



13 January, 2022

Dear Councillor

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

You are summonsed to attend a Meeting of the Finance and General Purposes Committee on **Wednesday 19 January, 2022** in The Warren Room, East Preston and Kingston Village Hall, Sea Road, East Preston, BN16 1LP, 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.

Please wear a face mask, follow the latest government advice on social distancing and observe precautions to prevent the spread of the coronavirus

*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 November, 2022 (circulated).
5. **Payments** - To consider the report of the Clerk on accounts and financial matters (attached).
6. **Budget 2022/23** – To make a recommendation to Council on the budget and Precept to be set for 2022-23 (draft budget attached). The Budget proposes an increase in the Precept of 1% from last year with the Precept set at £9,090 (an increase of £90).
7. **Bank Account** – To note that HSBC have changed their Community Account to a Charitable Account meaning that Council will now be treated as a small business account and incur charges. To agree that the Clerk will research an alternative bank account and facilitate a change, in liaison with the Chairman and Vice-Chairman of Council. The new account to use electronic banking with the signatories to the account to be Cllrs Walker, Wetherell, Jolly, Masson and Joyce and the Clerk (any 3 from 6 to sign)
8. **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 19 January, 2022

1. **Account Balance** - To note the balance on the Account as at 31 December, 2021 was £30,466.93 after taking into account receipts of £0.68 bank interest, and 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 (November) | 322.17 | -     | 322.17  | 12/11/21 |
| Arun District Council | Direct Debit   | Payroll recharge (December) | 322.17 | -     | 322.17  | 13/12/21 |

2. **Grant applications:** To consider
- a request from St Mary's Church for a grant towards Churchyard Maintenance – information circulated (£350 in budget)
  - a request from West Sussex Mind for a grant to assist their work with young people – information circulated

3. **Payments for approval (known to date) -**

| Payee                    | Re:   | Net £                              | VAT £            | Total £ | Cheque No.              |
|--------------------------|---|------------------------------------|------------------|---------|-------------------------|
| St Mary's Church         | Annual Grant – re Churchyard maintenance – subject to item 2 above  | 350.00                             | -                | 350.00  | 669                     |
| N Phibbs                 | Locum Clerk – November meeting  | 80.00                              | -                | 80.00   | 670                     |
| Cllr G Walker            | Chairman's Allowance  | 150.00                             | -                | 150.00  | 671                     |
| V Knight                 | Reimbursements<br>Claim for heating and lighting<br>Claim for mileage<br>(Both in accordance with budget)<br>Annual Sub to Society of Local Council Clerks<br>Hire of EP&K Village Hall | 312.00<br>144.00<br>98.00<br>40.00 | -<br>-<br>-<br>- | 594.00  | 672                     |
| Arun District Council    | Printing (including Nov Newsletter £46.82)  | 54.50                              | -                | 54.50   | 673                     |
| Information Commissioner | Data protection renewal   | 35.00                              | -                | 35.00   | Direct Debit due 2/2/21 |

| Actual<br>2018/19 | Actual<br>2019/20 | Actual<br>2020/21 |  | Budget<br>2021/22 | Projected<br>2021/22 | Budget<br>2022/23 |
|-------------------|-------------------|-------------------|--|-------------------|----------------------|-------------------|
| £                 | £                 | £                 | EXPENDITURE  | £                 | £                    | £                 |
| 3725              | 3750              | 3866              | Clerk – Salary^  | 3972              | 3972                 | 4050              |
| 216               | 216               | 144               | Clerk - Travel   | 144               | 144                  | 144               |
| 240               | 240               | 312               | Clerk – Home office expenses   | 312               | 312                  | 312               |
| 0                 | 0                 | 0                 | Members’ Allowances  | 700               | 0                    | 700               |
| 150               | 150               | 150               | Chairman’s Allowance   | 150               | 150                  | 150               |
| 0                 | 190               | 0                 | Courses/seminars/training  | 200               | 0                    | 200               |
| 7                 | 8                 | 8                 | Postage  | 10                | 8                    | 0                 |
| 35                | 133               | 35                | Admin - expenses/office/DP/Bank  | 140               | 140                  | 140               |
| 0                 | 80                | 0                 | Admin – Locum Clerk  | 0                 | 260                  | 500               |
| 730               | 230               | 248               | Website/webmail annual hosting costs                                     | 248               | 248                  | 248               |
| 62                | 63                | 46                | Stationery/Printing/Publications   | 100               | 60                   | 70                |
| 0                 | 0                 | 56                | Virtual meetings (e.g. zoom)   | 0                 | 0                    | 0                 |
| 176               | 120               | 0                 | Hire of Halls  | 200               | 174                  | 200               |
| 286               | 294               | 341               | Insurance  | 360               | 341                  | 341               |
| 271               | 299               | 312               | SALC/SLCC Subscription   | 335               | 303                  | 327               |
| 50                | 50                | 50                | Audit Fees   | 50                | 70                   | 70                |
| 0                 | 145               | 0                 | 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                 | 350               | Other Grants   | 300               | 300                  | 300               |
| 0                 | 300               | 300               | South Strand Community Toilets   | 300               | 300                  | 300               |
| 250               | 0                 | 30                | Env. Protection and Improvement* (incl. flagpole)                        | 300               | 300                  | 300               |
| 0                 | 141               | 0                 | Winter Management Plan*  | 50                | 50                   | 50                |
| 558               | 0                 | 0                 | Celebration of Council’s inauguration 2028*                              | 100               | 100                  | 100               |
| 149               | 190               | 194               | Community Involvement eg newsletters*                                    | 200               | 266                  | 200               |
| 0                 | 0                 | 0                 | Neighbourhood Plan*  | 0                 | 0                    | 0                 |
| 100               | 3485              | 1483              | Other projects to be met from General Fund                               | 0                 | 0                    | 0                 |
| 0                 | 0                 | 0                 | Planning Matters/issues*   | 1000              | 1000                 | 1000              |
| 0                 | 0                 | 0                 | Contingency  | 500               | 0                    | 500               |
| <b>7490</b>       | <b>10569</b>      | <b>8410</b>       | <b>TOTAL EXPENDITURE (see #)</b>   | <b>10206</b>      | <b>9033</b>          | <b>10737</b>      |
| 615               | (2291)            | 600               | Surplus of receipts over payments. Excess (-)                            | (1196)            | (31)                 | (1645)            |
| 1303              | 223               | 2436              | * unspent/overspent budget items are transferred to Reserves at year end |                   |                      |                   |
|                   |                   |                   | <b>RECEIPTS</b>  |                   |                      |                   |
| 8066              | 8228              | 9000              | Precept  | 9000              | 9000                 | 9090              |
| 39                | 50                | 10                | Bank interest  | 10                | 2                    | 2                 |
| 0                 | 0                 | 0                 | Miscellaneous - Grants   | 0                 | 0                    | 0                 |
| <b>8105</b>       | <b>8278</b>       | <b>9010</b>       | <b>TOTAL RECEIPTS</b>  | <b>9010</b>       | <b>9002</b>          | <b>9092</b>       |

**\* Reserve provision. Balances/Reserve Funds 31 March 2021:**

Election Costs 2,485, Env. Improvements/ Maintenance 2,559, Winter Management Plan 419, Celebration of 30th year of Council (in 2028) 492, Community Involvement 936, Neighbourhood Plan/ Design Statement 4,788, Grant from Transparency Fund £92 (for printer), Planning Matters £2000 General Fund 12,422 TOTAL 26,193

^ Salary will be increased in line with the national salary award operating from April 2021 when known. Estimate 2% included

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