

Kingston Parish Council

(www.kingston-pc.org.uk)

Minutes of the Council Meeting at Kingston Pavilion on Tuesday 14th June 2022 at 7pm

1.	PUBLIC QUESTIONS None, as no member of the public were present.
2.	MEETING ATTENDANCE Present: Councillors: Maria Barney (Chairman), Mathew Clayton, Alex Leith and Chris Moulder. Also present: Andy Beams (Locum Clerk) Apologies were received and accepted from Councillors John Bewick, Joe Halanen and David Hoare.
3.	DECLARATION OF INTERESTS There were no declarations of interest for items on the agenda.
4.	MINUTES OF THE PREVIOUS MEETING The minutes of Kingston Parish Council meeting held on 11 th May 2022 were agreed as a true and accurate record of the meeting.
5.	YEAR-END FINANCES The Chairman invited the Locum Clerk to talk through each agenda item and present the information for approval by the council. a. Annual Internal Audit Report It was RESOLVED to note that the Annual Internal Audit had been completed and the report highlighted no areas of concern, or indications that the council may not be able to positively sign the Annual Governance Statement. b. Section 1 – Annual Governance Statement Taking into account the findings of the Annual Internal Audit Report, it was RESOLVED to approve Section 1 – Annual Governance Statement and the Chairman was authorised to sign the document on behalf of the council.

	<p>c. Section 2 – Accounting Statements 2021/22</p> <p>It was RESOLVED to approve Section 2 – Accounting Statements 2021/22 and the Chairman was authorised to sign the document on behalf of the council.</p> <p>d. Exercise of Public Rights</p> <p>It was RESOLVED to note the dates set for the Exercise of Public Rights for the year ended 31 March 2022 as Monday 20 June to Friday 29 July inclusive.</p>
<p>6.</p>	<p>OTHER FINANCIAL MATTERS</p> <p>The Chairman invited the Locum Clerk to talk through each agenda item.</p> <p>a. VAT return for period 1 January to 31 March 2022 inclusive</p> <p>It was RESOLVED to authorise the Locum Clerk to submit the VAT return</p> <p>b. Change of accounting software package</p> <p>The Locum Clerk reminded councillors of the limitations of the existing accounting system, and that the accounts for the year had been reproduced on an Excel spreadsheet. The Locum Clerk had recommended the Rialtus Business Solutions software package, based on his experience as a user and auditor of councils using the software.</p> <p>It was RESOLVED to change the accounting package to the Rialtus Business Solutions software at an initial cost of up to £501.50 (dependent on the level of training required) and subsequently an annual licence and support fee of £129. It was noted that the newly appointed Clerk is already familiar with the Rialtus system.</p> <p>c. Payment of invoices</p> <p>The Locum Clerk received confirmation that invoices received via email are to be forwarded to Councillors Barney and Moulder to authorise and set up for payment via online banking. Due to the issues with the current bank, once the Clerk is in post, the council will be reviewing their banking arrangements and seeking an alternate provider. Councillor Barney agreed to provide the Locum Clerk with an up-to-date bank statement to reconcile all entries for the year prior to handing over to the new Clerk.</p>
<p>7.</p>	<p>IT ISSUES</p> <p>The Locum Clerk reported that as requested, he had consulted with an IT specialist used by another local council. His opinion, based on a description of the issues being encountered, was that someone had likely opened an email with an attachment containing a phishing enquiry.</p> <p>As the council was not linked to a central server, any problem could only be passed on through emails. To confirm and check any problems, he would need to access each piece of equipment being used to access the email accounts.</p>

	He also suggested contacting the website provider to discuss the email arrangements which could be linked to the council's Office 365 subscription. The Locum Clerk was asked to investigate this further.
8.	<p>OTHER ITEMS FOR INFORMATION AND/OR ADDITION TO NEXT AGENDA</p> <p>It was RESOLVED that the following items be included on the next agenda:</p> <ul style="list-style-type: none"> ➤ Agreement to release funds to PTFA (discussed at March council meeting) ➤ Consider feedback from residents regarding Neighbourhood Plan – Locum Clerk to check for any emails received ➤ Footpaths update ➤ Open Spaces request for Kingston fete 27 August ➤ Retrospective approval for event on St Pancras Green 8 July <p>Councillor Barney will contact the new Clerk and invite her to attend.</p>
9.	<p>DATE OF THE NEXT MEETING</p> <p>It was RESOLVED to note the date of the next ordinary meeting: Wednesday 13th July 2022.</p>

There being no other business the meeting closed at 7.55 pm

Signed:

Dated:

DRAFT