

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 22nd
FEBRUARY 2023**

Councillors P Wooddisse (Chairman), I G Sadler (Vice Chairman), JK Hall (ex-officio).

Also in attendance: Miss J Cree and Mrs M Fullwood.

1. Apologies for Absence

Apologies of absence were received from Cllr K Slade, H Williams, S Charlesworth-Jones, Mrs C Allen and K Hosell.

2. Declarations of Interest

None were declared.

3. Minutes of the Meeting held on 23rd November 2022

The minutes of the meeting held on 23RD November 2022 were approved and signed as a true record of that meeting.

4. To review the budget comparison to 31st January 2023

The budget comparison figures prepared by the Clerk were circulated prior to the meeting. These were noted.

5. To receive formally the accounts to 31st January 2023

The accounts as attached as Appendix 1 to these minutes: the figures were reviewed and noted.

6. Items referred from the Parish Council for funding

Grant request from the Edward Marsh Centre £250

It was agreed to write to the Edward Marsh Centre and explain that there are no funds remaining in this years budget for year ending 31st March 2023, and if this is still required they should reapply in the new financial year.

Grant request from the National Trust £250

It was agreed to write to the National Trust and explain that there are no funds remaining in this years budget for year ending 31st March 2023, and if this is still required they should reapply in the new financial year.

Grant request from Kinver Youth Café for £224

It was agreed that a grant of £224 is given to the Youth Café to pay for the room hire and funded from the Community Projects budget line.

7. To discuss and set the 3 year projections for the Parish Council

It was agreed to **Recommend** to the Parish Council that the 3 year projections as set out as appendix 2 to these minutes be accepted. On a vote this was agreed.

8. Date of Next Meeting – Wednesday 26th April 2023

9. Items for future agendas

Items to be with the Clerk by the 31st March 2023. Year-end accounts.

10. Recommendations to the Parish Council

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

- the accounts up to 31st January 2023 as set as Appendix 1 to these minutes be accepted.
- A grant of £224 is given to the Youth Café to pay for the room hire and funded from the Community Projects budget line.
- the 3 year projections as set out as appendix 2 to these minutes are accepted.
- The grants for the National Trust and Edward Marsh Centre (KSCA) are refused on the grounds that there are no funds remaining in the grants budget line for year ending 31st March 2023.

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 31/01/23 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

| | |
|-------------------------|-------------|
| .BARCLAYS BANK | £819.09 |
| .COOPERATIVE BANK C & I | £23,046.37 |
| Bath Building Society | £37,654.48 |
| Reserves West Bromwich | £44,305.12 |
| Total | £105,825.06 |

| RECEIPTS | Net | Vat | Gross |
|----------------|-------------|-------|-------------|
| Total Receipts | £194,550.89 | £0.00 | £194,550.89 |

| PAYMENTS | Net | Vat | Gross |
|----------------|-------------|------------|-------------|
| Total Payments | £197,291.51 | £16,790.65 | £214,082.16 |

Closing Balances

Ordinary Accounts

| | |
|-------------------------|------------|
| .BARCLAYS BANK | £823.27 |
| .COOPERATIVE BANK C & I | £12,918.72 |
| Bath Building Society | £37,810.79 |
| Reserves West Bromwich | £34,741.01 |
| Total | £86,293.79 |

Signed

Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/22 and 31/01/23 inclusive.

Excludes transactions with an invoice date prior to 01/04/22

| | 2022/2023 | Actual Net | Balance |
|----------------------------------|-------------|-------------|--------------------|
| INCOME | | | |
| 13 INTEREST BATH BUILDING | £100.00 | £156.31 | £56.31 |
| 14 Barclays income | £0.00 | £0.23 | £85.23 |
| 17 PRECEPT | £0.00 | £0.00 | £0.00 |
| 22 INTEREST WEST BROM | £4.00 | £4.43 | £0.43 |
| 30 Burial Fees - Co-Op bank | £11,250.00 | £6,203.78 | -£5,131.22 |
| 31 Toilet Income - Co-Op bank | £50.00 | £148.40 | £98.40 |
| 32 Donations - Co-Op bank | £0.00 | £1,250.00 | £1,250.00 |
| 33 Precept - Co-Op Bank Account | £153,975.00 | £153,975.00 | £0.00 |
| 34 Sundries - Co-Op Bank Account | £0.00 | £10,259.63 | £10,259.63 |
| Police Office Rent - Co-Op | | | |
| 35 Bank | £4,000.00 | £2,000.00 | -£2,000.00 |
| Balance from uncommitted | | | |
| 37 reserves | £32,000.00 | £0.00 | £0.00 |
| 38 EV Income | £1,200.00 | £2,217.89 | £1,017.89 |
| 39 N Plan RESERVES FUND | £5,000.00 | £0.00 | -£5,000.00 |
| 40 Kinver Market | £0.00 | £1,605.00 | £1,605.00 |
| 41 PWLB | £0.00 | £0.00 | £0.00 |
| Total Income | £207,579.00 | £177,820.67 | -£29,758.33 |
| EXPENDITURE | | | |
| | 2022/2023 | Actual Net | Balance |
| 57 BARCLAYS BANK CHARGES | £78.00 | £73.05 | £4.95 |
| 58 EV Electricity used | £1,000.00 | £3,002.69 | -£2,002.69 |
| 60 Kinver Market | £0.00 | £357.30 | -£357.30 |
| Jubilee coronation | | | |
| 61 celebrations | £2,000.00 | £2,661.95 | -£661.95 |
| 62 pwlb repayments | £0.00 | £0.00 | £0.00 |
| 63 Clock Shelter Exp. | £0.00 | £4,125.87 | -£4,125.87 |
| 104 NEIGHBOURHOOD PLAN | £5,000.00 | £3,483.05 | £1,516.95 |
| 107 Climate Change | £0.00 | £0.00 | £0.00 |
| General Administration - Co-Op | | | |
| 110/1 Telephone | £1,500.00 | £1,076.14 | £423.86 |
| 110/2 Stationary | £2,000.00 | £2,557.68 | -£557.68 |
| 110/3 General Insurance | £2,100.00 | £1,988.80 | £111.20 |
| 110/4 Rates | £2,300.00 | £1,263.14 | £1,036.86 |
| 110/5 Office Electricity and Gas | £2,000.00 | £2,831.51 | -£831.51 |
| 110/6 Audit | £875.00 | £875.00 | £0.00 |
| 110/7 Chairmans Allowance | £500.00 | £500.00 | £0.00 |
| 110/8 Staffing Training Expenses | £150.00 | £36.00 | £114.00 |

| | | | | |
|--------|-------------------------------|-------------|-------------|-------------|
| 110/9 | Members Expenses | £300.00 | £427.44 | -£127.44 |
| 110/10 | Computer Support Services | £2,000.00 | £1,239.62 | £760.38 |
| 110/11 | Photocopier | £240.00 | £180.00 | £60.00 |
| 110 | Total | £13,965.00 | £12,975.33 | £989.67 |
| | Maintenance - Co-Op Bank | | | |
| 111/1 | Maintenance Toilets | £2,500.00 | £2,033.66 | £466.34 |
| 111/2 | Maintenance Misc | £6,500.00 | £5,127.27 | £1,372.73 |
| 111/3 | Grass Cutting | £3,500.00 | £4,000.00 | -£500.00 |
| 111/4 | Play Area | £2,000.00 | £689.00 | £1,311.00 |
| 111 | Total | £14,500.00 | £11,849.93 | £2,650.07 |
| 112 | Car Park Rental - Co-Op Bank | £1,450.00 | £1,475.00 | -£25.00 |
| | Christmas Illuminations - Co- | | | |
| 113 | Op | £4,500.00 | £4,715.17 | -£215.17 |
| 114 | Contingencies - Co-Op Bank | £32,000.00 | £38,445.83 | -£6,445.83 |
| | Vehicles - CO- Op Bank | | | |
| | Account | | | |
| 115/1 | Leasing | £4,600.00 | £3,592.67 | £1,007.33 |
| 115/2 | Fuel | £400.00 | £1,232.95 | -£832.95 |
| 115/3 | Insurance | £2,000.00 | £1,228.97 | £771.03 |
| 115/4 | Vehicle tax | £0.00 | £126.91 | -£126.91 |
| 115 | Total | £7,000.00 | £6,181.50 | £818.50 |
| | Health and Safety - Co-Op | | | |
| 116 | Bank | £100.00 | £0.00 | £100.00 |
| | Grans Subs Co-Op Bank | | | |
| | Account | | | |
| 117/1 | Parish Councils Subs | £500.00 | £131.00 | £369.00 |
| 117/2 | SPCA / LCR | £700.00 | £62.56 | £637.44 |
| 117/3 | Grants | £4,486.00 | £5,403.74 | -£917.74 |
| 117 | Total | £5,686.00 | £5,597.30 | £88.70 |
| | Election Expenses - Co-Op | | | |
| 118 | Bank | £0.00 | £0.00 | £0.00 |
| | Wages/Salaries - Co-Op Bank | | | |
| 119/1 | Salaries | £85,500.00 | £68,886.16 | £16,613.84 |
| 119/2 | Employers NI | £7,750.00 | £6,783.27 | £966.73 |
| 119/3 | Employers Pension | £23,300.00 | £15,210.88 | £8,089.12 |
| 119/4 | Toilets | £1,150.00 | £945.00 | £205.00 |
| 119 | Total | £117,700.00 | £91,825.31 | £25,874.69 |
| 120 | Community Projects - Co-Op | £4,000.00 | £3,690.00 | £310.00 |
| | Legal Fees - Co-Op Bank | | | |
| 121 | Account | £600.00 | £600.00 | £0.00 |
| | Total Council | £209,579.00 | £191,059.28 | £18,519.72 |
| | Total Income | £207,579.00 | £177,820.67 | -£29,758.33 |
| | Total Expenditure | £209,579.00 | £191,059.28 | £18,519.72 |
| | Total Net Balance | -£2,000.00 | -£13,238.61 | |

Appendix 1 to the minutes of the F & GP Committee meeting held on the 22nd February 2023

Finance and General Purposes Committee Minutes 22/02/2023

Appendix 2 to the minutes of the F & GP Committee meeting held on the 22nd February 2023

| INCOME | | 2022/2023 budget | Budget for 2023/24 | Budget for 2024/25 | Budget for 2025/6 | Budget for 2026/7 |
|-------------|---|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| 13 | INTEREST BATH BUILDING | £100.00 | £100.00 | £100.00 | £100.00 | £100.00 |
| 14 | Barclays income | £0.00 | £1.00 | £1.00 | £1.00 | £1.00 |
| 22 | INTEREST WEST BROM | £4.00 | £4.00 | £4.00 | £4.00 | £4.00 |
| 30 | Burial Fees - Co-Op bank | £11,250.00 | £11,250.00 | £11,250.00 | £11,250.00 | £11,250.00 |
| 31 | Toilet Income - Co-Op bank | £50.00 | £50.00 | £50.00 | £50.00 | £50.00 |
| 32 | Donations - Co-Op bank | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 33 | Precept - Co-Op Bank Account | £153,975.00 | £162,134.00 | £165,316.00 | £168,594.00 | £171,970.00 |
| 34 | Sundries - Co-Op Bank Account | £0.00 | £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 | £4,000.00 |
| 37 | Balance from uncommitted reserves van | £32,000.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 38 | EV Income | £1,200.00 | £2,500.00 | £2,500.00 | £2,500.00 | £2,500.00 |
| 39 | N Plan RESERVES FUND | £5,000.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 40 | Kinver Market | £0.00 | £1,800.00 | £1,800.00 | £1,800.00 | £1,800.00 |
| | Total Council | £207,579.00 | £181,839.00 | £185,021.00 | £188,299.00 | £191,675.00 |
| | | | | | | |
| | | | | | | |
| EXPENDITURE | | 2022/2023 | Budget for 2023/24 | Budget for 2023/24 | Budget for 2023/24 | Budget for 2023/24 |
| Council | | | | | | |
| 57 | BARCLAYS BANK CHARGES | £78.00 | £96.00 | £96.00 | £96.00 | £96.00 |
| 58 | EV Electricity used | £1,000.00 | £2,400.00 | £2,400.00 | £2,400.00 | £2,400.00 |
| 60 | Kinver Market | £0.00 | £500.00 | £500.00 | £500.00 | £500.00 |
| 61 | Jubilee coronation celebrations | £2,000.00 | £2,000.00 | £2,000.00 | £2,000.00 | £2,000.00 |
| 63 | Clock Shelter Exp. | £0.00 | £12,000.00 | £12,000.00 | £12,000.00 | £12,000.00 |
| 104 | NEIGHBOURHOOD PLAN | £5,000.00 | £1,000.00 | £1,000.00 | £1,000.00 | £1,000.00 |
| 107 | Climate Change | £0.00 | £1,000.00 | £1,000.00 | £1,000.00 | £1,000.00 |
| | General Administration | | | | | |
| 110/1 | Telephone | £1,500.00 | £1,500.00 | £1,500.00 | £1,500.00 | £1,500.00 |
| 110/2 | Stationary | £2,000.00 | £2,500.00 | £2,500.00 | £2,500.00 | £2,500.00 |
| 110/3 | General Insurance | £2,100.00 | £2,200.00 | £2,200.00 | £2,200.00 | £2,200.00 |
| 110/4 | Rates | £2,300.00 | £2,300.00 | £2,300.00 | £2,300.00 | £2,300.00 |
| 110/5 | Office Electricity and Gas | £2,000.00 | £4,000.00 | £4,000.00 | £4,000.00 | £4,000.00 |
| 110/6 | Audit | £875.00 | £875.00 | £875.00 | £875.00 | £875.00 |
| 110/7 | Chairmans Allowance | £500.00 | £500.00 | £500.00 | £500.00 | £500.00 |

| | | | | | | |
|--------|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 110/8 | Staffing Training Expenses | £150.00 | £150.00 | £150.00 | £150.00 | £150.00 |
| 110/9 | Members Expenses | £300.00 | £500.00 | £500.00 | £500.00 | £500.00 |
| 110/10 | Computer Support Services | £2,000.00 | £2,000.00 | £2,000.00 | £2,000.00 | £2,000.00 |
| 110/11 | Photocopier | £240.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 110 | Total | £13,965.00 | £16,525.00 | £16,525.00 | £16,525.00 | £16,525.00 |
| | Maintenance - Co-Op Bank | | | | | |
| 111/1 | Maintenance Toilets | £2,500.00 | £2,500.00 | £2,500.00 | £2,500.00 | £2,500.00 |
| 111/2 | Maintenance Misc. | £6,500.00 | £6,000.00 | £6,000.00 | £6,000.00 | £6,000.00 |
| 111/3 | Grass Cutting | £3,500.00 | £4,000.00 | £4,000.00 | £4,000.00 | £4,000.00 |
| 111/4 | Play Area | £2,000.00 | £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 | £14,500.00 |
| 112 | Car Park Rental - Co-Op Bank | £1,450.00 | £1,500.00 | £1,500.00 | £1,500.00 | £1,500.00 |
| 113 | Christmas Illuminations - Co-Op | £4,500.00 | £6,500.00 | £6,500.00 | £6,500.00 | £6,500.00 |
| 114 | Contingencies - Co-Op Bank | £32,000.00 | £839.00 | £839.00 | £839.00 | £839.00 |
| | Vehicles - CO- Op Bank Account | | | | | |
| 115/1 | Leasing | £4,600.00 | £3,300.00 | £3,300.00 | £3,300.00 | £3,300.00 |
| 115/2 | Fuel | £400.00 | £400.00 | £400.00 | £400.00 | £400.00 |
| 115/3 | Insurance | £2,000.00 | £1,000.00 | £1,000.00 | £1,000.00 | £1,000.00 |
| 115/4 | Vehicle tax | £0.00 | £20.00 | £20.00 | £20.00 | £20.00 |
| 115 | Total | £7,000.00 | £4,720.00 | £4,720.00 | £4,720.00 | £4,720.00 |
| 116 | Health and Safety - Co-Op Bank | £100.00 | £200.00 | £200.00 | £200.00 | £200.00 |
| | Grans Subs Co-Op Bank Account | | | | | |
| 117/1 | Parish Councils Subs | £500.00 | £500.00 | £500.00 | £500.00 | £500.00 |
| 117/2 | SPCA / LCR | £700.00 | £700.00 | £700.00 | £700.00 | £700.00 |
| 117/3 | Grants | £4,486.00 | £5,041.00 | £5,041.00 | £5,041.00 | £5,041.00 |
| 117 | Total | £5,686.00 | £6,241.00 | £6,241.00 | £6,241.00 | £6,241.00 |
| 118 | Election Expenses - Co-Op Bank | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| | Wages/Salaries - Co-Op Bank | | | | | |
| 119/1 | Salaries | £85,500.00 | £81,000.00 | £83,430.00 | £85,933.00 | £88,511.00 |
| 119/2 | Employers NI | £7,750.00 | £6,300.00 | £6,489.00 | £6,684.00 | £6,885.00 |
| 119/3 | Employers Pension | £23,300.00 | £18,768.00 | £19,331.00 | £19,911.00 | £20,508.00 |
| 119/4 | Toilets | £1,150.00 | £1,150.00 | £1,150.00 | £1,150.00 | £1,150.00 |
| 119 | Total | £117,700.00 | £107,218.00 | £110,400.00 | £113,678.00 | £117,054.00 |
| 120 | Community Projects - Co-Op | £4,000.00 | £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 | £600.00 |

| | | | | | | |
|--|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | | £209,579.00 | £181,839.00 | £185,021.00 | £188,299.00 | £191,675.00 |
| | Total Expenditure | £209,579.00 | £181,839.00 | £185,021.00 | £188,299.00 | £191,675.00 |
| | Total income | £207,579.00 | £181,839.00 | £185,021.00 | £188,299.00 | £191,675.00 |