

KINGSTON PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes: of the Meeting held on 19th January, 2023 commencing at 8.19 pm in Our Lady Star of the Sea Hall, Vermont Drive, East Preston.

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

01/23 **Apologies** – Cllr Jolly. County Cllr Elkins and District Cllrs Chapman, Bower and Kelly.

02/23 **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.

03/23 **Public Opportunity** - No members of the public were present.

04/23 **Minutes** - The Minutes of the Meeting of the Committee held on 10 November, 2023 were confirmed as a correct record. There were no matter arising.

05/23 Report of the Clerk on Financial Matters

1. **Account Balance** – Committee noted the balance on the Account as at 31 December, 2022 was £32,037.19 after taking into account bank charges of £29, receipt of bank interest of £38.09, cancelled (unissued) cheque No 694, and payments not previously reported to Committee and shown below for ratification:

Payee	Payment method	Re:	Net £	VAT £	Total £	Date
Arun District Council	Direct Debit	Payroll recharge	336.75	-	336.75	12/10/22
Arun District Council	Direct Debit	Payroll recharge	336.75	-	336.75	14/11/22
Arun District Council	Direct Debit	Payroll recharge* See below	1558.69	-	1558.69	12/12/22
Arun District Council	Direct Debit	Payroll recharge* Credit net payment £336.75	(1221.94)	-	(1221.94)	30/12/22
Royal British Legion Poppy Appeal	Cheque No 695 - See item 4 below	2 Wreaths - £41.67 + donation £78.33 (per budget £120 exp.)	120.00	8.33	128.33	18/11/22

2. Grants:

It was agreed to

- make a grant of £350 to St Mary's Church towards Churchyard Maintenance (per budget)
- make a donation of £15 to Arundel & Littlehampton District Scout Band in appreciation of buglers attending the Remembrance Service (per budget)

3. Payments approved:

Payee	Re:	Net £	VAT £	Total £	Cheque No.
Sancarma Ltd	Delivery of January newsletter re Planning	50.00	-	50.00	696
Cllr Buckenham	Travel cost reimbursement (journey over 15 miles) – attending WSALC AGM 40 Miles x 45p	18.00	-	18.00	697

V Knight	Reimbursements - Annual Sub to Society of Local Council Clerks	112.00	-	112.00	698
St Mary's Church	Annual Grant – re Churchyard maintenance	350.00	-	350.00	699
Arun District Council	Printing	66.74	-	66.74	700
Arundel & L'ton District Scout Band	Donation in appreciation of buglers attending the Remembrance Service	15.00	-	15.00	701
Information Commissioner	Data protection renewal	35.00	-	35.00	D. Debit 2/2/23

4. **Cancelled Cheque No. 694** – it was noted this cheque was not issued as the split between costs and Vat was incorrect. It was replaced by Cheque No. 695 as shown above (£120 plus reclaimable VAT of £8.33 - Budget agreed for wreaths and donation net £120)

06/23 **Budget 2023-24** –It was agreed to recommend to Council to adopt the budget (attached) setting the Precept for 2023-24 at £9,090 (no increase from last year). The Budget includes a provision regarding the increase in the Clerk's salary to £4353 from 1 April 2023, in line with National pay awards.

07/23 **Bank Account** – Council noted that the Clerk is obtaining a change of signatories mandate to reflect that Cllr Jolly is no longer a signatory.

08/23 **Other Matters** – None.

The Chairman closed the meeting at 8.24 pm.

Chairman:.....

Date:.....

KINGSTON PARISH COUNCIL BUDGET 2023/24

APPROVED January 2023

Actual 2019/20	Actual 2020/21	Actual 2021/22		Budget 2022/23	Projected 2022/23	Budget 2023/24
£	£	£	EXPENDITURE	£	£	£
3750	3866	3972	Clerk – Salary^	4050	4041	4353
216	144	144	Clerk - Travel	144	144	144
240	312	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
190	0	0	Courses/seminars/training (incl. travel)	200	18	200
8	8	0	Postage	0	6	6
133	35	116	Admin - expenses/office/DP/Bank	140	205	140
80	0	260	Admin – Locum Clerk	500	80	500
230	248	248	Website/webmail annual hosting costs + One-off upgrade payment	248	248	248 500
63	46	41	Stationery/Printing/Publications	70	100	100
0	56	-9	Virtual meetings (e.g. zoom)	0	0	0
120	0	100	Hire of Halls	200	100	150
294	341	341	Insurance	341	341	360
299	312	303	SALC/SLCC Subscription	327	341	343
50	50	70	Audit Fees	70	80	80
145	0	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	350	100	Other Grants	300	300	300
300	300	300	South Strand Community Toilets	300	300	300
0	30	1307	Env. Protection and Improvement* (incl. flagpole)	300	488	300
141	0	0	Winter Management Plan*	50	50	0
0	0	0	Celebration of Council's inauguration 2028*	100	100	100
190	194	266	Community Involvement eg newsletters*	200	266	270
0	0	0	Neighbourhood Plan*	0	0	0
3485	1483	0	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
10569	8410	8506	TOTAL EXPENDITURE (see #)	10737	9205	11591
(2291)	600	497	Surplus of receipts over payments. Excess (-)	(1645)	(30)	(2416)
223	2436	127	* unspent/overspent budget items are transferred to Reserves at year end			
			RECEIPTS			
8228	9000	9000	Precept	9090	9090	9090
50	10	3	Bank interest	2	85	85
0	0	0	Miscellaneous - Grants	0	0	0
8278	9010	9003	TOTAL RECEIPTS	9092	9175	9175