

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 20<sup>TH</sup> JULY 2016**

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Councillor: Councillor: Cllr D Light (Chairman), P Wooddisse (Vice Chairman) Mrs L Hingley, D Hadlington, I G Sadler, JK Hall J Irving Bell and BR Edwards.

Councillor N Other was also in attendance.

1. APOLOGIES FOR ABSENCE

Councillors Mrs C Allen and H Williams (ex-officio) sent their apologies for the meeting.

2. DECLARATIONS OF PECUNIARY INTERESTS

Councillor P Wooddisse declared a prejudicial interest in relation to the grant application for Kinver Community Library and left the room for this item and took no part in the discussion or voting.

3. MINUTES OF THE MEETING OF 15<sup>TH</sup> JUNE 2016

The minutes of the meeting held on 15<sup>th</sup> June 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 FORMALLY THE ACCOUNTS FOR APRIL – JUNE 2016

The Budget Comparison table is 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.

6. UPDATE ON DEFRIBULATOR AND GARAGE PROJECT

The garage should be started on the 1<sup>st</sup> August. The Clerk has sent the cheque for the electricity connection, but as the quote that she paid expired after 90 days (the quote was requested in November last year). Western Power have sent the cheque back with a revised quote which has increased the cost. The cost has increased due to changes in the materials they now use, resulting in thicker ducting having to be installed and increased material costs.

This Committee has delegated authority to deal with this matter from the Full Parish Council. The Committee agreed to pay the electricity connections as there is enough

funds in the budget line for this project. There will be some ancillary costs for the garage, for electrical work and alarm system and that too will be taken from this budget line.

The Defibulator has been registered and is fully working, the Clerk has to check the unit each week.

This was noted.

## 7. GRANT REQUESTS FROM BOTH INTERNAL AND EXTERNAL SOURCES

CPRE Annual subs £36.

The Committee agreed to Recommend to the Parish Council to pay the subscription for CPRE and it is to be funded from budget line 54/3.

CAB Grant for £500

The Chairman summarised how the Council have previously supported the CAB by paying for the room hire for the Senior Citizens. The CAB now operate from the Fire Station and do not pay rent. Last year the Council paid the grant to assist in the running costs for the local CAB.

The Committee agreed to Recommend to the Parish Council that a grant is given to the CAB for £250 and funded from budget line 54/48.

KINVER COMMUNITY LIBRARY £500

The Committee agreed to Recommend to the Parish Council that a grant is given to the Kinver Community Library for £500 and funded from budget line 104.

KSCA Grant £2700

At the Parish Council meeting in July, the recommendation from the Committee were voted upon, and failed by a small majority. Therefore the funding application has been referred back to this committee.

The Chairman asked all Councillors present to re state their opinions on this application, and following that the Chairman invited any additional comments.

The Clerk stated that Mrs Rachel Davis had contacted the Parish Office enquiring about a possible grant from the Council, the Clerk advised her that the Parish Council does not give retrospective grants, but she passed her an application form.

Councillor D Light proposed the following motion, which was seconded by Councillor JK Hall:-

The Finance Committee should not change their original recommendation to refuse this grant application from the KSCA on the grounds it was a retrospective application.

The Chairman explained to members if they voted yes and this is carried, then the item will go onto Septembers Parish Council meeting for a full debate by all councillors. If the vote is No then members of this committee can discuss if they wish to give a grant and how much would they like to recommend to the Council.

A named vote was decided upon and results are below:-

Cllr P Wooddisse	Yes
Cllr B Edwards	No
Cllr D Hadlington	Yes
Cllr J Irving-Bell	No
Cllr Mrs L Hingley	No
Cllr I Sadler	Yes
Cllr JK Hall	Yes
Cllr D Light	Yes

There were 5 votes for yes and 3 for no, therefore the Recommendation to the Parish Council is that the Finance Committee recommendation from June is unchanged and the grant application for the KSCA will be an agenda item for the September meeting.

#### 8. PETTY CASH FOR JUNE 2016

##### Petty Cash for June 2016

taps	£74.97
stihl harnesses	£87.90
Total	£162.87

##### Petty Cash for June 2016

Express Mowers	£60.15
Cable for computer	£5.50
power lead for old computer	£2.75
replacement keyboard	£8.00
Total	£76.40

##### Petty Cash for June 2016

taps	£53.00
Windows cleaned	£40.00
Hanging basket	£24.00

Total £117.00

#### Petty Cash for July 2016

weed spraying back pack	£34.98
Windows cleaned	£20.00
weed killer	£48.40
water urn	£31.04
antislip mats	£1.99
toilet cistern handle	£29.99
Total	£166.40

Cash in Tin -£41.91

The above items of expenditure were noted.

#### 10. ACCOUNTS FOR PAYMENT

The accounts for payment are attached as appendix 4 to these minutes. Delegated Authority was given from the full Parish Council to authorise these payments.

#### 12. DATE OF NEXT MEETING –

Date of the next meeting is Wednesday 12<sup>TH</sup> October 2016.

#### 13. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 3<sup>RD</sup> October 2016.

#### 15. RECOMMENDATIONS TO THE PARISH COUNCIL

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

- the accounts as set as Appendix 2 to these minutes be accepted.
- a grant is given to the CAB for £250 and funded from budget line 54/48.
- the subscription for CPRE of £36 is paid and it is to be funded from budget line 54/3.
- a grant is given to the Kinver Community Library for £500 and funded from budget line 104.
- the Finance Committee recommendation from June is unchanged and the grant application for the KSCA will be an agenda item for the September meeting.

Appendix 1 to the minutes of the Finance and General Purposes Committee held  
on the 20<sup>th</sup> July 2016

Budget Comparison 2016/17 - UP TO 30/6/2016

£8464.92 remained from 31st March 2016, this is allocated with £4000 for Community Proj. and £4464.92 garage budget line,  
in this line also is £22,000 transfer from Bath Building  
Society

	<b>PARISH COUNCIL INCOME</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>PROJECTED</b>
		<b>2016/17</b>	<b>INCOME</b>		<b>INCOME</b>
10	PRECEPT	144709.00	72354.00	-72355.00	144709.00
12	INTEREST INSTANT / CURRENT ACC	1.00	0.00	-1.00	1.00
14	BURIAL FEES	9455.00	2210.00	-7245.00	9455.00
15	TOILETS HIGH STREET	1500.00	370.00	-1130.00	1500.00
16	DONATIONS	300.00	0.00	-300.00	300.00
19	SUNDRIES	0.00	0.00	0.00	0.00
20	GRANT FOR TOILETS	1000.00	971.35	-28.65	1000.00
22	INTEREST ON NEW RESERVES ACC AT WBROM	10.00	11.19	1.19	10.00
23	INTEREST BATH BUILDING SOCIETY	1000.00	0.00	-1000.00	1000.00
24	Police Office rent	4000.00	0.00	-4000.00	4000.00
25	BALANCE FROM Y/END 2016	8464.92	8464.92	0.00	8464.92
26	FUNDS FOR GARAGE INTERNAL	22000.00	22000.00	0.00	22000.00
		<b>192439.92</b>	<b>106381.46</b>	<b>-86058.46</b>	<b>192439.92</b>
18	VAT REFUND				
	<b>EXPENDITURE FOR PARISH</b>				
		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>PROJECTED</b>
		<b>2016/17</b>	<b>EXP.</b>		<b>EXP.</b>
50	<b>GENERAL ADMIN</b>				
50/1	GA TELEPHONE	1500.00	80.18	1419.82	1500.00
50/2	GA STATIONARY	2850.00	205.10	2644.90	2850.00
50/3	GA GENERAL INSURANCE	3000.00	3021.19	-21.19	3022.00
50/4	GA RATES (OFFICE and Burial Ground)	3700.00	1119.12	2580.88	3700.00
50/5	GA OFFICE ELECTRICITY & GAS	2000.00	452.22	1547.78	2000.00
50/6	GA AUDIT	830.00	450.00	380.00	830.00
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	1193.83	1106.17	2300.00
50/48	GA PHOTOCOPIER	285.00	0.00	285.00	285.00
50/51	GA ADVERTISING	50.00	0.00	50.00	50.00
50/53	GA CIVIC EXPENSES	0.00	0.00	0.00	0.00
50/110/1	GA POSTAGE	1100.00	315.00	785.00	1100.00
50/110/2	GA PETTY CASH OTHER	550.00	152.94	397.06	550.00
		<b>19065.00</b>	<b>7489.58</b>	<b>11575.42</b>	<b>19087.00</b>
52	<b>MAINTENANCE</b>				

52/1	MAINTENANCE TOILETS	2000.00	236.26	1763.74	2000.00
52/6	MAINTENANCE MISC.	6185.00	1280.21	4904.79	6185.00
52/7	MAINTENANCE GRASS CUTTING	12642.00	7780.87	4861.13	12642.00
52/26	MAINTENANCE PLAY AREA	1000.00	0.00	1000.00	1000.00
	<b>MAINTENANCE TOTAL</b>	<b>21827.00</b>	<b>9297.34</b>	<b>12529.66</b>	<b>21827.00</b>
54	<b>GRANTS &amp; SUBS EXTERNAL</b>				
54/3	PARISH COUNCIL SUBSCRIPTIONS	500.00	277.00	223.00	500.00
54/4	SPCA & LCR	700.00	0.00	700.00	700.00
54/48	EXTERNAL GRANTS	3800.00	0.00	3800.00	3800.00
	<b>GRANTS &amp; SUBS TOTAL</b>	<b>5000.00</b>	<b>277.00</b>	<b>4723.00</b>	<b>5000.00</b>
56	<b>INTERNAL GRANTS</b>	<b>18919.00</b>	<b>745.00</b>	<b>18174.00</b>	<b>18919.00</b>
55	<b>CAR PARK RENTAL</b>	<b>550.00</b>	<b>0.00</b>	<b>550.00</b>	<b>550.00</b>
57	<b>CHRISTMAS LIGHTS</b>	<b>4500.00</b>	<b>0.00</b>	<b>4500.00</b>	<b>4500.00</b>
		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>PROJECTED</b>
		<b>2016/17</b>	<b>EXP.</b>		<b>EXP.</b>
58	<b>VEHICLES</b>				
58/1	LEASING	3500.00	282.26	3217.74	3500.00
58/2	FUEL	1000.00	190.27	809.73	1000.00
58/3	STORE FOR EQUIPMENT	0.00	90.48	-90.48	0.00
58/4	INSURANCE FOR VEHICLE	1050.00	0.00	1050.00	1050.00
	<b>TOTAL FOR VEHICLES</b>	<b>5550.00</b>	<b>563.01</b>	<b>4986.99</b>	<b>5550.00</b>
60	<b>CONTINGENCIES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
62	<b>HEALTH AND SAFETY AUDIT</b>	<b>200.00</b>	<b>92.00</b>	<b>108.00</b>	<b>200.00</b>
63'	<b>PROJECTS FOR COMMUNITY FUNDED BY RENT</b>	<b>8000.00</b>	<b>2020.00</b>	<b>5980.00</b>	<b>8000.00</b>
64	<b>GARAGE PROJECT</b>	<b>26464.92</b>	<b>3284.50</b>	<b>23180.42</b>	<b>26464.92</b>
100	<b>WAGES / SALARIES</b>				
103/1	SALARIES NET	54366.00	13266.60	41099.40	54366.00
103/2	TAX AND NATIONAL INS.	7442.00	1269.92	6172.08	7442.00
103/3	EMPLOYERS NATIONAL INS.	3381.00	743.00	2638.00	3381.00
103/4	EMPLOYEES PENSION	3262.00	648.38	2613.62	3262.00
103/5	EMPLOYERS PENSION	10873.00	2266.66	8606.34	10873.00
103/6	OPENING TOILETS	1040.00	190.00	850.00	1040.00
	<b>TOTAL WAGES</b>	<b>80364.00</b>	<b>18384.56</b>	<b>61979.44</b>	<b>80364.00</b>
101	<b>ITEMS TO HAVE FUNDS RESERVED</b>				
101/9	ELECTION EXPENSES	0.00	0.00	0.00	0.00
	<b>TOTAL FOR ITEMS TO BE RESERVED</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
105	SOLICITORS FEES	2000.00	0.00	2000.00	2000.00
	<b>TOTAL EXPENDITURE</b>	<b>192439.92</b>	<b>42152.99</b>	<b>150286.93</b>	<b>192461.92</b>
	<b>TOTAL INCOME</b>	<b>192439.92</b>	<b>106381.46</b>	<b>86058.46</b>	<b>192439.92</b>
	<b>TOTAL NET BALANCE</b>	<b>0.00</b>	<b>64228.47</b>	<b>-64228.47</b>	<b>-22.00</b>

## Financial Budget Comparison

Comparison between 01/04/16 and 30/06/16 inclusive.

Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
<b>INCOME</b>				
<b>Council</b>				
12	Interest - Instant	£1.00	£0.00	-£1.00
13	Interest Bath Building Society	£1,000.00	£0.00	-£1,000.00
14	Burial fees	£9,455.00	£2,210.00	-£7,245.00
15	Toilets - High Street	£1,500.00	£370.00	-£1,130.00
16	Donations	£300.00	£0.00	-£300.00
17	Precept Barclays	£144,709.00	£72,354.50	-£72,354.50
19	Sundries	£0.00	£0.00	£0.00
20	Toilet grant from SSDC	£1,000.00	£971.35	-£28.65
22	Interest on West Brom Reserves account	£10.00	£11.19	£1.19
26	Rent from Offices	£4,000.00	£0.00	-£4,000.00
<b>Total Council</b>		<b>£161,975.00</b>	<b>£75,917.04</b>	<b>-£86,057.96</b>
<b>Total Income</b>		<b>£161,975.00</b>	<b>£75,917.04</b>	<b>-£86,057.96</b>
<b>EXPENDITURE</b>				
<b>Council</b>				
51	GENERAL ADMINISTRATION BARCLAYS BANK	£19,065.00	£7,489.58	£11,575.42
53	Maintenance - Barclays account	£21,827.00	£9,297.34	£12,529.66
55	Car Park Rentals	£550.00	£0.00	£550.00
57	Christmas Illuminations	£4,500.00	£0.00	£4,500.00
59	INTERNAL GRANTS BARCLAYS BANK	£18,919.00	£745.00	£18,174.00
60	Contingencies	£0.00	£0.00	£0.00
61	VEHICLES - BARCLAYS	£5,550.00	£563.01	£4,986.99
62	Health and Safety Audit	£200.00	£92.00	£108.00
63	GRANTS AND SUBS EXTERNAL BARCLAYS ACCOUNT	£5,000.00	£277.00	£4,723.00
64	Garage project	£26,464.92	£3,284.50	£23,180.42
103	WAGES / SALARIES BARCLAYS BANK	£80,364.00	£18,384.56	£61,979.44
104	Expenditure for Community Projects	£4,000.00	£2,020.00	£1,980.00
105	Solicitors fees / Legal	£2,000.00	£0.00	£2,000.00
<b>Total Council</b>		<b>£188,439.92</b>	<b>£42,152.99</b>	<b>£146,286.93</b>
<b>Total Expenditure</b>		<b>£188,439.92</b>	<b>£42,152.99</b>	<b>£146,286.93</b>
Total Income		£161,975.00	£75,917.04	-£86,057.96
Total Expenditure		£188,439.92	£42,152.99	£146,286.93
<b>Total Net Balance</b>		<b>-£26,464.92</b>	<b>£33,764.05</b>	

**EXTERNAL GRANT APPLICATION FORM**

Name of applicant: SOUTH STAFFORDSHIRE  
CITIZENS ADVICE BUREAU

Contact Name: CATHY BARLOW - BUREAU MANAGER

Address: CIVIC CENTRE, GRAVEL HILL,  
WOMBOURNE.

SOUTH STAFFORDSHIRE Post code: WV5 9HA

Contact Number: 01902 897377

Brief description of project:  
HELP TOWARDS RUNNING AN ADVICE SURGERY  
AT KINVER COMMUNITY FIRE STATION EVERY  
TUESDAY AND ASSISTANCE TO HELP MAINTAIN  
OUR FLOATING ADVISER SERVICE.

Grant Sum Required: £500-

NB: If the grant request exceeds £2500, and is successful, the applicant must provide the Parish Council with a full report on how the funds have been spent. A set of accounts for their organisation to be presented to the Annual Parish Meeting in March each year.

Signed: [Signature] Date: 7 / 6 / 2016

Office use only

Minute Number: \_\_\_\_\_ Date of meeting: / /

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



Please provide current 12 months accounts and 3 months bank statements with the application.

Please return form to:  
Kinver Parish Council  
95 High Street  
Kinver  
South Staffordshire  
DY7 6HD  
01584 873878



**EXTERNAL GRANT APPLICATION FORM**



Name of applicant: KINVER COMMUNITY LIBRARY

Contact Name: PAUL WOODDISSE

Address: 2 CHANTLY ROAD

STOURTON

Post code: DY7 6SA

Contact Number: 372184 / 07860 202828

Brief description of project:

To take over the running of  
Kinver Library from Staffordshire  
County Council

Please provide current 12 months accounts and 3 months bank statements with the application.

Please return form to:  
Kinver Parish Council  
95 High Street  
Kinver  
South Staffordshire  
DY7 6HD

Grant Sum Required: £500

NB: If the grant request exceeds £2500, and is successful, the applicant must provide the Parish Council with a full report on how the funds have been spent. A set of accounts for their organisation to be presented to the Annual Parish Meeting in March each year.

Signed: P Wooddisse Date: 6/17/2017

Office use only

Minute Number:

Date of meeting: / /

Signed:

Dated:

**EXTERNAL GRANT APPLICATION FORM**



Name of applicant: KINVER SPORTS AND COMMUNITY ASSOCIATION

Contact Name: Rachel Davis

Address: 18 Cedar Green  
Kinver

Post code: DY7 6BW

Contact Number: 01354 877441

Brief description of project:

Removal of dangerous willow  
trees from Stoney more Gardens  
(Quote attached)

Please provide current 12 months accounts and 3 months bank statements with the application.

Please return form to:  
Kinver Parish Council  
95 High Street  
Kinver  
South Staffordshire  
DY7 6HD

Grant Sum Required: £2700

NB: If the grant request exceeds £2500, and is successful, the applicant must provide the Parish Council with a full report on how the funds have been spent. A set of accounts for their organisation to be presented to the Annual Parish Meeting in March each year.

Signed: Rachel Davis Date: 21/07/16

**Office use only**

Minute Number: \_\_\_\_\_ Date of meeting: / /

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Appendix 4 to the minutes of the Finance and General Purposes Committee held on the 20<sup>th</sup> July 2016

**Accounts for payment 20th July 2016**

<b><u>Chq No</u></b>	<b><u>Ratification</u></b>		
100756	ALCC	Chq cancelled	10.00
100767	PHS	Toilet supplies	149.04
100768	BT	Telephone, fax and Broadband 1/4	441.57
100769	P & S Contracts	Grass cutting	2330.25
100770	Western Power	Connection for garage at Comber Ridge	3264.12
100771	Petty Cash	July	166.40
100770	Western Power	refund for garage connection	-3264.12
		<b>Total</b>	<b>3097.26</b>

<b><u>Chq No</u></b>	<b><u>Accounts for payment</u></b>		
100772	JRK Kinver Edge Farm	Stationary	56.28
100773	Shop	Opening of toilets	90.00
100774	N Power	Xmas lights	49.51
100775	OCL	Supplies	167.36
100776	SCC	Van Lease	338.11
100777	SCC	Pensions	1602.91
100778	Swops	Fuel account June	105.30
100779	Tygar Surfacing	Repair to play area	
100780	ESPO	Underpayment	2.00
100781	Western Power	New charge for garage connection	4424.26
100782	S J Payne	Boiler service	60.00
			<b>6895.73</b>

**List of Monthly Direct Debits**

DD	SSDC	Comber Ridge Rates	35.00
DD	SSDC	Office rates	300.00
DD	Utility Warehouse	95 High Street Gas and electricity	67.73
DD	Utility Warehouse	Kinver Edge Toilets	1.08
DD	Utility Warehouse	High Street Toilets	10.19
DD	Utility Warehouse	Mobile phone	33.38
DD	Salaries	August	4599.27
DD	Inland Revenue	July	1244.04
DD	B & Q	Supplies	54.72
DD	Screwfix	Supplies	11.96
		<b>Total</b>	<b>6357.37</b>
		<b>Total Expenditure</b>	<b>16350.36</b>

**Receipts**

Burial Fees	0.00
Toilet Income	60.00
VAT	2110.29

**Total Income 2170.29**

DRAFT