

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 19th
July 2017**

Councillor: Councillor: Cllr D Light (Chairman), Mrs C Allen, BR Edwards, H Williams (ex-officio), Miss V Webb, D H Hadlington, I G Sadler and J Irving Bell

1. APOLOGIES FOR ABSENCE

Councillors P Wooddisse (Vice Chairman), JK Hall sent their apologies for the meeting.

2. DECLARATIONS OF PECUNIARY INTERESTS

Councillor D Hadlington declared a non-pecuniary interest in relation to the application for vinyl stickers for cyclist safety.

3. MINUTES OF THE MEETING OF 31ST MAY 2017

The minutes of the meeting held on 31st May were approved and signed as a true record of that meeting.

4. MATTERS ARISING FROM PREVIOUS MINUTES

None were reported.

5. BUDGET COMPARISON AND TO RECEIVE THE ACCOUNTS FROM 1ST APRIL TO 30TH JUNE 2017 AS PREPARED BY THE RFO

The Budget Comparison table and 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 1 to these minutes be accepted.

It was noted that a bench donation had been received, the donor wanted to have a bench that would last and the Clerk had discussed with her having a recycled plastic bench, as this minimises maintenance. They do look very like wood.

Members were concerned about this and asked the Clerk to liaise with the Chairman of the Council on this matter, and if required it be brought back to the September Council meeting as an agenda item.

It was noted that at a previous Burial Ground meeting, members had discussed having teak benches as they require little maintenance.

6. FUNDING REQUESTS

The following application was received:-

Funding request for vinyl cling car stickers for cycling at a cost of £200 for 200 stickers.

It was agreed to **Recommend** to the Parish Council that 200 vinyl cling car stickers to improve safety for cyclists on the roads at a cost of £200.

7. PETTY CASH FOR MAY AND JUNE 2017

May 2017 Petty Cash

B & Q MDF	£15.50
Map and card holders	£10.00
Stationary	£7.99
Hanging Basket	£25.00
Total	£58.49

June 2017 Petty Cash

Ethernet Box	£9.99
BKV Prizes	£38.66
Total	£48.65

The above were noted.

8. TO CONSIDER PURCHASING AN ADDITIONAL SPEED ACTIVATED SIGN

A member of Council asked for this to be discussed to see if funding could be sought for an additional SID if Parish Council agreed they would like to purchase one.

The cost for an additional SID is £3050. There is funds in the budget from the Community Project fund and also Grants if Parish Council wished to pursue the purchase of an additional sign. Members felt this should be deferred until the budget meeting in November and looked at in detail then.

9. ACCOUNTS FOR PAYMENT

The accounts for payment as set out as appendix 2 to these minutes were accepted.

10. DATE OF NEXT MEETING –

Date of the next meeting is Wednesday 27th September 2017.

11. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 18th September 2017.

Precept – September meeting

12. RECOMMENDATIONS TO THE PARISH COUNCIL

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

- the accounts as set as Appendix 1 to these minutes be accepted.
- To purchase 200 Vinyl cling stickers for cyclist safety at a cost of £200.

DRAFT

Appendix 1 to the minutes of the Finance Committee held on the 19th July 2017

Item 5

KINVER PARISH COUNCIL

Monthly Balance Sheet as at: 30/6//17

Barclays Bank

Unpresented Cheques

	<u>100881</u>	31.03
<u>dd inland rev</u>		1053.78
TOTAL		1084.81

Unpresented Receipts

<u>Police rent</u>	1000
	1000.00

Computer Figures Barclays Bank

acc. 37402.02

less unpresented 84.81

Total 37486.83

Bank Statement Figure **37486.83**

Other bank account balances

Bath Building Society 36587.81

Old Alliance and Leicester account 0.00

West Bromwich Building Society 22296.75

Co-Operative Bank 26.38

96397.77

Financial Summary - Cashbook

Summary between 01/04/17 and 30/06/17 inclusive.

Balances at the start of the year

Ordinary Accounts

.BARCLAYS BANK	£13,361.16
.COOPERATIVE BANK C & I	£26.38
Alliance and Leicester	£0.00
Bath Building Society	£36,587.81
Santander old account	£0.00

Short Term Investment Accounts

Reserves West Bromwich	£14,285.35
Total	£64,260.70

RECEIPTS

	Net	Vat	Gross
Council	£80,945.84	£0.00	£80,945.84
Total Receipts	£80,945.84	£0.00	£80,945.84

PAYMENTS

	Net	Vat	Gross
Council	£46,697.67	£2,195.91	£48,893.58
Total Payments	£46,697.67	£2,195.91	£48,893.58

Closing

Ordinary Accounts

.BARCLAYS BANK	£37,402.02
.COOPERATIVE BANK C & I	£26.38
Alliance and Leicester	£0.00
Bath Building Society	£36,587.81
Santander old account	£0.00

Short Term Investment Accounts

Reserves West Bromwich	£22,296.75
Total	£96,312.96

Financial Budget Comparison

Comparison between 01/04/17 and 30/06/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
INCOME				
Council				
13	INTEREST BATH BUILDING SOCIETY	£1,000.00	£0.00	-£1,000.00
14	BURIAL FEES	£9,928.00	£2,980.00	-£6,948.00
15	TOILET INCOME	£1,500.00	£310.00	-£1,190.00
16	DONATIONS	£300.00	£0.00	-£300.00
17	PRECEPT	£144,709.00	£72,354.50	-£72,354.50
19	SUNDRIES	£0.00	£170.00	£170.00
22	INTEREST WEST BROM ACCOUNT - CHARITY ACC	£10.00	£11.40	£1.40
26	RENT FROM DOWN STAIRS OFFICE	£4,000.00	£1,000.00	-£3,000.00
Total Council		£161,447.00	£76,825.90	-£84,621.10
Total Income		£161,447.00	£76,825.90	-£84,621.10
EXPENDITURE				
Council				
51	GENERAL ADMINISTRATION	£19,840.00	£6,596.33	£13,243.67
53	MAINTENANCE	£26,685.00	£9,883.85	£16,801.15
55	CAR PARK RENT	£550.00	£0.00	£550.00
57	CHRISTMAS ILLUMINATIONS	£4,500.00	£0.00	£4,500.00
60	CONTINGENCIES	£0.00	£0.00	£0.00
61	VEHICLES - BARCLAYS	£5,550.00	£199.64	£5,350.36
62	HEALTH AND SAFETY	£200.00	£0.00	£200.00
63	GRANTS AND SUBS EXTERNAL BARCLAYS ACCOUNT	£16,151.00	£592.02	£15,558.98
101	ELECTION EXPENSES	£0.00	£0.00	£0.00
103	WAGES / SALARIES BARCLAYS BANK	£81,971.00	£20,869.32	£61,101.68
104	COMMUNITY PROJECTS	£4,000.00	£0.00	£4,000.00
105	LEGAL FEES	£2,000.00	£0.00	£2,000.00
Total Council		£161,447.00	£38,141.16	£123,305.84
Total Expenditure		£161,447.00	£38,141.16	£123,305.84
Total Income		£161,447.00	£76,825.90	-£84,621.10
Total Expenditure		£161,447.00	£38,141.16	£123,305.84
Total Net Balance		£0.00	£38,684.74	

BUDGET COMPARISON FOR 2017-18 APRIL TO JUNE

	PARISH COUNCIL INCOME	BUDGET	ACTUAL INC	BALANCE	PROJECTED
			RECEIVED		BALANCE
10	PRECEPT	144709.00	72354.50	-72354.50	144709.00
12	INTEREST INSTANT / CURRENT ACC	0.00	0.00	0.00	0.00
14	BURIAL FEES	9928.00	2980.00	-6948.00	9928.00
15	TOILETS HIGH STREET	1500.00	310.00	-1190.00	1500.00
16	DONATIONS	300.00	0.00	-300.00	300.00
19	SUNDRIES	0.00	170.00	170.00	170.00
20	GRANT FOR TOILETS	0.00	0.00	0.00	0.00
22	INTEREST ON NEW RESERVES ACC AT WBROM	10.00	11.40	1.40	12.00
23	INTEREST BATH BUILDING SOCIETY	1000.00	0.00	-1000.00	1000.00
24	POLICE OFFICE RENT	4000.00	1000.00	-3000.00	4000.00
		161447.00	76825.90	-84621.10	161619.00

	EXPENDITURE FOR PARISH	BUDGET	ACTUAL EXP	BALANCE	PROJECTED
					BALANCE
50	GENERAL ADMIN				
50/1	GA TELEPHONE	1900.00	79.77	1820.23	1900.00
50/2	GA STATIONARY	2850.00	262.89	2587.11	2850.00
50/3	GA GENERAL INSURANCE	3500.00	3324.40	175.60	3325.00
50/4	GA RATES BURIAL GROUND AND WATER RATES	3700.00	303.94	3396.06	550.00
50/5	GA OFFICE ELECTRICITY & GAS	1800.00	439.77	1360.23	1800.00
50/6	GA AUDIT	950.00	450.00	500.00	950.00
50/7	GA CHAIRMAN'S ALLOWANCE	500.00	500.00	0.00	500.00
50/9	GA STAFF TRAINING EXPENSES	100.00	0.00	100.00	100.00
50/11	GA MISCELLANEOUS	0.00	0.00	0.00	0.00
50/25	GA MEMBERS EXPENSES	300.00	0.00	300.00	300.00
50/47	GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010)	2300.00	983.84	1316.16	2300.00
50/48	GA PHOTOCOPIER	240.00	0.00	240.00	240.00
50/51	GA ADVERTISING	50.00	0.00	50.00	0.00
50/53	GA CIVIC EXPENSES	0.00	0.00	0.00	0.00
50/110/1	GA POSTAGE	1100.00	210.00	890.00	1100.00
50/110/2	GA PETTY CASH OTHER	550.00	41.72	508.28	550.00
		19840.00	6596.33	13243.67	16465.00

	EXPENDITURE FOR PARISH	BUDGET	ACTUAL EXP	BALANCE	PROJECTED
					BALANCE
52	MAINTENANCE				
52/1	MAINTENANCE TOILETS	2000.00	263.81	1736.19	2000.00
52/6	MAINTENANCE MISC.	6185.00	3177.79	3007.21	6185.00
52/7	MAINTENANCE GRASS CUTTING	17500.00	5727.25	11772.75	13000.00

52/26	MAINTENANCE PLAY AREA	1000.00	715.00	285.00	1500.00
	MAINTENANCE TOTAL	26685.00	9883.85	16801.15	22685.00
54	GRANTS & SUBS EXTERNAL				
54/1	PARISH COUNCIL SUBSCRIPTIONS	500.00	267.00	233.00	500.00
54/2	SPCA & LCR	700.00	0.00	700.00	700.00
54/3	GRANTS	14951.00	325.02	14625.98	14951.00
	GRANTS & SUBS TOTAL	16151.00	592.02	15558.98	16151.00
55	CAR PARK RENTAL	550.00	0.00	550.00	550.00
57	CHRISTMAS LIGHTS	4500.00	0.00	4500.00	4500.00
58	VEHICLES				
58/1	LEASING	3500.00	9.67	3490.33	3500.00
58/2	FUEL	1000.00	189.97	810.03	1000.00
58/4	INSURANCE FOR VEHICLE	1050.00	0.00	1050.00	1050.00
	TOTAL FOR VEHICLES	5550.00	199.64	5350.36	5550.00
60	CONTINGENCIES	0.00	0.00	0.00	0.00
62	HEALTH AND SAFETY AUDIT	200.00	0.00	200.00	200.00
63'	PROJECTS FOR COMMUNITY FUNDED BY RENT	4000.00	0.00	4000.00	4000.00
100	WAGES / SALARIES				
103/1	SALARIES NET	55453.00	14002.12	41450.88	55453.00
103/2	TAX AND NATIONAL INS.	7591.00	2069.92	5521.08	7591.00
103/3	EMPLOYERS NATIONAL INS.	3449.00	1233.18	2215.82	3449.00
103/4	EMPLOYEES PENSION	3327.00	690.28	2636.72	3327.00
103/5	EMPLOYERS PENSION	11090.00	2553.82	8536.18	11090.00
103/6	OPENING TOILETS	1061.00	320.00	741.00	1061.00
	TOTAL WAGES	81971.00	20869.32	61101.68	81971.00
101/9	ELECTION EXPENSES	0.00	0.00	0.00	0.00
105	SOLICITORS FEES	2000.00	0.00	2000.00	2000.00
	<u>TOTAL EXPENDITURE</u>	<u>161447.00</u>	<u>38141.16</u>	<u>123305.84</u>	<u>154072.00</u>
	<u>TOTAL INCOME</u>	<u>161447.00</u>	<u>76825.90</u>	<u>84621.10</u>	<u>161619.00</u>
	TOTAL NET BALANCE	0.00	38684.74	-38684.74	7547.00

Income and Expenditure Account

31/03/17		31/03/18
£		£
	INCOME	
10,092.00	Burial fees	0.00
0.00	Exchequer Bond	0.00
0.00	Rights of Way	0.00
1,322.40	Toilet Income	0.00
0.00	Rents received	0.00
4,971.35	Income	0.00
12,417.92	Donations and Sundries	0.00
144,709.00	Precept	0.00
0.00	Agency Services reimbursements	0.00
0.00	Loan/Capital Receipts	0.00
486.37	Interest on Investments	0.00
0.00	Sale of Assets	0.00
173,999.04	TOTAL INCOME	0.00
	EXPENDITURE	
25,114.98	General Administration	-814.98
0.00	Agency Services	0.00
0.00	S. 137 Payments	0.00
0.00	Capital Schemes	0.00
0.00	Provision for Doubtful Debts	0.00
0.00	Interest on Long Term Debts	0.00
0.00	General Administration - Petty cash/High St Toilet cleaning	0.00
624.28	Maintenance	0.00
26,064.41	Burial Ground	2,441.72
46,715.27	Grants and Subscriptions	-3,365.25
0.00	Car park rentals	0.00
0.00	Millennium Fund	0.00
0.00	Loan repayment	0.00
0.00	Employment Advice Centre	0.00
23,061.17	Expenditure	-2,450.00
85,452.50	Wages / Salaries	1,677.64
0.00	Church - Methodist rent	0.00
207,032.61	TOTAL EXPENDITURE	-2,510.87
92,838.08	Balance as at 01/04/17	59,804.51
173,999.04	Add Total Income	0.00
266,837.12		59,804.51
207,032.61	Deduct Total Expenditure	-2,510.87
0.00	Stock Adjustment	0.00
0.00	Transfer to/ from reserves	0.00
59,804.51	Balance as at 31/03/18	62,315.38

Consolidated Balance Sheet

31/03/17

£

30/06/17

£

	Long Term assets		
0.00	Investments		0.00
0.00	Long Term Debts		0.00
0.00	TOTAL LONG TERM ASSETS		0.00
	Current assets		
14,285.35	Investments	22,296.75	
0.00	Loans Made	0.00	
0.00	Investments	0.00	
0.00	Stocks	0.00	
4,119.94	VAT Recoverable	2,195.91	
0.00	Debtors	0.00	
0.00	Payment in Advance	0.00	
49,975.35	Cash in Hand & at Bank	74,016.21	
68,380.64	TOTAL CURRENT ASSETS		98,508.87
68,380.64	TOTAL ASSETS		98,508.87
	Current liabilities		
0.00	Loans Received	0.00	
0.00	Temporary Borrowing	0.00	
0.00	VAT Payable	0.00	
8,576.13	Creditors	6,045.64	
0.00	Receipts in Advance	0.00	
8,576.13	TOTAL CURRENT LIABILITIES		6,045.64
59,804.51	TOTAL ASSETS LESS CURRENT		92,463.23
0.00	Long Term Borrowing	0.00	
0.00	Deferred Liabilities	0.00	
0.00	Deferred Credits	0.00	
0.00			0.00
59,804.51	NET ASSETS		92,463.23
	Represented by		
59,804.51	General Reserve		92,463.23
	RESERVES		
0.00	Asset Replacement Reserve		0.00
59,804.51			92,463.23

Signed
Chairman
Date

Responsible Financial Officer

03/07/17 09:14 AM Vs: 7.44

Kinver Parish Council Page 1 of 1

Appendix 2 to the minutes of the Finance and General Purposes Committee held on the 19th July 2017

Accounts for payment 19th July 2017

**Chg
No**

Ratification

100970	P & S Contracts	Grass cutting June	600.00
100971	British Telecom		523.63
100972	Home and Hardware		36.95
		Total	36.95

**Chg
No**

**Accounts for
payment**

100973	Chubb Fire	Fire Extinguisher check and new equipment	139.26
100974	ESPO	6 x Noticeboards	895.51
100975	J R K Computer supplies		28.68
100976	Kinver Edge Farm Shop	Opening toilets August	90.00
100977	N Power	Christmas lights cost 2016	47.32
100978	OCL	Supplies	199.46
100979	P & S Contracts	Grass Cutting July	1653.50
100980	PHS	Supplies for toilets annual charge	149.04
100981	SCC	Pensions July	1613.26
100982	SCC	Van Lease	349.38
		Total	4101.96

List of Monthly Direct Debits

DD	SSDC	Rates Comber Ridge	38.00
DD	Inland Revenue	July payment	1107.01
DD	Utility Warehouse	Garage electricity	8.65
DD	Utility Warehouse	95 High Street Gas and electricity	75.65
DD	Utility Warehouse	Kinver Edge Toilets	9.82
DD	Utility Warehouse	High Street Toilets	44.90
DD	Utility Warehouse	Mobile phone	29.70
DD	Salaries	August	4644.01
DD	Siemens	lease rental	118.80
DD	Siemens	Asset protection	17.80
DD	Screwfix		74.95
		Total	6169.29
		Total Expenditure	10308.20

Receipts

Burial Fees		750.00
Toilet Income		50.00
Staffs Courts	Compensation	0.00
	Total Income	800.00