

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

**Minutes:** of the Meeting held on 18 January, 2024 commencing at 7.43 pm in Our Lady Star of the Sea Hall, Vermont Drive, East Preston.

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

01/24 **Welcome and Safety Procedures** – The Chairman welcomed everyone to the meeting and explained safety procedures.

02/24 **Apologies** – Cllr Masson. County Cllr Elkins and District Cllr P Kelly.

03/24 **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.

04/24 **Public Opportunity** – No members of the public were present.

05/24 **Minutes** - The Minutes of the Meeting of the Committee held on 16 November, 2023 were confirmed as a correct record. There were no matter arising.

06/24 **Report of the Clerk on Financial Matters**

**1. Account Balance** – Committee noted the balance on the Account as at as at 31 December, 2023, was £36,482.86 after taking into account bank charges of £17 and receipt of bank interest £158.09, as well as payments not previously reported to Committee and shown below:

Payee	Payment method	Re:	Net £	VAT £	Total £	Date
Arun District Council	Direct Debit	Payroll recharge Re November	362.75	-	362.75	13/11/23
Arun District Council	Direct Debit	Payroll recharge Re December	362.75	-	362.75	12/12/23

**2. Payments for Approval** - The following were approved for payment:

Payee	Re:	Net £	VAT £	Total £	Cheque No.
Sancarma Ltd	Planning Newsletter delivery	50.00	-	50.00	721
V Knight	Reimbursement - Annual Sub to Soc. Local Council Clerks	112.00	-	112.00	722
Cllr G Walker	Chairman's allowance	120.00	-	120.00	723
St Mary's Church	Annual Grant – re Churchyard maintenance	350.00	-	350.00	724
Cllr R Wetherell	Mileage and parking	12.23	.92	13.15	725
Information Commissioner	Data protection renewal Due 2/2/24	35.00	-	35.00	Direct Debit

**3. Grant:** It was agreed to make a grant of £350 to St Mary's Church towards Churchyard Maintenance (per budget) reflected in 2 above.

07/24 **Budget 2024/25** – It was agreed to recommend to Council to adopt the budget (attached) setting the 2024-25 Precept at £9,090 (no increase from last year). The Budget includes an increase in the Clerk's salary to £4664.40 from 1 April 2024, in line with National pay awards.

08/24 **Bank Account** – It was noted that the switch to Nat West is progressing, and agreed to open:  
- an Instant access with business reserve (balance to be kept to around £2,000) and  
- a Liquidity Manager 35 day notice (remaining balance).  
This would be reviewed after 6 months and consideration given to opening a Liquidity Manager  
95 day notice account.

The Chairman closed the meeting at 8.53 pm.

Chairman:.....

Date:.....

**KINGSTON PARISH COUNCIL BUDGET 2024/25**

**APPROVED January 2024**

Actual 2020/21	Actual 2021/22	Actual 2022/23		Budget 2023/24	Projected 2023/24	Budget 2024/25
£	£	£	<b>EXPENDITURE</b>	£	£	£
3866	3972	4041	Clerk – Salary^	4353	4353	4665
144	144	144	Clerk - Travel	144	144	144
312	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
0	0	18	Courses/seminars/training (incl. travel)	200	40	200
8	0	6	Postage	6	6	6
35	116	144	Admin - expenses/office/DP/Bank (£72)	140	135	140
0	260	80	Admin – Locum Clerk	500	0	500
248	248	248	Website/webmail annual hosting costs + £500 One-off upgrade payment in 2023-24	748	892	400
46	41	84	Stationery/Printing/Publications	100	100	100
56	-9	0	Virtual meetings (e.g. zoom)	0	0	0
0	100	150	Hire of Halls	150	150	165
341	341	341	Insurance	360	402	402
312	303	341	SALC/SLCC Subscription	343	344	350
50	70	80	Audit Fees	80	80	80
0	0	0	Election Reserve/costs*	50	50	0
350	350	350	St Mary’s Churchyard Grant	350	350	350
135	135	135	Remembrance Service	135	135	135
350	100	150	Other Grants	300	150	300
300	300	300	South Strand Community Toilets	300	300	300
30	1307	482	Env. Protection and Improvement* (incl. flagpole)	300	300	300
0	0	0	Winter Management Plan*	0	0	0
0	0	0	Celebration of Council’s inauguration 2028*	100	100	100
194	266	194	Community Involvement eg newsletters*	270	290	270
0	0	0	Neighbourhood Plan*	0	0	0
1483	0	0	Other projects to be met from General Fund	0	0	0
0	0	73	Planning Matters/issues*	1000	1000	1000
0	0	0	CIL Infrastructure Project* – see income	0	3755	0
0	0	0	Contingency	500	0	500
<b>8410</b>	<b>8506</b>	<b>7823</b>	<b>TOTAL EXPENDITURE (see #)</b>	<b>11591</b>	<b>13538</b>	<b>11569</b>
600	497	1389	<b>Surplus</b> of receipts over payments. <b>Excess (-)</b>	(2416)	(243)	(1979)
2436	127	950	* unspent/overspent budget items are transferred to Reserves at year end			
			<b>RECEIPTS</b>			
9000	9000	9090	Precept	9090	9090	9090
10	3	122	Bank interest	85	450	500
0	0	0	CIL infrastructure monies	0	3755	0
<b>9010</b>	<b>9003</b>	<b>9212</b>	<b>TOTAL RECEIPTS</b>	<b>9175</b>	<b>13295</b>	<b>9590</b>

\* Reserve provision. Balances/Reserve Funds 31 March 2023:

Election Costs 2,585, Env. Improvements/ Maintenance 1370, Winter Management Plan 519, Celebration of 30th year of Council (in 2028) 692, Community Involvement 802, Neighbourhood Plan/ Design Statement 4,788, Grant from Transparency Fund £92 (for printer), Planning Matters £4000 General Fund 13348 TOTAL 28,196

^ Salary for 24-25 increased in line with the national salary award operating from April 2023

# Excess of Expenditure over Receipts will be met from the General Fund