



10 July, 2026

Dear Councillor

## **FINANCE AND GENERAL PURPOSES COMMITTEE**

You are summonsed to attend a Meeting of the Finance and General Purposes Committee on **Thursday, 16 July, 2026** 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 7.30 pm. This meeting will then be followed by a meeting of Council.

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 May, 2026 (circulated).
6. **Payments** - To consider the report of the Clerk on accounts and financial matters (attached).
7. **Bank Account** – To recommend to Council that as part of the process for changing the Council's bank account:
  - the new current account with Unity Trust be set up with 4 councillors as signatories plus the Clerk who would also have administration rights including updating signatories and making transfers between accounts. (any 3 to authorise payments) To agree the signatories would be Val Knight (Clerk) and Cllrs Wetherell, Andrew, Masson and one other to be agreed at the meeting.
  - Open the account with £3,000 deposit and use it to make future payments
  - Set up reserve accounts equivalent to existing
  - Give required notice to NatWest to close the Business Reserve Account, Liquidity Manager Account and Current Account. And transfer balances to Unity Trust.
8. **Accounts and Annual Governance and Accountability Return 2025/26:**
  - a) To note that Internal Audit was completed and no matters of concern were raised.
  - b) To note that the Annual Return was approved by Council on 22 June, 2026 and the Certificate of Exemption submitted to the External Auditor. Also to note that the Notice of Public Rights has been publicised with an end date of 7 August, 2026.

### **KINGSTON PARISH COUNCIL**

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# KINGSTON PARISH COUNCIL

## Clerk's Report on Financial Matters for the Meeting of the Finance and General Purposes Committee on 16 July, 2026

1. **Account Balance** - To note the balance on bank accounts as at 30 June, 2026 was £39,349.27 after taking into account receipts not previously reported of ½ year Precept £9,000, bank interest of £127.53, 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        | 580.24 | -     | 580.24  | 13/04/26 |
| Arun District Council | Direct Debit   | Payroll recharge        | 580.24 | -     | 580.24  | 12/05/26 |
| Arun District Council | Direct Debit   | Payroll recharge        | 580.24 | -     | 580.24  | 12/06/26 |
| S Southerton          | Cheque No 56   | Internal Audit services | 85.00  | -     | 85.00   | 22/06/26 |

2. **Payments for Approval:**

| Payee                 | Re:      | Net £ | VAT £ | Total £ | Cheque No. |
|-----------------------|----------|-------|-------|---------|------------|
| Arun District Council | Printing | 54.32 |       | 54.32   | 57         |

3. **Annual Insurance Policy**

To note that the insurance policy with Zurich does not include cover for a keyworker through ill health, and agree that at year end a reserve be set up for that purpose. The provision in this year's budget for Locum Clerk cover of £500 if unspent to be moved to that reserve.