

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 29<sup>th</sup>  
JUNE 2022**

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Councillors I G Sadler (Vice Chairman), Mrs C Allen, H Williams, K Slade, K Hosell, JK Hall (ex-officio).

Also in attendance: Miss J Cree

1. Apologies for Absence

Apologies of absence were received from P Wooddisse (Chairman) and S Charlesworth-Jones.

2. Declarations of Interest

There were no declaration of interest.

3. Minutes of the Meeting held on 25<sup>th</sup> May 2022

The minutes of the meeting held on 25<sup>th</sup> May 2022 were approved and signed as a true record of that meeting.

4. To receive formally the accounts to 31<sup>st</sup> May 2022 (figures attached) and the budget comparison to 31<sup>st</sup> May 2022 (figures attached)

The budget comparison figures prepared by the Clerk (see appendix 2 to these minutes) were circulated prior to the meeting. These were noted. The Chairman's analysis figures were also circulated and noted.

The accounts as attached as Appendix 1 to these minutes: the figures were reviewed and noted.

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

The Jubilee Celebrations expenditure was noted below:-

**Jubilee**  
**Expenditure to**  
**date**

Andrew Healey	Entertainer	£250.00
	Face	
Painting Pixie	Painting	£180.00
	Children to	
Bunting	colour	£30.00
General Expenses		£21.00
Bunting		£37.45

Kieran Lander	Entertainer	£147.00
Devon Harrison	Entertainer	£650.00
R Pitt	Entertainer	£200.00
<b>Total</b>		<b>£1,515.45</b>
<b>Budget Allocated</b>		<b>£2,000.00</b>

It was agreed that Cllr Mrs C Allen to meet with the Jubilee Committee and the Clerk to discuss the breakdown of the costs for the event.

5. To note balances in the West Bromwich Account and Bath Building Society Account

The current balances were noted :-

Bath Building Society	£37,654.48
Reserves West Bromwich	£34,741.01

West Bromwich Account Breakdown

Play Area	£5000.00
Contingency	£3500.00
Election Expenses	£8445.47
Xmas Lights	£5455.65
Clock Shelter repairs	£5000.00 (this needs to be increased to £11000)
Reserves from previous years	£7339.89 (this should be reduced to £1339.89 due to the above)
<b>Total</b>	<b>£34741.01</b>

Bath Building Society breakdown

Reserves	£27654.48
New Van	£10000.00
<b>Total</b>	<b>£37654.48</b>

6. 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.

The bar has been fitted to the garage and is very substantial. Therefore, the Clerk has been looking at a cheaper solution for the CCTV. At the last meeting it was mentioned about a ring type door bell. The Clerk has found on Amazon a 4g camera (working in a similar way), at a cost of £129.99 inc VAT, in addition to the camera a SIM only data contract would be required, but this cost is quite reasonable.

It was agreed to Recommend to the Council that a SIM only contract is taken out at the best price using the EE network masts for coverage and the camera is purchased at a cost of £129.99. This was agreed.

Clock Shelter repair –

The Clerk contacted 2 further companies Severn Structures and English Oak Buildings. Both have declined to quote.

Therefore, only one quote from the original company Enville Oak.

The Clerk reported that she had set aside in the West Bromwich Account £5000 for the repair and the balance would need to come from the underspends from previous year's figure in item 5, £7339.89 this would leave £1339.89. It was agreed to move the funds in the reserves of £6000 to the repairing the clock shelter line in the West Bromwich account.

It was agreed that the Clerk contact 2 local builders that have been recommended to see if they can quote and report back to the next meeting.

7. To discuss the new vehicle delivery and to discuss purchasing the existing van from the lease company

Cllr G Sisley has spoken again directly to Vauxhall re the delivery of the new van, they are now saying at least 6 months time frame for it to be delivered. The email was circulated to all members prior to the meeting.

The existing van, County Fleet Care (the Lease Company) have stated that they will want the van back to them by 9<sup>th</sup> September and they will not extend the lease past this time. The cost to buy the van from them is £5500 + VAT(the VAT we can reclaim).

Cllr G Sisley has kindly cleaned the van up and took it for an MOT and it has passed with advisories on the steering rack leaking fluid and it needs 3 new tyres in the near future. There are a couple of minor repairs that need to be undertaken on the door, so total cost approx. £1000 - £1200 would be required to spend on the van.

The New Van funding is in place ready for when a delivery date is given and is to be taken from the Bath Building Society a sum of £10000 and the £22000 in the current account from our loan from PWLB.

To purchase the existing Citroen Van from County Fleet care it was agreed to use the underspends projected in this year's budget (following changes in staffing levels). When the new vehicle arrives, the funding is still in place ready to pay for the vehicle and any revenue from selling the Citroen van will be paid back into the current account.

It was agreed to Recommend to the Parish Council that the current vehicle is purchased at a cost of £5500 + VAT and funded from the projected underspends in this current year.

8. To discuss getting a quote for a water supply to Comber Ridge Burial Ground

The fee to ask for South Staffordshire Water to quote to formally connect a water supply to Comber Ridge is £154.21 + Vat (£185.05). This will establish the water supply requirements, to the boundary of the land, we would have to pay to have the supply connected around the site as required. There is some piping there, but this is an additional cost to consider.

We have no running water at Comber Ridge, for 10+ years ago there was a very slight trickle of water that did feed the tap by the cremation plots, but this dried up along time ago. So now for people visiting the Burial Ground we have to fill water containers in the toilets at Kinver Edge, then tip this water in water butts for people to fill their flower vases or clean their headstones. In addition if we had a water supply we could then clean the van.

It was agreed to recommend to the Parish Council that the initial cost of £154.21 is agreed to submit the application to South Staffordshire Water for a quote for a water supply at Comber Ridge.

9. Date of the next meeting.

Wednesday 27<sup>th</sup> July 2022

10. Items for future agendas

Items to be with the Clerk by the 19<sup>th</sup> July.

11. Recommendations to the Parish Council

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

- the accounts up to 31<sup>st</sup> May 2022 as set as Appendix 2 to these minutes be accepted.
- To purchase the existing vehicle from County Fleet care at a cost of £5500 + VAT with funding from projected underspends in the budget for 2022/3.
- the initial cost of £154.21 is agreed to submit the application to South Staffordshire Water for a quote for a water supply at Comber Ridge.
- a SIM only contract is taken out at the best price using the ee network masts for coverage and the CCTV camera is purchased at a cost of £129.99.

# Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions.

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

2022/2023	Actual Net	Balance	
<b>INCOME</b>			
<b>Council</b>			
13 INTEREST BATH BUILDING SOCIETY	£100.00	£0.00	-£100.00
14 Barclays income	£0.00	£0.06	£0.06
17 PRECEPT	£0.00	£0.00	£0.00
22 INTEREST WEST BROM ACCOUNT - CHARITY ACC	£4.00	£4.43	£0.43
30 Burial Fees - Co-Op bank account	£11,250.00	£1,610.00	-£9,640.00
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	£325.30	-£874.70
39 N Plan grant income	£0.00	£0.00	£0.00
40 Kinver Market	£0.00	£290.00	£290.00
41 PWLB	£0.00	£0.00	£0.00
<b>Total Council</b>	<b>£170,579.00</b>	<b>£79,217.29</b>	<b>-£91,361.71</b>
<b>Total Income</b>	<b>£170,579.00</b>	<b>£79,217.29</b>	<b>-£91,361.71</b>
<b>EXPENDITURE</b>			
<b>Council</b>			
57 BARCLAYS BANK CHARGES	£78.00	£16.70	£61.30
58 EV Electricity used	£1,000.00	£1,184.53	-£184.53
60 Kinver Market	£0.00	£103.33	-£103.33
61 Jubilee celebrations	£2,000.00	£323.45	£1,676.55
62 pwlb repayments	£0.00	£0.00	£0.00
63 Clock Shelter Exp.	£0.00	£859.47	-£859.47
104 NEIGHBOURHOOD PLAN	£0.00	£320.00	-£320.00
110 General Administration - Co-Op Bank Account			
110/1 Telephone		£1,500.00	£0.00 £1,500.00
110/2 Stationary		£2,000.00	£913.14 £1,086.86
110/3 General Insurance		£2,100.00	£1,988.80 £111.20
110/4 Rates		£2,300.00	£278.44 £2,021.56
110/5 Office Electricity and Gas		£2,000.00	£549.06 £1,450.94
110/6 Audit		£875.00	£475.00 £400.00

# Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions.

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

2022/2023		Actual Net	Balance		
110/7	Chairmans Allowance	£500.00	£500.00	£0.00	
110/8	Staffing Training Expenses	£150.00	£0.00	£150.00	
110/9	Members Expenses	£300.00	£43.09	£256.91	
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	£4,807.53	£9,157.47	
111	Maintenance - Co-Op Bank Account				
111/1	Maintenance Toilets	£2,500.00	£193.47	£2,306.53	
111/2	Maintenance Misc	£6,500.00	£615.07	£5,884.93	
111/3	Grass Cutting	£3,500.00	£800.00	£2,700.00	
111/4	Play Area	£2,000.00	£0.00	£2,000.00	
111 Total		£14,500.00	£1,608.54	£12,891.46	
112	Car Park Rental - Co-Op Bank Account	£1,450.00	£1,475.00	-£25.00	
113	Christmas Illuminations - Co-Op Bank Account	£4,500.00	£0.00	£4,500.00	
114	Contingencies - Co-Op Bank Account	£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	£225.01	£174.99	
115/3	Insurance	£2,000.00	£46.80	£1,953.20	
115 Total		£7,000.00	£271.81	£6,728.19	
116	Health and Safety - Co-Op Bank Account	£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	£62.56	£637.44	
117/3	Grants	£4,486.00	£117.68	£4,368.32	
117 Total		£5,686.00	£275.24	£5,410.76	
118	Election Expenses - Co-Op Bank Account	£0.00	£0.00	£0.00	
119	Wages/Salaries - Co-Op Bank Account				
119/1	Salaries	£85,500.00	£13,674.54	£71,825.46	
119/2	Employers NI	£7,750.00	£1,280.84	£6,469.16	
119/3	Employers Pension	£23,300.00	£3,731.10	£19,568.90	
119/4	Toilets	£1,150.00	£90.00	£1,060.00	
119 Total		£117,700.00	£18,776.48	£98,923.52	
120	Community Projects - Co-Op Bank Account	£4,000.00	£3,114.00	£886.00	
121	Legal Fees - Co-Op Bank Account	£600.00	£0.00	£600.00	
<b>Total Council</b>		<b>£172,579.00</b>	<b>£33,136.08</b>	<b>£139,442.92</b>	

31/05/22 10:51 AM Vs:

**Kinver Parish Council**

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# Financial Budget Comparison

Comparison between 01/04/22 and 31/05/22 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/22

<b>2022/2023</b>	<b>Actual Net</b>	<b>Balance</b>	
<b>Total Expenditure</b>	£172,579.00	£33,136.08	£139,442.92
Total Income	£170,579.00	£79,217.29	-£91,361.71
Total Expenditure	£172,579.00	£33,136.08	£139,442.92
<b>Total Net Balance</b>	<b>-£2,000.00</b>	<b>£46,081.21</b>	

# Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 31/05/22 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	£82,275.91	£0.00	£82,275.91
Total Receipts	£82,275.91	£0.00	£82,275.91

PAYMENTS	Net	Vat	Gross
Council	£38,336.33	£2,095.49	£40,431.82
Total Payments	£38,336.33	£2,095.49	£40,431.82

Closing Balances

## Ordinary Accounts

.BARCLAYS BANK	£803.15
.COOPERATIVE BANK C & I	£74,470.51
Bath Building Society	£37,654.48
Reserves West Bromwich	£34,741.01
Total	£147,669.15

Signed

Chair

Clerk / Responsible Financial Officer

Appendix 2 to the minutes of the F & GP Committee meeting held on the 29<sup>th</sup> June 2022

Budget comparison from 1st April 2022 - 31st March 2023						
	Description	Budget for 2022/3	Income received to 31/05/22	Balance remaining	Projected Income for the year	Comments
13	INTEREST BATH BUILDING	£100.00	£0.00	-£100.00	£100.00	Due in December
14	BARCLAYS INCOME	£0.00	£0.06	£0.06	£1.00	
22	INTEREST WEST BROM	£4.00	£4.43	£0.43	£5.00	This is the total for the year
30	Burial Fees - Co-Op bank	£11,250.00	£1,610.00	-£9,640.00	£11,250.00	
31	Toilet Income - Co-Op bank	£50.00	£0.00	-£50.00	£50.00	
32	Donations - Co-Op bank	£0.00	£0.00	£0.00	£0.00	
33	Precept - Co-Op Bank Account	£153,975.00	£76,987.50	-£76,987.50	£153,975.00	First half received, second due in September
34	Sundries - Co-Op Bank Account	£0.00	£0.00	£0.00	£0.00	
35	Police Office Rent - Co-Op Bank	£4,000.00	£0.00	-£4,000.00	£4,000.00	£1000 owed from March 2022 and June invoice of £1000 outstanding
37	Balance from uncommitted reserves		0	£0.00	£0.00	
38	EV Income	£1,200.00	£325.30	-£874.70	£1,200.00	
39	N Plan income	£0.00	£0.00	£0.00	£0.00	
40	Kinver Market	£0.00	£290.00	£290.00	£1,800.00	Projection based on current income received
	<b>Total Income</b>	<b>£170,579.00</b>	<b>£79,217.29</b>	<b>-£91,361.71</b>	<b>£172,381.00</b>	

EXPENDITURE						
57	BARCLAYS BANK CHARGES	£78.00	£16.70	£61.30	£96.00	Charged monthly
58	EV Electricity used	£1,000.00	£1,184.53	-£184.53	£2,200.00	Electricity for last financial year was estimated due to smart meter not working Additional £1000 was from
60	Kinver Market	£0.00	£103.33	-£103.33	£104.00	
61	Jubilee Celebrations	£2,000.00	£323.45	£1,676.55	£2,000.00	£2000 allocated for Jubilee celebrations from reserves break down below of costs to date
62	PW:B Repayments	£3,700.00	£0.00	£3,700.00	£4,000.00	Balance of budget transferred from Leasing
63	Clock Shelter Exp	£0.00	£859.47	-£859.47	£860.00	Electricity for the year
104	NEIGHBOURHOOD PLAN	£5,000.00	£320.00	£4,680.00	£5,000.00	£5000 agreed from reserves for Nplan
110	General Administration - Co-Op					
110/1	Telephone	£1,500.00	£0.00	£1,500.00	£1,500.00	No bill received yet.
110/2	Stationary	£2,000.00	£913.14	£1,086.86	£2,000.00	£600.15 printing costs included for a 1/4
110/3	General Insurance	£2,100.00	£1,988.80	£111.20	£1,989.00	Paid in full for the year
110/4	Rates	£2,300.00	£278.44	£2,021.56	£1,500.00	Water rates £40 per month Comber Ridge rates £99 for 10 months
110/5	Office Electricity and Gas	£2,000.00	£549.06	£1,450.94	£2,500.00	Increased due to uncertain prices
110/6	Audit	£875.00	£475.00	£400.00	£875.00	External audit charge to come
110/7	Chairman's Allowance	£500.00	£500.00	£0.00	£500.00	Paid in full
110/8	Staffing Training Expenses	£150.00	£0.00	£150.00	£150.00	
110/9	Members Expenses	£300.00	£43.09	£256.91	£300.00	2 members have booked on courses already so increased as others may wish to go on courses
110/10	Computer Support Services	£2,000.00	£0.00	£2,000.00	£2,000.00	Sage payroll support, Edge IT software and Website charges. Invoices due through the year

110/1	Photocopier	£240.00	£60.00	£180.00	£120.00	Copier lease end in December 22
110	Total	£13,965.00	£4,807.53	£9,157.47	£13,434.00	
111	Maintenance - Co-Op Bank					
111/1	Maintenance Toilets	£2,500.00	£193.47	£2,306.53	£2,500.00	
111/2	Maintenance Misc.	£6,500.00	£615.07	£5,884.93	£6,500.00	
111/3	Grass Cutting	£3,500.00	£800.00	£2,700.00	£4,000.00	Contractor paid February - November £400 per month
111/4	Play Area	£2,000.00	£0.00	£2,000.00	£2,000.00	1 repair so far this year to wet pour, invoice due for £500
111	Total	£14,500.00	£1,608.54	£12,891.46	£15,000.00	
112	Car Park Rental - Co-Op Bank	£1,450.00	£1,475.00	-£25.00	£1,475.00	Both invoices paid in full
113	Christmas Illuminations - Co-Op	£4,500.00	£0.00	£4,500.00	£4,500.00	
114	Contingencies - Co-Op Bank	£0.00	£0.00	£0.00	£0.00	
115	Vehicles - CO- Op Bank Account					
115/1	Leasing	£900.00	£0.00	£900.00	£900.00	Leasing costs are £298 per month, so far invoices are awaited for April - June. Further invoices depend on purchasing van from County Fleet
115/2	Fuel	£400.00	£225.01	£174.99	£1,500.00	In November Budget was reduced for an electric vehicle, this has been increased to reflect that we still have diesel van until next year at
115/3	Insurance	£2,000.00	£46.80	£1,953.20	£1,400.00	The budget in November was set at £2000 for the new van insurance if we keep Diesel it will cost less.
115	Total	£3,300.00	£271.81	£3,028.19		
116	Health and Safety - Co-Op Bank	£100.00	£0.00	£100.00	£100.00	Used as required
117	Grants Subs Co-Op Bank Account					
117/1	Parish Councils Subs	£500.00	£95.00	£405.00	£500.00	
117/2	SPCA / LCR	£700.00	£62.56	£637.44	£700.00	Invoice for SPCA due in March
117/3	Grants / internal projects	£4,486.00	£117.68	£4,368.32	£4,486.00	
117	Total	£5,686.00	£275.24	£5,410.76		
118	Election Expenses - Co-Op Bank	£0.00	£0.00	£0.00	£0.00	None expected
119	Wages/Salaries - Co-Op Bank					
119/1	Salaries	£85,500.00	£13,674.54	£71,825.46	£78,939.00	This is calculated with changes of salary for one technician and the other going to be 2 days per week
119/2	Employers NI	£7,750.00	£1,280.84	£6,469.16	£5,781.00	Calculated based on changes in personnel
119/3	Employers Pension	£23,300.00	£3,731.10	£19,568.90	£16,619.00	Calculated based on changes in personnel
119/4	Toilets	£1,150.00	£90.00	£1,060.00	£1,150.00	
119	Total	£117,700.00	£18,776.48	£98,923.52	£102,489.00	
120	Community Projects - Co-Op	£4,000.00	£3,114.00	£886.00	£4,000.00	New speed sign and Youth Club Grant
121	Legal Fees - Co-Op Bank Account	£600.00	£0.00	£600.00	£600.00	Will be invoiced in due course
	<b>Total Expenditure</b>	<b>£177,579.00</b>	<b>£33,136.08</b>	<b>£144,442.92</b>	<b>£155,858.00</b>	
	Total Income	£170,579.00	£79,217.29	£91,361.71	£172,381.00	
	Total Expenditure	£177,579.00	£33,136.08	-£144,442.92	£155,858.00	
	<b>Total Net Balance</b>	<b>£7,000.00</b>	<b>£46,081.21</b>	<b>-£53,081.21</b>	<b>£16,523.00</b>	