

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY  
28<sup>TH</sup> JULY 2021**

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Councillors: P Wooddisse (Chairman), I G Sadler (Vice Chairman)\*, JK Hall (ex-officio), Mrs C Allen, H Williams. \*arrived during item 7.

Councillors G Sisley, S Anderson and Ms E Lord were also in attendance.

1. APOLOGIES FOR ABSENCE

Councillor BR Edwards, sent his apologies for the meeting.

2. DECLARATIONS OF PECUNIARY INTERESTS

None were declared.

3. MINUTES OF THE MEETING OF 21<sup>ST</sup> JUNE 2021

The minutes of the meeting held on 21<sup>st</sup> June 2021 were approved and signed as a true record of that meeting.

4. To review the budget comparison for the period ending 30<sup>th</sup> June 2021 (figures attached)

The Chairman presented the budget comparison he had prepared for period ended 30<sup>th</sup> June 2021 as attached as Appendix 1 to these minutes the figures were reviewed and noted.

5. To receive formally the accounts for the period from April – June 2021 (figures attached)

The accounts as attached as Appendix 2 to these minutes: the figures were reviewed and noted.

It was **Resolved** to **Recommend** to the Parish Council that the accounts up to the 30<sup>th</sup> June 2021 as set as Appendix 2 to these minutes be accepted. On a vote this was unanimous.

6. Items referred from the Parish Council for funding

- to purchase Bat / bird boxes to be put on Parish buildings / Toilet blocks, at a cost of £150.

It was agreed to Recommend to the Parish Council that the expenditure of £150 from budget line 117/3. On a vote this was agreed.

- to allocate £4000 of the Community fund for the purchase of Solar Lighting for the Holloway. It was proposed by Councillor Mrs C Allen and seconded by Councillor P Wooddisse to Recommend to the Parish Council that funding can be found for this project. Community

Projects budget line 120. On a vote this was carried with 2 for and 2 against. Therefore the Chairman used his casting vote for the proposal and it was therefore carried.

It was noted that residents of the area, should be contacted before any firm decision is taken with regard to this matter.

7. To discuss the Van Lease that is due for renewal in November 21

The costings were put forward for purchasing an electric van as detailed below:-

Purchase cost £27,741.88 + VAT

Deposit £7,741.88 + VAT

60 payments of £383.33.

The Clerk advised that the Parish Council cannot take out finance without permission from the Government, this process takes approximately 3 months.

The reserves figures as discussed in the November 20 Finance meeting are detailed below.

Details are below of the reserves held as at 31<sup>st</sup> March 2021

	Actual Balance	Projected with funds used to reduce precept for 2021-22	
<b>Ear Marked Reserve funds</b>	<b>£44,268.66</b>	<b>£35,662.10</b>	
Play Area	£5,000.00	£5,000.00	
Contingency	£3,500.00	£3,500.00	
Election Expenses	£8,445.47	£8,445.47	
Xmas Lights	£5,392.16	£5,392.16	
Neighbourhood Plan	£5,000.00	£5,000.00	
Future Council projects			underspend on budget for year end 31/3/21
	£0.00	£8,324.47	
Balance from Y/end 31/3/20	£13,797.21	£0.00	
Balance from Y/end 31/3/18	£3,133.42	£0.00	
<b>Operating reserve fund</b>	<b>£37,533.09</b>		

The minimum operating reserve in the Bath Building Society is £27,000 (£166,000 (total expenditure / 12 months x 2 months)).

Potential Balances available towards the purchase of a new Van are:-

£5,000 from West Bromwich Account (reserved at the moment for the Play Area)

£10,000 from the Bath Building Society

£1,900 from the Lease budget line

£16,900 Total.

The options available to the Parish Council re the van are :-

- A) Purchase an electric vehicle – putting a deposit of £50% and apply for approval for a loan from the Government.
- B) To lease an electric van.
- C) Purchase the existing vehicle and run it for a year at a cost of circa £7,000.
- D) To purchase a second hand vehicle
- E) To purchase a new van similar to the proposed electric van circa £20,000.
- F) To look at extending the lease on the existing vehicle.
- G) To look at leasing either an electric or diesel van.

It was agreed to have this as an agenda item for the September Parish Council meeting.

Councillor G Sisley, will arrange a demonstration of the Vauxhall to ensure it fits our requirements and he will get a lease price for an electric and diesel van.

8. To discuss the Parish Council's fixed asset register

The fixed assets register is detailed below:-

**Fixed assets list**

Community Assets

15 Danesford Gardens - Park

16 Jubilee Gardens - Park

17 Comber Ridge Burial Ground and Garden Of Remembrance

	31/03/2019
CONTENTS 95	
HIGH STREET	12628.66
CLOCK	
SHELTER	43709.05
DOG BINS / 14	
BINS	2270.22
BENCHES /	
SEATS	12144.76
BUS	
SHELTERS	5549.43

NOTICE	
BOARDS	2912.84
WAR	
MEMORIAL	42292.99
MAINTENANCE	
MACHINERY	3919.86
CHAIRMAN'S	
BADGE AND	
CHAIN	3376.19
S HARRIS CUP	
AND BOARD	1575.41
VILLAGE	
SIGNS	4527.13
CHRISTMAS	
LIGHTS	7792.17
GATES AND	
FENCES	11367.64
PLAY	
EQUIPMENT	194495.62
95 HIGH	
STREET	217764.32
TOILET BLOCK	
HIGH STREET	108879.06
TOILET BLOCK	
KINVER EDGE	48894.72
GARAGE AND	
STORE	
COMBER	
RIDGE	16665.40
STONE	
TROUGHS	1619.30
SPEED SIGNS	6036.00
CCTV CAMERA	
KSCA CAR	
PARK	2450.00
	£750,870.77

It was noted that reserve balances are allocated already for specific items i.e play area etc, however concern was expressed that we could potentially need to allocate funds for major projects in the future, such as Play Area equipment, wet pour, clock shelter etc. It was agreed that this will be an agenda for the November meeting.

9. To approve the accounts for payment for July

The accounts as set out as appendix 3 to these minutes were noted and agreed.

10. To discuss Christmas tree and lights for Dec 2021

The Big Tree Group have funds for the tree to be erected for this Christmas. They are concerned that they may not have enough funds to replace the existing Christmas tree lights. It was noted that a grant form would need to be submitted for consideration for the purchase of the lights.

11. Date of Next Meeting – Wednesday 22<sup>nd</sup> September 2021
12. Items for future agendas – Budget / Fixed assets November
13. Recommendations to the Parish Council

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

- The accounts up to the 30<sup>th</sup> June 21 as set as Appendix 2 to these minutes be accepted.
- The expenditure of £150 for the purchase of bat / bird boxes for Parish buildings from budget line 117/3.
- Funding can be found for the project, to fund the proposed solar lights for the Holloway for £4000 using Community Projects budget line 120.
- Replacement van agenda item

Appendix 1 to the minutes of the Finance Committee held on the 28<sup>th</sup> July 2021

	1 Budget 31-Mar-22	2 Budget to 30-Jun-21	3 Actual to 30-Jun-21	4 adi	3 Actual 30-Jun-21	4 variance £ (red-adverse)	5 variance% var on budget
<b>Kinver Parish Council Management Accounts</b>							
<b>INCOME</b>							
33	Precept	£134,709.00	£33,677.25	£67,354.50	£33,677.25	£0.00	
30	Burial	£10,225.00	£2,556.25	£2,100.00	£2,100.00	£456.25	-17.85%
31	Toilets	£500.00	£125.00	£0.00	£0.00	£125.00	-100.00%
32	Donations	£300.00	£75.00	£0.00	£0.00	£75.00	-100.00%
37	Balance from uncommitted reserves	£16,904.00	£4,226.00	£265.24	£4,226.00	£0.00	
34	Sundries				£165.24	£165.24	1.00%
22	Interest West Bromwich	£30.00	£7.50		£0.00	£7.50	-100.00%
13	Interest Bath	£100.00	£25.00		£0.00	£25.00	-100.00%
35	Rent	£4,000.00	£1,000.00		£1,000.00	£0.00	
	<b>Total Income</b>	<b>£166,768.00</b>	<b>£41,692.00</b>	<b>£69,719.74</b>	<b>£41,168.49</b>	<b>£523.51</b>	<b>-1.26%</b>
<b>EXPENDITURE</b>							
57	BARCLAYS BANK CHARGES	£78.00	£19.50	£18.50	£18.50	£1.00	5.13%
104	Neighbourhood Plan			£2,389.64	£2,389.64	£2,389.64	
110	<b>General Administration - Coop</b>						
110/1	Telephone	£2,100.00	£525.00	£0.00	£361.04	£163.96	31.23%
110/2	Stationery	£2,850.00	£712.50	£884.59	£784.59	£72.09	-10.12%
110/3	Insurance	£2,100.00	£525.00	£1,923.94	£137.05	£387.95	73.90%
110/4	Rates	£2,300.00	£575.00	£497.28	£497.28	£77.72	13.52%
110/5	H&L	£1,700.00	£425.00	£508.61	£508.61	£83.61	-19.67%
110/6	Audit	£850.00	£212.50	£475.00	£212.50	£0.00	0.00%
110/7	Chairman	£500.00	£125.00		£125.00	£0.00	0.00%
110/8	Training	£100.00	£25.00		£0.00	£25.00	100.00%
110/9	Members expenses	£200.00	£50.00	£196.18	£196.18	£146.18	-292.36%
110/10	Computer	£2,300.00	£575.00	£35.97	£35.97	£539.03	93.74%
110/11	Photocopier	£240.00	£60.00	£60.00	£60.00	£0.00	0.00%
110	<b>Total</b>	<b>£15,318.00</b>	<b>£3,829.50</b>	<b>£6,989.71</b>	<b>£5,326.36</b>	<b>£1,496.86</b>	<b>-39.09%</b>

E:\BACKUP\PS15072021\EXCEL\KINVERPARISHACCOUNTS2022\JUNE

Kinver Parish Council Management Accounts continued		1 Budget 31-Mar-22	2 Budget to 30-Jun-21	3 Actual to 30-Jun-21	4 adj	3 Actual 30-Jun-21	4 Variance £ (red-adverse)	5 Variance % var on budget
111/1	Toilets	£2,500.00	£625.00	£391.38		£391.38	£233.62	37.38%
111/2	Miscellaneous	£6,500.00	£1,625.00	£761.61		£761.61	£863.39	53.13%
111/3	Grass	£3,500.00	£875.00	£1,200.00		£1,200.00	£325.00	-37.14%
111/4	Play Area	£2,000.00	£500.00	£0.00		£0.00	£500.00	100.00%
111	<b>Total</b>	<b>£14,500.00</b>	<b>£3,625.00</b>	<b>£2,352.99</b>	<b>£0.00</b>	<b>£2,352.99</b>	<b>£1,272.01</b>	<b>35.09%</b>
112	Car Park Rental	£1,400.00	£350.00	£1,450.00		£1,450.00	£1,100.00	-314.29%
113	Christmas lights	£4,500.00	£1,125.00	£70.93	£1,054.07	£1,125.00	£0.00	0.00%
114	Contingencies		£0.00	£0.00	£0.00	£0.00	£0.00	0.00%
115/1	Vehicle lease	£4,500.00	£1,125.00	£1,159.18		£1,159.18	£34.18	-3.04%
115/2	Fuel	£1,400.00	£350.00	£291.67		£291.67	£58.33	16.67%
115/3	Insurance	£1,200.00	£300.00	£94.37		£94.37	£205.63	68.54%
115	<b>Total</b>	<b>£7,100.00</b>	<b>£1,775.00</b>	<b>£1,545.22</b>	<b>£0.00</b>	<b>£1,545.22</b>	<b>£229.78</b>	<b>12.95%</b>
116	H&S Audit	£250.00	£41.67	£0.00	£0.00	£0.00	£41.67	100.00%
117/1	Subscriptions	£500.00	£125.00	£95.00		£95.00	£30.00	24.00%
117/2	SPCA & LCR	£700.00	£175.00	£0.00		£0.00	£175.00	100.00%
117/3	Grants	£5,000.00	£1,250.00	£187.62		£187.62	£1,062.38	84.99%
117	<b>Total</b>	<b>£6,200.00</b>	<b>£1,550.00</b>	<b>£282.62</b>	<b>£0.00</b>	<b>£282.62</b>	<b>£1,267.38</b>	<b>81.77%</b>
118	Election expenses		£0.00			£0.00	£0.00	
119/1	Salaries	£83,900.00	£20,975.00	£20,240.45		£20,240.45	£734.55	3.50%
119/2	NI employers	£6,850.00	£1,712.50	£1,738.24		£1,738.24	£25.74	-1.50%
119/3	Pension premium	£21,000.00	£5,250.00	£5,488.24		£5,488.24	£238.24	-4.54%
119/4	Opening toilets	£1,150.00	£287.50	£0.00		£0.00	£287.50	100.00%
119	<b>Total</b>	<b>£112,900.00</b>	<b>£28,225.00</b>	<b>£27,466.93</b>	<b>£0.00</b>	<b>£27,466.93</b>	<b>£758.07</b>	<b>2.69%</b>
120	Projects	£4,000.00	£666.67	£0.00		£0.00	£666.67	100.00%
121	Solicitors fee	£600.00	£100.00	£0.00		£0.00	£100.00	100.00%
	<b>Total Expenditure</b>	<b>£166,768.00</b>	<b>£41,287.83</b>	<b>£40,158.40</b>	<b>£609.28</b>	<b>£39,549.12</b>	<b>£1,738.72</b>	<b>4.21%</b>
	<b>Total Income</b>	<b>£166,768.00</b>	<b>£41,692.00</b>	<b>£69,719.74</b>	<b>£28,551.25</b>	<b>£41,168.49</b>	<b>£523.51</b>	<b>-1.26%</b>
	<b>Surplus, better than budget</b>						<b>£1,215.21</b>	

## Financial Summary - Cashbook

Summary between 01/04/21 and 30/06/21 inclusive.

Balances at the start of the year

### Ordinary Accounts

.BARCLAYS BANK	£904.23
.COOPERATIVE BANK C & I	£6,380.50
Bath Building Society	£37,626.26
Reserves West Bromwich	£44,299.13
Total	£89,210.12

RECEIPTS	Net	Vat	Gross
Council	£72,652.82	£0.00	£72,652.82
Total Receipts	£72,652.82	£0.00	£72,652.82

PAYMENTS	Net	Vat	Gross
Council	£40,743.07	£1,153.51	£41,896.58
Total Payments	£40,743.07	£1,153.51	£41,896.58

Closing Balances

### Ordinary Accounts

.BARCLAYS BANK	£885.73
.COOPERATIVE BANK C & I	£37,155.24
Bath Building Society	£37,626.26
Reserves West Bromwich	£44,299.13
Total	£119,966.36

Signed  
Chair

Clerk / Responsible Financial Officer



# Financial Budget Comparison

Comparison between 01/04/21 and 30/06/21 inclusive.  
Excludes transactions with an invoice date prior to 01/04/21

2021/2022	Actual Net	Balance		
<b>INCOME</b>				
<b>Council</b>				
13 INTEREST BATH BUILDING SOCIETY	£100.00	£0.00	-£100.00	
22 INTEREST WEST BROM ACCOUNT - CHARITY ACC	£30.00	£0.00	-£30.00	
30 Burial Fees - Co-Op bank account	£10,225.00	£2,100.00	-£8,125.00	
31 Toilet Income - Co-Op bank account	£500.00	£0.00	-£500.00	
32 Donations - Co-Op bank	£300.00	£0.00	-£300.00	
33 Precept - Co-Op Bank Account	£134,709.00	£67,354.50	-£67,354.50	
34 Sundries - Co-Op Bank Account	£0.00	£265.24	£265.24	
35 Police Office Rent - Co-Op Bank Account	£4,000.00	£0.00	-£4,000.00	
37 Balance from un-committed reserves	£16,904.00	£0.00	-£16,904.00	
<b>Total Council</b>	<b>£166,768.00</b>	<b>£69,719.74</b>	<b>-£97,048.26</b>	
<b>Total Income</b>	<b>£166,768.00</b>	<b>£69,719.74</b>	<b>-£97,048.26</b>	
<b>EXPENDITURE</b>				
<b>Council</b>				
57 BARCLAYS BANK CHARGES	£78.00	£18.50	£59.50	
104 NEIGHBOURHOOD PLAN	£0.00	£2,389.64	-£2,389.64	
110 General Administration - Co-Op Bank Account				
110/1 Telephone		£2,100.00	£0.00	£2,100.00
110/2 Stationary		£2,850.00	£884.59	£1,965.41
110/3 General Insurance		£2,100.00	£1,923.94	£176.06
110/4 Rates		£2,300.00	£497.28	£1,802.72
110/5 Office Electricity and Gas		£1,700.00	£508.61	£1,191.39
110/6 Audit		£850.00	£475.00	£375.00
110/7 Chairmans Allowance		£500.00	£0.00	£500.00
110/8 Staffing Training Expenses		£100.00	£0.00	£100.00
110/9 Members Expenses		£200.00	£196.18	£3.82
110/10 Computer Support Services		£2,300.00	£35.97	£2,264.03
110/11 Photocopier		£240.00	£60.00	£180.00
110 Total	£15,240.00	£4,581.57	£10,658.43	
111 Maintenance - Co-Op Bank Account				
111/1 Maintenance Toilets		£2,500.00	£391.38	£2,108.62
111/2 Maintenance Misc		£6,500.00	£761.61	£5,738.39
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

12/07/21 09:53 AM Vs:

**Kinver Parish Council**

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# Financial Budget Comparison

Comparison between 01/04/21 and 30/06/21 inclusive.  
Excludes transactions with an invoice date prior to 01/04/21

2021/2022	Actual Net	Balance		
111 Total	£14,500.00	£2,352.99	£12,147.01	
112 Car Park Rental - Co-Op Bank Account	£1,400.00	£1,450.00	-£50.00	
113 Christmas Illuminations - Co-Op Bank Account	£4,500.00	£70.93	£4,429.07	
114 Contingencies - Co-Op Bank Account	£0.00	£0.00	£0.00	
115 Vehicles - Co-Op Bank Account				
115/1 Leasing		£4,500.00	£1,159.18	£3,340.82
115/2 Fuel		£1,400.00	£291.67	£1,108.33
115/3 Insurance		£1,200.00	£94.37	£1,105.63
115 Total	£7,100.00	£1,545.22	£5,554.78	
116 Health and Safety - Co-Op Bank Account	£250.00	£0.00	£250.00	
117 Grans Subs Co-Op Bank Account				
117/1 Parish Councils Subs		£500.00	£95.00	£405.00
117/2 SPCA / LCR		£700.00	£0.00	£700.00
117/3 Grants		£5,000.00	£187.62	£4,812.38
117 Total	£6,200.00	£282.62	£5,917.38	
118 Election Expenses - Co-Op Bank Account	£0.00	£0.00	£0.00	
119 Wages/Salaries - Co-Op Bank Account				
119/1 Salaries		£83,900.00	£20,240.45	£63,659.55
119/2 Employers NI		£6,850.00	£1,738.24	£5,111.76
119/3 Employers Pension		£21,000.00	£5,488.24	£15,511.76
119/4 Toilets		£1,150.00	£0.00	£1,150.00
119 Total	£112,900.00	£27,466.93	£85,433.07	
120 Community Projects - Co-Op Bank Account	£4,000.00	£0.00	£4,000.00	
121 Legal Fees - Co-Op Bank Account	£600.00	£0.00	£600.00	
<b>Total Council</b>	£166,768.00	£40,158.40	£126,609.60	
<b>Total Expenditure</b>	£166,768.00	£40,158.40	£126,609.60	
Total Income	£166,768.00	£69,719.74	-£97,048.26	
Total Expenditure	£166,768.00	£40,158.40	£126,609.60	
<b>Total Net Balance</b>	<b>£0.00</b>	<b>£29,561.34</b>		

Appendix 3 to the minutes of the Finance and General Purposes Committee held on the 28<sup>th</sup> July 2021

Ratification List July 28th Finance Committee

Barclays Bank	Charges	£6.00
British Telecom	Quarterly Bill	£361.04
J R K	Supplies	£49.67
KSCA	Tables purchased	£25.00
McVeigh and Parker	Grass seed	£36.00
OCL	Tools and gloves	£26.26
Screwfix	Supplies	£16.44
SLCC	Annual Subs	£317.00
SWOPS	Fuel	£100.00
Water Plus	Rates 95 High Street	£50.81
Total		£988.22
Income		
Burial fees		£890.00