



10 January, 2020

Dear Councillor

FINANCE AND GENERAL PURPOSES COMMITTEE

You are summonsed to attend a Meeting of the Finance and General Purposes Committee on **Thursday 16 January, 2020**, in Our Lady Star of the Sea Hall, Vermont Drive, East Preston, which will follow a meeting of the Planning Committee which starts at 7pm. **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 21 November, 2019 (circulated)
5. **Matters Arising** from the Minutes.
6. **Payments** - To consider the report of the Clerk on accounts and financial matters (attached).
7. **Budget 2020/21** – To make a recommendation to Council on the budget and Precept to be set for 2020-21 (draft budget attached). The Budget proposes a Precept of £9,000 an increase of 9.38% from the previous year and representing an increase of £1.80 per year for Council Tax Band D properties.
8. **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 16 January, 2020

1. **Account Balance** - To note the balance on the Account as at 31 December 2019 was £27,067.12 after taking into account receipt of bank interest of £12.80 less payments not previously reported to Committee:

Payee	Payment method	Re:	Net £	VAT £	Total £	Date
Arun District Council	Direct Debit	Payroll recharge (November)	312.50	-	312.50	12/11/19
Arun District Council	Direct Debit	Payroll recharge (December)	312.50	-	312.50	12/12/19
Mid-Wales Stone	Cheque No. 613	Deposit for seating Stone and plaque	773.66	154.74	928.40	02/12/19
N Phibbs	Cheque No. 614	Locum Clerk services	80.00	-	80.00	02/12/19

2. **Payments for approval:**

Payee	Re:	Net £	VAT £	Total £	Cheque No.
St Mary's Church	Annual Grant – re Churchyard maintenance	350.00	-	350.00	615
Society of Local Council Clerks	Annual Membership - part (the remainder of the fee is paid by the other Council the Clerk works for)	92.00	-	92.00	616
Cllr G Walker	Chairman's Allowance	150.00	-	150.00	617
Information Commissioner	Data protection renewal	35.00	-	35.00	Direct Debit due 1/2/20

KINGSTON PARISH COUNCIL BUDGET 2020/21

DRAFT January 2020

Actual 2016/17	Actual 2017/18	Actual 2018/19		Budget 2019/20	Projected 2019/20	Budget 2020/21
£	£	£	EXPENDITURE	£	£	£
3020	3000	3725	Clerk – Salary [^]	3750	3750	3866
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
0	102	0	Courses/seminars/training	200	200	200
7	7	7	Postage	10	7	10
46	619	35	DP/Admin/expenses/office	40	120	40
0	0	730	Website annual hosting costs	230	230	230
68	57	62	Stationery/Printing/Publications	100	150	100
196	156	176	Hire/Use of Halls	200	160	200
274	280	286	Insurance	290	294	300
280	280	271	SALC/SLCC/ADALC Subscription	285	299	300
68	79	50	Audit Fees	50	50	50
145	0	0	Election Reserve/costs*	50	50	50
350	350	350	St Mary's Churchyard Grant	350	350	350
135	135	135	Remembrance Service	135	135	135
75	0	0	Other Grants	300	200	300
0	0	0	South Strand Community Toilets	300	300	300
79	30	250	Env. Protection and Improvement* (incl. flagpole)	300	300	300
0	70	0	Winter Management Plan*	100	141	50
0	0	558	Celebration of Council's inauguration 2028*	100	100	100
158	172	149	Community Involvement eg newsletters*	150	188	200
0	0	0	Neighbourhood Plan*	0	0	0
0	0	100	Other items # to be met from General Fund costs listed below	0	5212	0
			Planning Matters/issues.	0	0	2000
0	0	0	Contingency	500	0	500
5507	5943	7490	TOTAL EXPENDITURE (see #)	8746	12842	10887
2131	4043	615	Surplus of receipts over payments. Excess (-)	(483)	(4614)	(1852)
(267)	(718)	1303	* unspent/overspent budget items are transferred to Reserves at year end			
			RECEIPTS			
7600	7870	8066	Precept	8228	8228	9000
26	0	0	CTB Grant (Council Tax Benefit)	0	0	0
12	12	39	Bank interest	35	45	35
0	2104	0	Miscellaneous - Grants	0	0	0
7638	9986	8105	TOTAL RECEIPTS	8263	8273	9035

* Reserve provision. Balances/Reserve Funds 31 March 2019: Election Costs 2,530, Env. Improvements/Maintenance 2,029, Winter Management Plan 410, Celebration of 30th year of Council (in 2028) 292, Community Involvement 971, Neighbourhood Plan/ Design Statement 4,788, Grant from Transparency Fund £92 (for printer), General Fund 16,545, TOTAL 27,657

[^] Salary increase in line with the national salary award operating from April 2019

Costs to be offset from General Fund in 2019/20: New Chain of office to replace ribbon £634, Gateway Sign £2078. Marker for the lost Chapel (up to £2500). And in 2020/21 any costs arising from a change of email address for Council (to be researched by the Clerk)