**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

**OF KINVER PARISH COUNCIL HELD VIA ZOOM SOFTWARE AND AT KSCA, LEGION DRIVE, KINVER ON WEDNESDAY 22ND JULY 2020**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

1. APOLOGIES FOR ABSENCE

Councillor Miss V Webb was not in attendance.

1. DECLARATIONS OF PECUNIARY INTERESTS

None were declared.

1. MINUTES OF THE MEETING OF 19TH FEBRUARY 2020

The minutes of the meeting held on 19th February 2020 were approved and signed as a true record of that meeting.

1. MATTERS ARISING FROM PREVIOUS MINUTES

The following items were reported as outstanding:-

The solicitors have started work on registering the land for the Toilet block at Kinver Edge and a replacements Van looking at Electric options.

It was agreed to defer both items until the September meeting.

1. BUDGET COMPARISON AND TO RECEIVE THE ACCOUNTS to JUNE 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 there is a grant scheme available to small business from the Government for £10,000 to help with losses due to the Covid-19 Pandemic. Councillor P Wooddisse agreed to look further into this matter.

1. FUNDING REQUESTS AND ITEMS REFERRED FROM THE PARISH COUNCIL

*Council minute from March 2020*

*It was reported that the hedgerow has mostly been cut back, and that the Council should consider undertaking this work, and working with the County for match funding discuss if the Parish attend to this path, then they should work to clear another such as the A449.*

*It was proposed by Councillor S Anderson and seconded by Councillor C Allen to undertake the clearing off the path, if finance was available for the works. This was agreed and referred to Finance for funding.*

Members discussed their concerns over if this is right to spend money on clearing a footpath when there are others needing attention in the Parish and it is not a Parish Council responsibility.

At the Parish Council meeting in March, it was agreed that this project should go ahead as long as funding was available, and then the Council would look at other areas and discuss match funding with the County to help improve other areas of the Parish.

There is £5389 uncommitted funds in the Grants budget head, and it was therefore proposed by Councillor S Anderson and seconded by Councillor Mrs C Allen to Recommend to the Parish Council that the sum of £1000 is allocated from the grants budget head to clear the A458 footpath as identified and agreed at the March Parish Council meeting. On a vote this was carried with 1 abstention.

7. TO DISCUSS THE END OF YEAR BALANCES AS AT 31ST MARCH 2020

**Balances remaining as at 31st March 2020**

**(this is to note at this meeting and be discussed fully at the next Finance meeting)**

Balances remaining at the 31st March 2020 are detailed below along with explanation of balances held in all Bank Accounts

The budget summary :-

Budget 2019/20 Actual spent / rec Balance rem %

Expenditure £160694.00 £156024.77 £4669.23 97.09

Income £160694.00 £169822.38 £9128.38+ 105.68

Net Balance £13797.61 underspent 2019/20

The bank balance after all of the invoices / income relating to the financial year 2019/20 are below:-

Barclays Bank £ 1025.66

Co-Op Bank £ 0.00

Bath Building Society £37533.09

Reserves West Brom £44268.66

Total £82827.41

Breakdown of Balances held:-

**West Bromwich Account (£44268.66)**

Play Area £5000.00

Contingency £3500.00

Election Expenses £8445.47

Xmas Lights £5392.16

Balance from Y/end 31/3/18 £8133.42

Balance from Y/end 31/3/20 £13797.61

**Bath Building Society (£37533.09)**

Reserves £30000.00

Future Projects £ 7533.09

Total £37533.09\*

\*At the year end of 31st March 2020 we had to transfer money from this account due to the precept being late.

The above were noted.

8. ACCOUNTS FOR PAYMENT WITH DELEGATED AUTHORITY FROM THE COUNCIL

The accounts as detailed on the agenda papers were approved.

9. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 9th September 2020.

Toilet block ownership

Replacement vehicle

Reserves Policy

10. DATE OF NEXT MEETING

Date of the next meeting is Wednesday 16th September 2020.

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.
* the sum of £1000 is allocated from the grants budget head to clear the A458 footpath as identified and agreed at the March Parish Council meeting.

Appendix 1 to the minutes of the Finance and General Purposes Committee meeting held on the 22ND JULY 2020

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Budget comparison 2020/2021 item 5 |  |  |  |  |
|  | **UP TO 30/06/20** |  |  |  |  |
|  | **PARISH COUNCIL INCOME** | **PROPOSED** | Actual | Balance | % Received |
|  |  | **BUDGET** | Income |  | to date |
|  |  | **2020/21** | 2020/21 |  |  |
|  |  |  |  |  |  |
| 10 | PRECEPT | 144709.00 | 72354.50 | -72354.50 | 50.0 |
| 14 | BURIAL FEES | 10225.00 | 4889.00 | -5336.00 | 47.8 |
| 15 | TOILETS HIGH STREET | 1000.00 | 0.00 | -1000.00 | 0.0 |
| 16 | DONATIONS | 300.00 | 0.00 | -300.00 | 0.0 |
| 19 | SUNDRIES | 150.00 | 166.43 | 16.43 | 111.0 |
| 22 | INTEREST ON NEW RESERVES ACC AT WBROM | 30.00 | 0.00 | -30.00 | 0.0 |
| 23 | INTEREST BATH BUILDING SOCIETY | 100.00 | 0.00 | -100.00 | 0.0 |
| 24 | POLICE OFFICE RENT | 4000.00 | 0.00 | -4000.00 | 0.0 |
|  |  | **160514.00** | **77409.93** | **-83104.07** | 48.2 |
|  |  |  |  |  |  |
|  | **EXPENDITURE FOR PARISH** | **BUDGET** | Actual | BALANCE | % spent |
|  |  | **EXPENDITURE** | EXP. | REM. |  |
| 50 | **GENERAL ADMIN** | **2020-21** | 2020/21 |  |  |
| 50/1 | GA TELEPHONE | 2100.00 | 0.00 | 2100.00 | 0.0 |
| 50/2 | GA STATIONARY | 2850.00 | 357.96 | 2492.04 | 12.6 |
| 50/3 | GA GENERAL INSURANCE | 1940.00 | 1971.03 | -31.03 | 101.6 |
| 50/4 | GA RATES BURIAL GROUND AND WATER RATES | 1200.00 | 716.50 | 483.50 | 59.7 |
| 50/5 | GA OFFICE ELECTRICITY & GAS | 1700.00 | 334.14 | 1365.86 | 19.7 |
| 50/6 | GA AUDIT | 850.00 | 450.00 | 400.00 | 52.9 |
| 50/7 | GA CHAIRMAN'S ALLOWANCE | 500.00 | 0.00 | 500.00 | 0.0 |
| 50/9 | GA STAFF TRAINING EXPENSES | 100.00 | 0.00 | 100.00 | 0.0 |
| 50/25 | GA MEMBERS EXPENSES | 200.00 | 0.00 | 200.00 | 0.0 |
| 50/47 | GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010) | 2300.00 | 614.99 | 1685.01 | 26.7 |
| 50/48 | GA PHOTOCOPIER | 240.00 | 60.00 | 180.00 | 25.0 |
| 50/51 | GA ADVERTISING | 0.00 | 0.00 | 0.00 | 0.0 |
|  | **TOTAL FOR ADMINISTRATION** | **13980.00** | **4504.62** | **9475.38** | **32.2** |
| 52 | **MAINTENANCE** |  |  |  |  |
| 52/1 | MAINTENANCE TOILETS | 2500.00 | 240.05 | 2259.95 | **9.6** |
| 52/6 | MAINTENANCE MISC. | 6500.00 | 1560.52 | 4939.48 | **24.0** |
| 52/7 | MAINTENANCE GRASS CUTTING | 3000.00 | 600.00 | 2400.00 | **20.0** |
| 52/26 | MAINTENANCE PLAY AREA | 2000.00 | 0.00 | 2000.00 | **0.0** |
|  | **MAINTENANCE TOTAL** | **14000.00** | **2400.57** | **11599.43** | **17.1** |
|  |  |  |  |  |  |
|  | **EXPENDITURE FOR PARISH** | **BUDGET** |  |  |  |
|  |  | **EXPENDITURE** |  |  |  |
| 54 | **GRANTS & SUBS EXTERNAL** | **2020-21** |  |  |  |
| 54/1 | PARISH COUNCIL SUBSCRIPTIONS | 500.00 | 403.00 | 97.00 | **80.6** |
| 54/2 | SPCA & LCR | 700.00 | 0.00 | 700.00 | **0.0** |
| 54/3 | GRANTS | 5434.00 | 45.00 | 5389.00 | **0.8** |
|  | **GRANTS & SUBS TOTAL** | **6634.00** | **448.00** | **6186.00** | **6.8** |
| 55 | **CAR PARK RENTAL** | **1450.00** | **0.00** | **1450.00** | **0.0** |
| 57 | **CHRISTMAS LIGHTS** | **4500.00** | **345.50** | **4154.50** | **7.7** |
| 58 | **VEHICLES** |  |  |  |  |
| 58/1 | LEASING | 3500.00 | 746.62 | 2753.38 | **21.3** |
| 58/2 | FUEL | 1400.00 | 195.08 | 1204.92 | **13.9** |
| 58/4 | INSURANCE FOR VEHICLE | 1050.00 | 0.00 | 1050.00 | **0.0** |
|  | **TOTAL FOR VEHICLES** | **5950.00** | **941.70** | **5008.30** | **15.8** |
| **60** | **CONTINGENCIES** | **0.00** | **20.00** | **-20.00** | **0.0** |
| **62** | **HEALTH AND SAFETY AUDIT** | **0.00** | **0.00** | **0.00** | **0.0** |
| **63'** | **PROJECTS FOR COMMUNITY FUNDED BY RENT** | **4000.00** | **172.14** | **3827.86** | **4.3** |
| **100** | **WAGES / SALARIES** |  |  |  |  |
| 103/1 | SALARIES NET inc pen/Tax/NI/ | 81400.00 | 18258.53 | 63141.47 | **22.4** |
| 103/3 | EMPLOYERS NATIONAL INS. | 7000.00 | 1051.02 | 5948.98 | **15.0** |
| 103/5 | EMPLOYERS PENSION | 18000.00 | 3343.08 | 14656.92 | **18.6** |
| 103/6 | OPENING TOILETS | 1100.00 | 0.00 | 1100.00 | **0.0** |
|  | **TOTAL WAGES** | **107500.00** | **22652.63** | **84847.37** | **21.1** |
| 101/9 | ELECTION EXPENSES | **1500.00** | **0.00** | **1500.00** | **0.0** |
| 105 | SOLICITORS FEES | **1000.00** | **0.00** | **1000.00** | **0.0** |
|  | **TOTAL EXPENDITURE** | **160514.00** | **31485.16** | **129028.84** | **19.6** |
|  |  |  |  |  |  |
|  | **TOTAL INCOME** | **160514.00** | **77409.93** | **83104.07** | **48.2** |
|  |  |  |  |  |  |
|  | **TOTAL NET BALANCE** | **0.00** | **45924.77** | **-45924.77** |  |

**Financial Summary - Cashbook**

Summary between 01/04/20 and 30/06/20 inclusive.

Balances at the start of the year

**Ordinary Accounts**

.BARCLAYS BANK £7,074.16

.COOPERATIVE BANK C & I £8,349.91

Alliance and Leicester £0.00

Bath Building Society £37,533.09

Reserves West Bromwich £30,471.05

Santander old account £0.00

Total £83,428.21

RECEIPTS Net Vat Gross

Council £78,884.91 £0.00 £78,884.91

Total Receipts £78,884.91 £0.00 £78,884.91

PAYMENTS Net Vat Gross

Council £33,196.46 £1,005.40 £34,201.86

Total Payments £33,196.46 £1,005.40 £34,201.86

Closing Balances

**Ordinary Accounts**

.BARCLAYS BANK £7,067.66

.COOPERATIVE BANK C & I £53,039.46

Alliance and Leicester £0.00

Bath Building Society £37,533.09

Reserves West Bromwich £30,471.05

Santander old account £0.00

Total £128,111.26

Signed

Chair Clerk / Responsible Financial Officer

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**Financial Budget Comparison**

Comparison between 01/04/20 and 30/06/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

**2020/2021** **Reserve** **Actual Net** **Balance**

**INCOME**

13 INTEREST BATH BUILDING £100.00 £0.00 £0.00 -£100.00

SOCIETY

17 PRECEPT £0.00 £0.00 £72,354.50 £72,354.50

19 SUNDRIES £0.00 £0.00 £0.00 £0.00

30 Burial Fees - Co-Op bank £10,225.00 £0.00 £4,889.00 -£5,336.00

account

31 Toilet Income - Co-Op bank £1,000.00 £0.00 £0.00 -£1,000.00

account

32 Donations - Co-Op bank £300.00 £0.00 £0.00 -£300.00

Account

33 Precept - Co-Op Bank Account £144,709.00 £0.00 £0.00 -£144,709.00

34 Sundries - Co-Op Bank Account £150.00 £0.00 £166.43 £16.43

35 Police Office Rent - Co-Op Bank £4,000.00 £0.00 £0.00 -£4,000.00

Account

**Total Council** £160,514.00 £0.00 £77,409.93 -£83,104.07

**Total Income** £160,514.00 £0.00 £77,409.93 -£83,104.07

**2020/2021** **Reserve** **Actual Net** **Balance**

**Movements**

110 General Administration - Co-Op £13,980.00 £0.00 £4,504.62 £9,475.38

Bank Account

111 Maintenance - Co-Op Bank £14,000.00 £0.00 £2,400.57 £11,599.43

Account

112 Car Park Rental - Co-Op Bank £1,450.00 £0.00 £0.00 £1,450.00

Account

113 Christmas Illuminations - Co-Op £4,500.00 £0.00 £345.50 £4,154.50

Bank Account

114 Contingencies - Co-Op Bank £0.00 £0.00 £20.00 -£20.00

Account

115 Vehicles - C0- Op Bank Account £5,950.00 £0.00 £941.70 £5,008.30

116 Health and Safety - Co-Op Bank £0.00 £0.00 £0.00 £0.00

Account

117 Grans Subs Co-Op Bank Account £6,634.00 £0.00 £448.00 £6,186.00

118 Election Expenses - Co-Op Bank £1,500.00 £0.00 £0.00 £1,500.00

Account

119 Wages/Salaries - Co-Op Bank £107,500.00 £0.00 £22,652.63 £84,847.37

Account

120 Community Projects - Co-Op £4,000.00 £0.00 £172.14 £3,827.86

Bank Account

121 Legal Fees - Co-Op Bank £1,000.00 £0.00 £0.00 £1,000.00

Account

**Total Council** £160,514.00 £0.00 £31,485.16 -£129,028.84

**Total Expenditure** £160,514.00 £0.00 £31,485.16 £129,028.84

Total Income £160,514.00 £0.00 £77,409.93 -£83,104.07

Total Expenditure £160,514.00 £0.00 £31,485.16 £129,028.84

**Total Net Balance** **£0.00** **£45,924.77**

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