

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 21ST
FEBRUARY 2018**

Councillors: D Light (Chairman), P Wooddisse (Vice Chairman), JK Hall, BR Edwards, H Williams (ex-officio).

1. APOLOGIES FOR ABSENCE

Councillors Miss V Webb, I G Sadler and Mrs C Allen sent their apologies for the meeting.

Councillor D H Hadlington was not in attendance.

2. DECLARATIONS OF PECUNIARY INTERESTS

None were declared.

3. MINUTES OF THE MEETING OF 22ND NOVEMBER 2017

The minutes of the meeting held on 22nd November were approved and signed as a true record of that meeting.

4. MATTERS ARISING FROM PREVIOUS MINUTES

The old Post Office Clock has been collected and is being repaired.

The Clerk spoke to Kane Mailing and they have confirmed they will continue to support the franking machine until the end of its lease in January 2019.

5. BUDGET COMPARISON AND TO RECEIVE THE ACCOUNTS FROM 1ST APRIL TO 31ST JANUARY 2018 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.

6. FUNDING REQUESTS

The following internal application was received:-

2 x removable posts and 6 ground sockets for the speed activated signs cost £1500

It was agreed to **Recommend** to the Parish Council to purchase 2 posts and 6 removable sockets and have them installed at agreed locations around the Parish. The costs are £1500 and to be taken from budget 54/3.

National Trust Grant request £1000 – it was agreed to defer a decision on this application until it has been confirmed that they do require the grant still, as the area of the pathway applied for on the grant form has been completed. Also at the centenary celebrations the president of the National Trust reported that they had enough funds to complete the project.

Additional bins to be located around the Marsh Playing Fields with a possible dog Waste bin and a bin for Prestwood Drive by the canal. Cost £1300.

It was agreed to **Recommend** to the Parish Council to purchase 2 standard bins for the Marsh Playing Fields. It was agreed not to support financially the purchase of a bin on Prestwood Drive, as the land owner has to give consent, and there are further on costs for having this bin emptied by the Parish Council's Technicians.

7. PETTY CASH FROM OCTOBER 2017 TO JANUARY 2018

October 2017 - January 2018

Petty Cash

Cleaning materials	£6.49
CCTV Signs	£7.99
Plants	£20.00
Refreshments	£4.00
Fire door sign	£0.99
Timers for lights	£10.95
Total	£50.42
Float in Tin	£150.00
Cash in tin	£99.58

This was noted.

8. METHODIST CHURCH CAR PARK LICENCE RENEWAL (INCREASED FROM £550 TO £575)

The Clerk reported that a legal topic note had been received from NALC relating to Financial Assistance to Churches. In summary the legislation from 1894 has not been superseded by the 1972 reform of Local Government, therefore giving any financial assistance to churches is illegal.

The Clerk will confirm with the relevant authorities that this applies to leasing the carpark at the Church.

In light of the above information, the Parish Council cannot continue with paying for the lease of the Methodist Church Carpark.

9. TO REVIEW THE BURIAL FEES FOR COMBER RIDGE FROM APRIL 2018

COMBER RIDGE BURIAL GROUND FEE STRUCTURE TO APPLY FROM 1st APRIL 2017

	1 st April 2017 (10% increase)
First Interments, Coffin Burials	£785 (£865)
First Interments, Ashes	£470 (£520)
Subsequent Interments, Coffin Burials to include permit cost for removal/amendment to Headstones	£360 (£400)
Subsequent Interments of Ashes to include permit cost for removal/amendment to Tablets	£280 (£310)
Interment of Infants and Young Children up to age 12 years	£170 (£190)
Scattering of Cremated Remains	£97 (£107)
Amendments permit of Headstones/Tablets i.e. cleaning, reguild etc.	£65 (£75)

** This fee to be applied only to infants above six weeks of age and to young children up to (and including) 12 years of age interred in single graves within this designated area.*

Those infants from 6 weeks of age and children interred in other grave spaces to attract the level of fee appropriate to the grave space occupied

The fees were last increased in 2017 after 2 years of remaining the same from 2015.

Costs incurred for 2017-18 £8000 grass cutting, General day to day work I would estimate 2 x technicians ½ a day per week so 8 hours x £12 (inc all tax, ni pensions etc...) £4608. So approximately £12608 per annum to run, with additional one off costs for things like re-stoning the paths at a cost of £2200.

Other Burial Fees for

Sytch Lane

Interment of cremated remains (2 casket plot)	£818.99
Interment of a coffin (2 Coffin plot)	£1436
Scattering of ashes	£70.34

It was proposed by Councillor H Williams and seconded by Councillor P Wooddisse to Recommend to the Parish Council to increase the burial fees by 10%. On a vote this was carried with 4 votes for and 1 against.

10. DATE OF NEXT MEETING

Date of the next meeting is Wednesday 23RD April 2018.

11. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 14TH April 2018.
Year-end accounts

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.
- 2 posts and 6 removable sockets and have them installed at agreed locations around the Parish. The costs are £1500 and to be taken from budget 54/3.
- to purchase 2 standard bins for the Marsh Playing Fields. It was agreed to not support financially the purchase of a bin on Prestwood Drive, as the land owner has to give consent, and there are further on costs fort having this bin emptied by the Parish Council's technicians.
- to increase the burial fees by 10%.

In addition:-

In light of the above information, the Parish Council cannot continue paying for the lease of the Methodist Church Carpark until clarification is received on the legality of undertaking this expenditure.

KINVER PARISH COUNCIL

Monthly Balance Sheet as at: 31/01/2018

Barclays Bank

Unpresented Cheques

Unpresented Receipts

31.03
74.95
17.48
34.19
338.11
349.38

TOTAL

845.14

0.00

Computer Figures Barclays Bank
acc.
less unpresented

35129.69
845.14

Total

35974.83

Bank Statement Figure

35974.83

Other bank account balances

Bath Building Society
Old Alliance and Leicester account
West Bromwich Building Society
Co-Operative Bank

36851.69
0.00
22296.75
26.38
95149.65

Financial Summary - Cashbook

Summary between 01/04/17 and 31/01/18 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	£170,642.11	£0.00	£170,642.11
Total Receipts	£170,642.11	£0.00	£170,642.11

PAYMENTS	Net	Vat	Gross
Council	£134,238.05	£6,360.25	£140,598.30
Total Payments	£134,238.05	£6,360.25	£140,598.30

Closing

Ordinary Accounts

.BARCLAYS BANK	£35,129.69
.COOPERATIVE BANK C & I	£26.38
Alliance and Leicester	£0.00
Bath Building Society	£36,851.69
Santander old account	£0.00

Short Term Investment Accounts

Reserves West Bromwich	£22,296.75
Total	£94,304.51

Financial Statement - Cashbook

Statement between 01/04/17 and 31/01/18 inclusive.

Balances at the start of the year

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Short Term Investment Accounts

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

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
11 VAT BARCLAYS ACCOUNT	10,120.33	0.00	10,120.33
13 INTEREST BATH BUILDING SOCIETY	263.88	0.00	263.88
14 BURIAL FEES	9,270.00	0.00	9,270.00
15 TOILET INCOME	990.00	0.00	990.00
16 DONATIONS	1,232.50	0.00	1,232.50
17 PRECEPT	144,709.00	0.00	144,709.00
19 SUNDRIES	1,045.00	0.00	1,045.00
20 TOILET GRANT SSDC	0.00	0.00	0.00
22 INTEREST WEST BROM ACCOUNT - CHARITY ACC	11.40	0.00	11.40
24 SANTANDAR BOND	0.00	0.00	0.00
26 RENT FROM DOWN STAIRS OFFICE	3,000.00	0.00	3,000.00
Council Total	170,642.11	0.00	170,642.11
Total Receipts	170,642.11	0.00	170,642.11

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
51 GENERAL ADMINISTRATION	16,289.76	1,848.19	18,137.95
53 MAINTENANCE	22,775.45	1,532.81	24,308.26
55 CAR PARK RENT	0.00	0.00	0.00
57 CHRISTMAS ILLUMINATIONS	3,629.80	627.49	4,257.29
59 INTERNAL GRANTS NO LONGER USED	3,493.90	194.38	3,688.28
60 CONTINGENCIES	2,368.96	16.80	2,385.76
61 VEHICLES - BARCLAYS BANK	4,984.60	823.08	5,807.68
62 HEALTH AND SAFETY	46.00	0.00	46.00
63 GRANTS AND SUBS EXTERNAL BARCLAYS ACCOUNT	2,785.17	253.90	3,039.07
64 GARAGE PROJECT	0.00	0.00	0.00
101 ELECTION EXPENSES	0.00	0.00	0.00
103 WAGES / SALARIES BARCLAYS BANK	72,546.41	0.00	72,546.41
104 COMMUNITY PROJECTS	5,318.00	1,063.60	6,381.60
105 LEGAL FEES	0.00	0.00	0.00
Council Total	134,238.05	6,360.25	140,598.30
Total Payments	134,238.05	6,360.25	140,598.30

31/01/18 09:22 AM Vs:

Kinver Parish Council

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Financial Statement - Cashbook

Statement between 01/04/17 and 31/01/18 inclusive.

Closing

Ordinary Accounts

.BARCLAYS BANK	£35,129.69
.COOPERATIVE BANK C & I	£26.38
Alliance and Leicester	£0.00
Bath Building Society	£36,851.69
Santander old account	£0.00

Short Term Investment Accounts

Reserves West Bromwich	£22,296.75
Total	£94,304.51

Financial Budget Comparison

Comparison between 01/04/17 and 31/01/18 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	£263.88	-£736.12
14	BURIAL FEES	£9,928.00	£9,270.00	-£658.00
15	TOILET INCOME	£1,500.00	£990.00	-£510.00
16	DONATIONS	£300.00	£1,232.50	£932.50
17	PRECEPT	£144,709.00	£144,709.00	£0.00
19	SUNDRIES	£0.00	£1,045.00	£1,045.00
20	TOILET GRANT SSDC	£0.00	£0.00	£0.00
22	INTEREST WEST BROM ACCOUNT - CHARITY ACC	£10.00	£11.40	£1.40
24	SANTANDAR BOND	£0.00	£0.00	£0.00
26	RENT FROM DOWN STAIRS OFFICE	£4,000.00	£3,000.00	-£1,000.00
Total Council		£161,447.00	£160,521.78	-£925.22
Total Income		£161,447.00	£160,521.78	-£925.22
EXPENDITURE				
Council				
51	GENERAL ADMINISTRATION	£19,840.00	£15,277.48	£4,562.52
53	MAINTENANCE	£26,685.00	£22,746.55	£3,938.45
55	CAR PARK RENT	£550.00	£0.00	£550.00
57	CHRISTMAS ILLUMINATIONS	£4,500.00	£3,629.80	£870.20
59	INTERNAL GRANTS NO LONGER USED	£0.00	£0.00	£0.00
60	CONTINGENCIES	£0.00	£2,368.96	-£2,368.96
61	VEHICLES - BARCLAYS	£5,550.00	£4,107.17	£1,442.83
62	HEALTH AND SAFETY	£200.00	£46.00	£154.00
63	GRANTS AND SUBS EXTERNAL BARCLAYS ACCOUNT	£16,151.00	£2,091.17	£14,059.83
64	GARAGE PROJECT	£0.00	£0.00	£0.00
101	ELECTION EXPENSES	£0.00	£0.00	£0.00
103	WAGES / SALARIES BARCLAYS BANK	£81,971.00	£72,546.41	£9,424.59
104	COMMUNITY PROJECTS	£4,000.00	£2,868.00	£1,132.00
105	LEGAL FEES	£2,000.00	£0.00	£2,000.00
Total Council		£161,447.00	£125,681.54	£35,765.46
Total Expenditure		£161,447.00	£125,681.54	£35,765.46
Total Income		£161,447.00	£160,521.78	-£925.22
Total Expenditure		£161,447.00	£125,681.54	£35,765.46
Total Net Balance		£0.00	£34,840.24	

BUDGET COMPARISON FROM APRIL 2017 TO JANUARY 2018

	PARISH COUNCIL INCOME	BUDGET	ACTUAL INC	BALANCE	PROJECTED	PROJ UNDER	%
			RECEIVED		BALANCE	OVER SPEND	RECEIVED
10	PRECEPT	144709.00	144709.00	0.00	144709.00	0.00	100.00
12	INTEREST INSTANT / CURRENT ACC	0.00	0.00	0.00	0.00	0.00	0.00
14	BURIAL FEES	9928.00	9270.00	-658.00	9928.00	0.00	93.37
15	TOILETS HIGH STREET	1500.00	990.00	-510.00	1500.00	0.00	66.00
16	DONATIONS	300.00	1232.50	932.50	1233.00	933.00	410.83
19	SUNDRIES	0.00	1045.00	1045.00	1045.00	1045.00	815.00
22	INTEREST ON NEW RESERVES ACC AT WBROM	10.00	11.40	1.40	12.00	2.00	114.00
23	INTEREST BATH BUILDING SOCIETY	1000.00	263.88	-736.12	264.00	-736.00	26.39
24	POLICE OFFICE RENT	4000.00	3000.00	-1000.00	4000.00	0.00	75.00
		161447.00	160521.78	-925.22	162691.00	1244.00	99.43
	EXPENDITURE FOR PARISH	BUDGET	ACTUAL EXP	BALANCE	PROJECTED	PROJECTED	%
					BALANCE	BALANCE	SPENT
50	GENERAL ADMIN						
50/1	GA TELEPHONE	1900.00	1542.27	357.73	2000.00	100.00	81.17
50/2	GA STATIONARY	2850.00	2431.38	418.62	2850.00	0.00	85.31
50/3	GA GENERAL INSURANCE	3500.00	3324.40	175.60	3325.00	-175.00	94.98
50/4	GA RATES BURIAL GROUND AND WATER RATES	3700.00	674.27	3025.73	700.00	-3000.00	18.22
50/5	GA OFFICE ELECTRICITY & GAS	1800.00	1230.15	569.85	1400.00	-400.00	68.34
50/6	GA AUDIT	950.00	1050.00	-100.00	1050.00	100.00	110.53
50/7	GA CHAIRMAN'S ALLOWANCE	500.00	500.00	0.00	500.00	0.00	100.00
50/9	GA STAFF TRAINING EXPENSES	100.00	31.80	68.20	32.00	-68.00	31.80
50/11	GA MISCELLANEOUS	0.00	1663.40	-1663.40	1664.00	1664.00	1000.00
50/25	GA MEMBERS EXPENSES	300.00	0.00	300.00	0.00	-300.00	0.00
50/47	GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010)	2300.00	1512.09	787.91	1600.00	-700.00	65.74
50/48	GA PHOTOCOPIER	240.00	180.00	60.00	240.00	0.00	75.00
50/51	GA ADVERTISING	50.00	0.00	50.00	0.00	-50.00	0.00
50/110/1	GA POSTAGE	1100.00	750.00	350.00	1100.00	0.00	68.18
50/110/2	GA PETTY CASH OTHER	550.00	387.72	162.28	388.00	-162.00	70.49
		19840.00	15277.48	4562.52	16849.00	-2991.00	77.00
	EXPENDITURE FOR PARISH	BUDGET	ACTUAL EXP	BALANCE	PROJECTED	PROJECTED	%
					BALANCE	BALANCE	SPENT
52	MAINTENANCE						
52/1	MAINTENANCE TOILETS	2000.00	2010.57	-10.57	2011.00	11.00	100.53
52/6	MAINTENANCE MISC.	6185.00	5344.23	840.77	6185.00	0.00	86.41

52/7	MAINTENANCE GRASS CUTTING	17500.00	13994.75	3505.25	13995.00	-3505.00	79.97
52/26	MAINTENANCE PLAY AREA	1000.00	1397.00	-397.00	1397.00	397.00	139.70
	MAINTENANCE TOTAL	26685.00	22746.55	3938.45	23588.00	-3097.00	85.24
54	GRANTS & SUBS EXTERNAL						
54/1	PARISH COUNCIL SUBSCRIPTIONS	500.00	267.00	233.00	267.00	-233.00	53.40
54/2	SPCA & LCR	700.00	0.00	700.00	700.00	0.00	0.00
54/3	GRANTS	14951.00	1824.17	13126.83	1825.00	-13126.00	12.20
	GRANTS & SUBS TOTAL	16151.00	2091.17	14059.83	2792.00	-13359.00	12.95
55	CAR PARK RENTAL	550.00	0.00	550.00	550.00	0.00	0.00
57	CHRISTMAS LIGHTS	4500.00	3629.80	870.20	4000.00	-500.00	80.66
58	VEHICLES						
58/1	LEASING	3500.00	2592.47	907.53	3500.00	0.00	74.07
58/2	FUEL	1000.00	645.59	354.41	900.00	-100.00	64.56
58/4	INSURANCE FOR VEHICLE	1050.00	869.11	180.89	870.00	-180.00	82.77
	TOTAL FOR VEHICLES	5550.00	4107.17	1442.83	5270.00	-280.00	74.00
60	CONTINGENCIES	0.00	2368.96	-2368.96	2369.00	2369.00	689.98
62	HEALTH AND SAFETY AUDIT PROJECTS FOR COMMUNITY FUNDED BY RENT	200.00	46.00	154.00	46.00	-154.00	23.00
63'		4000.00	2868.00	1132.00	2868.00	-1132.00	71.70
100	WAGES / SALARIES						
103/1	SALARIES NET	55453.00	47143.60	8309.40	57002.00	1549.00	85.02
103/2	TAX AND NATIONAL INS.	7591.00	6255.48	1335.52	8707.00	1116.00	82.41
103/3	EMPLOYERS NATIONAL INS.	3449.00	3723.82	-274.82	5130.00	1681.00	107.97
103/4	EMPLOYEES PENSION	3327.00	3087.68	239.32	4189.97	862.97	92.81
103/5	EMPLOYERS PENSION	11090.00	11425.83	-335.83	15497.79	4407.79	103.03
103/6	OPENING TOILETS	1061.00	910.00	151.00	1090.00	29.00	85.77
	TOTAL WAGES	81971.00	72546.41	9424.59	91616.76	9645.76	88.50
101/9	ELECTION EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00
105	SOLICITORS FEES	2000.00	0.00	2000.00	500.00	-1500.00	0.00
	<u>TOTAL EXPENDITURE</u>	<u>161447.00</u>	<u>125681.54</u>	<u>35765.46</u>	<u>150448.76</u>	<u>-10998.24</u>	<u>77.85</u>
	<u>TOTAL INCOME</u>	<u>161447.00</u>	<u>160521.78</u>	<u>925.22</u>	<u>162691.00</u>	<u>1244.00</u>	<u>99.43</u>
	<u>TOTAL NET BALANCE</u>	<u>0.00</u>	<u>34840.24</u>	<u>-34840.24</u>	<u>12242.24</u>	<u>12242.24</u>	