

KINGSTON PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes: of the Meeting held on 15 September, 2025 commencing at 7.58 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).

35/25 **Welcome and Safety Procedures** – The Chairman welcomed everyone to the meeting and explained safety procedures.

36/25 **Apologies** – All Members were present.

37/25 **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.

38/25 **Public Opportunity** – No members of the public were present.

39/25 **Minutes** - The Minutes of the Meeting of the Committee held on 17 July, 2025 were confirmed as a correct record and were signed by the Chairman. There were no matter arising.

40/25 Report of the Clerk on Financial Matters

1. Account Balance – Committee noted 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 - The following were approved for payment:

Payee	Re:	Net £	VAT £	Total £	Cheque No.
N/A	Spoilt cheque (not issued)	0	0	0	35
V Knight	Clerk Re-imbursement: Dell computer and sound bar Stamps Stationery	857.50 13.40 5.39	171.50 1.08	 1048.87	 36

41/25 Accounts and Annual Governance and Accountability Return 2024/25

1. Committee noted that the external auditor had 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.
2. Committee noted that whilst the External Auditor raised no matters on the Annual Return, some queries were raised in their covering letter (circulated) and agreed the following actions:

- On future returns it should be made clear that no Petty cash system is used.
- The minutes approving the Annual Return Sections 1 and 2 in that order should reflect this with separate sub-numbers for each approval.
- The Council's .gov.uk email address would be used for Council emails now that the transfer to a new reliable webmail host has been completed.

The Chairman closed the meeting at 8.04 pm.

Chairman:.....

Date:.....