

KINGSTON PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes: of the Meeting held on 19th January, 2022 commencing at 7.30 pm in East Preston and Kingston Village Hall, Sea Road, East Preston.

Present: Councillors Joyce (Chairman), Buckenham, Jolly, Kenning, Wetherell and Walker.
 Val Knight (Clerk)

01/22 **Apologies** - Cllr Masson. District Cllrs Bower, Chapman and Kelly.

02/22 **Declarations and Dispensations of Interests** - Further to declarations held in the Register of Members Interests, in the interest of openness, Cllrs Kenning and Walker declared membership of Kingston Gorse Estate and Cllr Jolly declared membership of West Kingston Residents Association.

03/22 **Public Opportunity** - No members of the public were present.

04/22 **Minutes** - The Minutes of the Meeting of the Committee held on 18th November, 2021 were confirmed as a correct record subject to 'Cllr Jolly' being amended to 'Cllr Joyce' in Minute 39/21. There were no matter arising.

05/22 Report of the Clerk on Financial Matters

1. **Account Balance** – Committee noted the balance on the Account as at 31 December, 2021 was £30,466.93 after taking into account receipt of £0.68 bank interest, and payments not previously reported to Committee and shown below:

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:**

- a request from St Mary's Church for a grant towards Churchyard Maintenance was considered and it was agreed to make a grant of £350.00 (per Budget)
- a request from West Sussex Mind for a grant to assist their work with young people was considered. It was agreed not to make a contribution on this occasion.

3. **Payments:** The following were approved:

Payee	Re:	Net £	VAT £	Total £	Cheque No.
St Mary's Church	Annual Grant – re Churchyard maintenance – re 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				
	Claim for heating and lighting	312.00	-		
	Claim for mileage	144.00	-		
	(Both in accordance with budget)				
	Annual Sub to Society of Local Council Clerks	98.00	-		
	Hire of EP&K Village Hall	40.00	-	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 2/2/21

06/22 **Budget 2022/23** – It was agreed to recommend to Council to adopt the budget (attached) setting the Precept for 2022-23 at £9,090 (an increase in the Precept of 1% from last year of £90)

07/22 **Bank Account** – Committee noted 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)

08/22 **Other Matters** – None.

The Chairman closed the meeting at 7.39 pm.

Chairman:.....

Date:.....

KINGSTON PARISH COUNCIL BUDGET 2022/23

Approved by Council January 2022

Actual 2018/19	Actual 2019/20	Actual 2020/21		Budget 2021/22	Projected 2021/22	Budget 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
7490	10569	8410	TOTAL EXPENDITURE (see #)	10206	9033	10737
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			
			RECEIPTS			
8066	8228	9000	Precept	9000	9000	9090
39	50	10	Bank interest	10	2	2
0	0	0	Miscellaneous - Grants	0	0	0
8105	8278	9010	TOTAL RECEIPTS	9010	9002	9092

*** 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