

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 19<sup>th</sup>  
FEBRUARY 2020**

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Councillors: D Light (Chairman), BR Edwards (Vice Chairman), Miss V Webb, H Williams and G Sisley Mrs C Allen, JK Hall (ex-officio), P Wooddisse and I G Sadler

1. APOLOGIES FOR ABSENCE

Councillor S Anderson sent their apologies for the meeting.

2. DECLARATIONS OF PECUNIARY INTERESTS

None were declared.

3. MINUTES OF THE MEETING OF 20<sup>TH</sup> NOVEMBER 2019

The minutes of the meeting held on 20<sup>th</sup> November were approved and signed as a true record of that meeting.

4. MATTERS ARISING FROM PREVIOUS MINUTES

The following items were reported:-

The solicitors have started work on registering the land for the Toilet block at Kinver Edge.

The toilet locks are failing on the High Street toilets.

The £250 KSCA grant has been paid.

The Clerk to check the tenancy lease for the Police post to ensure everything is up to date.

5. BUDGET COMPARISON AND TO RECEIVE THE ACCOUNTS TO JANUARY 2020  
AS PREPARED BY THE RFO

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 as set as Appendix 1 to these minutes be accepted. On a vote this was unanimous.

It was noted that Councillor P Wooddisse will continue to produce the breakdown figures analysing them by exact budget month by month (i.e January = 10 months of budget).

6. FUNDING REQUESTS AND ITEMS REFERRED FROM THE PARISH COUNCIL

There were no items referred.

## 7. TO DISCUSS FUNDING RE THE VAT FOR THE SPEED DEVICE

It was noted that as this device was purchased for the Community, the VAT has not been reclaimed for this device.

## 8. TO DISCUSS RUNNING COSTS OF THE VAN

This year to date we have had to spend:-

£163.38	Van hire for van being off road for breakdown
£168.81	Additional insurance for covering hire van
£tbc	Van broken down 10 <sup>th</sup> February 2020 in for repair again

The van has broken down for gear box linkage and a problem with the electrics. The lease covers a courtesy vehicle for when it is in for routine maintenance but not when it is a breakdown. There is also the time cost element of the van having to be driven to Stafford to swap the vehicles over.

The Clerk had obtained costings for a 4 x 4 vehicle along with 3 different types of diesel van on 5 year leases.

Members asked the Clerk with the help of Councillor G Sisley to investigate costs for an electric van, and arrange a test drive of the vehicle to see if it would be suitable.

## 9 DATE OF NEXT MEETING

Date of the next meeting is Wednesday 22<sup>nd</sup> April 2020.

## 10. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 11<sup>th</sup> April 2020.  
Yearend accounts, Van lease.

## 11. 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.

**KINVER PARISH COUNCIL**

Monthly Balance Sheet as at: 31/01/2020

**Co-Operative Bank**

<u>Unpresented Cheques</u>		<u>Unpresented Receipts</u>	
	57.88		
	16.99	<u>co-op</u>	320
<b>TOTAL</b>	<b>74.87</b>		<b>320.00</b>

Computer Figures co-op Bank acc.	29845.90
less unpresented	-245.13

**Total** **29600.77**

Bank Statement Figure **29600.77**

**Other bank account balances**

Bath Building Society	37201.78
West Bromwich Building Society	30441.72
Barclays Bank	7094.34
	163540.15

## Financial Summary - Cashbook

Summary between 01/04/19 and 31/01/20 inclusive.

Balances at the start of the year

**Ordinary Accounts**

.BARCLAYS BANK	£4,061.36
.COOPERATIVE BANK C & I	£26.38
Bath Building Society	£37,201.78
Reserves West Bromwich	£30,441.72
<b>Total</b>	<b>£71,731.24</b>

RECEIPTS	Net	Vat	Gross
Council	£172,692.11	£0.00	£172,692.11
<b>Total Receipts</b>	<b>£172,692.11</b>	<b>£0.00</b>	<b>£172,692.11</b>
PAYMENTS	Net	Vat	Gross
Council	£133,709.62	£5,712.98	£139,422.60
<b>Total Payments</b>	<b>£133,709.62</b>	<b>£5,712.98</b>	<b>£139,422.60</b>

Closing

**Ordinary Accounts**

.BARCLAYS BANK	£7,150.71
.COOPERATIVE BANK C & I	£29,845.90
Bath Building Society	£37,533.09
Reserves West Bromwich	£30,471.05
<b>Total</b>	<b>£105,000.75</b>

Finance and General Purposes Committee Minutes 19/02/2020

Budget Comparison 2019/2020							
Up to 31/01/2020							
	<b>PARISH COUNCIL INCOME</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>PROJECTED</b>	<b>%</b>	<b>COMMENTS</b>
		<b>INCOME</b>	<b>INCOME</b>	<b>REMAINING</b>	<b>INCOME</b>	<b>INCOME</b>	
10	PRECEPT	144709.00	144709.00	0.00	144709.00	100.00	
14	BURIAL FEES	10225.00	13557.00	3332.00	14000.00	132.59	
15	TOILETS HIGH STREET	1200.00	616.60	-583.40	700.00	51.38	
16	DONATIONS	300.00	3174.00	2874.00	3174.00	1058.00	Western Power repair for damage to Gym equipment
19	SUNDRIES	0.00	155.86	155.86	160.00	144.00	Income from Barclays and Pitney Bowes refund of £19
22	INTEREST ON NEW RESERVES AC	10.00	29.33	19.33	30.00	293.30	
23	INTEREST BATH BUILDING SOCIET	250.00	331.31	81.31	332.00	132.52	
24	POLICE OFFICE RENT	4000.00	2000.00	-2000.00	4000.00	50.00	
		<b>160694.00</b>	<b>164573.10</b>	<b>3879.10</b>	<b>167105.00</b>	<b>102.41</b>	
	<b>EXPENDITURE FOR PARISH</b>	<b>EXP</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>PROJECTED</b>	<b>%</b>	
		<b>BUDGET</b>	<b>EXP.</b>	<b>REMAINING</b>	<b>EXP.</b>	<b>SPENT</b>	
50	<b>GENERAL ADMIN</b>						
50/1	GA TELEPHONE	2100.00	1371.50	728.50	2100.00	65.31	
50/2	GA STATIONARY	3950.00	2802.73	1147.27	3300.00	70.96	
50/3	GA GENERAL INSURANCE	3500.00	1940.00	1560.00	1940.00	55.43	
50/4	GA RATES BURIAL GROUND AND V	500.00	721.39	-221.39	750.00	144.28	
50/5	GA OFFICE ELECTRICITY & GAS	1500.00	1431.85	68.15	2000.00	95.46	
50/6	GA AUDIT	850.00	850.00	0.00	850.00	100.00	
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	0.00	0.00	
50/25	GA MEMBERS EXPENSES	200.00	152.77	47.23	200.00	76.39	
50/47	GA COMPUTER SUPPORT SERVICE	2300.00	815.40	1484.60	1500.00	35.45	
50/48	GA PHOTOCOPIER	240.00	240.00	0.00	240.00	100.00	
50/51	GA ADVERTISING	0.00	15.15	-15.15	15.00	115.00	
		<b>15740.00</b>	<b>10840.79</b>	<b>4899.21</b>	<b>13395.00</b>	<b>68.87</b>	
52	<b>MAINTENANCE</b>						
52/1	MAINTENANCE TOILETS	2500.00	1784.21	715.79	2500.00	71.37	
52/6	MAINTENANCE MISC.	6500.00	5595.13	904.87	6500.00	86.08	
52/7	MAINTENANCE GRASS CUTTING	4240.00	1373.95	2866.05	2000.00	32.40	
52/26	MAINTENANCE PLAY AREA	2000.00	775.60	1224.40	1000.00	38.78	Repair waiting for zip wire
	MAINTENANCE TOTAL	<b>15240.00</b>	<b>9528.89</b>	<b>5711.11</b>	<b>12000.00</b>	<b>62.53</b>	
	<b>EXPENDITURE FOR PARISH</b>	<b>EXP</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>PROJECTED</b>	<b>%</b>	
		<b>BUDGET</b>	<b>EXP.</b>	<b>REMAINING</b>	<b>EXP.</b>	<b>SPENT</b>	
54	<b>GRANTS &amp; SUBS EXTERNAL</b>						
54/1	PARISH COUNCIL SUBSCRIPTIONS	500.00	394.00	106.00	500.00	78.80	
54/2	SPCA & LCR	700.00	0.00	700.00	700.00	0.00	
54/3	GRANTS	8389.00	3552.43	4836.57	4000.00	42.35	£790 Headstone testing, £480 Personnel charge, NT £250, £291.15 Speed device, £176.28 BKV, £640 Youth Café, £300 SCC personnel referral
	<b>GRANTS &amp; SUBS TOTAL</b>	<b>9589.00</b>	<b>3946.43</b>	<b>5642.57</b>	<b>5200.00</b>	<b>41.16</b>	
55	<b>CAR PARK RENTAL</b>	<b>575.00</b>	<b>1150.00</b>	<b>-575.00</b>	<b>1150.00</b>	<b>1150.00</b>	Paid last year late..
57	<b>CHRISTMAS LIGHTS</b>	<b>4500.00</b>	<b>4390.37</b>	<b>109.63</b>	<b>4500.00</b>	<b>97.56</b>	
58	<b>VEHICLES</b>						
58/1	LEASING	3500.00	2933.66	566.34	4500.00	83.82	Increased as have to hire a van when ours breaks down
58/2	FUEL	1400.00	1102.11	297.89	1400.00	78.72	
58/4	INSURANCE FOR VEHICLE	1050.00	978.54	71.46	1000.00	93.19	Increased as have to pay extra insurance on hire van
	TOTAL FOR VEHICLES	<b>5950.00</b>	<b>5014.31</b>	<b>935.69</b>	<b>6900.00</b>	<b>84.27</b>	
60	<b>CONTINGENCIES</b>	<b>0.00</b>	<b>3305.00</b>	<b>-3305.00</b>	<b>3305.00</b>	<b>3305.00</b>	Boiler repair and purchase of replacement Gym equipment
62	<b>HEALTH AND SAFETY AUDIT</b>	<b>0.00</b>	<b>138.00</b>	<b>-138.00</b>	<b>138.00</b>	<b>138.00</b>	

63'	<b>PROJECTS FOR COMMUNITY FUN</b>	<b>4000.00</b>	<b>2019.48</b>	<b>1980.52</b>	<b>2020.00</b>	<b>50.49</b>	Reduced projected spend as unspent in previous years
100	<b>WAGES / SALARIES</b>						
103/1	SALARIES NET inc pen/Tax/NI/	79000.00	61314.53	17685.47	74000.00	77.61	Lower due to no technician for 3 months
103/3	EMPLOYERS NATIONAL INS.	6000.00	5456.24	543.76	6500.00	90.94	Increased based on exp
103/5	EMPLOYERS PENSION	17000.00	15446.51	1553.49	17400.00	90.86	Increased based on Exp
103/6	OPENING TOILETS	1100.00	830.00	270.00	1100.00	75.45	
	<b>TOTAL WAGES</b>	<b>103100.00</b>	<b>83047.28</b>	<b>20052.72</b>	<b>99000.00</b>	<b>80.55</b>	
101/9	ELECTION EXPENSES	1000.00	4255.29	-3255.29	8700.00	425.53	Dec election
105	SOLICITORS FEES	1000.00	500.00	500.00	1000.00	50.00	
	<b>TOTAL EXPENDITURE</b>	<b>160694.00</b>	<b>128135.84</b>	<b>32558.16</b>	<b>157308.00</b>	<b>79.74</b>	
	<b>TOTAL INCOME</b>	<b>160694.00</b>	<b>164573.10</b>	<b>-3879.10</b>	<b>167105.00</b>	<b>102.41</b>	
	<b>TOTAL NET BALANCE</b>	<b>0.00</b>	<b>36437.26</b>	<b>-36437.26</b>	<b>9797.00</b>		