

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY
22ND NOVEMBER 2017**

Councillors: D Light (Chairman), P Wooddisse (Vice Chairman), Mrs C Allen, JK Hall, BR Edwards and J Irving Bell

1. APOLOGIES FOR ABSENCE

Councillors H Williams (ex-officio), I G Sadler, D H Hadlington and Miss V Webb sent their apologies for the meeting.

2. DECLARATIONS OF PECUNIARY INTERESTS

None were declared.

3. MINUTES OF THE MEETING OF 27TH SEPTEMBER 2017

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

4. MATTERS ARISING FROM PREVIOUS MINUTES

None were reported.

5. BUDGET COMPARISON AND TO RECEIVE THE ACCOUNTS FROM 1ST APRIL TO 31ST OCTOBER 2017 AS PREPARED BY THE RFO

The Budget Comparison table and 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.

6. FUNDING REQUESTS

The following internal application was received:-

It was noted that external grant requests are now capped at a figure of £500.

Repairing Parish Clock at a cost of either £360.00 or £250. Members agreed to recommend to the Parish Council that the clock is repaired at a cost of £250.

7. PETTY CASH FOR SEPTEMBER OCTOBER 2017

September 2017 Petty Cash

Finance and General Purposes Committee Minutes 22/11/17

Diary	£5.99
USB speakers for pc	£8.59
Bolts	£19.12
washers	£7.95
 Total	 £41.65

This was noted.

8. BUDGET AND PRECEPT FOR 2018-19 (INCLUDING 3 YEAR PROJECTIONS)

The draft budget as prepared by the Clerk / RFO is attached as appendix 1 to these minutes.

She has prepared 2 options one with a precept increase of 1% and one keep the precept at its current level.

Members agreed that they would not wish to increase the precept for this financial year

It was proposed by Cllr Mrs C Allen and seconded by Cllr JK Hall that the precept is set at £144709, and the budget as per option A is adopted by the Parish Council. On a vote this was carried unanimously.

9. IMPACT OF BARCLAYS BANK CLOSING IN THE HIGH STREET

Due to the bank closing, the only option to get Petty cash for the Council is to take a cheque to Barclays in Stourbridge and cash the cheque there. The library have kindly offered to allow the council to cash a cheque with them, from their cash that they receive. Members agreed to recommend to the Parish Council that a float of £150 for the Petty Cash is maintained.

10. FRANKING MACHINE LEASE

The franking machine lease is not due for renewal until March 2019. The rep came into see the Clerk and asked us to upgrade early.

Our system is analogue and they are all going Digital. He said that we may have issues uploading credit to the machine etc as it gets towards the end of the lease so we should upgrade...

The Clerk has confirmed that the machine has to be fit for purpose until the end of the lease and he has stated it will be.

The cost of a new machine on a 5 year lease is an increased cost of £3 per week taking us from £8 per week to £11. He has pointed out that the franked rate on the postage reduces with the new machine so the cost would be negligible to what we are paying now.

However, she has checked with SPCA to see what the rules are now for emailing documents etc., so members can make an informed decision on the options. Emailing is allowed for calling meetings, the Councillors have to confirm individually that they are happy to receive the information this way. For those that don't, then they can still have theirs posted, hand delivered or they can collect the post from the Parish Office.

If we choose to upgrade the balance of the 1 year lease is written off and a new one starts, if we don't the remaining lease runs until it's over and we have to be supported by the company whilst it is live. Then we can look at what to do in the future re mailing or emailing etc...

It was agreed to write to Kane Mailing stating we will not be looking at renewing the lease until nearer its end, we would expect the equipment to be fit for purpose and up to standard as purchased.

11. DATE OF NEXT MEETING

Date of the next meeting is Wednesday 21ST February 2018.

12. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 12th February 2018.

13. 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.
- The precept is set at £144709, and the budget as per option A is adopted by the Parish Council
- The clock is repaired at a cost of £250
- A petty cash float is maintained at a level of £150

KINVER PARISH COUNCIL

Monthly Balance Sheet as at: 31/10/2017

Barclays Bank

Unpresented Cheques

Unpresented Receipts

	31.03	
<u>100881</u>	74.95	
	73.95	
	26.98	
	34.99	
	4.99	
	39.99	
TOTAL	286.88	0.00

Computer Figures Barclays Bank
acc.
less unpresented

66557.58
286.88

Total

66844.46

Bank Statement Figure

66844.46

Other bank account balances

Bath Building Society
Old Alliance and Leicester account
West Bromwich Building Society
Co-Operative Bank

36587.81
0.00
22296.75
26.38
125755.40

Financial Summary - Cashbook

Summary between 01/04/17 and 31/10/17 inclusive.

Balances at the start of the year

Ordinary Accounts

.BARCLAYS BANK	£13,361.16
.COOPERATIVE BANK C & I	£26.38
Alliance and Leicester	£0.00
Bath Building Society	£36,587.81
Santander old account	£0.00

Short Term Investment Accounts

Reserves West Bromwich	£14,285.35
Total	£64,260.70

RECEIPTS	Net	Vat	Gross
Council	£164,859.68	£0.00	£164,859.68
Total Receipts	£164,859.68	£0.00	£164,859.68
PAYMENTS	Net	Vat	Gross
Council	£98,732.75	£4,919.11	£103,651.86
Total Payments	£98,732.75	£4,919.11	£103,651.86

Closing

Ordinary Accounts

.BARCLAYS BANK	£66,557.58
.COOPERATIVE BANK C & I	£26.38
Alliance and Leicester	£0.00
Bath Building Society	£36,587.81
Santander old account	£0.00

Short Term Investment Accounts

Reserves West Bromwich	£22,296.75
Total	£125,468.52

Financial Statement - Cashbook

Statement between 01/04/17 and 31/10/17 inclusive.

Balances at the start of the year

Ordinary Accounts

.BARCLAYS BANK	£13,361.16
.COOPERATIVE BANK C & I	£26.38
Alliance and Leicester	£0.00
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Short Term Investment Accounts

Reserves West Bromwich	£14,285.35
Total	£64,260.70

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
11 VAT BARCLAYS ACCOUNT	8,050.78	0.00	8,050.78
13 INTEREST BATH BUILDING SOCIETY	0.00	0.00	0.00
14 BURIAL FEES	7,375.00	0.00	7,375.00
15 TOILET INCOME	810.00	0.00	810.00
16 DONATIONS	1,088.50	0.00	1,088.50
17 PRECEPT	144,709.00	0.00	144,709.00
19 SUNDRIES	815.00	0.00	815.00
20 TOILET GRANT SSDC	0.00	0.00	0.00
22 INTEREST WEST BROM ACCOUNT - CHARITY ACC	11.40	0.00	11.40
24 SANTANDAR BOND	0.00	0.00	0.00
26 RENT FROM DOWN STAIRS OFFICE	2,000.00	0.00	2,000.00
Council Total	164,859.68	0.00	164,859.68
Total Receipts	164,859.68	0.00	164,859.68
PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
51 GENERAL ADMINISTRATION	12,624.45	1,345.42	13,969.87
53 MAINTENANCE	19,974.04	1,337.05	21,311.09
55 CAR PARK RENT	0.00	0.00	0.00
57 CHRISTMAS ILLUMINATIONS	879.80	167.49	1,047.29
59 INTERNAL GRANTS NO LONGER USED	3,493.90	194.38	3,688.28
60 CONTINGENCIES	689.98	9.00	698.98
61 VEHICLES - BARCLAYS BANK	3,610.54	548.27	4,158.81
62 HEALTH AND SAFETY	46.00	0.00	46.00
63 GRANTS AND SUBS EXTERNAL BARCLAYS ACCOUNT	2,545.17	253.90	2,799.07
64 GARAGE PROJECT	0.00	0.00	0.00
101 ELECTION EXPENSES	0.00	0.00	0.00
103 WAGES / SALARIES BARCLAYS BANK	49,550.87	0.00	49,550.87
104 COMMUNITY PROJECTS	5,318.00	1,063.60	6,381.60
105 LEGAL FEES	0.00	0.00	0.00
Council Total	98,732.75	4,919.11	103,651.86
Total Payments	98,732.75	4,919.11	103,651.86

Financial Statement - Cashbook

Statement between 01/04/17 and 31/10/17 inclusive.

Closing

Ordinary Accounts

.BARCLAYS BANK	£66,557.58
.COOPERATIVE BANK C & I	£26.38
Alliance and Leicester	£0.00
Bath Building Society	£36,587.81
Santander old account	£0.00

Short Term Investment Accounts

Reserves West Bromwich	£22,296.75
Total	£125,468.52

31/10/17 09:27 AM Vs:

Kinver Parish Council Page 2 of 2

Financial Budget Comparison

Comparison between 01/04/17 and 31/10/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
INCOME				
Council				
13	INTEREST BATH BUILDING SOCIETY	£1,000.00	£0.00	-£1,000.00
14	BURIAL FEES	£9,928.00	£7,375.00	-£2,553.00
15	TOILET INCOME	£1,500.00	£810.00	-£690.00
16	DONATIONS	£300.00	£1,088.50	£788.50
17	PRECEPT	£144,709.00	£144,709.00	£0.00
19	SUNDRIES	£0.00	£815.00	£815.00
20	TOILET GRANT SSDC	£0.00	£0.00	£0.00
22	INTEREST WEST BROM ACCOUNT - CHARITY ACC	£10.00	£11.40	£1.40
24	SANTANDAR BOND	£0.00	£0.00	£0.00
26	RENT FROM DOWN STAIRS OFFICE	£4,000.00	£2,000.00	-£2,000.00
	Total Council	£161,447.00	£156,808.90	-£4,638.10
	Total Income	£161,447.00	£156,808.90	-£4,638.10
EXPENDITURE				
Council				
51	GENERAL ADMINISTRATION			
51/1	TELEPHONE	£1,900.00	£1,134.24	£765.76
51/2	STATIONARY	£2,850.00	£1,450.36	£1,399.64
51/3	GENERAL INSURANCE	£3,500.00	£3,324.40	£175.60
51/4	RATES	£3,700.00	£442.40	£3,257.60
51/5	OFFICE ELECTRICITY AND GAS	£1,800.00	£748.33	£1,051.67
51/6	AUDIT	£950.00	£1,050.00	-£100.00
51/7	CHAIRMAN'S ALLOWANCE	£500.00	£500.00	£0.00
51/8	STAFF TRAINING EXPENSES	£100.00	£31.80	£68.20
51/9	MISCELLANEOUS	£0.00	£1,000.40	-£1,000.40
51/10	MEMEBRS EXPENSES	£300.00	£0.00	£300.00
51/11	COMPUTER SUPPORT SERVICES	£2,300.00	£1,246.52	£1,053.48
51/12	PHOTOCOPIER	£240.00	£120.00	£120.00
51/13	ADVERTISING	£50.00	£0.00	£50.00
51/14	CIVIC EXPENSES	£0.00	£0.00	£0.00
51/15	POSTAGE	£1,100.00	£426.00	£674.00
51/16	MISC PETTY CASH	£550.00	£137.72	£412.28
51	Total	£19,840.00	£11,612.17	£8,227.83
53	MAINTENANCE			
53/2	MAINTENANCE TOILETS	£2,000.00	£1,552.93	£447.07
53/4	MAINTENANCE MISC	£6,185.00	£4,653.96	£1,531.04

Financial Budget Comparison

Comparison between 01/04/17 and 31/10/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
53/41	MAINTENANCE GRASS CUTTING	£17,500.00	£12,341.25	£5,158.75
53/42	MAINTENANCE PLAY AREA	£1,000.00	£1,397.00	£-397.00
53	Total	£26,685.00	£19,945.14	£6,739.86
55	CAR PARK RENT	£550.00	£0.00	£550.00
57	CHRISTMAS ILLUMINATIONS	£4,500.00	£879.80	£3,620.20
59	INTERNAL GRANTS NO LONGER USED	£0.00	£0.00	£0.00
60	CONTINGENCIES	£0.00	£689.98	£-689.98
61	VEHICLES - BARCLAYS BANK			
61/1	LEASING	£3,500.00	£1,437.25	£2,062.75
61/2	FUEL	£1,000.00	£426.75	£573.25
61/3	STORE FOR EQUIPMENT	£0.00	£0.00	£0.00
61/4	INSURANCE FOR VEHICLE	£1,050.00	£869.11	£180.89
61	Total	£5,550.00	£2,733.11	£2,816.89
62	HEALTH AND SAFETY	£200.00	£46.00	£154.00
63	GRANTS AND SUBS EXTERNAL BARCLAYS ACCOUNT			
63/1	PARISH COUNCIL SUBS	£500.00	£267.00	£233.00
63/2	SPCA AND LCR	£700.00	£0.00	£700.00
63/3	GRANTS	£14,951.00	£1,584.17	£13,366.83
63	Total	£16,151.00	£1,851.17	£14,299.83
64	GARAGE PROJECT	£0.00	£0.00	£0.00
101	ELECTION EXPENSES	£0.00	£0.00	£0.00
103	WAGES / SALARIES BARCLAYS BANK			
103/1	SALARIES	£55,453.00	£32,816.35	£22,636.65
103/2	TAX AND NI FOR EMPLOYEES	£7,591.00	£4,083.76	£3,507.24
103/3	EMPLOYERS NATIONAL INSURANCE	£3,449.00	£2,443.73	£1,005.27
103/4	EMPLOYEES PENSION	£3,327.00	£2,042.11	£1,284.89
103/5	EMPLOYERS PENSION	£11,090.00	£7,554.92	£3,535.08
103/6	OPENING PUBLIC TOILETS	£1,061.00	£610.00	£451.00
103	Total	£81,971.00	£49,550.87	£32,420.13
104	COMMUNITY PROJECTS	£4,000.00	£2,868.00	£1,132.00
105	LEGAL FEES	£2,000.00	£0.00	£2,000.00
Total Council		£161,447.00	£90,176.24	£71,270.76
Total Expenditure		£161,447.00	£90,176.24	£71,270.76
Total Income		£161,447.00	£156,808.90	£-4,638.10
Total Expenditure		£161,447.00	£90,176.24	£71,270.76
Total Net Balance		£0.00	£66,632.66	

Appendix 2 to the minutes of the Finance Committee held on the 22nd November 2017

DRAFT BUDGET 2018-19

		A		B
PARISH COUNCIL INCOME		BUDGET	BUDGET	BUDGET
		2017-18	0 % PRECEPT	2% PRECEPT
			1% SALARY	1% SALARY
			INCREASE	INCREASE
10	PRECEPT	144709.00	144709.00	147603.18
12	INTEREST INSTANT / CURRENT ACC	0.00	0.00	0.00
14	BURIAL FEES	9928.00	9928.00	9928.00
15	TOILETS HIGH STREET	1500.00	1500.00	1500.00
16	DONATIONS	300.00	300.00	300.00
19	SUNDRIES	0.00	0.00	0.00
22	INTEREST ON NEW RESERVES ACC AT WBROM	10.00	2.00	2.00
23	INTEREST BATH BUILDING SOCIETY	1000.00	1000.00	1000.00
24	POLICE OFFICE RENT	4000.00	4000.00	4000.00
		161447.00	161439.00	164333.18
EXPENDITURE FOR PARISH		BUDGET	BUDGET	BUDGET
50	GENERAL ADMIN			
50/1	GA TELEPHONE	1900.00	1900.00	1500.00
50/2	GA STATIONARY	2850.00	2850.00	2850.00
50/3	GA GENERAL INSURANCE	3500.00	3500.00	3500.00
50/4	GA RATES BURIAL GROUND AND WATER RATES	3700.00	700.00	700.00
50/5	GA OFFICE ELECTRICITY & GAS	1800.00	1500.00	1500.00
50/6	GA AUDIT	950.00	1050.00	1050.00
50/7	GA CHAIRMAN'S ALLOWANCE	500.00	500.00	500.00
50/9	GA STAFF TRAINING EXPENSES	100.00	100.00	100.00
50/11	GA MISCELLANEOUS	0.00	0.00	0.00
50/25	GA MEMBERS EXPENSES	300.00	300.00	300.00
50/47	GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010)	2300.00	2300.00	2300.00
50/48	GA PHOTOCOPIER	240.00	240.00	240.00
50/51	GA ADVERTISING	50.00	50.00	50.00
50/110/1	GA POSTAGE	1100.00	1100.00	1100.00
50/110/2	GA PETTY CASH OTHER	550.00	0.00	0.00
		19840.00	16090.00	15690.00
EXPENDITURE FOR PARISH		BUDGET	BUDGET	BUDGET
52	MAINTENANCE			

52/1	MAINTENANCE TOILETS	2000.00	2500.00	2500.00
52/6	MAINTENANCE MISC.	6185.00	6500.00	6500.00
52/7	MAINTENANCE GRASS CUTTING	17500.00	13000.00	13000.00
52/26	MAINTENANCE PLAY AREA	1000.00	2000.00	2000.00
	MAINTENANCE TOTAL	26685.00	24000.00	24000.00
54	GRANTS & SUBS EXTERNAL			
54/1	PARISH COUNCIL SUBSCRIPTIONS	500.00	500.00	500.00
54/2	SPCA & LCR	700.00	700.00	700.00
54/3	GRANTS	14951.00	13030.00	16324.18
	GRANTS & SUBS TOTAL	16151.00	14230.00	17524.18
55	CAR PARK RENTAL	550.00	550.00	550.00
57	CHRISTMAS LIGHTS	4500.00	4500.00	4500.00
58	VEHICLES			
58/1	LEASING	3500.00	3500.00	3500.00
58/2	FUEL	1000.00	1100.00	1100.00
58/4	INSURANCE FOR VEHICLE	1050.00	1050.00	1050.00
	TOTAL FOR VEHICLES	5550.00	5650.00	5650.00
60	CONTINGENCIES	0.00	0.00	0.00
62	HEALTH AND SAFETY AUDIT	200.00	200.00	200.00
63'	PROJECTS FOR COMMUNITY FUNDED BY RENT	4000.00	4000.00	4000.00
100	WAGES / SALARIES			
103/1	SALARIES NET	55453.00	70805.00	70805.00
103/2	TAX AND NATIONAL INS.	7591.00	0.00	0.00
103/3	EMPLOYERS NATIONAL INS.	3449.00	3484.00	3484.00
103/4	EMPLOYEES PENSION	3327.00	0.00	0.00
103/5	EMPLOYERS PENSION	11090.00	14869.00	14869.00
103/6	OPENING TOILETS	1061.00	1061.00	1061.00
	TOTAL WAGES	81971.00	90219.00	90219.00
101/9	ELECTION EXPENSES	0.00	0.00	0.00
105	SOLICITORS FEES	2000.00	2000.00	2000.00
	TOTAL EXPENDITURE	161447.00	161439.00	164333.18
	TOTAL INCOME	161447.00	161439.00	164333.18
	TOTAL NET BALANCE	0.00	0.00	0.00

3 YEAR PROJECTIONS FOR BUDGET,
 BASED ON 2% SALARY AND
 EXPENDITURE

	PARISH COUNCIL INCOME	BUDGET	BUDGET	BUDGET
		2018/19	2019/20	2020/21
	INCOME			
10	PRECEPT	144709	144709	144709
	OTHER INCOME	16265	16730	16730
	TOTAL INCOME	160974	161439	161439
	EXPENDITURE			
50	GENERAL ADMIN	19449	16090	16090
52	MAINTENANCE	22267	24000	24000
54	GRANTS AND SUBS	18823	14230	13327
55	CAR PARK RENTALS	550	550	550
57	CHRISTMAS LIGHTS	4500	4500	4500
58	VEHICLES	5560	5650	5650
60	CONTINGENCIES	0	0	0
62	HEALTH AND SAFETY AUDIT	215	200	200
63	EXPE RELATING TO POLICE OFF.	4000	4000	4000
64	SOLICITORS FEES	2000	2000	2000
100	WAGES	83610	90219	91222
101	ELECTION EXPENSES	0	0	0
		160974	161439	161539