

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY
12th OCTOBER 2016**

Councillor: Councillor: Cllr D Light (Chairman), P Wooddisse (Vice Chairman) Mrs L Hingley, I G Sadler, J Irving Bell, Mrs C Allen, H Williams (ex-officio) and BR Edwards.

1. APOLOGIES FOR ABSENCE

Councillors JK Hall and D Hadlington sent their apologies for the meeting

2. DECLARATIONS OF PECUNIARY INTERESTS

None were declared.

3. MINUTES OF THE MEETING OF 20th JULY 2016

The minutes of the meeting held on 20th July were approved and signed as a true record of that meeting.

4. MATTERS ARISING FROM PREVIOUS MINUTES

The garage project is almost completed, the electricity connection will be made on the 21st October.

5. BUDGET COMPARISON AND TO RECEIVE FORMALLY THE ACCOUNTS FOR APRIL – SEPTEMBER 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 1 to these minutes be accepted.

Councillor BR Edwards will chase payment of the rent for the office downstairs.

6. GRANT REQUESTS FROM BOTH INTERNAL AND EXTERNAL SOURCES

Kinver Edge Local Committee grant request of £800.

The Committee agreed to **Recommend** to the Parish Council a grant is given to the Kinver Edge Local Committee for £800 and funded from budget line 54/48. Form attached as Appendix 2 to these minutes. Members agreed to recommend to the Parish Council that a grant of £800 is given to the National Trust Local Committee.

Leisure and Amenities Committee Chenevare Leaflet

Recommendation from the Committee is that; Approval is given to having this leaflet professionally set and printed. The quotes for printing are; quote of £186.00 per 1000 or £286 for 2000 printed in colour on glossy paper. A further quote was received for £110 per 1000 on silk paper.

Members agreed to **Recommend** to the Parish Council that the leaflets are purchased at a cost of £110 which includes artwork / setup costs and for the first 1000 printed leaflets. If additional leaflets are required a further run can be printed but the Clerk will have the costs on hand for members at the Council meeting.

Marking of Car Park at KSCA with signage and purchase of 4 CCTV cameras

Members have been asked by the Parish Council to look at the above items of expenditure. The KSCA have been given a grant from the Police Commissioner to buy a CCTV system. The cameras they will be purchasing will cover the entrance to the driveway and their property. This system has capacity for a further 3 cameras and the KSCA have kindly offered that the Parish Council can purchase 3 cameras to link into their system to cover the play area etc.

Cameras could also be placed to cover the car park, and the KSCA have said, if the Parish Council wish they can mark out the car park and they are happy for the Parish Council to offer this area to local residents to park in during day light hours. This would help alleviate some of the problems with people parking all day on the High Street Car Parks. With the CCTV cameras also users of the car park would feel safe leaving their vehicles there.

As costings could not be sought in time for the meeting this is deferred until the November meeting.

7. TO DISCUSS THE EXTERNAL AUDITORS REPORT AS SET OUT AS APPENDIX TO THESE MINUTES

The External Auditor has raised 3 points detailed as below:-

- The Assets value should be the purchase value where possible rather than the Insurance values. However in the documentation sent through its states "If this is not known a proxy cost should be submitted (e.g. insurance value), If Insurance value is used then it should not be adjusted for annual changes"

Councillor P Wooddisse reported that it is normal custom and practice to use Insurance values for fixed assets, and the Council should continue to do this and change the values annually as assets will increase in costs.

- The documents have been pre-signed by the Clerk. The Clerk has always signed the documents as they are prepared at 31st March. In future it should be that she

signs them when the Chairman of the Council does at the May meeting. This was agreed.

- In the previous year's accounts (2015) the Clerk did not separate the precept total of £144709 and show the grant given by the District Council of circa £12000 at the time of submitting the accounts for audit. This figure had to be amended and this was shown as an alteration and signed by the Clerk.

It was agreed that the Clerk and the Vice Chairman prepare a response based on the above information.

8. UPDATE ON INVESTING COUNCIL FUNDS IN LOCAL GOVERNEMENT PROPERTY

The Vice Chairman has looked in to this investment option, it is a risk investment, and the units invested in can go up or down. The gross interest that would have been paid out over the past year is 4.66%; however, the investment criteria states that you have to pay a fixed fee to invest the capital and a fee to withdraw the capital sum. Therefore in layman's terms the Parish Council would have lost £1000 over 12 months.

The Committee unanimously decided not to invest in this scheme.

9. PETTY CASH FOR JULY, AUGUST AND SEPTEMBER 2016

The above items of expenditure were noted.

Petty Cash for July 2016

| | |
|--------------------------|---------|
| weed spraying back pack | £34.98 |
| Windows cleaned | £20.00 |
| weed killer (Gallup 360) | £48.40 |
| water urn | £31.04 |
| antislip mats | £1.99 |
| toilet cistern handle | £29.99 |
| Total | £166.40 |

Petty Cash for August 2016

| | |
|------------------------|--------|
| light bulbs | £8.98 |
| Windows cleaned | £40.00 |
| grinder blades | £9.98 |
| photo frame and prints | £10.00 |

total £68.96

Petty Cash for sept 2016

second hand laptop £119.99

light bulbs £4.99

Total £124.98

This was noted

10. TO DISCUSS PROCEDURES OF REFFERELS TO FINANCE

The current procedures adopted by this Parish Council for funding both Internal and External are detailed below:-

- All matters relating to external finance are reported under the Clerks report to the Full Parish Council, these are then referred to the next Finance Committee meeting.
- All items for internal projects are recommended from the relevant Committee to the Parish Council, then they are referred to the next Finance Committee who discuss the funding to see if the Council can afford it, and that the expenditure is best value of public funds.
- The Finance Committee discuss the funding proposals and then make a recommendation back to the Parish Council.
- This recommendation is either accepted or not, if it is not accepted the matter is referred back to the Finance Committee for further discussion. No discussion apart from points of clarity is allowed (under our current procedures).
- The Finance Committee then discuss the matter again and it comes back to the next Parish Council meeting.

In light of issues raised by members following the Grant application for the KSCA, I have contacted the District Council to run through this procedure with them. An amendment to our procedures is proposed below:-

- All matters relating to external finance are reported under the Clerks report to the Full Parish Council, these are then referred to the next Finance Committee meeting.
- All items for internal projects are recommended from the relevant Committee to the Parish Council, then they are referred to the next Finance Committee who discuss the funding to see if the Council can afford it, and that the expenditure is best value of public funds.
- The Finance Committee discuss the funding proposals and then make a recommendation back to the Parish Council.
- This recommendation is then open for discussion and debate and amendments can be made to the proposal presented. If the proposal incurs further expenditure this has to be agreed that the finances are in place to incur additional costs. This

may need to be referred back to the Finance Committee, however if it is to reduce the cost then this can be agreed there and then.

The meetings at present are scheduled for every 2 months apart from the meeting in October, if this meeting was moved on the schedule for next year to September then the Finance Committee meets every 2 months in Feb, April, June, July, Sept and Nov.

The advice given by the Solicitor relating to this matter is below:-

“any decision taken by the Parish Council is potentially open to challenge by way of Judicial Review and one of the current ‘favourite’ grounds of review is that the Members made the decision whilst not in possession of all the relevant information. Therefore, having full Council determine a matter based solely on the Minutes from the Finance Committee (and with no further information or debate) could give grounds for challenge. Your proposed amendment would address this as full Council would consider all information and make a determination on merit with the Finance Committee ensuring appropriate financial control was maintained.”

The above advice applies to all Committees, all can comply with the above apart from the Planning Committee as they make their recommendations directly to the County or District, and by the time these minutes are received at the Council no discussion can take place as it is too late.

This needs to be an agenda item for the next Council meeting to discuss a procedure for this Committee also.

It was Resolved to **Recommend** to the Parish Council that the following procedure is adopted:-

- All matters relating to external finance are reported under the Clerks report to the Full Parish Council, these are then referred to the next Finance Committee meeting.
- All items for internal projects are recommended from the relevant Committee to the Parish Council, then they are referred to the next Finance Committee who discuss the funding to see if the Council can afford it, and that the expenditure is best value of public funds.
- The Finance Committee discuss the funding proposals and then make a recommendation back to the Parish Council.
- This recommendation is then open for discussion and debate and amendments can be made to the proposal presented. If the proposal incurs further expenditure this has to be agreed that the finances are in place to incur additional costs. This may need to be referred back to the Finance Committee, however if it is to reduce the cost then this can be agreed there and then.

In addition members asked that this be an agenda item to discuss the implementation of a procedure for the other Committees.

This was agreed unanimously.

11. PENSIONS POLICY REPORT

The Parish Council have been asked by the County Council to accept the policy as attached as appendix 4 to these minutes. Members agreed to **Recommend** to the Parish Council that the Pensions Policy as attached as appendix 4 to these minutes is accepted.

This was agreed.

12. DATE OF NEXT MEETING –

Date of the next meeting is Wednesday 23rd November 2016.

13. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 14th November 2016.

Budget for 2017-18

Marking of car park at KSCA and CCTV cameras for the play area

15. 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.
- a grant is given to the Kinver Edge Local Committee for £800 and funded from budget line 54/48.
- the leaflets are purchased at a cost of £110 which includes artwork / setup costs and for the first 1000 printed leaflets.
- the Pensions Policy as attached as appendix 4 to these minutes is accepted.
- Finance Procedure
 - All matters relating to external finance are reported under the Clerks report to the Full Parish Council, these are then referred to the next Finance Committee meeting.
 - All items for internal projects are recommended from the relevant Committee to the Parish Council, then they are referred to the next Finance Committee who discuss the funding to see if the Council can afford it, and that the expenditure is best value of public funds.
 - The Finance Committee discuss the funding proposals and then make a recommendation back to the Parish Council.
 - This recommendation is then open for discussion and debate and amendments can be made to the proposal presented. If the proposal incurs further expenditure this has to be agreed that the finances are in place to incur additional costs. This may need to be referred back to the Finance Committee, however if it is to reduce the cost then this can be agreed there and then.

In addition members asked that this be an agenda item to discuss procedures for the other Committees.

Financial Summary - Cashbook

Summary between 01/04/16 and 30/09/16 inclusive.

Balances at the start of the year

Ordinary Accounts

| | |
|--|------------|
| .BARCLAYS BANK | £19,054.88 |
| .COOPERATIVE BANK C & I | £77.31 |
| Alliance and Leicester | £0.00 |
| Bath Building Society | £58,110.09 |
| Kinver Parish Council - West Bromwich Ac | £0.00 |
| Santander old account | £2.54 |

Short Term Investment Accounts

| | |
|------------------------|------------|
| Reserves West Bromwich | £19,274.16 |
|------------------------|------------|

Long Term Investment Accounts

| | |
|----------------------------------|------------|
| CA Trust NSB 3.5% Fund 1999-2010 | £0.00 |
| Total | £96,518.98 |

| RECEIPTS | Net | Vat | Gross |
|----------------|-------------|-----------|-------------|
| Council | £155,885.18 | £0.00 | £155,885.18 |
| Total Receipts | £155,885.18 | £0.00 | £155,885.18 |
| PAYMENTS | Net | Vat | Gross |
| Council | £104,437.47 | £6,801.35 | £111,238.82 |
| Total Payments | £104,437.47 | £6,801.35 | £111,238.82 |

Closing

Ordinary Accounts

| | |
|-------------------------|------------|
| .BARCLAYS BANK | £80,679.35 |
| .COOPERATIVE BANK C & I | £88.01 |
| Bath Building Society | £36,110.09 |
| Santander old account | £2.54 |

Short Term Investment Accounts

| | |
|------------------------|------------|
| Reserves West Bromwich | £24,285.35 |
|------------------------|------------|

Long Term Investment Accounts

| | |
|----------------------------------|-------------|
| CA Trust NSB 3.5% Fund 1999-2010 | £0.00 |
| Total | £141,165.34 |

Financial Budget Comparison

Comparison between 01/04/16 and 30/09/16 inclusive.

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

| | | 2016/2017 | Actual Net | Balance |
|----------------------|---|--------------------|--------------------|-------------------|
| INCOME | | | | |
| Council | | | | |
| 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 | £4,940.00 | -£4,515.00 |
| 15 | Toilets - High Street | £1,500.00 | £790.00 | -£710.00 |
| 16 | Donations | £300.00 | £0.00 | -£300.00 |
| 17 | Precept Barclays | £144,709.00 | £144,709.00 | £0.00 |
| 19 | Sundries | £0.00 | £615.00 | £615.00 |
| 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 |
| Total Council | | £161,975.00 | £152,036.54 | -£9,938.46 |
| Total Income | | £161,975.00 | £152,036.54 | -£9,938.46 |
| EXPENDITURE | | | | |
| Council | | | | |
| 51 | GENERAL ADMINISTRATION BARCLAYS BANK | £19,065.00 | £10,846.28 | £8,218.72 |
| 53 | Maintenance - Barclays account | £21,827.00 | £18,503.68 | £3,323.32 |
| 55 | Car Park Rentals | £550.00 | £0.00 | £550.00 |
| 57 | Christmas Illuminations | £4,500.00 | £47.15 | £4,452.85 |
| 59 | INTERNAL GRANTS BARCLAYS BANK | £18,919.00 | £885.00 | £18,034.00 |
| 60 | Contingencies | £0.00 | £4,155.00 | -£4,155.00 |
| 61 | VEHICLES - BARCLAYS | £5,550.00 | £1,674.40 | £3,875.60 |
| 62 | Health and Safety Audit | £200.00 | £92.00 | £108.00 |
| 63 | GRANTS AND SUBS EXTERNAL BARCLAYS ACCOUNT | £5,000.00 | £1,063.00 | £3,937.00 |
| 64 | Garage project | £26,464.92 | £16,679.38 | £9,785.54 |
| 103 | WAGES / SALARIES BARCLAYS BANK | £80,364.00 | £40,492.32 | £39,871.68 |
| 104 | Expenditure for Community Projects | £4,000.00 | £2,400.00 | £1,600.00 |
| 105 | Solicitors fees / Legal | £2,000.00 | £500.00 | £1,500.00 |

Financial Budget Comparison

Comparison between 01/04/16 and 30/09/16 inclusive.

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

| | 2016/2017 | Actual Net | Balance |
|--------------------------|--------------------|-------------------|----------------|
| Total Council | £188,439.92 | £97,338.21 | £91,101.71 |
| Total Expenditure | £188,439.92 | £97,338.21 | £91,101.71 |
| Total Income | £161,975.00 | £152,036.54 | -£9,938.46 |
| Total Expenditure | £188,439.92 | £97,338.21 | £91,101.71 |
| Total Net Balance | -£26,464.92 | £54,698.33 | |

30/09/16 09:25 AM Vs:

Kinver Parish Council

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| Budget Comparison 2016/17 - UP TO 30/9/2016 | | | | | | | | | |
|---|-----------------------|--------------------|-----------------|-----------------------|----------------|---|--|--|--|
| PARISH COUNCIL INCOME | BUDGET 2016/17 | ACTUAL INCOME | BALANCE | PROJECTED INCOME | % RECEIVED | COMMENTS | | | |
| 10 PRECEPT | 144709.00 | 144709.00 | 0.00 | 144709.00 | 100.00 | Fully received | | | |
| 12 INTEREST INSTANT / CURRENT ACC | 1.00 | 0.00 | -1.00 | 0.00 | 0.00 | No income received to date as low funds held in this account | | | |
| 14 BURIAL FEES | 9455.00 | 4940.00 | -4515.00 | 9455.00 | 52.25 | | | | |
| 15 TOILETS HIGH STREET | 1500.00 | 790.00 | -710.00 | 1500.00 | 52.67 | | | | |
| 16 DONATIONS | 300.00 | 0.00 | -300.00 | 300.00 | 0.00 | | | | |
| 19 SUNDRIES | 0.00 | 615.00 | 615.00 | 15000.00 | | This is income from the Insurance Co for Play Area claims further income to be received | | | |
| 20 GRANT FOR TOILETS | 1000.00 | 971.35 | -28.65 | 1000.00 | 97.14 | Paid in full, this is the last year this will be paid but SSDC | | | |
| 22 INTEREST ON NEW RESERVES ACC AT WBROM | 10.00 | 11.19 | 1.19 | 11.00 | 111.90 | Received in full | | | |
| 23 INTEREST BATH BUILDING SOCIETY | 1000.00 | 0.00 | -1000.00 | 1000.00 | 0.00 | Paid in December | | | |
| 24 Police Office rent | 4000.00 | 0.00 | -4000.00 | 4000.00 | 0.00 | 2 payments are outstanding total £2000 | | | |
| 25 BALANCE FROM Y/END 2016 | 8464.92 | 8464.92 | 0.00 | 8464.92 | 100.00 | This is the balance left at the end of last year and is for the new garage | | | |
| 26 FUNDS FOR GARAGE INTERNAL | 22000.00 | 22000.00 | 0.00 | 22000.00 | 100.00 | This is funds transferred from Bath Building Society to pay for the garage | | | |
| | <u>192439.92</u> | <u>182501.46</u> | <u>-9938.46</u> | <u>207439.92</u> | <u>94.84</u> | | | | |
| EXPENDITURE FOR PARISH | BUDGET 2016/17 | ACTUAL EXP. | BALANCE | PROJECTED EXP. | % SPENT | | | | |
| GENERAL ADMIN | | | | | | | | | |
| 50/1 GA TELEPHONE | 1500.00 | 535.16 | 963.84 | 1500.00 | 35.74 | | | | |
| 50/2 GA STATIONARY | 2850.00 | 660.51 | 2189.49 | 2850.00 | 23.18 | | | | |
| 50/3 GA GENERAL INSURANCE | 3000.00 | 3021.19 | -21.19 | 3100.00 | 100.71 | Paid in full | | | |
| 50/4 GA RATES (OFFICE and Burial Ground) | 3700.00 | 2124.12 | 1575.88 | 3700.00 | 57.41 | | | | |
| 50/5 GA OFFICE ELECTRICITY & GAS | 2000.00 | 663.71 | 1336.29 | 1500.00 | 33.19 | | | | |
| 50/6 GA AUDIT | 830.00 | 450.00 | 380.00 | 950.00 | 54.22 | | | | |
| 50/7 GA CHAIRMAN'S ALLOWANCE | 500.00 | 500.00 | 0.00 | 500.00 | 100.00 | | | | |
| 50/9 GA STAFF TRAINING EXPENSES | 100.00 | 0.00 | 100.00 | 100.00 | 0.00 | | | | |
| 50/11 GA MISCELLANEOUS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| 50/25 GA MEMBERS EXPENSES | 300.00 | 0.00 | 300.00 | 300.00 | 0.00 | | | | |
| 50/47 GA COMPUTER SUPPORT SERVICES / OFFICE | 2300.00 | 2152.85 | 147.35 | 2300.00 | 93.59 | This figure is higher than expected as new PC's purchased this year | | | |
| 50/48 GA PHOTOCOPIER | 285.00 | 60.00 | 225.00 | 240.00 | 21.05 | | | | |
| 50/51 GA ADVERTISING | 50.00 | 0.00 | 50.00 | 0.00 | 0.00 | | | | |
| 50/53 GA CIVIC EXPENSES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | | | | |
| 50/110/1 GA POSTAGE | 1100.00 | 525.00 | 575.00 | 1100.00 | 47.73 | | | | |
| 50/110/2 GA PETTY CASH OTHER | 550.00 | 152.94 | 397.06 | 550.00 | 27.81 | | | | |
| | <u>19065.00</u> | <u>10646.28</u> | <u>8218.72</u> | <u>18690.00</u> | <u>56.89</u> | | | | |

| EXPENDITURE FOR PARISH | | BUDGET | ACTUAL | BALANCE | PROJECTED | % |
|------------------------|--------------------------------------|-----------------|-----------------|-----------------|-----------------|--------------|
| | 2016/17 | EXP. | EXP. | | EXP. | SPENT |
| 52 | MAINTENANCE | | | | | |
| 52/1 | MAINTENANCE TOILETS | 2000.00 | 1182.68 | 817.32 | 2000.00 | 59.13 |
| 52/6 | MAINTENANCE MISC. | 6186.00 | 1955.89 | 4230.11 | 6185.00 | 31.62 |
| 52/7 | MAINTENANCE GRASS CUTTING | 12842.00 | 14471.61 | -1829.61 | 18842.00 | 114.47 |
| 52/26 | MAINTENANCE PLAY AREA | 1000.00 | 893.50 | 106.50 | 894.00 | 89.35 |
| | MAINTENANCE TOTAL | 21827.00 | 18503.68 | 3323.32 | 34106.00 | 84.77 |
| 54 | GRANTS & SUBS EXTERNAL | | | | | |
| 54/3 | PARISH COUNCIL SUBSCRIPTIONS | 500.00 | 313.00 | 187.00 | 500.00 | 62.60 |
| 54/4 | SPCA & LCR | 700.00 | 0.00 | 700.00 | 700.00 | 0.00 |
| 54/48 | EXTERNAL GRANTS | 3800.00 | 750.00 | 3050.00 | 3800.00 | 19.74 |
| | GRANTS & SUBS TOTAL | 5000.00 | 1063.00 | 3937.00 | 5000.00 | 21.26 |
| 56 | INTERNAL GRANTS | 18919.00 | 885.00 | 18034.00 | 18919.00 | 4.68 |
| 55 | CAR PARK RENTAL | 550.00 | 0.00 | 550.00 | 385.00 | 0.00 |
| 57 | CHRISTMAS LIGHTS | 4500.00 | 47.15 | 4452.85 | 4500.00 | 1.05 |
| 58 | VEHICLES | | | | | |
| 58/1 | LEASING | 3500.00 | 1146.32 | 2353.68 | 3500.00 | 32.75 |
| 58/2 | FUEL | 1000.00 | 407.47 | 592.53 | 800.00 | 40.75 |
| 58/3 | STORE FOR EQUIPMENT | 0.00 | 120.61 | -120.61 | 121.00 | 120.00 |
| 58/4 | INSURANCE FOR VEHICLE | 1050.00 | 0.00 | 1050.00 | 1050.00 | 0.00 |
| | TOTAL FOR VEHICLES | 5550.00 | 1674.40 | 3875.60 | 5471.00 | 30.17 |
| 60 | CONTINGENCIES | 0.00 | 4155.00 | -4155.00 | 16000.00 | |
| 62 | HEALTH AND SAFETY AUDIT | 200.00 | 92.00 | 108.00 | 92.00 | 46.00 |
| 63 | PROJECTS FOR COMMUNITY FUNDED BY REN | 8000.00 | 2400.00 | 5600.00 | 8000.00 | 30.00 |
| 64 | GARAGE PROJECT | 26464.92 | 16679.38 | 9785.54 | 26464.92 | 63.02 |
| 100 | WAGES / SALARIES | | | | | |
| 103/1 | SALARIES NET | 54366.00 | 27191.35 | 27174.65 | 54366.00 | 50.02 |
| 103/2 | TAX AND NATIONAL INS. | 7442.00 | 3399.24 | 4042.76 | 7442.00 | 45.68 |
| 103/3 | EMPLOYERS NATIONAL INS. | 3381.00 | 1956.52 | 1422.48 | 3381.00 | 57.93 |
| 103/4 | EMPLOYEES PENSION | 3262.00 | 1663.40 | 1598.60 | 3262.00 | 50.99 |
| 103/5 | EMPLOYERS PENSION | 10873.00 | 5819.81 | 5053.19 | 10873.00 | 53.53 |
| 103/6 | OPENING TOILETS | 1040.00 | 460.00 | 580.00 | 1040.00 | 44.23 |
| | TOTAL WAGES | 80364.00 | 40492.32 | 39871.68 | 80364.00 | 50.39 |
| 101 | ITEMS TO HAVE FUNDS RESERVED | | | | | |
| 101/9 | ELECTION EXPENSES | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | TOTAL FOR ITEMS TO BE RESERVED | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 105 | SOLICITORS FEES | 2000.00 | 500.00 | 1500.00 | 2000.00 | 25.00 |

| | BUDGET | ACTUAL | BALANCE | PROJECTED | % |
|--------------------------|-----------|-----------|-----------|-----------|-------|
| | 2016/17 | EXP. | | EXP. | SPENT |
| | | | | | |
| | | | | | |
| <u>TOTAL EXPENDITURE</u> | 192439.92 | 97338.21 | 95101.71 | 219991.92 | 50.58 |
| | | | | | |
| <u>TOTAL INCOME</u> | 192439.92 | 162501.46 | 9938.46 | 207439.92 | 94.84 |
| | | | | | |
| <u>TOTAL NET BALANCE</u> | 0.00 | 85163.25 | -85163.25 | -12556.00 | |
| | | | | | |

EXTERNAL GRANT APPLICATION FORM



Name of applicant: KINVER EDGE COMMITTEE
Contact Name: MR JOHN SHARKEY
Address: 47 HARLINE WALK, NORTON
STOURBRIDGE
WEST MIDLANDS Post code: D18 3BA
Contact Number: 01384 444 884

Brief description of project:
Improvements to footpaths
and way marking on
Kinver Edge. This will be
enhancing part of our
footpath network.
Grant Sum Required: £800

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

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: J. Sharkey Date: 11/09/16
Office use only

Minute Number: _____ Date of meeting: / /
Signed: _____ Dated: _____



This page is part of Section 3 - External auditor certificate and opinion 2015/16

Kinver Parish Council
Audit Report for the year ended 31 March 2016

Matters reported
None

Other matters not affecting our opinion which we wish to draw to the attention of Kinver Parish Council for the year ended 31 March 2016

Section 2, Accounting statements, Accounting for Fixed Assets

It has come to our attention that Box 9 of Section 2 of the Annual Return, the Accounting Statements, includes fixed assets valued at insurance value.

Local councils are required to account for fixed assets at purchase cost. If this is not known a proxy cost should be substituted (e.g. insurance value). Commercial concepts of depreciation or impairment adjustments, etc are not appropriate for local councils. For reporting purposes therefore, the 'book' value of fixed assets will usually therefore stay constant until disposal. Where insurance value has been used as a proxy, it should not be adjusted for annual changes.

Guidance on accounting for fixed assets is available in the NALC / SLCC publication "Governance and Accountability for Local Councils – A Practitioners Guide (England)" paragraphs 3.66 to 3.77.

The Practitioners' Guide has been updated in 2016 and new guidance on accounting for fixed assets will apply in 2016/17. The Council should review this guidance when completing the 2016/17 Annual Return and ensure that it classifies its assets appropriately and the correct value of the asset is included in Box 9.

**Kinver Parish Council
Audit Report for the year ended 31 March 2016
Other matters not affecting our opinion continued**

S1 pre-signed by the Clerk before the date of approval

The Parish Council has considered and approved the Annual Governance Statement (Section 1) on 4th May 2016, minute reference 97. The Clerk has pre-signed the Annual Governance Statement (Section 1) on 31st March 2016, which is before the date of approval and during the year of account. The signature of the Clerk on Section 1 is confirmation of approval in accordance with the Accounts and Audit Regulations 2015 and should be on the same date as Council approval. In future, the Parish Council should ensure that the Annual Governance Statement (Section 1) is signed when it is approved by the Council and does not pre-date the year end.

In addition the Responsible Financial Officer certified Section 2 - Accounting statements on 31 March 2016 during the year of account. Regulation 12(1) of the Accounts and Audit Regulations 2015 stipulates that the Responsible Financial Officer must sign and date the Accounting statements to certify that it presents fairly the financial position of the authority and its income and expenditure, or properly presents receipts and payments for the year ending 31 March 2016. This must therefore be carried out after the financial year has ended.

Order of signing the Annual governance statement (Section 1) and the Accounting statements (Section 2)

The Parish Council has considered, approved and signed the Annual Governance Statement (Section 1) and the Accounting Statements (Section 2) on the same day and under the same minute reference. The Accounts and Audit Regulations 2015 stipulate that the Annual Governance Statement must be considered, approved and signed before the Accounting statements at Section 2 by resolution of members of the authority meeting as a whole. In future, the Parish Council should ensure that the minute references clearly demonstrate that the Annual Governance Statement was considered, approved and signed before the Accounting statements.



This page is part of Section 3 - External auditor certificate and opinion 2015/16

Kinver Parish Council
Audit Report for the year ended 31 March 2016
Other matters not affecting our opinion continued

Section 2, Accounting statements, comparative figures

The figures for 31 March 2015 in Boxes 2 (Precept or Rates and Levies) and 3 (Total other receipts) have been restated from the figures presented on the 2015 Annual Return following the other matters noted in last year's external auditor's report. In preparing the 2016 annual return the Council should have written 'Restated' beneath the 'E' symbol of the 2015 column.

Grant Thornton UK LLP

Grant Thornton UK LLP
Date *24 August 2016*
Our ref STF112

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KINVER PARISH COUNCIL

PENSIONS POLICY

ADOPTED 2ND NOVEMBER 2016

Employer Discretions KINVER PARISH Council – Compulsory Policy Statements

Background Regulations

Local Government Pension Scheme Regulations 2013 (LGPS 2013)

Local Government Pension Scheme (Transitional Provisions, savings and Amendment) Regulations 2014 (TP 2014)

Areas of Discretion

There are 5 areas of discretion where a Scheme Employer must publish a policy by 30 June 2014 under Regulation 60 of LGPS 2013 and TP 2014.

Regulation 16 LGPS 2013 (funding of additional Pension)

Regulation 30(6) LGPS 2013 (Flexible Retirement)

Regulation 30(8) LGPS 2013 (waiving of actuarial reduction included with Regulation 30(6))

Regulation 31 LGPS 2013 (award of additional pension)

Schedule 2 TP 2014 (application of Rule of 85)

Regulation 16 LGPS 2013: Funding of Additional Pension

A Scheme member can “buy” an additional annual pension benefit (currently £6500 per year for 2014/2015) to enhance their benefits, to replace lost pension caused by a period of authorised absence or industrial dispute. The member can “buy” the additional pension either over a period of time or by a one off lump sum payment.

Where the pension has been lost because of a period of authorised unpaid absence, including child related absence the regulations require the employer to contribute to the cost of the lost pension where the member elects to “buy” back the lost pension within 30 days of returning to work. The employer contributes 2/3rds of the total cost and the employee 1/3 of the total cost. The cost is calculated in accordance with guidance provided by the Government Actuary (GAD).

Where the absence has occurred in consequence of a trade dispute the employer is not required to share the cost of the lost pension and there are no time limits as to when the employee can elect to “buy back” the lost pension.

Where the employer does not receive an election form from the employee within 30 days of returning to work from an authorised absence on no pay the Scheme employer may extend the period by which they will accept an election beyond the 30 day deadline.

The additional pension may be funded in whole or in part by the Scheme employer.

Discretions

1. Whether to extend the 30 day deadline for a member to elect to “buy” back the lost pension in respect of an unpaid period of authorised absence
2. Whether Kinver Parish Council as the Scheme employer will contribute towards the cost of “buying” additional pension for a Scheme member to enhance their pension benefits.

Policy

Where a Scheme member makes an election after the 30 day deadline to “buy” back an amount of lost pension, as a result of unpaid authorised absence, and it can be demonstrated that the reason for missing the deadline was because the member was not informed by Kinver Parish Council that this deadline existed, Kinver Parish Council as a Scheme employer will accept a late election up to 30 days after the receipt of the first Annual Benefit statement received by the member, following the employees return to work from the period of unpaid authorised absence.

Kinver Parish Council as a Scheme employer will only contribute to the cost of “buying” additional pension where the Scheme member is “buying” additional pension in respect of a period of authorised absence where an election form was received from the Scheme member within 30 days of returning to work.

Regulation 30(6) LGPS 2013: Flexible Retirement

A Scheme employer has the discretion to allow flexible retirement for an employee age 55 or over who with the employer’s consent reduces their hours or grade. If an employer chooses to exercise this discretion, all or part of the accrued benefits can be paid even though the person remains in employment. Benefits will be reduced on account of early payment (subject to certain protections for pre 1 April 2014 members)

Finance and General Purposes Committee Minutes 12/10/16

Where the Scheme employer permits flexible retirement the member must take all of the benefits built up prior to 31 March 2008.

Discretions

Whether to permit flexible retirement for staff age 55 or over, who with the agreement of Kinver Parish Council as a Scheme employer, are permitted to reduce their working hours or grade.

Whether to permit the member to draw:

- all part or none of the pension benefits built up after 31 March 2008 and before 1 April 2014 and/or
- all part or none of the pension benefits built up after 31 March 2014

Whether the Scheme employer, will agree to waive in whole or in part any actuarial reduction which would otherwise be applied to the benefits taken on flexible retirement before Normal Pension Age.

Policy

That Kinver Parish Council as employing authority will consider an application received in writing from a Scheme member to elect for flexible retirement under Regulation 30(6). Each case will be considered by Kinver Parish Council on its merits and will be subject to the approval of the relevant Committee, and in giving that approval they are satisfied that:

- **there is an operational, business or financial case for permitting flexible retirement;**
- **a reduction to the total costs of employing the person of at least 40%**
- **the pension “strain” costs can be met within the relevant service budget**
- **any agreed change to the employee's contract under this policy will be a permanent change to their contractual terms and conditions.**
- **Where a request for release of retirement benefits under this provision has been refused, no further application under the provision may be considered until the following financial year.**

Regulation 30(8)

Where flexible retirement is agreed, the benefits payable may be subject to an actuarial reduction under the LGPS 2013 and TP 2014. Kinver Parish Council will only waive any such reduction where it considers it is in its financial or operational interests to do so. Where any actuarial reduction is waived it must be met within the relevant service budget.

Regulation 31 LGPS 2013: Power of the employing authority to award additional pension to active members

A Scheme employer may resolve to award an active member or a member who was an active member who was dismissed by reason of redundancy or business efficiency or whose employment was terminated by mutual consent on grounds of business efficiency additional annual pension.

Discretions

Active member who was dismissed by reason of redundancy

Kinver Parish Council as the Scheme employer will exercise this discretion where an active LGPS member is dismissed on the grounds of redundancy under regulation 30(7) of LGPS 2013 and where that person is entitled to a redundancy payment.

Where an employee of Kinver Parish Council as employing authority is dismissed on the grounds of redundancy and qualifies for a statutory redundancy payment they will award lump sum compensation under the Local Government (Early Termination of Employment) (Discretionary Compensation) (England and Wales) Regulations 2006. At the member's request, Kinver Parish Council will, as an alternative to this compensation payment, allow the member to receive additional annual pension under Regulation 31 of the LGPS 2013 which will be assessed having regard to the capital value of the lump sum compensation otherwise payable, and in accordance with factors supplied by the Fund Actuary.

Active Members and active members dismissed by reason of business efficiency or whose employment was terminated by mutual consent on grounds of business efficiency additional annual pension.

At this time, Kinver Parish Council will not normally use this power in any other circumstances.

Regulation 30 LGPS 2013: Early retirement after age 55 before Normal Pension Age (NPA) where employment ceases on or after 1 April 2014

Back ground

1. A Scheme member who leaves their employment after 1 April 2014 and has attained age 55 or more can elect to receive their pension benefits immediately under Regulation 30(5).
2. A former employee, who ceased their employment and Scheme membership after 1st April 2014 without entitlement to immediate payment of benefits, attains age 55 they can elect for their deferred benefit to be brought into payment before NPA.
3. A former employee who ceased their employment and Scheme membership after 1 April 2014 with a Tier 3 Ill health benefit which has ceased to be paid (paid for a maximum of 3 years), attains age 55 they can elect for their deferred benefit to be brought into payment before NPA.

Discretions

1. Where an election is received under Regulation 31 Kinver Parish Council as a Scheme Employer can exercise their discretion as to whether to waive all or part of any actuarial reduction (on compassionate or other grounds) that would apply to the member's pension benefits under Regulation 30(8) of LGPS Regulations 2013.

2. Where an election is received under Regulation 31 Kinver Parish Council as a Scheme Employer can exercise their discretion as to whether to apply the “Rule of 85” protections to “relevant employees” under Schedule 2 of TP 2014.

Areas of Discretion that a Scheme Employer can exercise in relation to 1 and 2 above.

Where an employee or former employee was not a Scheme member before 1 October 2006

Whether to,

- waive on compassionate grounds, any actuarial reduction that would be applied to benefits built up before 1 April 2014 and/or;
- waive, in whole or in part (on any grounds), any actuarial reduction that would be applied to benefits built up after 31 March 2014.

Where an employee or former employee was a Scheme member before 1 October 2006 and will be 60 or more on 31 March 2016.

Whether to,

- waive on compassionate grounds, any actuarial reduction that would be applied to benefits built up before 1 April 2016 and/or;
- waive, in whole or in part (on any grounds), any actuarial reduction that would be applied to benefits built up after 31 March 2016.

Where an employee or former employee was a Scheme member before 1 October 2006 and will not be age 60 or more on 31 March 2016 and will not attain age 60 between 1 April 2016 and 31 March 2020.

Whether to,

- waive on compassionate grounds, any actuarial reduction that would be applied to benefits built up before 1 April 2014 and/or;
-
- waive, in whole or in part (on any grounds), any actuarial reduction that would be applied to benefits built up after 31 March 2014.

Where an employee or former employee was a Scheme member before 1 October 2006 and will not be 60 or more on 31 March 2016 but will attain age 60 between 1 April 2016 and 31 March 2020

Whether to,

- waive on compassionate grounds, any actuarial reduction that would be applied to benefits built up before 1 April 2020 and/or;
- waive, in whole or in part (on any grounds), any actuarial reduction that would be applied to benefits built up after 31 March 2020.

Policy

Retirement at age 55 or more and under age 60

Kinver Parish Council will consider waiving any actuarial reduction in whole or in part that would apply to the member's benefits, and if relevant, apply the "Rule of 85", where an employee leaves their employment and the pension scheme after attaining age 55 and before attaining age 60, and elects for the immediate payment of their benefits, in the following circumstances:

- the Head of Service or equivalent manager under Kinver Parish Council's Committee considers that the retirement is in the financial or operational interests of Kinver Parish Council and
- the pension costs (actuarial strain) would not exceed 2 years total salary saving (including the overheads of employing that person)

That where the pension costs (actuarial strain) exceed 2 years total salary saving special approval of the Kinver Parish Council will be required.

Former employees with a deferred benefit entitlement and where a Tier 3 ill benefit has been suspended.

Kinver Parish Council will not normally agree to waive any actuarial reduction in whole or in part that would apply to a member's benefits, and if relevant nor would they agree to apply the "Rule of 85" where a former employee with entitlement to deferred benefits elects for early payment of their deferred benefit after age 55 and before attaining age 60.