

KINGSTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes: of the Meeting held on 16 July, 2026 commencing at 8.10 pm in Our Lady Star of the Sea Hall, Vermont Drive, East Preston.

Present: Councillors Wetherell (Chairman for the meeting), Buckenham, Masson and Randall.
Val Knight (Clerk).

27/26 **Welcome and Safety Procedures** – The Chairman welcomed everyone to the meeting and explained safety procedures.

28/26 **Apologies** – Cllrs Andrew and Marr.

29/26 **Election of Chairman** – In the absence of the Chairman and Vice-Chairman, Cllr Wetherell was elected to Chair the meeting.

30/26 **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 and Cllr Randall declared membership of West Kingston Residents Association and that he is on the Board of the Association.

31/26 **Public Opportunity** – No members of the public were present.

32/26 **Minutes** - The Minutes of the Meeting of the Committee held on 21 May, 2026 were confirmed as a correct record and were signed by the Chairman. There were no matter arising.

33/26 **Report of the Clerk on Financial Matters**

1. Account Balance – Committee noted the balance on bank account as 30 June, 2026 was £39,349.27 after taking into account receipts not previously reported of ½ year Precept £9,000, and 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 Approved:

Payee	Re:	Net £	VAT £	Total £	Cheque No.
Arun District Council	Printing	54.32		54.32	57
West Sussex Alc Limited	- Planning training course attended by Cllr Hall	40.00	8.00	48.00	58

3. Annual Insurance Policy - Committee noted that the insurance policy with Zurich does not include cover for a keyworker through ill health, and agreed 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.

34/26 **Bank Account** – It was agreed 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), and that the signatories would be Val Knight (Clerk) and Cllrs Wetherell, Andrew, Hall and Masson.
- 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.

35/26 **Accounts and Annual Governance and Accountability Return 2025/26:**

- a) It was noted the Internal Audit was completed and no matters of concern were raised.
- b) It was noted 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.

The Chairman closed the meeting at 8.20 pm.

Chairman:.....

Date:.....