

KINGSTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes: of the Meeting held on 17 January, 2019 at 7pm in Our Lady Star of the Sea Hall.

Present: Councillors Wetherell (Chairman for the meeting), Kenning and Walker.

01/19 **Chairman** – In the absence of Cllrs Jolly and Joyce, Cllr Wetherell was elected Chairman.

02/19 **Apologies:** Cllrs Hodge, Jolly, Joyce and Masson.

03/19 **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 and Walker declared membership of Kingston Gorse Estate.

04/19 **Public Opportunity:** One members of the public was present but no questions were raised.

05/19 **Minutes:** The Minutes of the Meeting of the Committee held on 17 January, 2019 were confirmed as a correct record. There were no matters arising.

06/19 **Report of the Clerk on Financial Matters**

- 1. Account Balance** - Committee noted the balance on the Account 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
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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. Payments** – The following payments were approved:

Payee	Re:	Net £	VAT £	Total £	Cheque No.
V Knight (Clerk)	Home/Office costs year 18/19	240.00	-	570.70	588
	Mileage year 2018/19 (in accordance with budget cap)	216.00	-		
	Postage	6.72	-		
	Ink for printer	25.00	5.00		
	Stationery	1.64	0.34		
	SLCC Annual Membership - (remainder of fee is paid by the Clerk's other Council)	76.00			
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

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. It was agreed 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. It was agreed to recommend to Council that this amount now be paid to the Clerk as an additional one-off salary payment via the payroll.

07/19 **Budget 2019/20** – It was agreed to recommend to Council that the draft budget be adopted with an increase to last year's Precept of 2% (from £8066 to £8228).

Arising from the 'Clerk contract review contingency' in the Budget the Chairman asked the Clerk and public to leave the meeting whilst this was considered. It was agreed to recommend to Council that the Clerk's contract be revised to reflect the following from 1 April, 2019: Average hours worked per week increased to 6. Annual salary based on national pay scale SCP 25 to be £3,750.

08/19 **Other matters** – No further matters were raised.

The Chairman closed the meeting.

Chairman:.....

Date:.....