



9 September, 2025

Dear Councillor

FINANCE AND GENERAL PURPOSES COMMITTEE

You are summonsed to attend a Meeting of the Finance and General Purposes Committee on Monday, **15 September, 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 17 July, 2025 (circulated).
6. **Payments** - To consider the report of the Clerk on accounts and financial matters (attached).
7. **Accounts and Annual Governance and Accountability Return 2024/25** – The external auditor has completed Section 3 of the Annual Return (the External Auditor Report and Certificate) and the Conclusion of Audit has now been published by the Clerk. Whilst the External Auditor raised no matters on the Annual Return, the following were queried in their covering letter (circulated):
 - On future returns it should be made clear whether or not the Council operates a petty cash system with an entry in the bank reconciliation report – Note: No Petty cash system used and this can be recorded on future bank reconciliations.
 - In future when approving the Annual Return Sections 1 and 2 in that order, the minutes should separately number/sub-number each approval so that this is more easily identified without reference to the actual minutes – Note: that can be done from now on.
 - External Auditor (Ext. A) noted the email address used to submit the Annual Return and supporting documents does not appear to belong to the Council. Ext A also notes that this may be due to the timing of transfer between systems. Ext A says it is mandatory from 1 April 2025 to have an email account that belongs to the Council and to which the Council has access and that Council will need to consider whether it is fully compliant – Note: kingstonpc@yahoo.com has been used only for council business for several years. The Kingston-wsx-pc.gov.uk email has been set up for over a year but reliability problems were occurring where emails sent from it were not delivered and returned as undeliverable. This problem was getting worse and Council has now changed its email host from the 5 August the change-over period referred to by the Auditor.

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/>

KINGSTON PARISH COUNCIL

Clerk's Report on Financial Matters for the Meeting of the Finance and General Purposes Committee on 15 September, 2025

1. **Account Balance** - To note the balance on bank account as at 31 August, 2025 was £28,826.08 after taking into account receipts not previously reported of bank interest of £67.27, 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 | 560.31 | - | 560.31 | 14/07/25 |
| Arun District Council | Direct Debit | Payroll recharge | 560.31 | - | 560.31 | 12/08/25 |
| Arun District Council | Cheque No 36 | Printing - survey | 29.23 | 5.85 | 35.08 | 23/08/25 |
| Moore | Cheque No 37 | External Audit Fee | 210.00 | 42.00 | 252.00 | 23/08/25 |

2. **Payments for Approval:** None to date but NOTE spoilt cheque:

| Payee | Re: | Net £ | VAT £ | Total £ | Cheque No. |
|-------|----------------------------|-------|-------|---------|------------|
| N/A | Spoilt cheque (not issued) | 0 | 0 | 0 | 35 |

3. **To reimburse the Clerk** for the online purchase of a new computer with sound bar (for meetings and dictation etc) and a monitor. Anticipated cost £870 - to be confirmed at the meeting. Note a budget of up to £1,000 was agreed at the meeting of Council on 17 July, 2025 with the Clerk and Chairman to progress the purchase of a suitable system to meet the needs of Council.