

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY
20TH NOVEMBER 2019**

Councillors: D Light (Chairman), Mrs C Allen, JK Hall (ex-officio), P Wooddisse, S Anderson, and I G Sadler

1. APOLOGIES FOR ABSENCE

Councillors BR Edwards (Vice Chairman), Miss V Webb, H Williams and G Sisley sent their apologies for the meeting.

2. DECLARATIONS OF PECUNIARY INTERESTS

There were no declarations of interest.

3. MINUTES OF THE MEETING OF 11TH SEPTEMBER 2019

The minutes of the meeting held on 11th September 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. A response is awaited re the KSCA staff opening the toilets.

The hand held speed device has been delivered.

The cashless entry for the public toilets was not taken forward by the Council at this time, however the Clerk reported that the locks are wearing out and will need replacing.

5. BUDGET COMPARISON AND TO RECEIVE THE ACCOUNTS to AUGUST 2019 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.

6. FUNDING REQUESTS AND ITEMS REFERRED FROM THE PARISH COUNCIL

Chainsaw Course £85.00

It was agreed to Recommend to the Parish Council that Mr S Redfern attends the Chainsaw course at the cost of £85 and funded from budget head 50/9, the Clerk will re-issue the lone working policy to each member of staff with regard to the use of the Chainsaw. On a vote this was carried unanimously.

Leaf collector £900.00

It was agreed to Recommend to the Parish Council that a leaf collector is purchased at a maximum cost of £900.00 and funded from budget head 54/3. On a vote this was carried unanimously.

It was noted that the composting of the leaves is looked at also.

Replacement Laptop £400.00

It was agreed to Recommend to the Parish Council that a laptop is purchased at a maximum cost of £400 and funded from budget head 54/3. On a vote this was carried unanimously.

KSCA Planning application £924

In line with the Parish Council's grants policy that a grant is made of £250 towards the planning application costs. The council will issue a cheque to the KSCA upon receipt of the invoice showing that the application has been submitted, the grant must be claimed before the 31st March 2020.

7. BUDGET SETTING FOR 2020/21 AND ASSOCIATED PRECEPT

The budget is set out as appendix 2 to these minutes.

It was proposed by Councillor J Hall and seconded by Councillor S Anderson that the income and expenditure budget as set out as appendix 2 to these minutes is accepted and a precept figure of £144709 is agreed. On a vote this was unanimous.

8 DATE OF NEXT MEETING

Date of the next meeting is Wednesday 19th February 2020.

9. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 10th February 2020.

To discuss the village Green

10. 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 of £250 be given to the KSCA towards their planning application costs funded from budget line 54/3 grants budget head. The council will issue a cheque to the KSCA upon receipt of the invoice showing that the application has been submitted, the grant must be claimed before the 31st March 2020.

- a replacement laptop is purchased from the grants budget 54/3 at a cost of £400.
- a leaf collecting machine at a maximum cost of £900 is purchased and funded from the community budget line.
- the Maintenance Technician is sent on the basic chainsaw course at a cost of £85 and funded from budget line 50/9.
- the income and expenditure budget as set out as appendix 2 to these minutes is accepted and a precept figure of £144709 is agreed.

Appendix 1 to the minutes of the Finance and General Purposes Committee meeting held on the 20th November 2019

Item 5

KINVER PARISH COUNCIL

Monthly Balance Sheet as at: 31/10/2019

Barclays Bank

Unpresented Cheques

Unpresented Receipts

	0	
TOTAL	0.00	0.00

Computer Figures Barclays Bank acc.	7409.37
less unpresented	0.00

Total	7409.37	0.00
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Bank Statement Figure	7409.37
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Co-Operative Bank

Unpresented Cheques

Unpresented Receipts

	33.98	
	34.99	
	75.92	
TOTAL	144.89	0.00

Computer Figures co-op Bank acc.	70925.39
less unpresented	144.89

Total	71070.28
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Bank Statement Figure	71070.28
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Other bank account balances

Bath Building Society	37201.78
West Bromwich Building Society	30441.72

288263.71

Financial Budget Comparison

Comparison between 01/04/19 and 31/10/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/2020	Actual Net	Balance
INCOME				
Council				
13	INTEREST BATH BUILDING SOCIETY	£250.00	£0.00	-£250.00
22	INTEREST WEST BROM ACCOUNT - CHARITY ACC	£10.00	£29.33	£19.33
30	Burial Fees - Co-Op bank account	£10225.00	£9250.00	-£975.00
31	Toilet Income - Co-Op bank	£1,070.00	£486.60	-£713.40
32	Donations - Co-Op bank	£300.00	£3,174.00	£2,874.00
33	Precept - Co-Op Bank Account	£144709.00	£144709.00	£0.00
34	Sundries - Co-Op Bank	£0.00	£152.41	£152.41
35	Police Office Rent - Co-Op Bank Account	£4,000.00	£2,000.00	-£2,000.00
Total Income		£160,694.00	£159,801.34	-£892.66
EXPENDITURE				
Council				
110	General Administration - Co-Op Bank Account	£15740.00	£8300.04	£7439.96
111	Maintenance - Co-Op Bank Account	£15240.00	£7522.46	£7717.54
112	Car Park Rental - Co-Op Bank Account	£575.00	£575.00	£0.00
113	Christmas Illuminations - Co-Op Bank Account	£4,500.00	£0.00	£4,500.00
114	Contingencies - Co-Op Bank Account	£0.00	£3,305.00	-£3,305.00
115	Vehicles - Co-Op Bank	£5950.00	£2695.10	£3,254.90
116	Health and Safety - Co-Op Bank Account	£0.00	£138.00	-£138.00
117	Grans Subs Co-Op Bank Account	£9589.00	£3321.43	£6267.57
118	Election Expenses - Co-Op Bank Account	£1,000.00	£619.05	£380.95
119	Wages/Salaries - Co-Op Bank Account	£103100.00	£54504.49	£49595.51
120	Community Projects - Co-Op Bank Account	£4,000.00	£389.48	£3,610.52
121	Legal Fees - Co-Op Bank Account	£1,000.00	£0.00	£1,000.00
Total Council		£160,694.00	£81,370.05	-£79,323.95
Total Expenditure		£160,694.00	£81,370.05	£79,323.95
Total Income		£160,694.00	£159,801.34	-£892.66
Total Expenditure		£160,694.00	£81,370.05	£79,323.95
Total Net Balance		£0.00	£78,431.29	

Finance and General Purposes Committee Minutes 20/11/2019

Budget Comparison 2019/2020							
Up to 31/10/2019							
	PARISH COUNCIL INCOME	BUDGET	ACTUAL	BALANCE	PROJECTED	%	COMMENTS
		INCOME	INCOME	REMAINING	INCOME	INCOME	
10	PRECEPT	144709.00	144709.00	0.00	144709.00	100.00	
14	BURIAL FEES	10225.00	9250.00	-975.00	10225.00	90.46	
15	TOILETS HIGH STREET	1200.00	486.60	-713.40	700.00	40.55	
16	DONATIONS	300.00	3174.00	2874.00	3174.00	1058.00	Western Power repair for damage to Gym equipment
19	SUNDRIES	0.00	152.41	152.41	160.00	144.00	Income from Barclays and Pitney Bowes refund of £19
22	INTEREST ON NEW RESERVES ACC AT WBROM	10.00	29.33	19.33	30.00	293.30	
23	INTEREST BATH BUILDING SOCIETY	250.00	0.00	-250.00	250.00	0.00	
24	POLICE OFFICE RENT	4000.00	2000.00	-2000.00	4000.00	50.00	
		160694.00	159801.34	-892.66	163248.00	99.44	
	EXPENDITURE FOR PARISH	EXP	ACTUAL	BALANCE	PROJECTED	%	
		BUDGET	EXP.	REMAINING	EXP.	SPENT	
50	GENERAL ADMIN						
50/1	GA TELEPHONE	2100.00	1029.48	1070.52	2100.00	49.02	
50/2	GA STATIONARY	3950.00	1597.60	2352.40	3050.00	40.45	
50/3	GA GENERAL INSURANCE	3500.00	1940.00	1560.00	1940.00	55.43	
50/4	GA RATES BURIAL GROUND AND WATER RATES	500.00	573.69	-73.69	750.00	114.74	
50/5	GA OFFICE ELECTRICITY & GAS	1500.00	862.76	637.24	1500.00	57.52	
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	125.36	74.64	200.00	62.68	
50/47	GA COMPUTER SUPPORT SERVICES / OFFICE E	2300.00	686.00	1614.00	2300.00	29.83	
50/48	GA PHOTOCOPIER	240.00	120.00	120.00	240.00	50.00	
50/51	GA ADVERTISING	0.00	15.15	-15.15	15.00	115.00	
		15740.00	8300.04	7439.96	13445.00	52.73	
52	MAINTENANCE						
52/1	MAINTENANCE TOILETS	2500.00	1170.39	1329.61	2500.00	46.82	
52/6	MAINTENANCE MISC.	6500.00	4701.47	1798.53	6500.00	72.33	
52/7	MAINTENANCE GRASS CUTTING	4240.00	875.00	3365.00	3000.00	20.64	
52/26	MAINTENANCE PLAY AREA	2000.00	775.60	1224.40	2000.00	38.78	Repair waiting for zip wire
	MAINTENANCE TOTAL	15240.00	7522.46	7717.54	14000.00	49.36	
	EXPENDITURE FOR PARISH	EXP	ACTUAL	BALANCE	PROJECTED	%	
		BUDGET	EXP.	REMAINING	EXP.	SPENT	
54	GRANTS & SUBS EXTERNAL						
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	2927.43	5461.57	3000.00	34.90	£790 Headstone testing, £480 Personnel charge, NT £250, £291.15 Speed device, £176.28 BKV, £640 Youth Café, £300 SCC personnel referral
	GRANTS & SUBS TOTAL	9589.00	3321.43	6267.57	4200.00	34.64	
55	CAR PARK RENTAL	575.00	575.00	0.00	575.00	100.00	
57	CHRISTMAS LIGHTS	4500.00	0.00	4500.00	4500.00	0.00	
58	VEHICLES						
58/1	LEASING	3500.00	1145.83	2354.17	3500.00	32.74	
58/2	FUEL	1400.00	739.54	660.46	1400.00	52.82	
58/4	INSURANCE FOR VEHICLE	1050.00	809.73	240.27	810.00	77.12	
	TOTAL FOR VEHICLES	5950.00	2695.10	3254.90	5710.00	45.30	
60	CONTINGENCIES	0.00	3305.00	-3305.00	3305.00	3305.00	Boiler repair and purchase of replacement Gym equipment
62	HEALTH AND SAFETY AUDIT	0.00	138.00	-138.00	138.00	138.00	
63'	PROJECTS FOR COMMUNITY FUNDED BY RENT	4000.00	389.48	3610.52	400.00	9.74	Reduced projected spend as unspent in previous years
100	WAGES / SALARIES						
103/1	SALARIES NET inc pen/Tax/NV	79000.00	40143.84	38856.16	74000.00	50.81	Lower due to no technician for 3 months
103/3	EMPLOYERS NATIONAL INS.	6000.00	3670.53	2329.47	6500.00	61.18	Increased based on exp
103/5	EMPLOYERS PENSION	17000.00	10140.12	6859.88	17400.00	59.65	Increased based on Exp
103/6	OPENING TOILETS	1100.00	550.00	550.00	1100.00	50.00	
	TOTAL WAGES	103100.00	54504.49	48595.51	99000.00	52.87	
101/9	ELECTION EXPENSES	1000.00	619.05	380.95	11150.00	61.91	£8445.47 in Wbrom to pay for this if required 500 bill for May 2019 elections + £6000 for vacancy if election takes place
105	SOLICITORS FEES	1000.00	0.00	1000.00	1000.00	0.00	Invoice due
	TOTAL EXPENDITURE	160694.00	81370.05	79323.95	157423.00	50.64	
	TOTAL INCOME	160694.00	159801.34	892.66	163248.00	99.44	
	TOTAL NET BALANCE	0.00	78431.29	-78431.29	5825.00		

Appendix 2 to the Finance and General Purposes Committee meeting held on the 20th November 2019

7. Budget setting for 2020-21
Proposed Draft Budget
2020/2021

	PARISH COUNCIL INCOME	BUDGET	PROPOSED
		INCOME	BUDGET
		2019-20	2020/21
			2% SALARY INCREASE
10	PRECEPT	144709.00	144709.00
14	BURIAL FEES	10225.00	10225.00
15	TOILETS HIGH STREET	1200.00	1000.00
16	DONATIONS	300.00	300.00
19	SUNDRIES	0.00	150.00
22	INTEREST ON NEW RESERVES ACC AT WBROM	10.00	30.00
23	INTEREST BATH BUILDING SOCIETY	250.00	100.00
24	POLICE OFFICE RENT	4000.00	4000.00
		160694.00	160514.00
	EXPENDITURE FOR PARISH	BUDGET	BUDGET
		EXPENDITURE	EXPENDITURE
		2019-20	2020-21
50	GENERAL ADMIN		
50/1	GA TELEPHONE	2100.00	2100.00
50/2	GA STATIONARY	3950.00	2850.00
50/3	GA GENERAL INSURANCE	3500.00	1940.00
50/4	GA RATES BURIAL GROUND AND WATER RATES	500.00	1200.00
50/5	GA OFFICE ELECTRICITY & GAS	1500.00	1700.00
50/6	GA AUDIT	850.00	850.00
50/7	GA CHAIRMAN'S ALLOWANCE	500.00	500.00
50/9	GA STAFF TRAINING EXPENSES	100.00	100.00
50/25	GA MEMBERS EXPENSES	200.00	200.00
50/47	GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010)	2300.00	2300.00
50/48	GA PHOTOCOPIER	240.00	240.00
50/51	GA ADVERTISING	0.00	0.00
	TOTAL FOR ADMINISTRATION	15740.00	13980.00
52	MAINTENANCE		
52/1	MAINTENANCE TOILETS	2500.00	2500.00
52/6	MAINTENANCE MISC.	6500.00	6500.00
52/7	MAINTENANCE GRASS CUTTING	4240.00	3000.00
52/26	MAINTENANCE PLAY AREA	2000.00	2000.00
	MAINTENANCE TOTAL	15240.00	14000.00

	EXPENDITURE FOR PARISH	BUDGET	BUDGET
		EXPENDITURE	EXPENDITURE
		2019-20	2020-21
54	GRANTS & SUBS EXTERNAL		
54/1	PARISH COUNCIL SUBSCRIPTIONS	500.00	500.00
54/2	SPCA & LCR	700.00	700.00
54/3	GRANTS	8389.00	5434.00
	GRANTS & SUBS TOTAL	9589.00	6634.00
55	CAR PARK RENTAL	575.00	1450.00
57	CHRISTMAS LIGHTS	4500.00	4500.00
58	VEHICLES		
58/1	LEASING	3500.00	3500.00
58/2	FUEL	1400.00	1400.00
58/4	INSURANCE FOR VEHICLE	1050.00	1050.00
	TOTAL FOR VEHICLES	5950.00	5950.00
60	CONTINGENCIES	0.00	0.00
62	HEALTH AND SAFETY AUDIT	0.00	0.00
63'	PROJECTS FOR COMMUNITY FUNDED BY RENT	4000.00	4000.00
100	WAGES / SALARIES		
103/1	SALARIES NET inc pen/Tax/NI/	79000.00	81400.00
103/3	EMPLOYERS NATIONAL INS.	6000.00	7000.00
103/5	EMPLOYERS PENSION	17000.00	18000.00
103/6	OPENING TOILETS	1100.00	1100.00
	TOTAL WAGES	103100.00	107500.00
101/9	ELECTION EXPENSES	1000.00	1500.00
105	SOLICITORS FEES	1000.00	1000.00
	TOTAL EXPENDITURE	160694.00	160514.00
	TOTAL INCOME	160694.00	160514.00
	TOTAL NET BALANCE	0.00	0.00