

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON MONDAY 21<sup>ST</sup>  
JUNE 2021**

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Councillors: P Wooddisse (Chairman), JK Hall (ex-officio), I G Sadler (Vice Chairman) , Mrs C Allen, H Williams.

Councillor G Sisley was also in attendance.

Welcomed members to the committee and a vote thanks was expressed for his hard work and diligence.

1. APOLOGIES FOR ABSENCE

Councillor BR Edwards was not in attendance.

2. DECLARATIONS OF PECUNIARY INTERESTS

None were declared.

3. MINUTES OF THE MEETING OF 20<sup>TH</sup> APRIL 2021

The minutes of the meeting held on 21<sup>st</sup> April 2021 were approved and signed as a true record of that meeting.

4. To review the budget comparison for the period ending 31<sup>st</sup> May 2021 (figures attached)

The Chairman presented the budget comparison he had prepared for year ended 31<sup>st</sup> May 2021 as attached as Appendix 1 to these minutes the figures were reviewed and noted.

It was agreed to have a sperate budget line, for the EV income. The Clerk for the next meeting will prepare the income against the cost of electricity.

5. To receive formally the accounts for the period from April – May 2021 (figures attached)

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 up to the 31<sup>st</sup> May 2021 as set as Appendix 2 to these minutes be accepted. On a vote this was unanimous.

6. Items referred from the Parish Council for funding

Replacement bus shelter for Stourton

It was agreed to recommend the Parish Council that a letter is sent to those residents that have expressed their concerns, stating that due to the current Covid restrictions, this should be deferred until the September meeting.

L & A Recommendations from the May that a sum of £250 is requested to purchase native bulbs / plants to be planted in the Autumn.

It was agreed to Recommend too the Parish Council that a sum of £250 is reserved for expenditure for the bulbs / plants. On a vote this was agreed.

To discuss Staffordshire Council DPO service offer this was referred to the Finance Committee.

It was agreed to recommend to the Parish that we do not need this service as we have adequate cover in place.

Requests for Financial Support from Kinver Bowling Club £2500

It was agreed to recommend to the Parish Council that this application is not progressed, due to the Parish Council have a maximum grant of £250 per application.

7. To discuss the Van Lease that is due for renewal in November 2021

The Clerk to investigate the cost of purchasing the van from the Lease Company at the end of the term, to progress with Councillor Mrs V Wilson re supplying a used vehicle.

In addition we will explore the cost of a second hand 4 wheel drive pickup.

8. Date of Next Meeting – Wednesday 28<sup>th</sup> July 2021
9. Items for future agendas – Fixed assets, accounts for payment,
10. Recommendations to the Parish Council

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

- The accounts up to the 31<sup>st</sup> May 2021 as set as Appendix 2 to these minutes be accepted.
- Replacement bus shelter for Stourton - a letter is sent to those residents that have expressed their concerns, stating that due to the current Covid restrictions, this should be deferred until the September meeting.
- DPO Service - we do not need this service as we have adequate cover in place.
- Kinver Bowling Club £2500 - this application is not progressed, due to the Parish Council have a maximum grant limit of £250 per application
- To look at costs of buying the existing vehicle from the County at the end of the lease, and investigate other options.
- L & A Bulbs - a sum of £250 is reserved for expenditure for the bulbs / plants.

	1	2	3	4	5	6
Kinver Parish Council Management Accounts	Budget 31-Mar-22	Budget to 31-May-21	Actual 31-May	variance £ (red-adverse)	variance% var on budget	Comments
<b>INCOME</b>						
33 Precept	£134,709.00	£22,451.50	£22,451.50	£0.00		
30 Burial	£10,225.00	£1,704.17	£1,210.00	£494.17		
31 Toilets	£500.00	£83.33	£0.00	£83.33	-29.00%	
32 Donations	£300.00	£50.00	£0.00	£50.00	-100.00%	
37 Balance from uncommitted reserves	£16,904.00	£2,817.33	£2,817.33	£0.00		
34 Sundries			£72.84	£72.84	1.00%	
22 Interest West Bromwich	£30.00	£5.00	£0.00	£5.00	-100.00%	
13 Interest Bath	£100.00	£16.67	£0.00	£16.67	-100.00%	
35 Rent	£4,000.00	£666.67	£666.67	£0.00		
<b>Total Income</b>	<b>£166,768.00</b>	<b>£27,794.67</b>	<b>£27,218.34</b>	<b>£576.33</b>	<b>-2.07%</b>	
<b>EXPENDITURE</b>						
57 BARCLAYS BANK CHARGES	£78.00	£13.00	£12.50	£0.50	3.85%	
104 Neighbourhood Plan						
<b>110 General Administration - Coop</b>						
110/1 Telephone	£2,100.00	£350.00	£350.00	£0.00	0.00%	
110/2 Stationery	£2,850.00	£475.00	£672.14	£197.14	-41.50%	
110/3 Insurance	£2,100.00	£350.00	£350.00	£0.00	0.00%	
110/4 Rates	£2,300.00	£383.33	£336.28	£47.05	12.27%	
110/5 H&L	£1,700.00	£283.33	£502.12	£218.79	-77.22%	
110/6 Audit	£850.00	£141.67	£141.67	£0.00	0.00%	
110/7 Chairman	£500.00	£83.33	£83.33	£0.00	0.00%	
110/8 Training	£100.00	£16.67	£0.00	£16.67	100.00%	
110/9 Members expenses	£200.00	£33.33	£136.18	£102.85	-308.54%	
110/10 Computer	£2,300.00	£383.33	£23.98	£359.35	93.74%	
110/11 Photocopier	£240.00	£40.00	£60.00	£20.00	-50.00%	
<b>110 Total</b>	<b>£15,318.00</b>	<b>£2,553.00</b>	<b>£2,668.20</b>	<b>£115.20</b>	<b>-4.51%</b>	

Kinver Parish Council						
Management Accounts						
continued						
	1	2	3	4	5	6
	Budget	Budget to	Actual	variance £	variance%	Comments
	31-Mar-22	31-May-21	31-May	(red-adverse)	var on budget	
111/1	Toilets	£2,500.00	£416.67	£44.87	£371.80	89.23%
111/2	Miscellaneous	£6,500.00	£1,083.33	£640.17	£443.16	40.91%
111/3	Grass	£3,500.00	£583.33	£800.00	£216.67	-37.14%
111/4	Play Area	£2,000.00	£333.33	£0.00	£333.33	100.00%
<b>111</b>	<b>Total</b>	<b>£14,500.00</b>	<b>£2,416.67</b>	<b>£1,485.04</b>	<b>£931.63</b>	<b>38.55%</b>
112	Car Park Rental	£1,400.00	£233.33	£241.67	£8.33	-3.57%
113	Christmas lights	£4,500.00	£750.00	£750.00	£0.00	0.00%
114	Contingencies		£0.00	£0.00	£0.00	0.00%
115/1	vehicle lease	£4,500.00	£750.00	£579.99	£170.01	22.67%
115/2	Fuel	£1,400.00	£233.33	£208.33	£25.00	10.72%
115/3	Insurance	£1,200.00	£200.00	£94.37	£105.63	52.82%
<b>115</b>	<b>Total</b>	<b>£7,100.00</b>	<b>£1,183.33</b>	<b>£882.69</b>	<b>£300.64</b>	<b>25.41%</b>
116	H&S Audit	£250.00	£41.67	£0.00	£41.67	100.00%
117/1	Subscriptions	£500.00	£83.33	£95.00	£11.67	-14.00%
117/2	SPCA & LCR	£700.00	£116.67	£0.00	£116.67	100.00%
117/3	Grants	£5,000.00	£833.33	£102.34	£730.99	87.72%
<b>117</b>	<b>Total</b>	<b>£6,200.00</b>	<b>£1,033.33</b>	<b>£197.34</b>	<b>£835.99</b>	<b>80.90%</b>
<b>118</b>	<b>Election expenses</b>		£0.00	£0.00	£0.00	
119/1	Salaries	£83,900.00	£13,983.33	£13,588.88	£394.45	2.82%
119/2	NI employers	£6,850.00	£1,141.67	£1,171.89	£30.22	-2.65%
119/3	Pension premium	£21,000.00	£3,500.00	£3,683.56	£183.56	-5.24%
119/4	Opening toilets	£1,150.00	£191.67	£0.00	£191.67	100.00%
<b>119</b>	<b>Total</b>	<b>£112,900.00</b>	<b>£18,816.67</b>	<b>£18,444.33</b>	<b>£372.34</b>	<b>1.98%</b>
120	Projects	£4,000.00	£666.67	£0.00	£666.67	100.00%
121	Solicitors fee	£600.00	£100.00	£0.00	£100.00	100.00%
	<b>Total Expenditure</b>	<b>£166,768.00</b>	<b>£27,794.67</b>	<b>£24,669.27</b>	<b>£3,125.40</b>	<b>11.24%</b>
	<b>Total Income</b>	<b>£166,768.00</b>	<b>£27,794.67</b>	<b>£27,218.34</b>	<b>£576.33</b>	<b>-2.07%</b>
	<b>Surplus, better than budget</b>				<b>£2,549.07</b>	

## Financial Summary - Cashbook

Summary between 01/04/21 and 31/05/21 inclusive.

Balances at the start of the year

### Ordinary Accounts

.BARCLAYS BANK	£904.23
.COOPERATIVE BANK C & I	£6,380.50
Bath Building Society	£37,626.26
Reserves West Bromwich	£44,299.13
Total	£89,210.12

RECEIPTS	Net	Vat	Gross
Total Receipts	£71,670.42	£0.00	£71,670.42

PAYMENTS	Net	Vat	Gross
Total Payments	£24,730.53	£316.81	£25,047.34

Closing Balances

### Ordinary Accounts

.BARCLAYS BANK	£891.73
.COOPERATIVE BANK C & I	£53,016.08
Bath Building Society	£37,626.26
Reserves West Bromwich	£44,299.13
Total	£135,833.20

Signed  
Chair

Clerk / Responsible Financial Officer

# Financial Budget Comparison

Comparison between 01/04/21 and 31/05/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

		2021/2022	Actual Net	Balance	Bal %age
<b>INCOME</b>					
<b>Council</b>					
13	INTEREST BATH BUILDING SOCIETY	£100.00	£0.00	-£100.00	-100.00%
17	PRECEPT	£0.00	£0.00	£0.00	0.00%
22	INTEREST WEST BROM ACCOUNT - CHARITY ACC	£30.00	£0.00	-£30.00	-100.00%
30	Burial Fees - Co-Op bank account	£10,225.00	£1,210.00	-£9,015.00	-88.17%
31	Toilet Income - Co-Op bank account	£500.00	£0.00	-£500.00	-100.00%
32	Donations - Co-Op bank	£300.00	£0.00	-£300.00	-100.00%
33	Precept - Co-Op Bank Account	£134,709.00	£67,354.50	-£67,354.50	-50.00%
34	Sundries - Co-Op Bank Account	£0.00	£172.84	£172.84	100.00%
35	Police Office Rent - Co-Op Bank Account	£4,000.00	£0.00	-£4,000.00	-100.00%
37	Balance from uncomitted reserves	£16,904.00	£0.00	-£16,904.00	-100.00%
<b>Total Income</b>		<b>£166,768.00</b>	<b>£68,737.34</b>	<b>-£98,030.66</b>	<b>-58.78%</b>
<b>EXPENDITURE</b>					
<b>Council</b>					
57	BARCLAYS BANK CHARGES	£78.00	£12.50	£65.50	83.97%
104	NEIGHBOURHOOD PLAN	£0.00	£0.00	£0.00	0.00%
110	General Administration - Co-Op Bank Account				
110/1	Telephone	£2,100.00	£0.00	£2,100.00	100.00%
110/2	Stationary	£2,850.00	£772.14	£2,077.86	72.91%
110/3	General Insurance	£2,100.00	£0.00	£2,100.00	100.00%
110/4	Rates	£2,300.00	£336.28	£1,963.72	85.38%
110/5	Office Electricity and Gas	£1,700.00	£379.44	£1,320.56	77.68%
110/6	Audit	£850.00	£475.00	£375.00	44.12%
110/7	Chairmans Allowance	£500.00	£0.00	£500.00	100.00%
110/8	Staffing Training Expenses	£100.00	£0.00	£100.00	100.00%
110/9	Members Expenses	£200.00	£136.18	£63.82	31.91%
110/10	Computer Support Services	£2,300.00	£23.98	£2,276.02	98.96%
110/11	Photocopier	£240.00	£60.00	£180.00	75.00%
110	Total	£15,240.00	£2,183.02	£13,056.98	85.68%
111	Maintenance - Co-Op Bank Account				
111/1	Maintenance Toilets	£2,500.00	£44.87	£2,455.13	98.21%
111/2	Maintenance Misc	£6,500.00	£640.17	£5,859.83	90.15%
111/3	Grass Cutting	£3,500.00	£800.00	£2,700.00	77.14%
111/4	Play Area	£2,000.00	£0.00	£2,000.00	100.00%
111	Total	£14,500.00	£1,485.04	£13,014.96	89.76%

112	Car Park Rental - Co-Op Bank Account	£1,400.00	£1,450.00	-£50.00	-3.57%
113	Christmas Illuminations - Co-Op Bank Account	£4,500.00	£70.93	£4,429.07	98.42%
114	Contingencies - Co-Op Bank Account	£0.00	£0.00	£0.00	0.00%

## Financial Budget Comparison

Comparison between 01/04/21 and 31/05/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

		2021/2022	Actual Net	Balance	Bal %age
115	Vehicles - CO- Op Bank Account				
115/1	Leasing	£4,500.00	£0.00	£4,500.00	100.00%
115/2	Fuel	£1,400.00	£208.33	£1,191.67	85.12%
115/3	Insurance	£1,200.00	£94.37	£1,105.63	92.14%
115	Total	£7,100.00	£302.70	£6,797.30	95.74%
116	Health and Safety - Co-Op Bank Account	£250.00	£0.00	£250.00	100.00%
117	Grans Subs Co-Op Bank Account				
117/1	Parish Councils Subs	£500.00	£95.00	£405.00	81.00%
117/2	SPCA / LCR	£700.00	£0.00	£700.00	100.00%
117/3	Grants	£5,000.00	£102.34	£4,897.66	97.95%
117	Total	£6,200.00	£197.34	£6,002.66	96.82%
118	Election Expenses - Co-Op Bank Account	£0.00	£0.00	£0.00	0.00%
119	Wages/Salaries - Co-Op Bank Account				
119/1	Salaries	£83,900.00	£13,588.88	£70,311.12	83.80%
119/2	Employers NI	£6,850.00	£1,171.89	£5,678.11	82.89%
119/3	Employers Pension	£21,000.00	£3,683.56	£17,316.44	82.46%
119/4	Toilets	£1,150.00	£0.00	£1,150.00	100.00%
119	Total	£112,900.00	£18,444.33	£94,455.67	83.66%
120	Community Projects - Co-Op Bank Account	£4,000.00	£0.00	£4,000.00	100.00%
121	Legal Fees - Co-Op Bank Account	£600.00	£0.00	£600.00	100.00%
	<b>Total Expenditure</b>	<b>£166,768.00</b>	<b>£24,145.86</b>	<b>£142,622.14</b>	<b>85.52%</b>
	Total Income	£166,768.00	£68,737.34	-£98,030.66	-58.78%
	Total Expenditure	£166,768.00	£24,145.86	£142,622.14	-85.52%
	<b>Total Net Balance</b>	<b>£0.00</b>	<b>£44,591.48</b>		

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