

KINGSTON PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes: of the Meeting held on 16 January, 2020 at 7.35 pm in Our Lady Star of the Sea Hall.

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

01/20 **Apologies:** None

02/20 **Declarations and Dispensations of Interests:** Further to 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.

03/20 **Public Opportunity:** No members of the public were present.

04/20 **Minutes:** The Minutes of the Meeting of the Committee held on 21 November, 2019 were confirmed as a correct record. There were no matter arising.

05/20 **Report of the Clerk on Financial Matters**

1. **Account Balance** – Members noted that 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 and 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 were then approved:**

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 (remainder 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

06/20 **Budget 2020/21** – It was agreed to recommend to Council that the draft budget be adopted subject to increasing the Administration budget from £40 to £120 with totals amended to agree with this, but leaving the Precept recommendation unchanged at £9000 giving an increase of 9.38% from the previous year (an increase of £1.80 per year for Council Tax Band D properties). *Budget subsequently approved by Council is attached to these minutes.*

07/20 **Other matters** – No further matters were raised.

The Chairman closed the meeting at 7.45 pm.

Chairman:.....

Date:.....

KINGSTON PARISH COUNCIL BUDGET 2020/21

APPROVED 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	Admin/expenses/office/DP	40	120	120
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	10967
2131	4043	615	Surplus of receipts over payments. Excess (-)	(483)	(4614)	(1932)
(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)