

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF KINVER PARISH COUNCIL HELD VIA ZOOM SOFTWARE AND VIA ZOOM AT 95 HIGH STREET, KINVER ON WEDNESDAY 17th FEBRUARY 2021

Councillors: D Light (Chairman), JK Hall (ex-officio), I G Sadler, BR Edwards (Vice Chairman), Mrs C Allen, S Anderson, P Wooddisse, Miss V Webb, H Williams and G Sisley attended via zoom.

1. APOLOGIES FOR ABSENCE

All members were present.

2. DECLARATIONS OF PECUNIARY INTERESTS

None were declared.

3. MINUTES OF THE MEETING OF 18TH NOVEMBER 2020

The minutes of the meeting held on 18th November 2020 were approved and signed as a true record of that meeting.

4. BUDGET COMPARISON AND TO RECEIVE THE ACCOUNTS TO JANUARY 2021 AS PREPARED BY THE RFO

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 1 to these minutes be accepted. On a vote this was unanimous.

It was noted that there is a projected underspend of £8248 at this moment, this includes all known bills that are expected before the 31st March 2021.

5. Exclusion of the press and public to discuss a staffing matter

The press and the public were excluded from the meeting as the item to be discussed related to staffing matters.

It was proposed by Councillor by P Wooddisse and seconded by Councillor B Edwards to Recommend to the Parish Council that (providing its confirmed to be legal) all staff be paid in lieu of holiday not taken from the 1st April 2020 to the 31st March 2021 (in consultation with all staff members) and detailed in the Confidential agenda paper relating to the staff be accepted, this situation is exceptional and one off due to the Covid pandemic. This does not set a precedent for any future years. Subject to confirmation from SSDC HR Department that this is acceptable. On a vote this was carried with 7 votes for, 2 against and 1 abstention.

It was noted that a Personnel Committee meeting will be called to review staff contracts will be called after the May AGM.

6. Reinstate the public to the meeting

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Members of the public and press re-joined the meeting.

7. Funding requests and items referred from the Parish Council

Grant application from KSCA £900

This application is for work to cover a culvert running under the unadopted Legion Drive. Members agreed to defer this grant application, until a report from the KSCA to confirm the safety aspect and the maintenance of the culvert is received, then a decision can be made on this application.

Replacement bus shelter for Stourton £900

The existing structure has had to be removed as it was rotten and in danger of falling down. The cost to replace the shelter with a more modern maintenance free structure would be £900. This item is deferred for a future meeting.

Housing Needs Survey request from the Neighbourhood Plan Steering Group £500

The request is for £500 towards the part cost of undertaking a Housing Needs Survey.

This cost is split between SSDC, SSHA and the Parish.

The cost will not need to be taken out of this year's budget, it is requested that £500 is allocated from the £5000 reserved in the West Bromwich Account, in-case payment is required before the next claim can be made from the Locality grant. It was agreed that this expenditure be agreed.

9. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 12th April 2021
Van Lease, Year end

10. DATE OF NEXT MEETING

20TH April 2021

11. RECOMMENDATIONS TO THE PARISH COUNCIL

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

- the accounts as set as Appendix 1 to these minutes be accepted.
- (providing its confirmed to be legal) all staff be paid in lieu of holiday not taken from the 1st April 2020 to the 31st March 2021 (in consultation with all staff members) and detailed in the Confidential agenda paper relating to the staff be accepted, this situation is exceptional and one off due to the Covid pandemic. This does not set a precedent for any future years. Subject to confirmation from SSDC HR Department that this is acceptable.
- The KSCA grant application is deferred awaiting for further information.
- The Neighbourhood Plan expenditure for the housing needs survey is agreed at £500.

- Bus shelter replacement is deferred until a future meeting.

Financial Summary - Cashbook

Summary between 01/04/20 and 31/01/21 inclusive.

Balances at the start of the year

Ordinary Accounts

.BARCLAYS BANK	£7,074.16
.COOPERATIVE BANK C & I	£8,349.91
Bath Building Society	£37,533.09
Reserves West Bromwich	£30,471.05
Total	£83,428.21

RECEIPTS	Net	Vat	Gross
Council	£170,181.23	£0.00	£170,181.23
Total Receipts	£170,181.23	£0.00	£170,181.23
PAYMENTS	Net	Vat	Gross
Council	£127,291.81	£4,987.49	£132,279.30
Total Payments	£127,291.81	£4,987.49	£132,279.30

Closing Balances

Ordinary Accounts

.BARCLAYS BANK	£917.23
.COOPERATIVE BANK C & I	£38,611.16
Bath Building Society	£37,533.09
Reserves West Bromwich	£44,268.66
Total	£121,330.14

Signed

Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/20 and 31/01/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Actual Net	Balance
INCOME				
Council				
13	INTEREST BATH BUILDING SOCIETY	£100.00	£0.00	£-100.00
17	PRECEPT	£0.00	£72,354.50	£72,354.50
22	INTEREST WEST BROM ACCOUNT - CHARITY ACC	£30.00	£0.00	£-30.00
30	Burial Fees - Co-Op bank account	£10,225.00	£11,444.00	£1,219.00
31	Toilet Income - Co-Op bank account	£1,000.00	£50.00	£-950.00
32	Donations - Co-Op bank Account	£300.00	£4,749.75	£4,449.75
33	Precept - Co-Op Bank Account	£144,709.00	£72,354.50	£-72,354.50
34	Sundries - Co-Op Bank Account	£150.00	£2,618.43	£2,468.43
35	Police Office Rent - Co-Op Bank Account	£4,000.00	£1,000.00	£-3,000.00
Total Income		£160,514.00	£164,571.18	£4,057.18
EXPENDITURE				
57	BARCLAYS BANK CHARGES	£0.00	£45.50	£-45.50
104	NEIGHBOURHOOD PLAN	£0.00	£1,037.52	£-1,037.52
110	General Administration - Co-Op Bank Account	£13,980.00	£12,048.99	£1,931.01
111	Maintenance - Co-Op Bank Account	£14,000.00	£8,359.43	£5,640.57
112	Car Park Rental - Co-Op Bank Account	£1,450.00	£875.00	£575.00
113	Christmas Illuminations - Co-Op Bank Account	£4,500.00	£3,628.70	£871.30
114	Contingencies - Co-Op Bank Account	£0.00	£3,633.40	£-3,633.40
115	Vehicles - Co-Op Bank Account	£5,950.00	£4,871.70	£1,078.30
116	Health and Safety - Co-Op Bank Account	£0.00	£184.00	£-184.00
117	Grans Subs Co-Op Bank Account	£6,634.00	£2,416.33	£4,217.67
118	Election Expenses - Co-Op Bank Account	£1,500.00	£0.00	£1,500.00
119	Wages/Salaries - Co-Op Bank Account	£107,500.00	£87,614.30	£19,885.70
120	Community Projects - Co-Op Bank Account	£4,000.00	£172.14	£3,827.86
121	Legal Fees - Co-Op Bank Account	£1,000.00	£600.00	£400.00
Total Expenditure		£160,514.00	£125,487.01	£35,026.99
Total Income		£160,514.00	£164,571.18	£4,057.18
Total Expenditure		£160,514.00	£125,487.01	£35,026.99
Total Net Balance		£0.00	£39,084.17	

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Budget Comparison
2020/2021

	PARISH COUNCIL INCOME						
		BUDGET	ACTUAL	BALANCE	PROJECTED	%	COMMENTS
		INC 20/21	INCOME	REMAINING	INC.	RECEIVED	
10	PRECEPT	144709.00	144709.00	0.00	144709.00	100.00	Paid in full
14	BURIAL FEES	10225.00	11444.00	1219.00	13000.00	111.92	increased proj. as 2 months left
15	TOILETS HIGH STREET	1000.00	50.00	-950.00	50.00	5.00	closed so no further inc.
16	DONATIONS	300.00	4749.75	4449.75	7775.00	1583.25	Grant for ev point part received, and £ 1023.42 ev and £2000 Nplan grant to be received and bench donations
19	SUNDRIES	150.00	2618.43	2468.43	2500.00	1745.62	Insurance payment for play area
22	INTEREST ON NEW RESERVES ACC AT WBROM	30.00	0.00	-30.00	0.00	0.00	
23	INTEREST BATH BUILDING SOCIETY	100.00	0.00	-100.00	100.00	0.00	
24	POLICE OFFICE RENT	4000.00	1000.00	-3000.00	4000.00	25.00	2 payments late, amd 1 more for March due
		160514.00	164571.18	4057.18	172134.00	102.53	
	EXPENDITURE FOR PARISH	BUDGET	ACTUAL	BALANCE	PROJECTED	%	COMMENTS
		EXP 20/21	EXP.	REMAINING	EXP.	SPENT	
57	BARCLAYS BANK CHARGES	0.00	45.50	-13.00	46.00		
50	GENERAL ADMIN						
50/1	GA TELEPHONE	2100.00	910.79	1189.21	1800.00	43.37	2 further payments
50/2	GA STATIONARY	2850.00	2120.37	729.63	2500.00	74.40	
50/3	GA GENERAL INSURANCE	1940.00	1971.03	-31.03	1971.00	101.60	Insurance paid in full
50/4	GA RATES BURIAL GROUND AND WATER RATES	1200.00	2025.21	-825.21	2100.00	168.77	1 more payment
50/5	GA OFFICE ELECTRICITY & GAS	1700.00	1125.70	574.30	1600.00	66.22	2 more payments
50/6	GA AUDIT	850.00	850.00	0.00	850.00	100.00	completed
50/7	GA CHAIRMAN'S ALLOWANCE	500.00	500.00	0.00	500.00	500.00	completed
50/9	GA STAFF TRAINING EXPENSES	100.00	330.66	-230.66	331.00	301.00	Over budget as more courses attended this year
50/25	GA MEMBERS EXPENSES	200.00	110.00	90.00	200.00	55.00	
50/47	GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010)	2300.00	1865.23	434.77	2300.00	81.10	
50/48	GA PHOTOCOPIER	240.00	240.00	0.00	240.00	100.00	Paid in full
	TOTAL FOR ADMINISTRATION	13980.00	12048.99	1931.01	14392.00	86.19	
	EXPENDITURE FOR PARISH	BUDGET	ACTUAL	BALANCE	PROJECTED	%	COMMENTS
		EXP 20/21	EXP.	REMAINING	EXP.	SPENT	
52	MAINTENANCE						
52/1	MAINTENANCE TOILETS	2500.00	782.88	1717.12	1000.00	31.32	
52/6	MAINTENANCE MISC.	6500.00	4739.01	1760.99	5500.00	72.91	
52/7	MAINTENANCE GRASS CUTTING	3000.00	2251.54	748.46	3051.00	75.05	

52/26	MAINTENANCE PLAY AREA	2000.00	586.00	1414.00	587.00	29.30	
	MAINTENANCE TOTAL	14000.00	8359.43	5640.57	10138.00	59.71	
54	GRANTS & SUBS EXTERNAL	2020-21					
54/1	PARISH COUNCIL SUBSCRIPTIONS	500.00	403.00	97.00	500.00	80.60	
54/2	SPCA & LCR	700.00	0.00	700.00	700.00	0.00	Inv due in March
54/3	GRANTS	5434.00	2013.33	3420.67	10211.51	37.05	ev point to be paid £7080.50 (grant due for £5310.67, pc to pay £1770.20) and £1000 SCC for footpath on A458
	GRANTS & SUBS TOTAL	6634.00	2416.33	4217.67	11411.51	36.42	
55	CAR PARK RENTAL	1450.00	875.00	575.00	875.00	60.34	Paid in full
57	CHRISTMAS LIGHTS	4500.00	3628.70	871.30	4000.00	80.64	Xmas trees required
58	VEHICLES						
58/1	LEASING	3500.00	2755.07	744.93	3500.00	78.72	
58/2	FUEL	1400.00	881.66	518.34	1100.00	62.98	
58/4	INSURANCE FOR VEHICLE	1050.00	1234.97	-184.97	1235.00	117.62	Completed
	TOTAL FOR VEHICLES	5950.00	4871.70	1078.30	5835.00	81.88	
60	CONTINGENCIES	0.00	3633.40	-3633.40	3633.40		Insurance claim £2577, and bench purchases paid for by donations
62	HEALTH AND SAFETY AUDIT	0.00	184.00	-184.00	184.00		Covid H & S
63'	PROJECTS FOR COMMUNITY FUNDED BY RENT	4000.00	172.14	3827.86	172.14	4.30	No further exp expected
100	WAGES / SALARIES						
103/1	SALARIES NET inc pen/Tax/NII/	81400.00	66622.71	14777.29	81444.00	81.85	
103/3	EMPLOYERS NATIONAL INS.	7000.00	5147.75	1852.25	7000.00	73.54	
103/5	EMPLOYERS PENSION	18000.00	15843.84	2156.16	20655.00	88.02	
103/6	OPENING TOILETS	1100.00	0.00	1100.00	0.00	0.00	Not opened this year
	TOTAL WAGES	107500.00	87614.30	19885.70	109099.00	81.50	
101/9	ELECTION EXPENSES	1500.00	0.00	1500.00	1500.00	0.00	To be moved to WB for future Exp.
105	SOLICITORS FEES	1000.00	600.00	400.00	600.00	60.00	Completed.
104	NEIGHBOURHOOD PLAN	0.00	1037.52	-1037.52	2000.00		Grant to be received still for £2000
	TOTAL EXPENDITURE	160514.00	125487.01	35026.99	163886.05	78.18	
	TOTAL INCOME	160514.00	164571.18	-4057.18	172134.00	102.53	
	TOTAL NET BALANCE	0.00	39084.17	-39084.17	8247.95		