

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 27th
JULY 2022**

Councillors P Wooddisse (Chairman), I G Sadler (Vice Chairman), H Williams, K Slade, S Charlesworth-Jones, JK Hall (ex-officio).

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

1. Apologies for Absence

Apologies of absence were received from Mrs C Allen and K Hosell.

2. Declarations of Interest

There were no declaration of interest.

3. Minutes of the Meeting held on 29TH June 2022

The minutes of the meeting held on 29th June 2022 were approved and signed as a true record of that meeting.

4. To receive formally the accounts to 30th June 2022 (figures attached) and the budget comparison to 30th June 2022 (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 **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.

It was agreed that Cllr Mrs C Allen to meet with the Jubilee Committee and the Clerk to discuss the breakdown of the costs for the event. No update was received as Cllr Mrs C Allen was not in attendance, this was referred to the next meeting.

5. Items referred from the Parish Council for funding

Clock Shelter repair

It was agreed that the Clerk contact 2 local builders that have been recommended to see if they can quote and report back to the next meeting. She has also found a third company that have looked at the site and she is awaiting any quote.

Kinver Youth Café

A grant request of £576.00 was received, it was agreed to recommend to the Parish Council to fund the sum of £576 from Community Projects.

The following recommendations were received from the Leisure and Amenities Committee

A new power socket for clock shelter – cost £150.00 it was agreed to recommend to the Parish Council to fund the power socket for £150 from the maintenance budget line.

Christmas High Street Traffic Management - £2500 circa (£2077.20 paid last year), if this is supported then this could be funded from the projected underspends in the budget for 2022/23. It was agreed to refer this item to the full Parish Council for a full discussion.

It was agreed that the Clerk contact other Parish Council's to see if they would join writing a letter to the County to ask for clarification where this has come from and write a letter to the County Council / EON.

Power supply for Danesford Gardens – cost £2500 circa and a HERS registered operative has to connect into the power each time as its connected to street light power. Due to the issue with HERS it was agreed to defer this item until next year.

Trees for Jubilee – cost £201.50, it was agreed to recommend to the Parish Council to fund the purchase of the trees from the Jubilee budget line. The committee did discuss antivandal measures, but it was not felt necessary.

The Clerk reported that the roof at 95 High Street had recently been repaired as loose tiles were falling from the roof on to the neighbours property. This work had been completed successfully. However, it was noted when the work was being undertaken that the coping stones were in need of being repointed. The cost to do this work was £500.00, it was agreed to recommend to the Parish Council to fund the repair from the maintenance budget line.

6. To discuss the new vehicle delivery and to discuss purchasing the existing van from the lease company

The van has been purchased at the agreed sum of £5500+VAT. 4 new tyres were fitted before it was purchased, we have been invoiced for the last 3 days lease and 6 days of the hire van we had a few weeks ago and back in May.

The Clerk has taxed the vehicle £26 per month on a monthly direct debit and taken out at a cost of £67 Greenflag recovery.

Councillor G Sisley has spoken to Vauxhall and there is talk of the van being here by October.

7. Accounts for payment.

The accounts as detailed below were agreed:-

Accounts for payment for July Finance meeting 2022

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Accounts for payment	Description	Total
Amazon	CCTV camera leads and memory card	139.47
Amazon	Farmers market items	113.97
British Telecom	Phone bill	366.88
D J Haney	Works to garage	270.00
ESPO	Waste bin purchased from SSDC Grant	214.20
Express Mowers	Repair to strimmer	197.93
Gif Gaf	Sim for CCTV at garage	10.00
Greenacre Services	Contractor work for July (inc grass cutting)	557.79
Greenflag	Recovery for a year	67.20
HMRC	August	1359.92
Jubilee	Entertainer	200.00
Kinver Country Fayre	Gazebo Hire	20.00
Kinver Edge Farm Shop	Toilet opening June	100.00
Midshires	Copier charges for 3 months	510.82
Morrisons	Fuel	100.00
PWLB	First 6 months loan repayment	2323.43
Screwfix	Supplies	58.35
SCC pensions	August	1855.22
SCC	Purchase of van	6600.00
SCC	Van hire last invoice	215.76
SSDC	Legal Services charge 21-22 and 22-23 (last years allocated from last years budget)	1440.00
South Staffs Water	New connection investigation	185.05
Staffordshire Wildlife Trust	Nplan report	1800.00
Water Plus	Office rates	52.38
		18758.37
List of Monthly Direct Debits		
Utility Warehouse	Garage electricity	
Utility Warehouse	95 High Street Gas and electricity and mobile phone	182.62
Utility Warehouse	Kinver Edge Toilets	18.31
Utility Warehouse	High Street Toilets	363.91
Tax for van	July	25.43
Salaries	August	4657.66
SSDC	Rates for Comber Ridge	99.00
IONOS	Web charges	1.20
	Total	5348.13
	Total Expenditure	24106.50
Receipts		
Burial Fees		1000.00
Vend electric		315.35
Police income	June	1000.00
	Total Income	2315.35

8. Date of the next meeting.

Wednesday 21st September 2022

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9. Items for future agendas

Items to be with the Clerk by the 6th September 2022.

10. Recommendations to the Parish Council

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

- the accounts up to 30th June 2022 as set as Appendix 2 to these minutes be accepted.
- Kinver Youth Café – grant request £576.00, it was agreed to recommend to fund the sum of £576 from community projects.
- a new power socket for clock shelter – cost £150.00 it was agreed to recommend to fund the power socket for £150 from the maintenance budget line.
- Christmas High Street Traffic Management - £2500 circa (£2077.20 paid last year), if this is supported then this could be funded from the projected underspends in the budget for 2022/23. It was agreed to refer this item to the full Parish Council for a full discussion.
- the power supply for Danesford Gardens – cost £2500 circa and a HERS registered operative has to connect into the power each time as its connected to street light power. Due to the issue with HERS it was agreed to defer this item until next year.
- trees for Jubilee – cost £201.50, it was agreed to fund the purchase of the trees from the Jubilee budget line. The committee did discuss antivandal measures, but it was not felt necessary.
- coping stones repair for the Parish Office roof – cost £500.00, it was agreed to fund the repair from the maintenance budget line.

Appendix 1 to the minutes of the Finance Committee held on the 27th July 2022

Budget comparison from 1st April 2022 - 31st March 2023						
	Description	Budget for 2022/3	Income received to 30/06/22	Balance remaining	Projected Income for the year	Comments
13	INTEREST BATH BUILDING	£100.00	£0.00	-£100.00	£100.00	Due in December
14	BARCLAYS INCOME	£0.00	£0.06	£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	£1,610.00	-£9,640.00	£11,250.00	
31	Toilet Income - Co-Op bank	£50.00	£53.40	£3.40	£50.00	
32	Donations - Co-Op bank	£0.00	£0.00	£0.00	£0.00	
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	£0.00	£0.00	£0.00	
35	Police Office Rent - Co-Op Bank	£4,000.00	£0.00	-£4,000.00	£4,000.00	£1000 owed from March 2022 and June invoice of £1000 outstanding
37	Balance from uncommitted reserves		0	£0.00	£0.00	
38	EV Income	£1,200.00	£616.96	-£583.04	£1,200.00	
39	N Plan income	£0.00	£0.00	£0.00	£0.00	
40	Kinver Market	£0.00	£410.00	£410.00	£1,800.00	Projection based on current income received
	Total Income	£170,579.00	£79,682.35	-£90,896.65	£172,381.00	

EXPENDITURE						
57	BARCLAYS BANK CHARGES	£78.00	£24.70	£53.30	£96.00	Charged monthly
58	EV Electricity used	£1,000.00	£1,451.36	-£451.36	£2,200.00	Electricity for last financial year was estimated due to smart meter not working Additional £1000 was from last year
60	Kinver Market	£0.00	£143.33	-£143.33	£104.00	
61	Jubilee Celebrations	£2,000.00	£1,679.45	£320.55	£2,000.00	£2000 allocated for Jubilee celebrations from reserves break down below of costs to date
62	PW:B Repayments	£3,700.00	£0.00	£3,700.00	£4,000.00	Balance of budget transferred from Leasing
63	Clock Shelter Exp	£0.00	£859.47	-£859.47	£860.00	Electricity for the year
104	NEIGHBOURHOOD PLAN	£5,000.00	£320.00	£4,680.00	£5,000.00	£5000 agreed from reserves for Nplan
110	General Administration - Co-Op					
110/1	Telephone	£1,500.00	£444.54	£1,055.46	£1,500.00	No bill received yet.
110/2	Stationary	£2,000.00	£988.09	£1,011.91	£2,000.00	£600.15 printing costs included for a 1/4
110/3	General Insurance	£2,100.00	£1,988.80	£111.20	£1,989.00	Paid in full for the year
110/4	Rates	£2,300.00	£377.44	£1,922.56	£1,500.00	Water rates £40 per month Comber Ridge rates £99 for 10 months
110/5	Office Electricity and Gas	£2,000.00	£785.93	£1,214.07	£2,500.00	Increased due to uncertain prices
110/6	Audit	£875.00	£475.00	£400.00	£875.00	External audit charge to come
110/7	Chairman's Allowance	£500.00	£500.00	£0.00	£500.00	Paid in full
110/8	Staffing Training Expenses	£150.00	£0.00	£150.00	£150.00	
110/9	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
110/10	Computer Support Services	£2,000.00	£1.00	£1,999.00	£2,000.00	Sage payroll support, Edge IT software and Website charges. Invoices due through the year
110/11	Photocopier	£240.00	£60.00	£180.00	£120.00	Copier lease end in December 22
110	Total	£13,965.00	£5,930.11	£8,034.89	£13,534.00	
111	Maintenance - Co-Op Bank					
111/1	Maintenance Toilets	£2,500.00	£446.68	£2,053.32	£2,500.00	
111/2	Maintenance Misc.	£6,500.00	£1,116.16	£5,383.84	£6,500.00	
111/3	Grass Cutting	£3,500.00	£1,200.00	£2,300.00	£4,000.00	Contractor paid February - November £400 per month
111/4	Play Area	£2,000.00	£0.00	£2,000.00	£2,000.00	1 repair so far this year to wet pour, invoice due for £500
111	Total	£14,500.00	£2,762.84	£11,737.16	£15,000.00	
112	Car Park Rental - Co-Op Bank	£1,450.00	£1,475.00	-£25.00	£1,475.00	Both invoices paid in full
113	Christmas Illuminations - Co-Op	£4,500.00	£261.91	£4,238.09	£4,500.00	Electricity charge for 2021 xmas
114	Contingencies - Co-Op Bank	£0.00	£0.00	£0.00	£0.00	
115	Vehicles - CO- Op Bank Account					
115/1	Leasing	£900.00	£581.27	£318.73	£900.00	Leasing costs are £298 per month, June invoice awaited. Further invoices depend on purchasing van from County Fleet care.
115/2	Fuel	£400.00	£358.34	£41.66	£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.
115/3	Insurance	£2,000.00	£93.60	£1,906.40	£1,400.00	The budget in November was set at £2000 for the new van insurance if we keep Diesel it will cost less.
115	Total	£3,300.00	£1,033.21	£2,266.79		
116	Health and Safety - Co-Op Bank	£100.00	£0.00	£100.00	£100.00	Used as required
117	Grants Subs Co-Op Bank Account					
117/1	Parish Councils Subs	£500.00	£95.00	£405.00	£500.00	
117/2	SPCA / LCR	£700.00	£62.56	£637.44	£700.00	Invoice for SPCA due in March
117/3	Grants / internal projects	£4,486.00	£3,205.56	£1,280.44	£4,486.00	New laptops purchased from here
117	Total	£5,686.00	£3,363.12	£2,322.88		

119	Wages/Salaries - Co-Op Bank					
119/1	Salaries	£85,500.00	£20,306.12	£65,193.88	£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.
119/2	Employers NI	£7,750.00	£1,574.30	£6,175.70	£5,781.00	Calculated based on changes in personnel
119/3	Employers Pension	£23,300.00	£6,255.63	£17,044.37	£16,619.00	Calculated based on changes in personnel
119/4	Toilets	£1,150.00	£190.00	£960.00	£1,150.00	
119	Total	£117,700.00	£28,326.05	£89,373.95	£102,489.00	
120	Community Projects - Co-Op	£4,000.00	£3,114.00	£886.00	£4,000.00	New speed sign and Youth Club Grant
121	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	£51,344.55	£126,234.45	£155,958.00	
	Total Income	£170,579.00	£79,682.35	£90,896.65	£172,381.00	
	Total Expenditure	£177,579.00	£51,344.55	-£126,234.45	£155,958.00	
	Total Net Balance	£7,000.00	£28,337.80	-£35,337.80	£16,423.00	
	Jubilee Expenditure to date					
	Andrew Healey	Entertainer	£250.00			
	Painting Pixie	Face Painting	£180.00			
	Bunting	Children to colour	£30.00			
	General Expenses		£21.00			
	Bunting		£37.45			
	Kieran Lander	Entertainer	£147.00			
	Devon Harrison	Entertainer	£650.00			
	Mr Pitt	Entertainer	£200.00			
	Total		£1,515.45			
	Budget Allocated		£2,000.00			

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/22 and 30/06/22 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	£82,620.97	£0.00	£82,620.97
Total Receipts	£82,620.97	£0.00	£82,620.97
PAYMENTS	Net	Vat	Gross
Council	£59,763.40	£3,273.19	£63,036.59
Total Payments	£59,763.40	£3,273.19	£63,036.59

Closing Balances

Ordinary Accounts

.BARCLAYS BANK	£794.45
.COOPERATIVE BANK C & I	£52,219.50
Bath Building Society	£37,654.48
Reserves West Bromwich	£34,741.01
Total	£125,409.44

Signed

Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/22 and 30/06/22 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	£0.06	£0.06
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	£1,610.00	-£9,640.00
31	Toilet Income - Co-Op bank account	£50.00	£53.40	£3.40
32	Donations - Co-Op bank Account	£0.00	£0.00	£0.00
33	Precept - Co-Op Bank Account	£153,975.00	£76,987.50	-£76,987.50
34	Sundries - Co-Op Bank Account	£0.00	£0.00	£0.00
35	Police Office Rent - Co-Op Bank Account	£4,000.00	£0.00	-£4,000.00
37	Balance from uncommitted reserves	£0.00	£0.00	£0.00
38	EV Income	£1,200.00	£616.96	-£583.04
39	N Plan grant income	£0.00	£0.00	£0.00
40	Kinver Market	£0.00	£410.00	£410.00
41	PWLB	£0.00	£0.00	£0.00
Total Council		£170,579.00	£79,682.35	-£90,896.65
Total Income		£170,579.00	£79,682.35	-£90,896.65

EXPENDITURE

Council				
57	BARCLAYS BANK CHARGES	£78.00	£24.70	£53.30
58	EV Electricity used	£1,000.00	£1,451.36	-£451.36
60	Kinver Market	£0.00	£143.33	-£143.33
61	Jubilee celebrations	£2,000.00	£1,679.45	£320.55
62	pwlb repayments	£0.00	£0.00	£0.00
63	Clock Shelter Exp.	£0.00	£859.47	-£859.47
104	NEIGHBOURHOOD PLAN	£0.00	£320.00	-£320.00
110 General Administration - Co-Op Bank Account				
110/1	Telephone	£1,500.00	£444.54	£1,055.46
110/2	Stationary	£2,000.00	£988.09	£1,011.91
110/3	General Insurance	£2,100.00	£1,988.80	£111.20
110/4	Rates	£2,300.00	£377.44	£1,922.56
110/5	Office Electricity and Gas	£2,000.00	£785.93	£1,214.07
110/6	Audit	£875.00	£475.00	£400.00

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110/7	Chairmans Allowance	£500.00	£500.00	£0.00
110/8	Staffing Training Expenses	£150.00	£0.00	£150.00

30/06/22 11:10 AM Vs:

Kinver Parish Council

Financial Budget Comparison

Comparison between 01/04/22 and 30/06/22 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	£1.00	£1,999.00
110/11	Photocopier	£240.00	£60.00	£180.00
110	Total	£13,965.00	£5,930.11	£8,034.89
111	Maintenance - Co-Op Bank Account			
111/1	Maintenance Toilets	£2,500.00	£446.68	£2,053.32
111/2	Maintenance Misc	£6,500.00	£1,116.16	£5,383.84
111/3	Grass Cutting	£3,500.00	£1,200.00	£2,300.00
111/4	Play Area	£2,000.00	£0.00	£2,000.00
111	Total	£14,500.00	£2,762.84	£11,737.16
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	£0.00	£0.00
115	Vehicles - Co-Op Bank Account			
115/1	Leasing	£4,600.00	£581.27	£4,018.73
115/2	Fuel	£400.00	£358.34	£41.66
115/3	Insurance	£2,000.00	£93.60	£1,906.40
115	Total	£7,000.00	£1,033.21	£5,966.79
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	£3,205.56	£1,280.44
117	Total	£5,686.00	£3,363.12	£2,322.88
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	£20,306.12	£65,193.88
119/2	Employers NI	£7,750.00	£1,574.30	£6,175.70
119/3	Employers Pension	£23,300.00	£6,255.63	£17,044.37
119/4	Toilets	£1,150.00	£190.00	£960.00
119	Total	£117,700.00	£28,326.05	£89,373.95
120	Community Projects - Co-Op Bank Account	£4,000.00	£3,114.00	£886.00
121	Legal Fees - Co-Op Bank Account	£600.00	£600.00	£0.00
Total Council		£172,579.00	£51,344.55	£121,234.45
Total Expenditure		£172,579.00	£51,344.55	£121,234.45

Financial Budget Comparison

Comparison between 01/04/22 and 30/06/22 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	£79,682.35	-£90,896.65
Total Expenditure	£172,579.00	£51,344.55	£121,234.45
Total Net Balance	-£2,000.00	£28,337.80	

