

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 28th
SEPTEMBER 2022**

Councillors P Wooddisse (Chairman), I G Sadler (Vice Chairman), H Williams, K Slade, JK Hall (ex-officio), Mrs C Allen.

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

1. Apologies for Absence

Apologies of absence were received from S Charlesworth-Jones and K Hosell.

2. Declarations of Interest

None were declared.

3. Minutes of the Meeting held on 27th July 2022

The minutes of the meeting held on 27th July 2022 were approved and signed as a true record of that meeting.

4. To receive formally the accounts up to 31st August 2022 (figures attached), including the Budget Comparison (figures attached)

The budget comparison figures prepared by the Clerk (see appendix 2 to these minutes) were circulated prior to the meeting. These were noted. The Chairman's analysis figures were also circulated and noted.

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

It was agreed to transfer the £22,000 for the PWLB funds, to the Bath Building Society.

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 agreed that Cllr Mrs C Allen will discuss with the Jubilee Committee the breakdown of the costs for the event.

5. Recommendations for funding from the Parish Council

Clock Shelter repair – The Clerk has strived to get any further quotes for this repair work. She has followed up with contacts given of local builders and wood / oak companies and has not obtained a quote.

It was agreed to discuss this at the Parish Council meeting in October. The Clerk to check that the quote is still valid. Planning consent may required for the works and this would be part of the process.

6. To receive any updates on the new vehicle.

No update has been received.

7. To note the External Auditors report for 2021/22

The external auditor has signed off the year end accounts without any comments. The final accounts notice needs to be posted on the website to complete this year's audit.

8. Date of Next Meeting – Wednesday 23rd November 2022

9. Items for future agendas to be with Clerk by 9th November 2022 (Budget 2023/4)

10. Recommendations to the Parish Council

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

- the accounts up to 31st August 2022 as set as Appendix 2 to these minutes be accepted.
- Clock shelter to be discussed by the full Council.

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 31/08/22 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
Council	£86,987.09	£0.00	£86,987.09
Total Receipts	£86,987.09	£0.00	£86,987.09
PAYMENTS	Net	Vat	Gross
Council	£91,834.99	£5,804.32	£97,639.31
Total Payments	£91,834.99	£5,804.32	£97,639.31

Closing Balances

Ordinary Accounts

.BARCLAYS BANK	£863.56
.COOPERATIVE BANK C & I	£21,913.79
Bath Building Society	£37,654.48
Reserves West Bromwich	£34,741.01
Total	£95,172.84

Signed

Chair

Clerk / Responsible Financial Officer

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Kinver Parish Council

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Financial Budget Comparison

Comparison between 01/04/22 and 31/08/22 inclusive. Includes due and unpaid transactions.

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

2022/2023		Actual Net	Balance	
INCOME				
Council				
13	INTEREST BATH BUILDING SOCIETY	£100.00	£0.00	-£100.00
14	Barclays income	£0.00	£0.17	£85.17
17	PRECEPT	£0.00	£0.00	£0.00
22	INTEREST WEST BROM ACCOUNT - CHARITY ACC	£4.00	£4.43	£0.43
30	Burial Fees - Co-Op bank account	£11,250.00	£3,348.51	-£7,986.49
31	Toilet Income - Co-Op bank account	£50.00	£53.40	£3.40
32	Donations - Co-Op bank Account	£0.00	£800.00	£800.00
33	Precept - Co-Op Bank Account	£153,975.00	£76,987.50	-£76,987.50
34	Sundries - Co-Op Bank Account	£0.00	£83.33	£83.33
35	Police Office Rent - Co-Op Bank Account	£4,000.00	£1,000.00	-£3,000.00
37	Balance from un-committed reserves	£0.00	£0.00	£0.00
38	EV Income	£1,200.00	£1,111.13	-£88.87
39	N Plan grant income	£0.00	£0.00	£0.00
40	Kinver Market	£0.00	£540.00	£540.00
41	PWLB	£0.00	£0.00	£0.00
Total Council		£170,579.00	£83,928.47	-£86,650.53
Total Income		£170,579.00	£83,928.47	-£86,650.53
EXPENDITURE				
Council				
57	BARCLAYS BANK CHARGES	£78.00	£41.05	£36.95
58	EV Electricity used	£1,000.00	£1,955.29	-£955.29
60	Kinver Market	£0.00	£257.30	-£257.30
61	Jubilee celebrations	£2,000.00	£1,846.95	£153.05
62	pwlb repayments	£0.00	£2,323.43	-£2,323.43
63	Clock Shelter Exp.	£0.00	£859.47	-£859.47
104	NEIGHBOURHOOD PLAN	£0.00	£2,744.95	-£2,744.95
110	General Administration - Co-Op Bank Account			
110/1	Telephone	£1,500.00	£444.54	£1,055.46
110/2	Stationary	£2,000.00	£1,871.18	£128.82
110/3	General Insurance	£2,100.00	£1,988.80	£111.20
110/4	Rates	£2,300.00	£726.82	£1,573.18
110/5	Office Electricity and Gas	£2,000.00	£1,121.77	£878.23
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	£0.00	£150.00

Finance and General Purposes Committee Minutes 21/09/2022

Financial Budget Comparison

Comparison between 01/04/22 and 31/08/22 inclusive. Includes due and unpaid transactions.

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

2022/2023		Actual Net	Balance	
110/9	Members Expenses	£300.00	£309.31	-£9.31
110/10	Computer Support Services	£2,000.00	£535.02	£1,464.98
110/11	Photocopier	£240.00	£120.00	£120.00
110	Total	£13,965.00	£8,492.44	£5,472.56
111	Maintenance - Co-Op Bank Account			
111/1	Maintenance Toilets	£2,500.00	£1,022.78	£1,477.22
111/2	Maintenance Misc	£6,500.00	£1,874.05	£4,625.95
111/3	Grass Cutting	£3,500.00	£2,000.00	£1,500.00
111/4	Play Area	£2,000.00	£500.00	£1,500.00
111	Total	£14,500.00	£5,396.83	£9,103.17
112	Car Park Rental - Co-Op Bank Account	£1,450.00	£1,475.00	-£25.00
113	Christmas Illuminations - Co-Op Bank Account	£4,500.00	£261.91	£4,238.09
114	Contingencies - Co-Op Bank Account	£0.00	£5,500.00	-£5,500.00
115	Vehicles - Co-Op Bank Account			
115/1	Leasing	£4,600.00	£1,269.24	£3,330.76
115/2	Fuel	£400.00	£608.34	-£208.34
115/3	Insurance	£2,000.00	£160.80	£1,839.20
115/4	Vehicle tax	£0.00	£76.17	-£76.17
115	Total	£7,000.00	£2,114.55	£4,885.45
116	Health and Safety - Co-Op Bank Account	£100.00	£0.00	£100.00
117	Grants Subs Co-Op Bank Account			
117/1	Parish Councils Subs	£500.00	£95.00	£405.00
117/2	SPCA / LCR	£700.00	£62.56	£637.44
117/3	Grants	£4,486.00	£3,677.74	£808.26
117	Total	£5,686.00	£3,835.30	£1,850.70
118	Election Expenses - Co-Op Bank Account	£0.00	£0.00	£0.00
119	Wages/Salaries - Co-Op Bank Account			
119/1	Salaries	£85,500.00	£33,268.97	£52,231.03
119/2	Employers NI	£7,750.00	£2,317.72	£5,432.28
119/3	Employers Pension	£23,300.00	£8,547.69	£14,752.31
119/4	Toilet opening	£1,150.00	£415.00	£735.00
119	Total	£117,700.00	£44,549.38	£73,150.62
120	Community Projects - Co-Op Bank Account	£4,000.00	£3,690.00	£310.00
121	Legal Fees - Co-Op Bank Account	£600.00	£600.00	£0.00
Total Council		£172,579.00	£85,943.85	£86,635.15
Total Expenditure		£172,579.00	£85,943.85	£86,635.15

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Financial Budget Comparison

Comparison between 01/04/22 and 31/08/22 inclusive. Includes due and unpaid transactions.

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

2022/2023	Actual Net	Balance	
Total Income	£170,579.00	£83,928.47	-£86,650.53
Total Expenditure	£172,579.00	£85,943.85	£86,635.15
Total Net Balance	-£2,000.00	-£2,015.38	

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Budget comparison from 1st April 2022 - 31st March 2023						
	Description	Budget for 2022/3	Income received to 31/08/22	Balance remaining	Projected Income for the year	Comments
	INCOME					
13	INTEREST BATH BUILDING	£100.00	£0.00	-£100.00	£100.00	Due in December
14	BARCLAYS INCOME	£0.00	£0.17	£0.06	£1.00	
22	INTEREST WEST BROM	£4.00	£4.43	£0.43	£5.00	This is the total for the year
30	Burial Fees - Co-Op bank	£11,250.00	£3,348.51	-£7,901.49	£11,250.00	
31	Toilet Income - Co-Op bank	£50.00	£53.40	£3.40	£50.00	
32	Donations - Co-Op bank	£0.00	£800.00	£800.00	£0.00	KOBRA donation £600 and £200 SSDC Climate grant
33	Precept - Co-Op Bank Account	£153,975.00	£76,987.50	-£76,987.50	£153,975.00	First half received, second due in September
34	Sundries - Co-Op Bank Account	£0.00	£83.33	£83.33	£0.00	High Street Grant from SSDC Refund
35	Police Office Rent - Co-Op Bank	£4,000.00	£1,000.00	-£3,000.00	£4,000.00	Next invoice September
37	Balance from uncommitted reserves		0	£0.00	£0.00	
38	EV Income	£1,200.00	£1,111.13	-£88.87	£1,200.00	
39	N Plan income	£0.00	£0.00	£0.00	£0.00	
40	Kinver Market	£0.00	£540.00	£540.00	£1,800.00	Projection based on current income received
	Total Income	£170,579.00	£83,928.47	-£86,650.53	£172,381.00	

	Description	Budget for 2022/3	Exp. received to 31/08/22	Balance remaining	Projected Income for the year	Comments
EXPENDITURE						
57						
58	BARCLAYS BANK CHARGES	£78.00	£41.05	£36.95	£96.00	Charged monthly
60	EV Electricity used	£1,000.00	£1,955.29	-£955.29	£2,200.00	Electricity for last financial year was estimated due to smart meter not working Additional £1000 was from last year
61	Kinver Market	£0.00	£257.30	-£257.30	£104.00	
62	Jubilee Celebrations	£2,000.00	£1,846.95	£153.05	£2,000.00	£2000 allocated for Jubilee celebrations from reserves break down below of costs to date
63	PW:B Repayments	£3,330.00	£2,323.43	£1,006.57	£4,500.00	Balance of budget transferred from Leasing, next payment February 23
104	Clock Shelter Exp	£0.00	£859.47	-£859.47	£860.00	Electricity for the year
110	NEIGHBOURHOOD PLAN	£5,000.00	£2,744.95	£2,255.05	£5,000.00	£5000 agreed from reserves for Nplan
110/1	General Administration - Co-Op					
110/2	Telephone	£1,500.00	£444.54	£1,055.46	£1,500.00	No bill received yet.
110/3	Stationary	£2,000.00	£1,871.18	£128.82	£2,000.00	£1000 printing costs so far this year
110/4	General Insurance	£2,100.00	£1,988.80	£111.20	£1,989.00	Paid in full for the year
110/5	Rates	£2,300.00	£726.82	£1,573.18	£1,500.00	Water rates £40 per month Comber Ridge rates £99 for 10 months
110/6	Office Electricity and Gas	£2,000.00	£1,121.77	£878.23	£2,500.00	Increased due to uncertain prices
110/7	Audit	£875.00	£875.00	£0.00	£875.00	Paid in full
110/8	Chairman's Allowance	£500.00	£500.00	£0.00	£500.00	Paid in full
110/9	Staffing Training Expenses	£150.00	£0.00	£150.00	£150.00	
110/10	Members Expenses	£300.00	£309.31	-£9.31	£400.00	2 members have booked on courses already so increased as others may wish to go on courses
110/11	Computer Support Services	£2,000.00	£535.02	£1,464.98	£2,000.00	Sage payroll support, Edge IT software and Website charges. Invoices due through the year
110	Photocopier	£240.00	£120.00	£120.00	£120.00	Copier lease end in December 22
111	Total	£13,965.00	£8,492.44	£5,472.56	£13,534.00	
111/1	Maintenance - Co-Op Bank					
111/2	Maintenance Toilets	£2,500.00	£1,022.78	£1,477.22	£2,500.00	
111/3	Maintenance Misc.	£6,000.00	£1,874.05	£4,125.95	£6,500.00	
111/4	Grass Cutting	£4,000.00	£2,000.00	£2,000.00	£4,000.00	Contractor paid February - November £400 per month
111	Play Area	£2,000.00	£500.00	£1,500.00	£2,000.00	1 repair so far this year to wet pour,
112	Total	£14,500.00	£5,396.83	£9,103.17	£15,000.00	
113	Car Park Rental - Co-Op Bank	£1,450.00	£1,475.00	-£25.00	£1,475.00	Both invoices paid in full
114	Christmas Illuminations - Co-Op	£4,500.00	£261.91	£4,238.09	£4,500.00	Electricity charge for 2021 xmas
115	Contingencies - Co-Op Bank	£0.00	£5,500.00	-£5,500.00	£0.00	Purchase old van
115/1	Vehicles - CO- Op Bank Account					
115/2	Leasing	£1,270.00	£1,269.24	£0.76	£1,270.00	Paid in full
115/3	Fuel	£400.00	£608.34	-£208.34	£1,500.00	In November Budget was reduced for an electric vehicle, this has been increased to reflect that we still have diesel van until next year at least.
115/4	Vehicle tax	£0.00	£76.17	-£76.17	£342.77	
115	Insurance	£2,000.00	£160.80	£1,839.20	£1,400.00	The budget in November was set at £2000 for the new van insurance if we keep Diesel it will cost less.
116	Total	£3,670.00	£2,114.55	£1,555.45		

117	Health and Safety - Co-Op Bank	£100.00	£0.00	£100.00	£100.00	Used as required
117/1	Grans Subs Co-Op Bank Account					
117/2	Parish Councils Subs	£500.00	£95.00	£405.00	£500.00	
117/3	SPCA / LCR	£700.00	£62.56	£637.44	£700.00	Invoice for SPCA due in March
117	Grants / internal projects	£4,486.00	£3,677.74	£808.26	£4,486.00	New laptops purchased from here
118	Total	£5,686.00	£3,835.30	£1,850.70		
119	Election Expenses - Co-Op Bank	£0.00	£0.00	£0.00	£0.00	None expected
119/1	Wages/Salaries - Co-Op Bank					
119/2	Salaries	£85,500.00	£33,268.97	£52,231.03	£78,939.00	This is calculated with changes of salary for one technician and the other going to be 2 days per week as a contractor.
119/3	Employers NI	£7,750.00	£2,317.72	£5,432.28	£5,781.00	Calculated based on changes in personnel
119/4	Employers Pension	£23,300.00	£8,547.69	£14,752.31	£16,619.00	Calculated based on changes in personnel
119	Toilets	£1,150.00	£415.00	£735.00	£1,150.00	
120	Total	£117,700.00	£44,549.38	£73,150.62	£102,489.00	
121	Community Projects - Co-Op	£4,000.00	£3,690.00	£310.00	£4,000.00	New speed sign and Youth Club Grant
	Legal Fees - Co-Op Bank Account	£600.00	£600.00	£0.00	£600.00	Will be invoiced in due course
	Total Expenditure	£177,579.00	£85,943.85	£91,635.15	£156,458.00	
	Total Income	£170,579.00	£83,928.47	£86,650.53	£172,381.00	
	Total Expenditure	£177,579.00	£85,943.85	-£91,635.15	£156,458.00	
	Total Net Balance	£7,000.00	£2,015.38	-£4,984.62	£15,923.00	
	Jubilee Expenditure to date					
	Andrew Healey	Entertainer	£250.00			
	Painting Pixie	Face Painting	£180.00			
		Children to colour				
	Bunting		£30.00			
	General Expenses		£21.00			
	Bunting		£37.45			
	Kieran Lander	Entertainer	£147.00			
	Devon Harrison	Entertainer	£650.00			
	Mr Pitt	Entertainer	£200.00			
	Trees for Jubilee		£167.50			
	Total		£1,846.95			
	Budget Allocated		£2,000.00			