



10 January 2019

Dear Councillor

FINANCE AND GENERAL PURPOSES COMMITTEE

You are summonsed to attend a Meeting of the Finance and General Purposes Committee on **Thursday 17 January, 2019** following a meeting of the Planning Committee 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. **Declarations and Dispensations of Interests** - To receive any declarations under the Council's Code of Conduct and consider any dispensation requests
3. **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
4. **Minutes** - To approve the Minutes of the Meeting held on 20 September 2018 (circulated)
5. **Matters Arising** from the Minutes.
6. **Payments** - To consider the report of the Clerk on accounts and financial matters (attached).
7. **Budget 2019/20** – To consider a draft budget prepared by the Clerk and make a recommendation to Council. The draft budget proposes an increase to last year's Precept of 2% (from £8066 to £8228).
8. **Other matters** for information only, to be considered at the discretion of the Chairman.

KINGSTON PARISH COUNCIL

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Clerk's Report on Financial Matters for the Meeting of the Finance and General Purposes Committee on 17 January 2019

1. **Account Balance** - To note the balance on the Account as at 31 December was £30,525.20 after taking into account receipt of bank interest of £7.52, and payments not previously reported to Committee:

Payee	Payment method	Re:	Net £	VAT £	Total £	Date
Arun District Council	Direct Debit	Payroll recharge (November)	250.00	-	250.00	12/11/18
Arun District Council	Direct Debit	Payroll recharge (December)	250.00	-	250.00	12/12/18
Molica Grounds Maintenance	Cheque 586	Cut back vegetation overhanging Sea Lane	250.00	-	250.00	15/11/18
Arun District Council	Cheque 587	Printing	49.66	-	49.66	11/12/18

2. **Additional payments for approval:**

Payee	Re:	Net £	VAT £	Total £	Cheque No.
V Knight (Clerk)	Home/Office costs year 2018/19	240.00	-	570.70	588
	Mileage year 2018/19	216.00	-		
	(both in accordance with budget cap)				
	Postage	6.72	-		
	Ink for printer	25.00	5.00		
	Stationery	1.64	.34		
St Mary's Church	Annual Grant – re graveyard maintenance	350.00	-	350.00	589
L Guess Jewellers Ltd	Chain of Office – Initial CAD drawings	100.00	20.00	120.00	590

3. **Transparency Grants** – To agree the following expenditure/action
- a) The balance of the grant for computer equipment of £92 was reserved for a printer until the Clerk's own printer was no longer serviceable. To agree the Clerk to purchase a new printer using the reserve and the printer to remain the property of Council.
 - b) The grant for a new website was made up of website and training £736 plus additional staffing time at a cost of £692.28. To agree/recommend to Council that this amount now be paid to the Clerk as an additional one-off salary payment via the payroll.