



17 July, 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 23 July, 2020**, which will follow a meeting of the Planning Committee which starts at 7pm. Members of the Public are also welcome to join the meeting and will be given an opportunity to make representation to the Committee or representations in advance should be sent to the Clerk by 5pm on 22 July, 2020.

Details of how to join the meeting are available from the Clerk – **requests to be received by 5pm on 22 July, 2020**, preferably by email to Kingstonpc@yahoo.com.

Val Knight

Mrs V Knight
Clerk of the Council

A G E N D A

1. **Apologies for Absence**
2. **Election of Chairman**
3. **Election of Vice-Chairman**
4. **Declarations and Dispensations of Interests** - To receive any declarations under the Council's Code of Conduct and consider any dispensation requests
5. **Public Opportunity** - An opportunity for the Public to make representations, ask or answer questions and give evidence to the Committee on matters relating to items on this agenda.
6. **Minutes** - To approve the Minutes of the Meeting held on 21 May, 2020 (circulated) and consider any matters arising.
7. **Payments** - To consider the report of the Clerk on accounts and financial matters (attached).
8. **Accounts and Annual Return:** To note the report of the Internal Auditor for 2019-20 and make recommendation to Full Council to approve:
 - The Accounts Summary for 2019-20 (circulated Note: small adjustment re .50p to the draft summary considered at the May meeting of Council)
 - The Certificate of Exemption to be submitted to the External Auditor, in line with the Local Audit (Smaller Authorities) Regulations 2015.
 - The Annual Governance and Accountability Return (Part 2) to be considered in the order of:
 - Annual Internal Audit Report
 - Section 1 – Annual Governance Statement
 - Section 2 – Accounting Statements
9. **Internal Audit** – To recommend to Council that Mrs S Southerton of SJS Financial Services be appointed the Internal Auditor for 2020-21 as it is best practice to change auditors regularly. To also note that the Annual Risk Assessment Report and the Review of Internal Audit will be considered in September 2020.

KINGSTON PARISH COUNCIL

Clerk's Report on Financial Matters for the Meeting of the Finance and General Purposes Committee on 23 July 2020

1. **Account Balance** - To note the balance on the Account as at 30 June 2020 was £27525.42 after taking into account receipt of bank interest £8.58 and half year precept of £4,500 and payments not previously reported to Committee:

Payee	Payment method	Re:	Net £	VAT £	Total £	Date
Arun District Council	Direct Debit	Payroll recharge (April)	312.50	-	312.50	14/04/20
Arun District Council	Direct Debit	Payroll recharge (May)	312.50	-	312.50	12/05/20
Arun District Council	Direct Debit	Payroll recharge (June)	312.50	-	312.50	12/06/20

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

Payee	Re:	Net £	VAT £	Total £	Cheque No.
RG Cooper	Internal Audit	50.00	-	50.00	630
Marc Molica Property Services	Clearing vegetation around Gateway sign and salt bins.	13.98	-	13.98	631
Mid-Wales Stone	Final half of the invoice for the seating stone including plaque and delivery. Less £50 credit for goodwill for taking delivery of the stone at a date to suit Mid-Wales Stone.	723.67	144.73	868.40	632
JNR Computers	Annual website hosting and Gov.uk domain hosting	230.00	46.00	276.00	633
V Knight	Re-imbusement re: Vision ICT Ltd - webmail hosting for gov.uk email to 31 May 2021 Zoom – Virtual meetings provider 18 May 2020 – 12 June 2021 (half share)	18.00 47.00	3.60 9.40	21.60 <u>56.40</u> <u>78.00</u>	634
Arun District Council	Printing May newsletter	46.82	-	46.82	635

3. **Grants** – To consider a grant to St Barnabas House (local hospice care).

KINGSTON PARISH COUNCIL

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