



15 May, 2020

Dear Councillor

FINANCE AND GENERAL PURPOSES COMMITTEE

You are summonsed to attend a virtual Meeting of the Finance and General Purposes Committee on **Thursday 21 May, 2020**, which will follow a meeting of the Planning Committee which starts at 7pm. Details of how to join the meeting are available from the Clerk – requests to be received by 5pm on 20 May, 2020, preferably by email to Kingstonpc@yahoo.com.

Members of the Public are welcome to join the meeting and will be given an opportunity to make representation to the Committee or questions/representations in advance should be sent to the Clerk by 5pm on 20 May, 2020.

Val Knight

Mrs V Knight
Clerk of the Council

A G E N D A

1. **Apologies for Absence**
2. **Chairman and Vice-Chairman** - To note that existing will stay in position until the next meeting of the Committee.
3. **Declarations and Dispensations of Interests** - To receive any declarations under the Council's Code of Conduct and consider any dispensation requests
4. **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
5. **Minutes** - To approve the Minutes of the Meeting held on 16 January, 2020 (circulated) and consider any matters arising.
6. **Coronavirus COVID-19** – To note that the meeting scheduled for the 19 March, 2020 was cancelled due to government advice on the pandemic.
7. **Payments** - To consider the report of the Clerk on accounts and financial matters (attached).
8. **Accounts and Annual Return:**
 - a) To recommend to Council that
- the Accounts Summary for 2019-20 (circulated) is approved subject to Audit
 - b) To note that the Certificate of Exemption and the Annual Governance and Accountability Return will be considered at the next meeting of Committee following receipt of the report of the Internal Auditor. The deadline for these to be completed is extended due to coronavirus legislation until 31 August 2020.

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 21 May 2020

1. **Account Balance** - To note the balance on the Account as at 31 March 2020 was £24,976.21 after taking in to account receipt of bank interest £11.37 and VAT refund of £275.53 and payments not previously reported to Committee:

Payee	Payment method	Re:	Net £	VAT £	Total £	Date
Arun District Council	Direct Debit	Payroll recharge (January)	312.50	-	312.50	12/01/20
Arun District Council	Direct Debit	Payroll recharge (February)	312.50	-	312.50	12/02/20
Arun District Council	Direct Debit	Payroll recharge (March)	312.50	-	312.50	12/03/20
SSALC Ltd	Cheque No. 618	Parish Online mapping subscription	22.50	4.50	27.00	28/02/20
Arun District Council	Cheque No. 619	November newsletter printing	47.49	-	47.49	28/02/20
Arun District Council	Cheque No.620	Election costs 2019	145.00	-	145.00	18/03/20
V Knight	Cheque No. 621	Reimbursements re Travel/office expenses year 19/20 postage Printer ink	456.00 7.32 8.75	- - 1.75	473.82	18/03/20
Our Lady Star of the Sea	Cheque No. 622	Use of hall 2019/20	120.00	-	120.00	18/03/20
Sancarma Ltd	Cheque No. 623	Cancelled as emergency delivery of coronavirus newsletter was carried out by Members of Council				

2. **Payments for approval (known to date):**

Payee	Re:	Net £	VAT £	Total £	Cheque No.
WSALC Limited	Annual Sub to West Sussex Assoc. of Local Councils and National Assoc.	217.25	-	217.25	624
Arun District Council	Printing	13.98	-	13.98	625
Sancarma Ltd	Delivery of May newsletters <i>(note: Fightsoldiers Distribution had not been available for this delivery)</i>	50.00	-	50.00	626
Came and Company Ltd	Annual Insurance Premium*	340.64	-	340.64	627

3. **Insurance Premium** * - To agree to sign a loyalty agreement to retain this rate for 3 years.
4. **Grants** – To consider requests for a grant from South Strand Community Toilets, Arun and Chichester Citizens Advice Bureau and Kent, Surrey and Sussex Air Ambulance (information circulated)