

KINGSTON PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes: of the Meeting held on 16 May, 2024 commencing at 9.36 pm in Our Lady Star of the Sea Hall, Vermont Drive, East Preston.

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

16/24 **Welcome and Safety Procedures** – The Chairman welcomed everyone to the meeting and explained safety procedures.

17/24 **Apologies** – Cllrs Buckenham and Masson.

18/24 **Election of Chairman** – Cllr Joyce was elected to serve for the ensuing year.

19/23 **Election of Vice-Chairman** - Cllr Andrew was elected to serve for the ensuing year.

20/24 **Declarations and Dispensations of Interests** - Further to declarations held in the Register of Members Interests, in the interest of openness, Cllrs Marr and Walker declared membership of Kingston Gorse Estate.

21/24 **Public Opportunity** – One Member of the public was present.

22/24 **Minutes** - The Minutes of the Meeting of the Committee held on 21 March, 2024 were confirmed as a correct record subject to amending, in Minute 14, November to read January and December to read February. There were no matter arising.

23/24 Report of the Clerk on Financial Matters

1. Account Balance – Committee noted the balance on the Account as at 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:

| 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: It was agreed to make the annual grant to South Strand Community Toilets towards running costs - £300 in accordance with Budget, but not to make any additional contribution towards roof repairs. (see payment listed below)

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

| Payee | Re: | Net £ | VAT £ | Total £ | Cheque No. |
|--|---|-----------------|-------|---------|------------|
| Vision ICT Ltd | Webmail addresses for 7 Councillors plus Clerk (annual) | 160.00 | 32.00 | 192.00 | 001 |
| Sancarma Ltd | Delivery of May newsletter | 50.00 | - | 50.00 | 002 |
| Arthur J Gallagher Insurance Brokers Ltd | Annual Insurance renewal | 410.68 | - | 410.68 | 003 |
| Arun District Council | Printing | 25.59 | - | 25.59 | 004 |
| WSALC | Annual subs WSALC and NALC | 192.36 42.32 | - | 234.68 | 005 |
| Parish Online | Online mapping | 37.50 | 7.50 | 45.00 | 006 |
| South Strand Community Toilets | Annual Grant re running costs | 300.00 | - | 300.00 | 007 |

4. Adjustment to Payment: It was noted that Cllr Buckenham had received cheque 730 for £160.40 in respect of Nesting Bird signs and, due to some addition errors, this had resulted in an overpayment of £16. Cllr Buckenham has repaid the £16.

The Chairman reminded Members of the importance of producing a proper VAT invoice when claiming reimbursement rather than using emails. This would also make it easier for signatories to check the total amount due.

24/24 **Bank Account** – It was noted 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 monies will be split between the NatWest current account and reserve account as appropriate.

25/24 **Accounts and Annual Governance and Accountability Return 2023/24:**

Committee noted:

- a) the Accounts Summary for 2023-24 (subject to Audit)
- b) the Annual Return cannot be finalised for sign off by Council until the Internal Audit is completed.

Committee agreed to recommend to Council that an additional meeting of Council be held in June to approve the Return.

The Chairman closed the meeting at 9.47 pm.

Chairman:.....

Date:.....