

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 25th
MAY 2022**

Councillors I G Sadler (Vice Chairman), Mrs C Allen, H Williams, K Slade, S Charlesworth-Jones.

Also in attendance: Miss J Cree and Mrs M Fullwood.

1. Apologies for Absence

Apologies of absence were received from P Wooddisse (Chairman), K Hosell, JK Hall (ex-officio).

2. Declarations of Interest

Cllr Mrs C Allen declared a prejudicial interests in relation the Kinver Youth Café and took no part in the debate or decision.

3. Minutes of the Meeting held on 27th April 2022

The minutes of the meeting held on 27th April 2022 were approved and signed as a true record of that meeting.

4. To receive formally the accounts to 30th April 2022 (figures attached) and the budget comparison to 30th April 2022 (figures attached)

The budget comparison figures prepared by the Clerk (see appendix 1 to these minutes) were circulated prior to the meeting. These were noted.

The accounts as attached as Appendix 2 to these minutes: the figures were reviewed and noted.

It was **Resolved** to **Recommend** to the Parish Council that the year-end accounts as set as Appendix 2 to these minutes be accepted. On a vote this was unanimous.

5. Items referred from the Parish Council for funding

It was **Resolved** to **Recommend** to the Parish Council that:-

Garage security CCTV cost not received in time for the meeting.

Clock Shelter repair – It was agreed that this is meeting to be discussed fully as a planning application is needed at the next Council meeting.

Cllr Mrs C Allen took no part in the discussion or decision..

It was agreed to propose to the Parish Council that the Youth Café Grant request of £374.00 is granted and funded from the Community Grants Budget line.

6. To discuss purchasing new IT Equipment for the Parish Office

The Clerk brought forward additional costs for the Dell laptop being supplied directly from Dell. These are detailed below:-

Costs:-

Dell:

Amazon	£881.68
Laptops Direct	£797.97
CIT	£722.59
Dell direct	£761.94

HP

Amazon	£518.00
Laptops Direct	£427.97
CIT	£523.54

Universal docking port

Amazon	£99.99
Laptops direct	£149.98
CIT	£70.16
Dell docking station	£203.88

Microsoft office per licence is £124.99 or £7.99 per month per licence

It was proposed by Councillor Mrs C Allen and seconded by Councillor S Charlesworth Jones to recommend to the Parish Council to purchase 2 new laptops and docking stations directly from Dell at a total cost of £1931.64 and 2 Microsoft office licences. On a vote this was carried.

7. To receive a report on costs for the EV point for 2021-22

The following costs were noted:-

date from	date to	used actual	Charged to customer	cost of electricity	
12/04/2021	31/07/2021	1469	£514.15	£470.08	
31/07/2021	31/08/2021	557	£194.95	£178.24	
31/08/2021	30/09/2021	475	£166.25	£152.00	
30/09/2021	31/10/2021	521	£182.35	£166.72	
31/10/2021	30/11/2021	494	£172.90	£158.08	
30/11/2021	31/12/2021	790	£276.50	£252.80	
31/12/2021	31/01/2022	1093	£382.55	£349.76	
31/01/2022	28/02/2022	784	£274.40	£250.88	
28/02/2022	31/03/2022	627	£219.45	£200.64	
31/03/2022	20/04/2022	386	£135.10	£123.52	
		7196	£2,518.60	£2,302.72	101.42

This was noted.

8. Date of Next Meeting – Wednesday 29th June 2022 7.00pm

9. Items for future agendas

Quotes for the clock shelter; CCTV garage.

10. Recommendations to the Parish Council

It was proposed to recommend to the Parish Council that:-

- the accounts up to 30th April 2022 as set as Appendix 2 to these minutes be accepted.
- To purchase 2 new laptops and docking stations directly from Dell at a total cost of £1931.64 and 2 Microsoft office licences.
- Youth Café Grant request of £374.00 funded from the Community projects budget line.
- Clock shelter – to discuss putting in a planning application for works in a Conservation area.

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 30/04/22 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

.BARCLAYS BANK	£819.09
.COOPERATIVE BANK C & I	£23,046.37
Bath Building Society	£37,654.48
Reserves West Bromwich	£44,305.12
Total	£105,825.06

RECEIPTS	Net	Vat	Gross
Council	£80,787.12	£0.00	£80,787.12
Total Receipts	£80,787.12	£0.00	£80,787.12

PAYMENTS	Net	Vat	Gross
Council	£19,348.66	£1,252.97	£20,601.63
Total Payments	£19,348.66	£1,252.97	£20,601.63

Closing Balances

Ordinary Accounts

.BARCLAYS BANK	£811.09
.COOPERATIVE BANK C & I	£83,239.86
Bath Building Society	£37,654.48
Reserves West Bromwich	£44,305.12
Total	£166,010.55

Signed

Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
INCOME				
Council				
13	INTEREST BATH BUILDING SOCIETY	£100.00	£0.00	-£100.00
14	Braclays income	£0.00	£0.00	£0.00
17	PRECEPT	£0.00	£0.00	£0.00
22	INTEREST WEST BROM ACCOUNT - CHARITY ACC	£4.00	£0.00	-£4.00
30	Burial Fees - Co-Op bank account	£11,250.00	£1,040.00	-£10,210.00
31	Toilet Income - Co-Op bank account	£50.00	£0.00	-£50.00
32	Donations - Co-Op bank Account	£0.00	£0.00	£0.00
33	Precept - Co-Op Bank Account	£153,975.00	£76,987.50	-£76,987.50
34	Sundries - Co-Op Bank Account	£0.00	£0.00	£0.00
35	Police Office Rent - Co-Op Bank Account	£4,000.00	£0.00	-£4,000.00
37	Balance from uncommitted reserves	£0.00	£0.00	£0.00
38	EV Income	£1,200.00	£191.00	-£1,009.00
39	N Plan grant income	£0.00	£0.00	£0.00
40	Kinver Market	£0.00	£100.00	£100.00
41	PWLB	£0.00	£0.00	£0.00
Total Council		£170,579.00	£78,318.50	-£92,260.50
Total Income		£170,579.00	£78,318.50	-£92,260.50
EXPENDITURE				
Council				
57	BARCLAYS BANK CHARGES	£78.00	£0.00	£78.00
58	EV Electricity used	£1,000.00	£952.24	£47.76
60	Kinver Market	£0.00	£0.00	£0.00
61	Jubilee celebrations	£2,000.00	£265.00	£1,735.00
62	pwlb repayments	£0.00	£0.00	£0.00
63	Clock Shelter Exp	£0.00	£859.57	-£859.57
104	NEIGHBOURHOOD PLAN	£0.00	£320.00	-£320.00
110	General Administration - Co-Op Bank Account	£13,965.00	£1,711.45	£12,253.55
111	Maintenance - Co-Op Bank Account	£14,500.00	£798.31	£13,701.69
112	Car Park Rental - Co-Op Bank Account	£1,450.00	£600.00	£850.00
113	Christmas Illuminations - Co-Op Bank Account	£4,500.00	£0.00	£4,500.00

Financial Budget Comparison

Comparison between 01/04/22 and 30/04/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Actual Net	Balance
114	Contingencies - Co-Op Bank Account	£0.00	£0.00	£0.00
115	Vehicles - Co- Op Bank Account	£7,000.00	£91.67	£6,908.33
116	Health and Safety - Co-Op Bank Account	£100.00	£0.00	£100.00
117	Grans Subs Co-Op Bank Account	£5,686.00	£212.68	£5,473.32
118	Election Expenses - Co-Op Bank Account	£0.00	£0.00	£0.00
119	Wages/Salaries - Co-Op Bank Account	£117,700.00	£9,127.99	£108,572.01
120	Community Projects - Co-Op Bank Account	£4,000.00	£0.00	£4,000.00
121	Legal Fees - Co-Op Bank Account	£600.00	£0.00	£600.00
Total Council		£172,579.00	£14,938.81	£157,640.19
Total Expenditure		£172,579.00	£14,938.81	£157,640.19
Total Income		£170,579.00	£78,318.50	-£92,260.50
Total Expenditure		£172,579.00	£14,938.81	£157,640.19
Total Net Balance		-£2,000.00	£63,379.69	

Budget comparison from 1st April 2022 - 31st March 2023

	Description	Budget for 2022/3	Income received to 30/4/22	Balance remaining	Comments
13	INTEREST BATH BUILDING	£100.00	£0.00	-£100.00	
22	INTEREST WEST BROM	£4.00	£0.00	-£4.00	
30	Burial Fees - Co-Op bank	£11,250.00	£1,040.00	-£10,210.00	
31	Toilet Income - Co-Op bank	£50.00	£0.00	-£50.00	
32	Donations - Co-Op bank	£0.00	£0.00	£0.00	
33	Precept - Co-Op Bank Account	£153,975.00	£76,987.50	-£76,987.50	
34	Sundries - Co-Op Bank Account	£0.00	£0.00	£0.00	
35	Police Office Rent - Co-Op Bank	£4,000.00	£0.00	-£4,000.00	
37	Balance from uncommitted reserves		0	£0.00	
38	EV Income	£1,200.00	£191.00	-£1,009.00	
39	N Plan income	£0.00	£0.00	£0.00	
40	Kinver Market	£0.00	£100.00	£100.00	
41	PWLB	£0.00	£0.00	£0.00	
	Total Income	£170,579.00	£78,318.50	-£92,260.50	
EXPENDITURE					
57	BARCLAYS BANK CHARGES	£78.00	£0.00	£78.00	
58	EV Electricity used	£1,000.00	£952.24	£47.76	Electricity for last financial year was estimated due to smart meter not working
60	Kinver Market	£0.00	£0.00	£0.00	
61	Jubilee Celebrations	£2,000.00	£265.00	£1,735.00	£2000 allocated for Jubilee celebrations from reserves
62	PW:B Repayments	£0.00	£0.00	£0.00	
63	Clock Shelter Exp	£0.00	£859.47	-£859.47	Electricity for the year
104	NEIGHBOURHOOD PLAN	£5,000.00	£320.00	£4,680.00	£5000 agreed from reserves for Nplan
110	General Administration - Co-Op			£0.00	
110/1	Telephone	£1,500.00	£0.00	£1,500.00	
110/2	Stationary	£2,000.00	£760.81	£1,239.19	£600.15 printing costs for 1/4
110/3	General Insurance	£2,100.00	£0.00	£2,100.00	
110/4	Rates	£2,300.00	£140.86	£2,159.14	
110/5	Office Electricity and Gas	£2,000.00	£274.78	£1,725.22	
110/6	Audit	£875.00	£475.00	£400.00	
110/7	Chairman's Allowance	£500.00	£0.00	£500.00	
110/8	Staffing Training Expenses	£150.00	£0.00	£150.00	
110/9	Members Expenses	£300.00	£0.00	£300.00	
110/10	Computer Support Services	£2,000.00	£0.00	£2,000.00	
110/11	Photocopier	£240.00	£60.00	£180.00	
110	Total	£13,965.00	£1,711.45	£12,253.55	
111	Maintenance - Co-Op Bank				
Account					
111/1	Maintenance Toilets	£2,500.00	£80.17	£2,419.83	
111/2	Maintenance Misc.	£6,500.00	£318.14	£6,181.86	
111/3	Grass Cutting	£3,500.00	£400.00	£3,100.00	
111/4	Play Area	£2,000.00	£0.00	£2,000.00	
111	Total	£14,500.00	£798.31	£13,701.69	
112	Car Park Rental - Co-Op Bank	£1,450.00	£600.00	£850.00	£600 paid for Methodist Car Park Inv for KSCA due in Dec 22
113	Christmas Illuminations - Co-Op	£4,500.00	£0.00	£4,500.00	
114	Contingencies - Co-Op Bank	£0.00	£0.00	£0.00	
115	Vehicles - CO- Op Bank Account				
115/1	Leasing	£4,600.00	£0.00	£4,600.00	
115/2	Fuel	£400.00	£91.67	£308.33	
115/3	Insurance	£2,000.00	£0.00	£2,000.00	
115	Total	£7,000.00	£91.67	£6,908.33	
116	Health and Safety - Co-Op Bank	£100.00	£0.00	£100.00	
117	Grans Subs Co-Op Bank Account				
117/1	Parish Councils Subs	£500.00	£95.00	£405.00	
117/2	SPCA / LCR	£700.00	£0.00	£700.00	
117/3	Grants / internal projects	£4,486.00	£117.68	£4,368.32	
117	Total	£5,686.00	£212.68	£5,473.32	
118	Election Expenses - Co-Op Bank	£0.00	£0.00	£0.00	
119	Wages/Salaries - Co-Op Bank				
119/1	Salaries	£85,500.00	£6,684.00	£78,816.00	
119/2	Employers NI	£7,750.00	£624.88	£7,125.12	
119/3	Employers Pension	£23,300.00	£1,839.11	£21,460.89	
119/4	Toilets	£1,150.00	-£20.00	£1,170.00	
119	Total	£117,700.00	£9,127.99	£108,572.01	
120	Community Projects - Co-Op	£4,000.00	£0.00	£4,000.00	
121	Legal Fees - Co-Op Bank Account	£600.00	£0.00	£600.00	
	Total Expenditure	£177,579.00	£14,938.81	£162,640.19	
	Total Income	£170,579.00	£78,318.50	£92,260.50	
	Total Expenditure	£177,579.00	£14,938.81	-£162,640.19	
	Total Net Balance	£7,000.00	£63,379.69	-£70,379.69	