VAT £	Total £	Cheque No.
WSALC Ltd	Destroyed cheque replaced by Cheque No 656 (see item 3)	-	-	-	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	340.64	-	340.64	657

3. **Cancelled cheque** – Committee noted that Cheque No 652 was issued to WSALC. When it was presented Council’s 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 The bank has withdrawn any bank fees incurred re the refusal of the cheque and advised that the cheque could be represented. However, meanwhile, WSALC had shredded the cheque hence replacement cheque No 656.

18/21 **Annual Return**

The committee noted the full report of the Internal Auditor which had been circulated in advance of the meeting.

The committee agreed to recommend that Full Council approve:

- The Accounts Summary for 2020-21 (circulated)
- 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 submitted to the External Auditor and considered in the order of:
 - Annual Internal Audit Report
 - Section 1 – Annual Governance Statement
 - Section 2 – Accounting Statements

The Chairman and Clerk to sign as required for submission to the External Auditor.

19/21 **Other Matters** – None

The Chairman closed the meeting at 7.33 pm.

Chairman:.....

Date:.....