



10 March, 2024

Dear Councillor

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

You are summonsed to attend a Meeting of the Finance and General Purposes Committee on Thursday, **16 May, 2024** 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. **Welcome and Safety Procedures**
2. **Apologies for Absence**
3. **Election of Chairman**
4. **Election of Vice-Chairman**
5. **Declarations and Dispensations of Interests** - To receive any declarations under the Council's Code of Conduct and consider any dispensation requests
6. **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.
7. **Minutes** - To approve the Minutes of the Meeting held on 21 March, 2024 (circulated).
8. **Payments** - To consider the report of the Clerk on accounts and financial matters (attached).
9. **Bank Account** – To note there has been a further delay as the money manager account cannot be 'switched' and as a result the money manager account is being closed and the balance transferred to the current account. Once the switch has taken place the monies will be moved to a NatWest savings account.
10. **Accounts and Annual Governance and Accountability Return 2023/24:**
  - a) To note the Accounts Summary for 2023-24 subject to Audit (circulated).
  - b) The Annual Return cannot be finalised for sign off by Council until the Internal Audit is completed so to agree to recommend to Council that an additional meeting of Council be held in June to approve the Return

**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 16 May, 2024

1. **Account Balance** - To note the balance on the Account as at 31 March, 2024 was £33,604.49 after taking into account bank interest of £144.43 and bank charges of £10 as well as 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 Re March	362.75	-	362.75	12/03/24

2. **Grant:** To consider making the annual grant to South Strand Community Toilets towards running costs - £300 in accordance with Budget, plus to consider a request for a further grant to contribute to roof repairs to the toilets

3. **Payments for Approval:**

Payee	Re:	Net £	VAT £	Total £	Cheque No.
Arthur J Gallagher Insurance Brokers Ltd	Annual Insurance renewal	410.68	-	410.68	TBC
Clerk – Reimbursement re Vision ICT Ltd*	Webmail addresses for 7 Councillors plus Clerk (annual charge)	160.00	32.00	192.00	TBC
Sancarma Ltd	Delivery of May newsletter	50.00	-	50.00	TBC
Arun District Council	Printing	25.59	-	25.59	TBC
WSALC	Annual subs WSALC and NALC	192.36 42.32	-	234.68	TBC
Parish Online	Online mapping	37.50	7.50	45.00	TBC

\* subject to a decision by Council

4. **Adjustment to payment:** Arising from an addition error, Cllr Buckenham received cheque 730 for £160.40 in respect of Nesting Bird signs and this has resulted in an overpayment of £16. Cllr Buckenham has agreed to repay the £16.