

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY
16TH FEBRUARY 2022**

Councillors:), P Wooddisse (Chairman), Mrs C Allen, H Williams, I G Sadler (Vice Chairman) arrived at the start of item 5.

Also in attendance: Mrs M Fullwood and D McGirr.

1. Apologies for Absence

Apologies of absence were received from JK Hall (ex-officio).

2. Declarations of Interest

Cllr Mrs C Allen declared prejudicial interests in relation to the grant application for the Youth Café and the Neighbourhood Plan and took no part in the discussion or decision on these items.

3. Minutes of the Meeting held on 24th November 2021

The minutes of the meeting held on 24th November 2021 were approved and signed as a true record of that meeting.

4. To review the budget comparison to 31st January 2022 (figures attached)

The budget comparison figures prepared by the Chairman and a copy prepared by the Clerk (see appendix 1 to these minutes) were circulated prior to the meeting. These were noted.

5. To receive formally the accounts to 31st January 2022 (figures attached)

The accounts as attached as Appendix 2 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 2 to these minutes be accepted. On a vote this was unanimous.

6. Items referred from the Parish Council for funding

Councillor Mrs C Allen took no part in the debate on the Youth Club Grant and Neighbourhood Plan item.

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

The grant application for the Youth Café for the room hire up to 31st March 2022 be funded at a cost of £272.00 from the Community Projects budget head 120.

The funding for the Neighbourhood Plan for £1800.00 be funded from the reserve fund allocated already for the Neighbourhood Plan in the West Bromwich Account.

The funding for the Queens Jubilee Celebrations is set for a maximum sum of £2000 and be allocated from the Community Fund 120 from the new financial year's budget starting 1/4/22.

The above recommendations were agreed unanimously.

With regard to the EV Point costs have not been received in time for this meeting so this will be brought forward to the Parish Council meeting in March.

7. To discuss the Car park rental at the Methodist Church

The sum requested of £600 for the Methodist Church for the carpark rental from the 1st April 2022 has been increased by £25, this is the first increase in 3 years as agreed by the Council.

It was agreed to **Recommend** to the Parish Council that the Parish Council continue to pay for the Methodist Church Car Park for users of that area and it is funded from the budget line 112, this is to be paid from the new financial year starting 1/4/22.

8. Update on registering the toilet block at Kinver Edge

No further update has been received.

9. To agree the 3 year projections to comply with the Financial Regulations

The 3 year projections as set out as appendix 3 to these minutes were recommended for acceptance from the Parish Council. On a vote this was carried unanimously.

10. To confirm the Internal Auditor for year ending 31/3/2022

It was agreed to continue with the existing Internal Auditor Rutelle Accounting.

11. Date of Next Meeting – Wednesday 27th April 2022 7.00pm

12. Items for future agendas (fixed assets)(year end)(energy supply costs)

13. Recommendations to the Parish Council

It was proposed to recommend to the Parish Council that:-

- The 3 year projections as set out as appendix 3 to these minutes are accepted
- The accounts as set out as appendix 2 to these minutes are accepted.
- The grant application for the Youth Café is agreed at £272.00
- To agree that the reserve funding for the Neighbourhood Plan of £1800.00 for the wildlife survey.
- A maximum sum of £2000 is allocated for the Queens Jubilee Celebrations to be funded in the next financial year starting on the 1/4/22
- EV Point costs to be discussed at the Parish Council meeting when costs have been received.
- The licence be renewed for the Methodist Church Car park at a cost of £600, to be funded from the car park budget line in the new financial year from 1/4/22.

Appendix 1 to the minutes of the Finance Committee held on the 16th February 2022

Financial Budget Comparison						
			31/01/2022			
		2021/2022	Actual Net	Balance	Projected income	
		INCOME				
13	INTEREST BATH BUILDING	£100.00	£28.22	-£71.78	£100.00	Annual income
22	INTEREST WEST BROM	£30.00	£0.00	-£30.00	£4.00	
30	Burial Fees - Co-Op bank	£10,225.00	£9,826.00	-£399.00	£10,225.00	Projection kept as budget due to level of income received to date
31	Toilet Income - Co-Op bank	£500.00	£100.00	-£400.00	£100.00	
32	Donations - Co-Op bank	£300.00	£0.00	-£300.00	£0.00	
33	Precept - Co-Op Bank Account	£134,709.00	£134,709.00	£0.00	£134,709.00	
34	Sundries - Co-Op Bank Account	£0.00	£15,558.65	£15,558.65	£16,559.00	£8040 nplan grant received, £99 repay for Hoover, £1486.66 refund SSDC rates. £5000 High street fund £934 BHIB Insurance claim van - BHIB Claim to come White Harte £1000?
35	Police Office Rent - Co-Op Bank	£4,000.00	£3,000.00	-£1,000.00	£4,000.00	
37	Balance from uncommitted reserves	£16,904.00	£0.00	-£16,904.00	£16,904.00	
38	EV Income	£0.00	£959.57	£959.57	£1,200.00	Projection based on income to date
	Total Income	£166,768.00	£164,181.44	-£2,586.56	£183,801.00	

EXPENDITURE						
57	BARCLAYS BANK CHARGES	£78.00	£60.50	£17.50	£78.00	Set charge per month
58	EV Electricity used	£0.00	£857.68	-£857.68	£900.00	Balances against Inc received allowing small profit
104	NEIGHBOURHOOD PLAN	£0.00	£6,314.75	-£6,314.75	£8,040.00	Grant received see income
110	General Administration - Co-Op			£0.00		
110/1	Telephone	£2,100.00	£599.32	£1,500.68	£1,500.00	
110/2	Stationary	£2,850.00	£2,247.60	£602.40	£2,850.00	
110/3	General Insurance	£2,100.00	£1,923.94	£176.06	£1,924.00	Paid in full
110/4	Rates	£2,300.00	£1,145.12	£1,154.88	£1,400.00	Reduced as toilet block FOC for this year
110/5	Office Electricity and Gas	£1,700.00	£1,506.98	£193.02	£2,100.00	Increased based on Exp to date
110/6	Audit	£850.00	£875.00	-£25.00	£875.00	Paid in full
110/7	Chairmans Allowance	£500.00	£500.00	£0.00	£500.00	Paid in full
110/8	Staffing Training Expenses	£100.00	£160.00	-£60.00	£150.00	Inc. As still 6 months to go
110/9	Members Expenses	£200.00	£238.18	-£38.18	£300.00	Inc. As still 6 months to go
110/10	Computer Support Services	£2,300.00	£861.05	£1,438.95	£2,000.00	Invoices due in Jan
110/11	Photocopier	£240.00	£180.00	£60.00	£240.00	
110	Total	£15,240.00	£10,237.19	£5,002.81	£13,839.00	
111	Maintenance - Co-Op Bank					
111/1	Maintenance Toilets	£2,500.00	£1,400.65	£1,099.35	£2,500.00	keep any underspends for play area
111/2	Maintenance Misc	£6,500.00	£3,499.71	£3,000.29	£6,500.00	keep any underspends for play area
111/3	Grass Cutting	£3,500.00	£2,839.76	£660.24	£3,500.00	
111/4	Play Area	£2,000.00	£1,186.00	£814.00	£2,000.00	Possibly more exp so kept 111/1 and 2 as full exp.
111	Total	£14,500.00	£8,926.12	£5,573.88	£14,500.00	
112	Car Park Rental - Co-Op Bank	£1,400.00	£1,450.00	-£50.00	£1,450.00	paid in full This is for 2 years up to 31/3/21 and 31/3/22
113	Christmas Illuminations - Co-Op	£4,500.00	£4,167.31	£332.69	£4,500.00	No further planned exp. But bulbs need to be counted and may need to be more and some more trees

114	Contingencies - Co-Op Bank	£0.00	£6,586.81	-£6,586.81	£7,500.00	Farmers Market Exp. Grant to balance on income and insurance claims for theft from van and damage to White Harte annexe invoice awaited and insurance excess
115	Vehicles - C0- Op Bank Account					
115/1	Leasing	£4,500.00	£2,031.98	£2,468.02	£2,650.00	Reduced based on monthly cost for original van
115/2	Fuel	£1,400.00	£1,046.50	£353.50	£1,400.00	
115/3	Insurance	£1,200.00	£1,399.83	-£199.83	£1,600.00	increased as normal insurance is £1200, and there has been £98 for windscreen excess and £137 for add insurance when van breaks down.
115	Total	£7,100.00	£4,478.31	£2,621.69	£5,650.00	
116	Health and Safety - Co-Op Bank	£250.00	£230.00	£20.00	£230.00	Audit completed.
117	Grans Subs Co-Op Bank Account					
117/1	Parish Councils Subs	£500.00	£412.00	£88.00	£500.00	
117/2	SPCA / LCR	£700.00	£0.00	£700.00	£700.00	Invoice due in March 22
117/3	Grants	£5,000.00	£2,390.70	£2,609.30	£5,000.00	£102.34 Plaques for walk to Kinver Edge, £85.28 litter pickers for volunteers, £208.08 Giants Well, £400 Report SAD, £1595 Solar Lights £2405 allocated for Holloway normal lighting
117	Total	£6,200.00	£2,802.70	£3,397.30	£6,200.00	
118	Election Expenses - Co-Op Bank	£0.00	£0.00	£0.00	£0.00	
119	Wages/Salaries - Co-Op Bank					
119/1	Salaries	£83,900.00	£69,167.01	£14,732.99	£82,500.00	projections altered accordingly
119/2	Employers NI	£6,850.00	£5,303.04	£1,546.96	£6,450.00	projections altered accordingly
119/3	Employers Pension	£21,000.00	£18,999.48	£2,000.52	£22,600.00	projections altered accordingly
119/4	Toilets	£1,150.00	£0.00	£1,150.00	£150.00	reduced as todate not required so far this year as toilets are closed. But may be needed for 1/2 Feb and March?
119	Total	£112,900.00	£93,469.53	£19,430.47	£111,700.00	
120	Community Projects - Co-Op	£4,000.00	£2,293.00	£1,707.00	£4,000.00	£1731 for road closure for Christmas and £562 Youth Club Grant Grant
121	Legal Fees - Co-Op Bank Account	£600.00	£0.00	£600.00	£600.00	Invoice due in February 22
	Total Expenditure	£166,768.00	£141,873.90	£24,894.10	£179,187.00	
	Total Income	£166,768.00	£164,181.44	-£2,586.56	£183,801.00	
	Total Expenditure	£166,768.00	£141,873.90	£24,894.10	£179,187.00	
	Total Net Balance	£0.00	£22,307.54		£4,614.00	Possible underspend

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/21 and 31/01/22 inclusive. This may include transactions with ledger dates outside this period.

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	£171,495.49	£0.00	£171,495.49
PAYMENTS	Net	Vat	Gross
Total Payments	£142,720.27	£5,597.35	£148,317.62

Closing Balances

Ordinary Accounts

.BARCLAYS BANK	£835.38
.COOPERATIVE BANK C & I	£29,599.00
Bath Building Society	£37,654.48
Reserves West Bromwich	£44,299.13
Total	£112,387.99

Signed

Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive.

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

		2021/2022	Actual Net	Balance
INCOME				
Council				
13	INTEREST BATH BUILDING SOCIETY	£100.00	£28.22	-£71.78
22	INTEREST WEST BROM ACCOUNT - CHARITY ACC	£30.00	£0.00	-£30.00
30	Burial Fees - Co-Op bank account	£10,225.00	£9,826.00	-£399.00
31	Toilet Income - Co-Op bank account	£500.00	£100.00	-£400.00
32	Donations - Co-Op bank Account	£300.00	£0.00	-£300.00
33	Precept - Co-Op Bank Account	£134,709.00	£134,709.00	£0.00
34	Sundries - Co-Op Bank Account	£0.00	£15,558.65	£15,558.65
35	Police Office Rent - Co-Op Bank Account	£4,000.00	£3,000.00	-£1,000.00
37	Balance from uncommitted reserves	£16,904.00	£0.00	-£16,904.00
38	EV Income	£0.00	£959.57	£959.57
Total Income		£166,768.00	£164,181.44	-£2,586.56
EXPENDITURE				
Council				
57	BARCLAYS BANK CHARGES	£78.00	£60.50	£17.50
58	EV Electricity used	£0.00	£857.68	-£857.68
104	NEIGHBOURHOOD PLAN	£0.00	£6,314.75	-£6,314.75
110	General Administration - Co-Op Bank Account	£15,240.00	£10,237.19	£5,002.81
111	Maintenance - Co-Op Bank Account	£14,500.00	£8,926.12	£5,573.88
112	Car Park Rental - Co-Op Bank Account	£1,400.00	£1,450.00	-£50.00
113	Christmas Illuminations - Co-Op Bank Account	£4,500.00	£4,167.31	£332.69
114	Contingencies - Co-Op Bank Account	£0.00	£6,586.81	-£6,586.81
115	Vehicles - CO- Op Bank Account	£7,100.00	£4,478.31	£2,621.69
116	Health and Safety - Co-Op Bank Account	£250.00	£230.00	£20.00
117	Grans Subs Co-Op Bank Account	£6,200.00	£2,802.70	£3,397.30
118	Election Expenses - Co-Op Bank Account	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive.

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

		2021/2022	Actual Net	Balance
119	Wages/Salaries - Co-Op Bank Account	£112,900.00	£93,469.53	£19,430.47
120	Community Projects - Co-Op Bank Account	£4,000.00	£2,293.00	£1,707.00
121	Legal Fees - Co-Op Bank Account	£600.00	£0.00	£600.00
	Total Expenditure	£166,768.00	£141,873.90	£24,894.10
	Total Income	£166,768.00	£164,181.44	-£2,586.56
	Total Expenditure	£166,768.00	£141,873.90	£24,894.10
	Total Net Balance	£0.00	£22,307.54	

01/02/22 08:11 AM Vs:

Kinver Parish Council

Page 2

Appendix 3 to the minutes of the Finance and General Purposes Committee held on the 16th February 2022.

3 year projections for Kinver Parish Council					
	Description	2021/2022	Budget for 2022/3	2023/4	2024/25
		INCOME	INCOME	INCOME	INCOME
13	INTEREST BATH BUILDING	£100.00	£100.00	£50.00	£50.00
22	INTEREST WEST BROM	£30.00	£4.00	£4.00	£4.00
30	Burial Fees - Co-Op bank	£10,225.00	£11,250.00	£11,250.00	£11,250.00
31	Toilet Income - Co-Op bank	£500.00	£50.00	£50.00	£50.00
32	Donations - Co-Op bank	£300.00	£0.00	£0.00	£0.00
33	Precept - Co-Op Bank Account	£134,709.00	£153,975.00	£157,055.00	£160,196.00
34	Sundries - Co-Op Bank Account	£0.00	£0.00	£0.00	£0.00
35	Police Office Rent - Co-Op Bank	£4,000.00	£4,000.00	£4,000.00	£4,000.00
37	Balance from uncommitted reserves	£16,904.00			
38	EV Income	£0.00	£1,200.00	£0.00	£0.00
	Total Income	£166,768.00	£170,579.00	£172,459.00	£175,600.00
	EXPENDITURE				
57	BARCLAYS BANK CHARGES	£78.00	£78.00	£78.00	£78.00
58	EV Electricity used	£0.00	£1,000.00	£1,000.00	£1,000.00
104	NEIGHBOURHOOD PLAN	£0.00	£0.00	£0.00	£0.00
110	General Administration - Co-Op				
110/1	Telephone	£2,100.00	£1,500.00	£1,500.00	£1,500.00
110/2	Stationary	£2,850.00	£2,000.00	£2,000.00	£2,000.00
110/3	General Insurance	£2,100.00	£2,100.00	£2,100.00	£2,100.00
110/4	Rates	£2,300.00	£2,300.00	£2,300.00	£2,300.00
110/5	Office Electricity and Gas	£1,700.00	£2,000.00	£2,500.00	£3,000.00
110/6	Audit	£850.00	£875.00	£875.00	£875.00
110/7	Chairman's Allowance	£500.00	£500.00	£500.00	£500.00
110/8	Staffing Training Expenses	£100.00	£150.00	£150.00	£150.00
110/9	Members Expenses	£200.00	£300.00	£300.00	£300.00
110/10	Computer Support Services	£2,300.00	£2,000.00	£2,000.00	£2,000.00
110/11	Photocopier	£240.00	£240.00	£240.00	£240.00
110	Total	£15,240.00	£13,965.00	£14,465.00	£14,965.00
111	Maintenance - Co-Op Bank				
	Account				
111/1	Maintenance Toilets	£2,500.00	£2,500.00	£2,500.00	£2,500.00
111/2	Maintenance Misc.	£6,500.00	£6,500.00	£6,500.00	£6,500.00
111/3	Grass Cutting	£3,500.00	£3,500.00	£3,500.00	£3,500.00
111/4	Play Area	£2,000.00	£2,000.00	£2,000.00	£2,000.00
111	Total	£14,500.00	£14,500.00	£14,500.00	£14,500.00
112	Car Park Rental - Co-Op Bank	£1,400.00	£1,450.00	£1,450.00	£1,450.00
113	Christmas Illuminations - Co-Op	£4,500.00	£4,500.00	£4,500.00	£4,500.00

114	Contingencies - Co-Op Bank	£0.00	£0.00	£0.00	£0.00
115	Vehicles - CO- Op Bank Account				
115/1	Leasing	£4,500.00	£4,600.00	£4,600.00	£4,600.00
115/2	Fuel	£1,400.00	£400.00	£400.00	£400.00
115/3	Insurance	£1,200.00	£2,000.00	£2,000.00	£2,000.00
115	Total	£7,100.00	£7,000.00	£7,000.00	£7,000.00
116	Health and Safety - Co-Op Bank	£250.00	£100.00	£100.00	£100.00
117	Grans Subs Co-Op Bank Account				
117/1	Parish Councils Subs	£500.00	£500.00	£500.00	£500.00
117/2	SPCA / LCR	£700.00	£700.00	£700.00	£700.00
117/3	Grants / internal projects	£5,000.00	£4,486.00	£2,301.00	£2,057.00
117	Total	£6,200.00	£5,686.00	£3,551.00	£3,307.00
118	Election Expenses - Co-Op Bank	£0.00	£0.00	£0.00	£0.00
119	Wages/Salaries - Co-Op Bank				
119/1	Salaries	£83,900.00	£85,500.00	£88,065.00	£90,000.00
119/2	Employers NI	£6,850.00	£7,750.00	£8,000.00	£8,250.00
119/3	Employers Pension	£21,000.00	£23,300.00	£24,000.00	£24,700.00
119/4	Toilets	£1,150.00	£1,150.00	£1,150.00	£1,150.00
119	Total	£112,900.00	£117,700.00	£121,215.00	£124,100.00
120	Community Projects - Co-Op	£4,000.00	£4,000.00	£4,000.00	£4,000.00
121	Legal Fees - Co-Op Bank Account	£600.00	£600.00	£600.00	£600.00
	Total Expenditure	£166,768.00	£170,579.00	£172,459.00	£175,600.00
	Total Income	£166,768.00	£170,579.00	£172,459.00	£175,600.00
	Total Expenditure	£166,768.00	£170,579.00	£172,459.00	£175,600.00
	Total Net Balance	£0.00	£0.00	£0.00	£0.00