

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

**Minutes:** of the Meeting held on 17 July, 2025 commencing at 8.30 pm in Our Lady Star of the Sea Hall, Vermont Drive, East Preston.

**Present:** Councillors Buckenham (Chairman elected for meeting), Andrew and Masson.  
Val Knight (Clerk).

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26/25 **Election of Chairman** – In the absence of Cllrs Marr and Wetherell, Cllr Buckenham was elected to chair the meeting.

27/25 **Welcome and Safety Procedures** – Cllr Buckenham welcomed everyone to the meeting and explained safety procedures.

28/25 **Apologies** – Cllrs Marr and Wetherell.

29/25 **Declarations and Dispensations of Interests** - Further to declarations held in the Register of Members Interests, in the interest of openness, Cllr Masson declared membership of Kingston Gorse Estate.

30/25 **Public Opportunity** – No members of the public were present.

31/25 **Minutes** - The Minutes of the Meeting of the Committee held on 15 May, 2025 were confirmed as a correct record and were signed by the Chairman. There were no matter arising.

**32/25 Report of the Clerk on Financial Matters**

- 1. Account Balance** – Committee noted the balance on bank account as at 30 June, 2025 was £30,295.94 after taking into account receipts not previously reported of bank interest of £75.79, VAT refund of £144.02 and ½ year Precept of £9000, 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	388.70	-	388.70	14/04/25
Arun District Council	Direct Debit	Payroll recharge	731.92	-	731.92	12/05/25
Arun District Council	Direct Debit	Payroll recharge	560.31	-	560.31	12/06/25

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

Payee	Re:	Net £	VAT £	Total £	Cheque No.
R G Cooper	Internal Audit	60.00	-	60.00	33
Arun District Council	Printing (includes £53.87 for newsletter printing)	69.43	-	69.43	34

33/25 **Accounts and Annual Governance and Accountability Return 2024/25** – It was noted that the Annual Return was with the external auditor awaiting sign off. (Council not exempt from external audit this year due to receipts/payments exceeding £25,000 during the year)

**34/25 Internal Audit:**

- It was agreed to make a recommendation to Council to appoint RG Cooper as Internal Auditor for 2025/26.
- The Annual Risk Assessment Report and the Review of Internal Audit prepared by the Clerk were noted and recommended to Council for approval.

The Chairman closed the meeting at 8.36 pm.

Chairman:.....

Date:.....