



11 May 2018

Dear Councillor

FINANCE AND GENERAL PURPOSES COMMITTEE

You are summonsed to attend a Meeting of the Finance and General Purposes Committee on **Thursday 17 May, 2018** after the appointment of committee members at a meeting of Full Council that follows the Annual Meeting of the Parish which starts at **7pm** in **Our Lady Star of the Sea Hall**, Vermont Drive, East Preston.

Members of the Public are welcome to attend 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. **Apologies for Absence**
2. **Election of Chairman** - To serve for the ensuing year.
3. **Election of Vice-Chairman** - To serve for the ensuing year.
4. **Declarations and Dispensations of Interests** - To receive any declarations under the Council's Code of Conduct and consider any dispensation requests
5. **Public Opportunity** - An opportunity for the Public to make representations, ask or answer questions and give evidence to the Committee on matters relating to Council business
6. **Minutes** - To approve the Minutes of the Meeting held on 18 January 2018 (circulated)
7. **Matters Arising** from the Minutes.
8. **Payments** - To consider the report of the Clerk on accounts and financial matters (attached).
9. **Accounts and Annual Return:** To consider and make recommendation to Full Council on:
 - a) The **Accounts Summary for 2017-18** (attached)
 - b) The **Certificate of Exemption** to be submitted to the External Auditor, in line with the Local Audit (Smaller Authorities) Regulations 2015.
 - c) The **Annual Governance and Accountability Return (Part 2)** to be considered in the order of:
 - **Annual Internal Audit Report**
 - **Section 1 – Annual Governance Statement**
 - **Section 2 – Accounting Statements**If the report of the Internal Auditor is not available to defer consideration to a future meeting of Council (but prior to 2 July).
10. **Internal Audit** – To defer the appointment of the Internal Auditor for 2018-19, and consideration of the Annual Risk Assessment Report and the Review of Internal Audit.
11. **Other matters** for information only, to be considered at the discretion of the Chairman.

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 17 May 2018

1. **Account Balance** - To note the balance on the Account as at 30 April was £31,100.01 after taking into account receipt of Bank Interest of £4.22, ½ year Precept for 2018-19 of £4033, and payments not previously reported to Committee:

Payee	Payment method	Re:	Net £	VAT £	Total £	Date
Arun District Council	Direct Debit	Payroll recharge (March)	250.00	-	250.00	12/3/18
Arun District Council	Direct Debit	Payroll recharge (April)	250.00	-	250.00	12/4/18

2. **Additional payments for approval:**

Payee	Re:	Net £	VAT £	Total £	Cheque No.
West Sussex ALC Limited	Annual Sub (to Association of Local Councils) 2017/18	192.76	-	19.76	573
Arun District Council	Printing	9.66	-	9.66	574
Cllr D R Wetherell	20 year celebration – Reimbursement re wine	93.21	18.64	111.85	575
Pebbles Catering	20 year celebration – Catering	424.40	84.88	509.28	576
Footsoldiers Distribution	Newsletter delivery	30.00	-	30.00	577
Came and Company Ltd	Annual Insurance Premium	280.00	-	280.00	578

KINGSTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes: of the Meeting held on 15 March, 2018 at 7pm in Our Lady Star of the Sea Hall.

Present: Councillors Joyce (Chairman), Jolly, Kenning, Masson, Walker and Wetherell.

8/18 **Apologies:** Cllr Hodge.

9/18 **Declarations and Dispensations of Interests:** Further to granted dispensations and declarations held in the Register of Members Interests, in the interest of openness, Cllrs Kenning, Masson and Walker declared membership of Kingston Gorse Estate and Cllr Jolly declared membership of West Kingston Residents Association.

10/18 **Public Opportunity:** One member of the public was present but no questions were raised.

11/18 **Minutes:** The Minutes of the Meeting of the Committee held on 18 January, 2018 were confirmed as a correct record. There were no matters arising.

12/18 **Report of the Clerk on Financial Matters**

Account Balance - Committee noted the balance on the Account as at 28 February was £28,096.11 after taking into account receipt of Transparency Grant (re new website) of £1428.28, and payments not previously reported to Committee:

a.

Payee	Payment method	Re:	Net £	VAT £	Total £	Date
Arun District Council	Direct Debit	Payroll recharge (Jan)	250.00	-	250.00	12/1/18
Arun District Council	Cheque No 567	Printing (including November newsletter)	52.14	-	52.14	05/2/18
Arun District Council	Direct Debit	Payroll recharge (Feb)	250.00	-	250.00	12/2/18

b. **Payments** – The following payments were approved:

Payee	Re:	Net £	VAT £	Total £	Cheque No.
V Knight	Reimbursement Nov - March Mileage and office costs Postage stamps Printer ink	190.00 6.72 8.33	1.67	206.72	568
SSALC Ltd	Spring Conference attendance - Cllr Masson	45.00	9.00	54.00	569
Yapton Parish Council	GDPR training - Cllr Wetherell	17.60	-	17.60	570
Richard Kennard (Plant Hire) Ltd	Gritting of Kingston Lane 1/3/18	70.00	14.00	84.00	571
Our Lady Star of the Sea	Hall hire 2016/7	156.00	-	156.00	572

c. **Grant** - Council decided not to make a grant to Arun and Chichester Citizens Advice Bureau.

13/18 **Other matters** – No further matters were raised.

The Chairman closed the meeting.

Chairman:.....

Date:.....