



11 May, 2023

Dear Councillor

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

You are summonsed to attend a Meeting of the Finance and General Purposes Committee on Thursday, **18 May, 2023** in Our Lady Star of the Sea Hall, Vermont Drive, East Preston, that will be held during an adjournment of a meeting of Full Council. The Full Council meeting will follow the Annual Parish Meeting that commences at 7 pm.

Members of the Public are also welcome to join the meeting and will be given an opportunity to make representation to the Committee.

*Val Knight*

Mrs V Knight  
Clerk of the Council

## **A G E N D A**

1. **Apologies for Absence**
2. **Election of Chairman**
3. **Election of Vice-Chairman**
4. **Declarations and Dispensations of Interests** - To receive any declarations under the Council's Code of Conduct and consider any dispensation requests
5. **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.
6. **Minutes** - To approve the Minutes of the Meeting held on 16 March, 2023 (circulated).
7. **Payments** - To consider the report of the Clerk on accounts and financial matters (attached).
8. **Accounts and Annual Governance and Accountability Return 2022/23** – To note that at the date of the preparation of this agenda, the Annual Return is being considered for verification by the internal auditor.
  - If verification is received prior to the meeting, to recommend to Council that it approves:
    - a) the Accounts Summary for 2022-23 (circulated).
    - b) the Annual Return (circulated) in this order:
      - i. the Certificate of Exemption
      - ii. the report of the Internal Auditor
      - iii. the Annual Governance Statement
      - iv. the Accounting Statements
  - If verification is not received prior to the meeting, to recommend to Council that an additional meeting of Council be held in June to approve the Return.
9. **Bank Account** – Clerk to report.

### **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 18 May, 2023

1. **Account Balance** - To note the balance on the Account as at 30 April, 2023, was £32,545.53 after taking into account bank charges of £21, receipt of Precept of £4,545.00, 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	13/03/23
Arun District Council	Direct Debit	Payroll recharge	336.75	-	336.75	21/04/23
G Walker	Cheque No 706	Chairman's Allowance	150.00	-	150.00	28/03/23
Arun District Council	Cheque No 707	Printing	9.27	-	9.27	05/05/23
South Strand Community Toilets	Cheque No 708	Grant	300.00	-	300.00	05/05/23
WSALC	Cheque No 709	Annual subs WSALC and NALC	231.39	-	231.39	05/05/23
V Knight	Cheque No 710	Reimbursement re Webmail address (Vision ICT)	18.00	3.60	21.60	05/05/23

### 2. Insurance Renewal:

To consider the Annual Insurance renewal. To agree whether to enter into a Long Term Agreement (whether the policy is for a 1 or 3 year term).

To consider alternative quotes (awaited at time of preparing this agenda) or make the following payment to existing provider.

Payee	Re:	Net £	VAT £	Total £	Cheque No.
Arthur J Gallagher Insurance Brokers Ltd	Annual Insurance renewal	404.66	-	404.66	711

### 3. Payments for Approval:

Payee	Re:	Net £	VAT £	Total £	Cheque No.
Clerk – Reimbursement re Vision ICT Ltd	Webmail addresses for 7 Councillors (annual charge)	126.00	25.20	151.20	712
Sancarma Ltd	Delivery of May newsletter	50.00	-	50.00	713