

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 29TH NOVEMBER 2023

Councillors: P Wooddisse (Chairman), I G Sadler (Vice Chairman), JK Hall (ex-officio), Mrs C Allen, K Slade, D McGirr , also in attendance: Mrs M Fullwood, Mrs J Cree and Cllr K Hosell.

1. Apologies for Absence

All members were present.

2. Declarations of Interest

None were declared.

3. Minutes of the Meeting held on 27TH September 2023

The minutes of the meeting held on the above date were approved and signed as a true record of that meeting.

4. To review the formally the accounts from 1st April 2023 to 30th September 2023 (figures attached) including Budget Comparison report.

The accounts for period ending 30th September 2023 and the relevant papers are set out as appendix 1 to these minutes. It was agreed to recommend to the Parish Council that these accounts are accepted.

5. Items referred from the Parish Council for funding

None were received.

6. To discuss and set a precept for 2024/25

It was proposed by Cllr P Wooddisse and seconded by Cllr D McGirr to recommend to the Parish Council that the precept for 2024/25 at the level of £166998.00, and the associated budget as set out as appendix 2 to these minutes. On a vote this was carried with 5 votes for.

7. Date of Next Meeting – Wednesday 21st February 2024 7.00pm

8. Items for future agendas

9. Recommendations to the Parish Council

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

- the accounts are accepted as appendix 1 to these minutes.
- the precept for 2024/25 at the level of £166998.00, and the associated budget as set out as appendix 2 to these minutes

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 30/09/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

.BARCLAYS BANK	£807.27
.COOPERATIVE BANK C & I	£6,791.48
Bath Building Society	£16,810.79
Reserves West Bromwich	£34,741.01
Total	£59,150.55

RECEIPTS	Net	Vat	Gross
Council	£177,837.39	£0.00	£177,837.39
Total Receipts	£177,837.39	£0.00	£177,837.39
PAYMENTS	Net	Vat	Gross
Council	£91,277.23	£3,360.27	£94,637.50
Total Payments	£91,277.23	£3,360.27	£94,637.50

Closing Balances

Ordinary Accounts

.BARCLAYS BANK	£150.63
.COOPERATIVE BANK C & I	£79,506.83
Bath Building Society	£27,810.79
Reserves West Bromwich	£34,882.19
£142,350.44	
Total	£142,350.44

Signed

Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive.

Excludes transactions with an invoice date prior to 01/04/23

2023/2024		Actual Net	Balance	
INCOME				
Council				
13	INTEREST BATH BUILDING SOCIETY	£100.00	£0.00	-£100.00
14	Barclays income	£1.00	£0.06	-£0.94
22	INTEREST WEST BROM ACCOUNT - CHARITY ACC	£4.00	£141.18	£137.18
30	Burial Fees - Co-Op bank account	£11,250.00	£4,510.00	-£6,740.00
31	Toilet Income - Co-Op bank account	£50.00	£90.00	£40.00
32	Donations - Co-Op bank Account	£0.00	£2,620.00	£2,620.00
33	Precept - Co-Op Bank Account	£162,134.00	£162,134.00	£0.00
34	Sundries - Co-Op Bank Account	£0.00	£92.00	£92.00
35	Police Office Rent - Co-Op Bank Account	£4,000.00	£1,000.00	-£3,000.00
37	Climate Change income	£0.00	£500.00	£500.00
38	EV Income	£2,500.00	£607.61	-£1,892.39
39	N Plan RESERVES FUND	£0.00	£7.00	£7.00
40	Kinver Market	£1,800.00	£1,240.00	-£560.00
Total Income		£181,839.00	£172,941.85	-£8,897.15
EXPENDITURE				
Council				
57	BARCLAYS BANK CHARGES	£96.00	£56.70	£39.30
58	EV Electricity used	£2,400.00	£586.31	£1,813.69
60	Kinver Market	£500.00	£967.50	-£467.50
61	Jubilee coronation celebrations	£2,000.00	£3,261.50	-£1,261.50
63	Clock Shelter Exp.	£11,000.00	£0.00	£11,000.00
104	NEIGHBOURHOOD PLAN	£1,000.00	£539.39	£460.61
107	Climate Change	£1,000.00	£911.17	£88.83
110	General Administration - Co-Op Bank Account			
110/1	Telephone	£1,500.00	£394.73	£1,105.27
110/2	Stationary	£2,500.00	£815.11	£1,684.89

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive.

Excludes transactions with an invoice date prior to 01/04/23

2023/2024		Actual Net	Balance	
110/3	General Insurance	£2,200.00	£2,410.09	-£210.09
110/4	Rates	£2,300.00	£796.97	£1,503.03
110/5	Office Electricity and Gas	£4,000.00	£1,764.32	£2,235.68
110/6	Audit	£875.00	£1,145.00	-£270.00
110/7	Chairmans Allowance	£500.00	£500.00	£0.00
110/8	Staffing Training Expenses	£150.00	£0.00	£150.00
110/9	Members Expenses	£500.00	£289.35	£210.65
110/10	Computer Support Services	£2,000.00	£150.94	£1,849.06
110	Total	£16,525.00	£8,266.51	£8,258.49
111	Maintenance - Co-Op Bank Account			
111/1	Maintenance Toilets	£2,500.00	£1,261.79	£1,238.21
111/2	Maintenance Misc	£7,000.00	£3,856.71	£3,143.29
111/3	Grass Cutting	£4,000.00	£2,400.00	£1,600.00
111/4	Play Area	£2,000.00	£699.00	£1,301.00
111	Total	£15,500.00	£8,217.50	£7,282.50
112	Car Park Rental - Co-Op Bank Account	£1,500.00	£1,475.00	£25.00
113	Christmas Illuminations - Co-Op Bank Account	£6,500.00	£714.01	£5,785.99
114	Contingencies - Co-Op Bank Account	£839.00	£0.00	£839.00
115	Vehicles - CO- Op Bank Account			
115/1	Leasing	£3,300.00	£2,323.43	£976.57
115/2	Fuel	£400.00	£1,248.54	-£848.54
115/3	Insurance	£1,000.00	£1,291.10	-£291.10
115/4	Vehicle tax	£20.00	£0.00	£20.00
115	Total	£4,720.00	£4,863.07	-£143.07
116	Health and Safety - Co-Op Bank Account	£200.00	£0.00	£200.00
117	Grans Subs Co-Op Bank Account			
117/1	Parish Councils Subs	£500.00	£95.00	£405.00
117/2	SPCA / LCR	£700.00	£742.97	-£42.97
117/3	Grants	£5,041.00	£1,071.45	£3,969.55
117	Total	£6,241.00	£1,909.42	£4,331.58
118	Election Expenses - Co-Op Bank Account	£0.00	£210.00	-£210.00
119	Wages/Salaries - Co-Op Bank Account			

Financial Budget Comparison

Comparison between 01/04/23 and 30/09/23 inclusive.

Excludes transactions with an invoice date prior to 01/04/23

2023/2024		Actual Net	Balance	
119/1	Salaries	£81,000.00	£41,280.93	£39,719.07
119/2	Employer's NI	£6,300.00	£3,139.80	£3,160.20
119/3	Employer's Pension	£18,768.00	£8,953.53	£9,814.47
119/4	Toilets	£1,150.00	£542.00	£608.00
119	Total	£107,218.00	£53,916.26	£53,301.74
120	Community Projects - Co-Op	£4,000.00	£2,447.00	£1,553.00
Bank Account				
121	Legal Fees - Co-Op Bank Account	£600.00	£0.00	£600.00
Total Expenditure		£181,839.00	£88,341.34	£93,497.66
Total Income		£181,839.00	£172,941.85	-£8,897.15
Total Expenditure		£181,839.00	£88,341.34	£93,497.66
Total Net Balance		£0.00	£84,600.51	

Appendix 2 to the Finance and General Purposes Committee meeting held on the 29th November 2023

Finance and General Purposes Committee Minutes 29/11/2023

Proposed draft budget for 2024-25				
		Budget 2023/2024	Draft Budget 2024/25 option 2 precept 3% increase	Budget Notes
INCOME				
13	INTEREST BATH BUILDING	£100.00	£100.00	Remain the same
14	Barclays income	£1.00	£1.00	Remain the same
22	INTEREST WEST BROM	£4.00	£142.00	Remain the same
30	Burial Fees - Co-Op bank account	£11,250.00	£11,250.00	Remain the same
31	Toilet Income - Co-Op bank	£50.00	£0.00	No longer required toilets are no longer chargeable
32	Donations - Co-Op bank Account	£0.00	£0.00	
32a	Visit Kinver Income	£0.00	£0.00	
33	Precept - Co-Op Bank Account	£162,134.00	£166,998.00	Remain the same
34	Sundries - Co-Op Bank Account	£0.00	£0.00	
35	Police Office Rent - Co-Op Bank	£4,000.00	£0.00	Removed as may not be renting next year
37	Climate Change Income	£0.00	£0.00	Not expected
38	EV Income	£2,500.00	£1,200.00	Reduced as new rates are lower and based on this years usage to date
39	Nplan Income	£0.00	£0.00	Not expected
40	Kinver Market	£1,800.00	£1,800.00	Remain the same
	Total Income	£181,839.00	£181,491.00	

EXPENDITURE				
		2023/2024	Draft Budget 2024/25 option 2 precept 3% increase	Budget Notes
57	BARCLAYS BANK CHARGES	£96.00	£96.00	Remain the same
58	EV Electricity used	£2,400.00	£1,200.00	Reduced inline with income
60	Kinver Market	£500.00	£500.00	Remain the same
61	Jubilee coronation celebrations	£2,000.00	£0.00	No longer required
62	Visit Kinver Website	£0.00	£0.00	
63	Clock Shelter Exp.	£11,000.00	£600.00	Lighting to be repaired / other maintenance
104	NEIGHBOURHOOD PLAN	£1,000.00	£1,000.00	Remain the same
107	Climate Change	£1,000.00	£1,000.00	Remain the same
	General Administration - Co-Op			
110/1	Telephone	£1,500.00	£1,860.00	Increase inline with this years exp.
110/2	Stationary	£2,500.00	£2,500.00	Remain the same
110/3	General Insurance	£2,200.00	£2,600.00	Increased due to rate this year
110/4	Rates	£2,300.00	£1,500.00	reduced inline with this years exp.
110/5	Office Electricity and Gas	£4,000.00	£3,000.00	reduced inline with this years exp.
110/6	Audit	£875.00	£875.00	Remain the same
110/7	Chairmans Allowance	£500.00	£500.00	Remain the same
110/8	Staffing Training Expenses	£150.00	£150.00	Remain the same
110/9	Members Expenses	£500.00	£500.00	Remain the same
110/10	Computer Support Services	£2,000.00	£2,000.00	Remain the same
110	Total	£16,525.00	£15,485.00	
	Maintenance - Co-Op Bank			
111/1	Maintenance Toilets	£2,500.00	£2,500.00	Remain the same
111/2	Maintenance Misc.	£7,000.00	£7,000.00	Remain the same
111/3	Grass Cutting	£4,000.00	£4,000.00	Remain the same
111/4	Play Area	£2,000.00	£2,000.00	Remain the same
111	Total	£15,500.00	£15,500.00	
112	Car Park Rental - Co-Op Bank	£1,500.00	£1,500.00	Remain the same
		budget 2023/2024	Draft Budget 2024/25 option 2 precept 3% increase	Budget Notes
113	Christmas Illuminations - Co-Op	£6,500.00	£5,000.00	
114	Contingencies - Co-Op Bank	£839.00	£0.00	Budget sum in West Bromwich
	Vehicles			
115/1	Van Loan	£3,300.00	£4,647.00	Fixed sum
115/2	Electricity	£400.00	£2,500.00	Increase inline with this years exp.
115/3	Insurance	£1,000.00	£1,400.00	Increase inline with this years exp.
115/4	Vehicle tax	£20.00	£20.00	Left in incase Gov change Tax rules
115/5	Van repairs and servicing	£0.00	£500.00	Service £250 + contingency Brakes/tyres?
115	Total	£4,720.00	£9,067.00	
116	Health and Safety - Co-Op Bank	£200.00	£200.00	Remain the same
	Grans Subs Co-Op Bank Account			
117/1	Parish Councils Subs	£500.00	£500.00	Remain the same
117/2	SPCA / LCR	£700.00	£700.00	Remain the same
117/3	Grants / other projects internal and external projects	£5,041.00	£12,459.00	Increased as loss of Police Office rent of £4000
117	Total	£6,241.00	£13,659.00	
118	Election Expenses - Co-Op Bank	£0.00	£0.00	Not required as we have a reserve fund

	Wages/Salaries - Co-Op Bank			
119/1	Salaries	£81,000.00	£84,100.00	3% increase added for inflation
119/2	Employers NI	£6,300.00	£6,489.00	3% increase added for inflation
119/3	Employers Pension	£18,768.00	£19,331.00	3% increase added for inflation
119/4	Toilets	£1,150.00	£1,300.00	Charges have been increased in this financial year, so increased budget to suit
119	Total	£107,218.00	£111,220.00	
120	Community Projects - Co-Op Bank	£4,000.00	£0.00	Reduced as Police leaving office
121	Legal Fees - Co-Op Bank Account	£600.00	£600.00	Annual charge
	Total Expenditure	£181,839.00	£176,627.00	
	Total Income	£181,839.00	£181,491.00	
	Total Expenditure	£181,839.00	£176,627.00	
	Total Net Balance	£0.00	£4,864.00	
	£4864 - to be off set against the current years financial over spend			

Reserve Balances for information

Other Bank Accounts

Reserve account in West Bromwich	
Play Area	£5,000.00
Contingencies	£12,000.00
Elections	£12,000.00
Xmas Lights	£6,000.00
West Bromwich Building Society	£35,000.00
(actual Balance £34882.19)	
Bath Building Society reserves	£27,810.79
Barclays	£150.63