



10 January, 2025

Dear Councillor

FINANCE AND GENERAL PURPOSES COMMITTEE

You are summonsed to attend a Meeting of the Finance and General Purposes Committee on Thursday, **16 January, 2025** in Our Lady Star of the Sea Hall, Vermont Drive, East Preston, that will be held following a meeting of the Planning Committee 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. **Declarations and Dispensations of Interests** - To receive any declarations under the Council's Code of Conduct and consider any dispensation requests
4. **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.
5. **Minutes** - To approve the Minutes of the Meeting held on 21 November, 2024 (circulated).
6. **Payments** - To consider the report of the Clerk on accounts and financial matters (attached).
7. **Budget 2025/26** – To make a recommendation to Council on the budget and Precept to be set for 2025/26 (draft budget attached). The Budget proposes an increase in the Precept to £18,000.

KINGSTON PARISH COUNCIL

33 The Ridings, East Preston, West Sussex BN16 2TW Tel: 01903 771922
email: clerk@kingston-wsx-pc.gov.uk website: <https://kingston-wsx-pc.gov.uk/>

**Clerk's Report on Financial Matters for the
Meeting of the Finance and General Purposes Committee on 16 January, 2025**

1. **Account Balance** - To note the balance on bank account as at 31 December, 2024 was £32,749.26 after taking into account receipt of bank interest of £71.13 and £3,580 donations re the Judicial Review fundraiser, 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	388.70	-	388.70	12/11/24
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2. **Payments for Approval:**

Payee	Re:	Net £	VAT £	Total £	Cheque No.
Arun District Council	Printing – including newsletter	57.51	11.50	69.01	019
G Walker	Chairman's Allowance 2024/25	150.00	-	150.00	020
St Mary's Church	Annual Grant – re Churchyard maintenance	350.00	-	350.00	021
Information Commissioner	Data protection renewal	35.00	-	35.00	Direct Debit due 2/2/25

3. **Update on fundraiser** - Clerk to report.

Actual 2021/22	Actual 2022/23	Actual 2023/24		Budget 2024/25	Projected 2024/25	Budget 2025/26
£	£	£	EXPENDITURE	£	£	£
3972	4041	4353	Clerk – Salary [^] includes Employers NI	4665	4665	6872
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	120	Chairman’s Allowance	150	180	150
0	18	13	Courses/seminars/training (incl. travel)	200	0	200
0	6	6	Postage	6	9	7
116	144	171	Admin - expenses/office/DP/Bank	140	130	140
260	80	0	Admin – Locum Clerk	500	0	500
248	248	144	Website/webmail annual hosting costs (One-off upgrade awaited for website)	400	400	400
41	84	59	Stationery/Printing/Publications	100	100	100
-9	0	0	Virtual meetings (e.g. zoom)	0	0	0
100	150	150	Hire of Halls	165	205	250
341	341	402	Insurance	402	402	402
303	341	343	SALC/SLCC Subscription	350	345	390
70	80	80	Audit Fees	80	80	60
0	0	0	Election Reserve/costs*	0	150	0
350	350	350	St Mary’s Churchyard Grant	350	350	350
135	135	135	Remembrance Service	135	135	135
100	150	300	Other Grants	300	150	200
300	300	300	South Strand Community Toilets	300	300	300
1307	482	270	Env. Protection and Improvement* (incl. flagpole)	300	0	0
0	0	0	Winter Management Plan*	0	0	0
0	0	0	Celebration of Council’s inauguration 2028*	100	100	0
266	194	244	Community Involvement eg newsletters*	270	194	100
0	0	0	Neighbourhood Plan*	0	0	0
0	73	0	Planning Matters/issues*	1000	15536	6300
0	0	0	CIL Infrastructure Project* – see reserve	0	0	0
0	0	0	Contingency (re Judicial Review)	500	0	10,000
8506	7823	7896	TOTAL EXPENDITURE (see #)	11569	23887	28012
497	1389	5471	Surplus of receipts over payments. Excess (-)	(1979)	(3217)	(8712)
127	950	5461	* unspent/overspent budget items are transferred to Reserves at year end			
			RECEIPTS			
9000	9090	9090	Precept	9090	9090	18000
3	122	522	Bank interest	500	340	300
0	0	0	Judicial Review Fund raiser (net to date est.)	0	11230	1000
0	0	3755	CIL receipt	0	0	0
9003	9212	13367	TOTAL RECEIPTS	9590	20670	19300

* **Reserve provision. Balances/Reserve Funds 31 March 2024:** Election Costs 2,635, Env. Improvements/Maintenance 1,400, Winter Management Plan 519, Celebration of 30th year of Council (in 2028) 792, Community Involvement 828, Neighbourhood Plan/ Design Statement 4,788, Grant from Transparency Fund £92 (for printer), Planning Matters £5000, CIL 3,755, Website Upgrade 500, General Fund 13295 TOTAL 33,604

[^] **Salary** for 25-26 provisional increase (subject to Council approval) in working hours per week to 8 from 6 in line with the national salary award operating from 1 April 2024 and subject to national pay awards from their date due.

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