

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

**Minutes:** of the Meeting held on 21 March, 2024 commencing at 8.11 pm in Our Lady Star of the Sea Hall, Vermont Drive, East Preston.

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

09/24 **Welcome and Safety Procedures** – The Chairman welcomed everyone to the meeting and explained safety procedures.

10/24 **Apologies** – Cllr Kenning.

11/24 **Declarations and Dispensations of Interests** - Further to declarations held in the Register of Members Interests, in the interest of openness, Cllrs Masson and Walker declared membership of Kingston Gorse Estate.

12/24 **Public Opportunity** – No members of the public were present.

13/24 **Minutes** - The Minutes of the Meeting of the Committee held on 18 January, 2024 were confirmed as a correct record. There were no matter arising.

**14/24 Report of the Clerk on Financial Matters**

**1. Account Balance** – Committee noted the balance on the Account as at as at 29 February, 2024 was £35,070.21 after taking into account bank charges of £22, 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	12/01/24
Arun District Council	Direct Debit	Payroll recharge Re December	362.75	-	362.75	12/02/24
Environment Agency	Cheque No 726	Licence for signs along Ferring Rife	150.00	-	150.00	14/03/24

**2. Grant:** It was agreed to make a grant of £300 to Kent, Surrey, Sussex Air Ambulance Charity (see below)

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

Payee	Re:	Net £	VAT £	Total £	Cheque No.
V Knight	Reimbursements: – stamps Annual claim for office costs - heating, lighting etc. per budget Annual claim for mileage – per budget cap	6.00 312.00 144.00	-	462.00	727
Our Lady Star of the Sea	Hall hire April 2023 – March 2024. 6 meetings @ £25	150.00	-	150.00	728
Kent, Surrey, Sussex Air Ambulance Charity	Grant	300.00	-	300.00	729
Cllr K Buckenham	2 signs plus fixings 1 sign plus fixings	42.00 92.50	9.40 16.50	51.40 <u>109.00</u> 160.40	730

15/24 **Bank Account** – It was noted that the accounts with Nat West are set up in readiness and that forms to action the switch are being completed. It was noted that signatories and signing rules are:  
Signatories: Cllr Geraldine Walker, Cllr Roger Wetherell, Cllr David Joyce, Cllr Valerie Masson and Val knight (Clerk).  
Rules: Any 3 from 5 to sign for all amounts.  
Administrator for the account: Val Knight, Clerk (this includes making transfers between Council's accounts)

The Chairman closed the meeting at 8.24 pm.

Chairman:.....

Date:.....