

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

**Minutes:** of the Meeting held on 16<sup>th</sup> September, 2021 commencing at 7.25 pm in our Lady Star of the Sea Hall, East Preston.

**Present:** Councillors Joyce (Chairman) Buckenham, Jolly, Kenning, Masson, Walker and District Cllr Bower. Nadine Phibbs (Locum Clerk)

27/21 **Apologies** - Apologies for absence have been received from Cllr Wetherell.

28/21 **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.

29/21 **Public Opportunity** - No members of the public were present.

30/21 **Minutes** - The Minutes of the Meeting of the Committee held on 22<sup>nd</sup> July, 2021 were confirmed as a correct record. There were no matter arising.

**31/21 Report of the Clerk on Financial Matters**

1. **Account Balance** – Committee noted the balance as at 31 August, 2021 was £27,656.50 after taking into account payments not previously reported to Committee and shown below for approval:

Payee	Payment method	Re:	Net £	VAT £	Total £	Date
Arun District Council	Direct Debit	Payroll recharge (July)	322.17	-	322.17	12/07/21
Arun District Council	Direct Debit	Payroll recharge (August)	322.17	-	322.17	12/08/21
V Knight Clerk	Cheque 661	Reimbursement re Gift Vouchers	100.00	-	100.00	22/07/21

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

Payee	Re:	Net £	VAT £	Total £	Cheque No.
Arun District Council	Printing (includes £22 for newsletter)	27.18	-	27.18	662
Sancarma Ltd	Delivery of Rampion Newsletter	50.00	-	50.00	663

**3. Grant request**

Council agreed to refuse the grant application from Age UK (West Sussex, Brighton and Hove) re their 'keep connected' initiative.

32/21 **Annual Risk Assessment Report and the Review of Internal Audit** – Council gave consideration to the Annual Risk Assessment Report and the Review of Internal Audit that have been previously circulated. The contents were noted and both were approved by Council.

**33/21 Other Matters**

Cllr Masson referred to the refurbishment of the noticeboard along Coastal Road and the difficulties that the locksmith experienced trying to open the noticeboard. The quotation to refurb the noticeboard is £320 and the quotation to fix the lock is £80. As the quotations come within the

£500 budget previously agreed to be met from the Environmental Improvements and Maintenance reserve fund, it was agreed to pursue with the work.  
Thanks were given to Cllr Masson for her time and work with this project.

The Clerk is in the process of obtaining quotations to replace and reposition the flagpole. The Environmental Improvements and Maintenance reserve fund has a budget of £1500 for this project.

The Chairman closed the meeting at 7.35 pm.

Chairman:.....

Date:.....