

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF KINVER PARISH COUNCIL HELD VIA ZOOM SOFTWARE AND VIA ZOOM AT 95 HIGH STREET, KINVER ON WEDNESDAY 16TH SEPTEMBER 2020**

---

Councillors: D Light (Chairman), JK Hall (ex-officio) and I G Sadler attended the meeting at the Council offices, Councillors BR Edwards (Vice Chairman), H Williams\*, Mrs C Allen, S Anderson, P Wooddisse attended via zoom.

Due to loss of connection Councillor H Williams\* left the meeting part way through.

1. APOLOGIES FOR ABSENCE

Councillors Miss V Webb and G Sisley sent their apologies for the meeting.

2. DECLARATIONS OF PECUNIARY INTERESTS

None were declared.

3. MINUTES OF THE MEETING OF 22<sup>ND</sup> JULY 2020

The minutes of the meeting held on 22<sup>nd</sup> July 2020 were approved and signed as a true record of that meeting with the exception that Councillor Miss V Webb was shown as in attendance as well as apologise, so her name on the attendance list should be removed.

4. BUDGET COMPARISON AND TO RECEIVE THE ACCOUNTS TO AUGUST 2020 AS PREPARED BY THE RFO

The accounts as attached as Appendix 1 to these minutes: the figures were reviewed and noted with the following comments:-

Councillor P Wooddisse, prepared is accounting analysis, and it was noted that the budget income is up due to an increase in Burial Fees for the first part of this year. The expenditure is lower than expected at this time, but it was noted that many bills are annual payments and become due in the latter half of the year.

The national salary award has been agreed at 2.8%, the Council made budget provision for this in November last year.

Line 60 – Contingencies, this is the expenditure relating to a bench being purchased that has been paid for by a parishioner.

It was noted that due to the Government Lockdown from March to July, the car park at the KSCA had been locked and therefore unused. The Methodist Church car park had remained open for that period of time.

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.

## 5. FUNDING REQUESTS AND ITEMS REFERRED FROM THE PARISH COUNCIL

### **Purchase of 1kg Wildflower seeds £70.00**

It was agreed to **Recommend** to the Parish Council that Wild Flower seeds are purchased at a cost of £70.00, this to be funded from the grants budget head 54/3.

### **Neighbourhood Plan Contingency sum £5000**

It was agreed to **Recommend** to the Parish Council that the £5000 requested to be ear marked for agreed future expenditure for the Neighbourhood Plan, if it is required after the grant sum of £10,000 has been spent. This to be allocated from the underspend from 2018/19, which is held in the West Bromwich Building Society Account.

### **Works to Pavement on the A458**

The Clerk reported that the County Council are looking at funding the balance of the works to clear the pavement, if the Parish Council contribute £1000 (which has already been agreed). Therefore , if the County agree to do the work, then the Clerk can authorise the release of the £1000 allocated to this project. If this is not resolved by the next meeting, then it will be an agenda item for further discussion.

### **Traffic Survey**

The Clerk has contacted SSDC for a contact to provide a survey, the cost quoted to record traffic data in both directions on Meddins Lane and White hill is £440. If Hyde Lane and Enville Road is added the cost increases to £853.

Members agreed to defer this item until a later date, when the traffic has returned to normal (following the current school staggered start times) and it may be possible to fund it from the Neighbourhood Plan Grant.

### **Funding for balance from grant for EV Charging points max of £2500**

The preferred bid was circulated to all members prior to the meeting, the bid is from Car Charger, a local company who are doing installations for SSDC among others.

Option 2 is the preferred option, because it includes dynamic load management which means it can adjust without problems, for example if the power drops for a few minutes .

The total cost for equipment, installation and 3 years maintenance is £6458.50, or £7750.20 including VAT

Additional costs for signage and marking: We have discussed this with Car Charger as we do not need all that they estimated. Their revised bid is:

Instruction signage	£165
Bay marking	£200
Direction signs	£257



Councillor G Sisley has been trying to arrange a trial vehicle from Nissan, however due to Covid there does not appear to be many demonstrator vehicles available.  
The lease ends for the current vehicle in November 2021.

#### 9. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 11<sup>th</sup> November 2020.

Budget 2021/22

Reserves Policy

Van Lease

A458 – if not resolved

#### 10. DATE OF NEXT MEETING

Date of the next meeting is Wednesday 18<sup>th</sup> November 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.
- Wild Flower seeds are purchased at a cost of £70.00, this to be funded from the grants budget head 54/3.
- from the budget head 54/3 is allocated £1800.00 (the net amount of the total above) for the 25% balance of the grant applied for to fund the EV charging points on the Berkley Car Park. The final location to be agreed with the Parish, contractor and the District Council.
- the £5000 requested to be ear marked for agreed future expenditure for the Neighbourhood Plan, if it is required after the grant sum of £10,000 has been spent. This to be allocated from the underspend from 2019/20, which is held in the West Bromwich Building Society Account.

Appendix 1 to the minutes of the Finance and General Purposes Committee meeting held on the 16<sup>th</sup> SEPTEMBER 2020

Monthly Balance Sheet as at: 31/08/2020

**Co-Operative Bank**

Unpresented Cheques

Unpresented Receipts

**TOTAL** 0.00 0.00

Computer Figures co-op Bank acc. 21844.46  
less unpresented 0.00

**Total** **21844.46**

Bank Statement Figure **21884.46**

**Other bank account balances**

Bath Building Society 37533.09  
West Bromwich Building Society 44268.66  
Barclays Bank 949.73  
104635.94

# Financial Summary - Cashbook

Summary between 01/04/20 and 31/08/20 inclusive.

Balances at the start of the year

## Ordinary Accounts

.BARCLAYS BANK	£7,074.16
.COOPERATIVE BANK C & I	£8,349.91
Bath Building Society	£37,533.09
Reserves West Bromwich	£30,471.05
Total	£83,428.21

RECEIPTS	Net	Vat	Gross
Council	£83,556.81	£0.00	£83,556.81
Total Receipts	£83,556.81	£0.00	£83,556.81
PAYMENTS	Net	Vat	Gross
Council	£60,506.01	£1,883.07	£62,389.08
Total Payments	£60,506.01	£1,883.07	£62,389.08

Closing

## Ordinary Accounts

.BARCLAYS BANK	£949.73
.COOPERATIVE BANK C & I	£21,844.46
Bath Building Society	£37,533.09
Reserves West Bromwich	£44,268.66
Total	£104,595.94

Signed

Chair

Clerk / Responsible Financial Officer

## Financial Budget Comparison

Comparison between 01/04/20 and 31/08/20 inclusive. Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Actual Net	Balance
<b>INCOME</b>				
<b>Council</b>				
13	INTEREST BATH BUILDING SOCIETY	£100.00	£0.00	-£100.00
17	PRECEPT	£72354.50	£72,354.50	£0.00
22	INTEREST WEST BROM ACCOUNT - CHARITY ACC	£30.00	£0.00	-£30.00
30	Burial Fees - Co-Op bank account	£10,225.00	£8,092.00	-£2,133.00
31	Toilet Income - Co-Op bank account	£1,000.00	£0.00	-£1,000.00
32	Donations - Co-Op bank Account	£300.00	£463.50	£163.50
33	Precept - Co-Op Bank Account	£72,354.50	£0.00	-£72,354.50
34	Sundries - Co-Op Bank	£150.00	£166.43	£16.43
35	Police Office Rent - Co-Op Bank Account	£4,000.00	£0.00	-£4,000.00
<b>Total Council</b>		£160,514.00	£81,076.43	-£79,437.57
<b>Total Income</b>		£160,514.00	£81,076.43	-£79,437.57
<b>EXPENDITURE</b>				
<b>Council</b>				
57	BARCLAYS BANK CHARGES	£0.00	£13.00	-£13.00
110	General Administration - Co-Op Bank Account	£13,980.00	£6,729.43	£7,250.57
111	Maintenance - Co-Op Bank Account	£14,000.00	£3,993.42	£10,006.58
112	Car Park Rental - Co-Op Bank Account	£1,450.00	£0.00	£1,450.00
113	Christmas Illuminations - Co-Op Bank Account	£4,500.00	£345.50	£4,154.50
114	Contingencies - Co-Op Bank Account	£0.00	£738.40	-£738.40
115	Vehicles - Co-Op Bank	£5,950.00	£1,714.60	£4,235.40
116	Health and Safety - Co-Op Bank Account	£0.00	£184.00	-£184.00
117	Grans Subs Co-Op Bank Account	£6,634.00	£1,126.95	£5,507.05
118	Election Expenses - Co-Op Bank Account	£1,500.00	£0.00	£1,500.00
119	Wages/Salaries - Co-Op Bank Account	£107,500.00	£41,715.70	£65,784.30
120	Community Projects - Co-Op Bank Account	£4,000.00	£172.14	£3,827.86
121	Legal Fees - Co-Op Bank Account	£1,000.00	£0.00	£1,000.00
<b>Total Income</b>		£160,514.00	£81,076.43	-£79,437.57
<b>Total Expenditure</b>		£160,514.00	£56,733.14	£103,780.86
<b>Total Net Balance</b>		<b>£0.00</b>	<b>£24,343.29</b>	

Finance and General Purposes Committee Minutes 16/09/2020

Budget Comparison 2020/2021

31/08/2020

<b>PARISH COUNCIL INCOME</b>					
		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>%</b>
		<b>INC 20/21</b>	<b>INCOME</b>	<b>REMAINING</b>	<b>RECEIVED</b>
10	PRECEPT	144709.00	72354.50	-72354.50	50.00
14	BURIAL FEES	10225.00	8092.00	-2133.00	79.14
15	TOILETS HIGH STREET	1000.00	0.00	-1000.00	0.00
16	DONATIONS	300.00	463.50	163.50	154.50
19	SUNDRIES	150.00	166.43	16.43	110.95
22	INTEREST ON NEW RESERVES ACC AT WBROM	30.00	0.00	-30.00	0.00
23	INTEREST BATH BUILDING SOCIETY	100.00	0.00	-100.00	0.00
24	POLICE OFFICE RENT	4000.00	0.00	-4000.00	0.00
		<b>160514.00</b>	<b>81076.43</b>	<b>-79437.57</b>	<b>50.51</b>
<b>EXPENDITURE FOR PARISH</b>					
		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>%</b>
		<b>EXP 20/21</b>	<b>EXP.</b>	<b>REMAINING</b>	<b>SPENT</b>
57	BARCLAYS BANK CHARGES	0.00	13.00	-13.00	
50	<b>GENERAL ADMIN</b>				
50/1	GA TELEPHONE	2100.00	334.90	1765.10	15.95
50/2	GA STATIONARY	2850.00	1201.76	1648.24	42.17
50/3	GA GENERAL INSURANCE	1940.00	1971.03	-31.03	101.60
50/4	GA RATES BURIAL GROUND AND WATER RATES	1200.00	1153.50	46.50	96.13
50/5	GA OFFICE ELECTRICITY & GAS	1700.00	451.76	1248.24	26.57
50/6	GA AUDIT	850.00	450.00	400.00	52.94
50/7	GA CHAIRMAN'S ALLOWANCE	500.00	0.00	500.00	0.00
50/9	GA STAFF TRAINING EXPENSES	100.00	75.00	25.00	75.00
50/25	GA MEMBERS EXPENSES	200.00	0.00	200.00	0.00
50/47	GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010)	2300.00	971.48	1328.52	42.24
50/48	GA PHOTOCOPIER	240.00	120.00	120.00	50.00
	<b>TOTAL FOR ADMINISTRATION</b>	<b>13980.00</b>	<b>6729.43</b>	<b>7250.57</b>	<b>48.14</b>
52	<b>MAINTENANCE</b>				
52/1	MAINTENANCE TOILETS	2500.00	497.86	2002.14	19.91
52/6	MAINTENANCE MISC.	6500.00	2444.02	4055.98	37.60
52/7	MAINTENANCE GRASS CUTTING	3000.00	1051.54	1948.46	35.05
52/26	MAINTENANCE PLAY AREA	2000.00	0.00	2000.00	0.00
	<b>MAINTENANCE TOTAL</b>	<b>14000.00</b>	<b>3993.42</b>	<b>10006.58</b>	<b>28.52</b>
<b>EXPENDITURE FOR PARISH</b>					
		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>%</b>
		<b>EXPENDITURE</b>	<b>EXP.</b>	<b>REMAINING</b>	<b>SPENT</b>
54	GRANTS & SUBS EXTERNAL	2020-21			



54/1	PARISH COUNCIL SUBSCRIPTIONS	500.00	403.00	97.00	80.60
54/2	SPCA & LCR	700.00	0.00	700.00	0.00
54/3	GRANTS	5434.00	723.95	4710.05	13.32
	<b>GRANTS &amp; SUBS TOTAL</b>	<b>6634.00</b>	<b>1126.95</b>	<b>5507.05</b>	<b>16.99</b>
55	<b>CAR PARK RENTAL</b>	<b>1450.00</b>	<b>0.00</b>	<b>1450.00</b>	<b>0.00</b>
57	<b>CHRISTMAS LIGHTS</b>	<b>4500.00</b>	<b>345.50</b>	<b>4154.50</b>	<b>7.68</b>
58	<b>VEHICLES</b>				
58/1	LEASING	3500.00	1319.53	2180.47	37.70
58/2	FUEL	1400.00	395.07	1004.93	28.22
58/4	INSURANCE FOR VEHICLE	1050.00	0.00	1050.00	0.00
	<b>TOTAL FOR VEHICLES</b>	<b>5950.00</b>	<b>1714.60</b>	<b>4235.40</b>	<b>28.82</b>
60	<b>CONTINGENCIES</b>	<b>0.00</b>	<b>738.40</b>	<b>-738.40</b>	
62	<b>HEALTH AND SAFETY AUDIT</b>	<b>0.00</b>	<b>184.00</b>	<b>-184.00</b>	
63'	<b>PROJECTS FOR COMMUNITY FUNDED BY RENT</b>	<b>4000.00</b>	<b>172.14</b>	<b>3827.86</b>	<b>4.30</b>
100	<b>WAGES / SALARIES</b>				
103/1	SALARIES NET inc pen/Tax/Ni/	81400.00	32334.28	49065.72	39.72
103/3	EMPLOYERS NATIONAL INS.	7000.00	2641.14	4358.86	37.73
103/5	EMPLOYERS PENSION	18000.00	6740.28	11259.72	37.45
103/6	OPENING TOILETS	1100.00	0.00	1100.00	0.00
	<b>TOTAL WAGES</b>	<b>107500.00</b>	<b>41715.70</b>	<b>65784.30</b>	<b>38.81</b>
101/9	ELECTION EXPENSES	1500.00	0.00	1500.00	0.00
105	SOLICITORS FEES	1000.00	0.00	1000.00	0.00
	<b>TOTAL EXPENDITURE</b>	<b>160514.00</b>	<b>56733.14</b>	<b>103780.86</b>	<b>35.34</b>
	<b>TOTAL INCOME</b>	<b>160514.00</b>	<b>81076.43</b>	<b>79437.57</b>	<b>50.51</b>
	<b>TOTAL NET BALANCE</b>	<b>0.00</b>	<b>24343.29</b>	<b>-24343.29</b>	