

# KINGSTON PARISH COUNCIL

## FINANCE AND GENERAL PURPOSES COMMITTEE

**Minutes:** of the Meeting held on 15 May, 2025 commencing at 9 pm in Our Lady Star of the Sea Hall, Vermont Drive, East Preston.

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

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16/25 **Welcome and Safety Procedures** – Cllr Wetherell welcomed everyone to the meeting and explained safety procedures.

17/25 **Apologies** – All Members were present.

18/25 **Election of Chairman** – Cllr Marr was elected to serve for the ensuing year.

19/25 **Election of Vice-Chairman** - Cllr Wetherell was elected to serve for the ensuing year.

20/25 **Declarations and Dispensations of Interests** - Further to declarations held in the Register of Members Interests, in the interest of openness, Cllrs Marr and Masson declared membership of Kingston Gorse Estate.

21/25 **Public Opportunity** – No members of the public were present.

22/25 **Minutes** - The Minutes of the Meeting of the Committee held on 20 March, 2025 were confirmed as a correct record and were signed by the Chairman. There were no matter arising.

### 23/25 **Report of the Clerk on Financial Matters**

**1. Account Balance** – Committee noted the balance on bank accounts as at 31 March, 2025 totalled £23,794.97 after taking into account receipts not previously reported of bank interest of £40.79, and payments not previously reported and shown below:

Payee	Payment method	Re:	Net £	VAT £	Total £	Date
Arun District Council	Direct Debit	Payroll recharge	388.70	-	388.70	13/03/25

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

Payee	Re:	Net £	VAT £	Total £	Cheque No.
South Strand Community Toilets	grant to towards running costs - per Budget	300.00		300.00	26
Arthur J Gallagher Insurance Brokers Ltd	Annual Insurance renewal	415.28	-	415.28	27
Vision ICT Ltd	Webmail addresses for 7 Councillors plus Clerk *	40.00	8.00	48.00	28
Sancarma Ltd	Delivery of May newsletter	50.00	-	50.00	29
Arun District Council	Printing	17.76	-	17.76	30
WSALC	Annual subs WSALC and NALC	200.25 45.37	-	245.62	31
Parish Online (Geosphere Ltd)	Online mapping	37.50	7.50	45.00	32

\* Committee agreed to pay 3 months subscription and not the annual amount to allow time to consider other providers.

24/25 **Bank Account** – The new signatories as agreed by Council were noted: Cllrs Wetherell, Andrew, Marr and Masson plus V Knight (Clerk) - any three from five to sign. Council had also agreed the Clerk to be responsible for administering the Account including updating signatories and making transfers between accounts.

25/25 **Accounts and Annual Governance and Accountability Return 2024/25** – It was agreed to recommend to Council that it approves:

a) the Accounts Summary for 2024-25 (circulated).

b) the Annual Return (circulated) in this order:

i. the report of the Internal Auditor

ii. the Annual Governance Statement

iii. the Accounting Statements

And that these be signed by the Chairman and Clerk as required for submission to the External Auditor.

The Chairman closed the meeting at 9.15 pm.

Chairman:.....

Date:.....