

KINGSTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes: of the Meeting held on 18 January, 2018 at 7pm in Our Lady Star of the Sea Hall.

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

1/18 **Apologies:** Cllr Jolly.

2/18 **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 Hodge declared membership of West Kingston Residents Association.

3/18 **Public Opportunity:** One member of the public was present but no questions were raised.

4/18 **Minutes:** The Minutes of the Meeting of the Committee held on 16 November 2017 were confirmed as a correct record. There were no matters arising.

5/18 **Report of the Clerk on Financial Matters**

- a. **Account Balance** - Committee noted the balance on the Account as at 31 December was £27,841.97 after taking into account receipt of Bank interest of £3.09 and payments not previously reported to Committee:

Payee	Payment method	Re:	Net £	VAT £	Total £	Date
Arun District Council	Direct Debit	Payroll recharge (2 Months Oct - Nov)	500.00	-	500.00	13/11/17
Arun District Council	Direct Debit	Payroll recharge (Dec)	250.00	-	250.00	12/12/17

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

Payee	Re:	Net £	VAT £	Total £	Cheque No.
St Mary's Church	Annual Grant – re graveyard maintenance	350.00	-	350.00	563
Arun District Association	Subscription to ADALC	15.00	-	15.00	564
Society of Local Council Clerks	Annual subscription	72.00	-	72.00	565
G Walker	Chairman's Allowance	150.00	-	150.00	566
The Information Commissioner	Data Protection renewal	35.00	-	35.00	It was agreed that this and future payments would be by Direct Debit

6/18 **Budget 2018-19 :** It was agreed to recommend to Council that the budget as circulated (copy attached) be adopted, setting the Precept for 2018/19 at £8,066 (increase from £7,870).

7/18 **Other matters** – No further matters were raised.

The Chairman closed the meeting.

Chairman:.....

Date:.....

Actual 2014/15	Actual 2015/16	Actual 2016/17		Budget 2017/18	Projected 2017/18	Budget 2018/19
£	£	£	EXPENDITURE	£	£	£
2820	2980	3020	Clerk - Salary	3000	3000	3000
216	216	216	Clerk - Travel	216	216	216
240	240	240	Clerk – Home office expenses	240	240	240
0	0	0	Members' Allowances	700	0	700
150	150	150	Chairman's Allowance	150	150	150
100	0	0	Courses/seminars/training	300	100	300
12	7	7	Postage	20	12	20
35	37	46	DP/Admin/expenses/office – new comp.	40	711	40
0	0	0	New website – annual costs	0	0	300
40	54	68	Stationery/Photocopies/Publications	120	100	120
156	156	196	Hire/Use of Halls	200	160	200
265	265	274	Insurance	280	280	280
267	266	265	SALC/SLCC Subscription	280	260	265
0	0	15	ADALC subscription	20	15	20
168	168	68	Audit Fees	100	79	50
0	0	145	Election Reserve/costs*	50	50	50
350	350	350	St Mary's Churchyard Grant	350	350	350
75	75	135	Remembrance Service	135	135	135
1075	75	75	Other Grants	300	300	300
5150	0	79	Env. Protection and Improvement*	300	300	300
0	0	0	Winter Mgmt Plan (weather dependent)	240	240	240
64	64	0	War Memorial	0	0	0
0	0	0	Reserve for 20 year celebration*	200	200	200
140	134	158	Community Involvement eg newsletters*	200	134	200
3588	87	0	Neighbourhood Plan*	0	0	0
0	0	0	Contingency	500	0	500
14911	5324	5507	TOTAL EXPENDITURE (plus see #)	7941	7032#	8176#
(2145)	2251	2131	Surplus/excess (-) of receipts over payments	(61)	1524	(100)
(3758)	(378)	(267)	* unspent/overspent budget items are transferred to Reserves at year end			
			RECEIPTS			
6,919	7,500	7,600	Precept	7870	7870	8066
76	51	26	CTB Grant (Council Tax Benefit)	-	-	-
14	14	12	Bank interest	10	10	10
5757	10	0	Miscellaneous - Grant re Computer	-	676	0
12766	7575	7638	TOTAL RECEIPTS	7880	8556	8076

NOTES:*Reserve provision. **Balances/Reserve Funds 31 March 2017:** Environmental Improvements/Mtce Reserve £1,709 Celebration of 20th year of Council (2018) £ 450 Neighbourhood Plan £4788 Community Involvement £855 Election Reserve £ 2,525 General Fund £13,124

#Additional costs to be offset from General Fund in this or next financial year: New Chain of office to replace ribbon (up to £2000) Gateway Sign (approx. £2000) Marker for the lost Chapel (up to £2000) GDPR (costs are unclear at the moment) New website set up costs £600 plus staff time (grant applied for).