**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

**OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 17th JULY 2019**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Councillors: D Light (Chairman), BR Edwards (Vice Chairman), Mrs C Allen, S Anderson, Miss V Webb, P Wooddisse and I G Sadler

1. APOLOGIES FOR ABSENCE

Councillors H Williams, JK Hall (ex-officio), G Sisley and Mrs M Rogers sent their apologies for the meeting.

1. DECLARATIONS OF PECUNIARY INTERESTS

There were no interests declared.

1. MINUTES OF THE MEETING OF 22nd MAY 2019

The minutes of the meeting held on 22nd May were approved and signed as a true record of that meeting.

1. MATTERS ARISING FROM PREVIOUS MINUTES

Bank Account change – it was noted that the new signatory was being added to the account and that the new procedure for approving payments will start from September.

The Parish Council renewed their insurance with BHIB, they offered a better price and policy.

1. BUDGET COMPARISON AND TO RECEIVE THE ACCOUNTS to JUNE 2019 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.

6. TO DISCUSS PUTTING A CAP ON GRANTS

It was noted that the cap of £250 still is in place on any grant application, and the Parish Council can change this figure if there are exceptional circumstances.

7. ACCOUNTS FOR PAYMENT

The accounts detailed below were agreed.

|  |  |
| --- | --- |
| **Accounts for payment 17th July 2019**  |  |
|   |  |  |  |
| **Chq No** | **Ratification** |  |  |
|   |   |   |   |
|  |  | **Total** | **0.00** |
| **Chq No** | **Accounts for payment** |  |  |
|   |   |   |   |
| 405605 | Kinver Edge Farm Shop | August |   |
| SO | Amazon | New strimmer harnesses | 150.58 |
| SO | Barclays Bank | Charges for July | 20.30 |
| SO | British Telecom | Broadband / Telephone | 385.29 |
| SO | ESPO | July | 249.02 |
| SO | Inland Revenue | Payment for July 19 |   |
| SO | PHS | Annual charge for toilets | 154.66 |
| SO | SCC | Pensions July 2019 |   |
| SO | SCC | Charge for personnel referral | 300.00 |
| SO | S J Payne | Boiler service | 80.00 |
| SO | SWOPS | June 19 payment | 124.72 |
| SO | Tygar Surfacing | Repair to play area | 360.00 |
| SO | Viking Direct | Postage and stationary | 43.54 |
|   |   |   |   |
|   |   |   | **1868.11** |
|  |  |  |  |
|  | **List of Monthly Direct Debits** |  |
|   |   |   |   |
| DD | SSDC | CR Rates July | 47.00 |
| DD | Utility Warehouse | Garage electricity  |   |
| DD | Utility Warehouse | 95 High Street Gas and electricity and mobile phone |   |
| DD | Utility Warehouse | Kinver Edge Toilets |   |
| DD | Utility Warehouse | High Street Toilets |   |
| DD | Screwfix | Supplies due for payment 31/8/2019 | 35.98 |
| DD | Salaries | August |   |
|   |  | **Total** | **82.98** |
|  |  | **Total Expenditure** | **1951.09** |
|  | **Receipts** |  |  |
|  |   |   |   |
|  | Burial Fees |   | 0.00 |
|  | Toilet income |  | 0.00 |
|  | Barclays | Loyalty payment | 0.00 |
|  |  | **Total Income** | **0.00** |

8 DATE OF NEXT MEETING

Date of the next meeting is Wednesday 11TH September 2019.

1. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 2nd September 2019 – Review gas and electricity

1. EXCLUSION OF THE PRESS AND PUBLIC

The press and the public were excluded on the grounds that the business to be transacted could be prejudiced if taken in open session.

11. TO DISCUSS RATES BEING PASSED TO THE PARISH COUNCIL FROM THE DISTRICT FOR THE KINVER EDGE TOILETS

We have sought advice from the solicitor relating to the ownership of the toilet block on Kinver Edge. The District Council solicitors cannot advise at this stage as the original enquiry related to the question “As a Parish Council we do not own the building / land this toilet block stands on, so why are we responsible for the rates?”, as the District Council issue the rates bills they have passed the enquiry to another solicitors…

The advice we have been given is below, if the Parish Council were to pursue taking over legally the ownership etc of this land / toilet block then the District Council solicitors can advise and undertake the necessary legal work.

It was proposed by Councillor P Wooddisse and seconded by Councillor Mrs C Allen to recommend to the Parish Council that the Council formally look at legally owning the toilet block on Kinver Edge. On a vote this was carried unanimously.

1. 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 Parish Council try to take over the legal ownership of the public toilet block at Kinver Edge

Appendix 1 to the minutes of the Finance Committee held on the 17th July 2019

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Budget Comparison 2019/2020 |  |  |  |  |  |
|   |   |   |   |   |   |  |
|   | **PARISH COUNCIL INCOME** | **BUDGET**  | **ACTUAL** | **BALANCE** | **PROJECTED** | **%**  |
|   |  | **INCOME** | **INCOME** | **REMAINING** | **INCOME** | **INCOME** |
|   |  |  |  |  |  |  |
| 10 | PRECEPT | 144709.00 | 72354.50 | -72354.50 | 144709.00 | 50.00 |
| 14 | BURIAL FEES | 10225.00 | 3855.00 | -6370.00 | 10225.00 | 37.70 |
| 15 | TOILETS HIGH STREET | 1200.00 | 130.00 | -1070.00 | 1200.00 | 10.83 |
| 16 | DONATIONS  | 300.00 | 0.00 | -300.00 | 300.00 | 0.00 |
| 19 | SUNDRIES | 0.00 | 143.56 | 143.56 | 144.00 | 144.00 |
| 22 | INTEREST ON NEW RESERVES ACC AT WBROM | 10.00 | 29.33 | 19.33 | 10.00 | 293.30 |
| 23 | INTEREST BATH BUILDING SOCIETY | 250.00 | 0.00 | -250.00 | 250.00 | 0.00 |
| 24 | POLICE OFFICE RENT | 4000.00 | 0.00 | -4000.00 | 4000.00 | 0.00 |
|   |   | **160694.00** | **76512.39** | **-84181.61** | **160838.00** | **47.61** |
|   |  |   |   |   |   |  |
|   | **EXPENDITURE FOR PARISH**  | **EXP** | **ACTUAL** | **BALANCE** | **PROJECTED**  | **%**  |
|   |  | **BUDGET**  | **EXP.** | **REMAINING** | **EXP.** | **SPENT** |
| 50 | **GENERAL ADMIN** |  |  |  |  |  |
| 50/1 | GA TELEPHONE | 2100.00 | 355.24 | 1744.76 | 2100.00 | 16.92 |
| 50/2 | GA STATIONARY | 3950.00 | 741.44 | 3208.56 | 2850.00 | 18.77 |
| 50/3 | GA GENERAL INSURANCE | 3500.00 | 1940.00 | 1560.00 | 1940.00 | 55.43 |
| 50/4 | GA RATES BURIAL GROUND AND WATER RATES | 500.00 | 281.13 | 218.87 | 500.00 | 56.23 |
| 50/5 | GA OFFICE ELECTRICITY & GAS | 1500.00 | 514.07 | 985.93 | 1500.00 | 34.27 |
| 50/6 | GA AUDIT | 850.00 | 450.00 | 400.00 | 850.00 | 52.94 |
| 50/7 | GA CHAIRMAN'S ALLOWANCE | 500.00 | 500.00 | 0.00 | 500.00 | 100.00 |
| 50/9 | GA STAFF TRAINING EXPENSES | 100.00 | 0.00 | 100.00 | 100.00 | 0.00 |
| 50/25 | GA MEMBERS EXPENSES | 200.00 | 90.36 | 109.64 | 200.00 | 45.18 |
| 50/47 | GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010) | 2300.00 | 601.00 | 1699.00 | 2300.00 | 26.13 |
| 50/48 | GA PHOTOCOPIER | 240.00 | 60.00 | 180.00 | 240.00 | 25.00 |
| 50/51 | GA ADVERTISING | 0.00 | 15.15 | -15.15 | 15.00 | 115.00 |
|   |  | **15740.00** | **5548.39** | **10191.61** | **13095.00** | **35.25** |
| 52 | **MAINTENANCE** |  |  |  |  |  |
| 52/1 | MAINTENANCE TOILETS | 2500.00 | 358.07 | 2141.93 | 2500.00 | 14.32 |
| 52/6 | MAINTENANCE MISC. | 6500.00 | 2682.58 | 3817.42 | 6500.00 | 41.27 |
| 52/7 | MAINTENANCE GRASS CUTTING | 4240.00 | 350.00 | 3890.00 | 4240.00 | 8.25 |
| 52/26 | MAINTENANCE PLAY AREA | 2000.00 | 289.60 | 1710.40 | 2000.00 | 14.48 |
|   | MAINTENANCE TOTAL | **15240.00** | **3680.25** | **11559.75** | **15240.00** | **24.15** |
|   |   |  |  |   |  |  |
|   | **EXPENDITURE FOR PARISH**  | **EXP** | **ACTUAL** | **BALANCE** | **PROJECTED**  | **%**  |
|   |  | **BUDGET**  | **EXP.** | **REMAINING** | **EXP.** | **SPENT** |
| 54 | **GRANTS & SUBS EXTERNAL** |   |   |   |   |   |
| 54/1 | PARISH COUNCIL SUBSCRIPTIONS | 500.00 | 394.00 | 106.00 | 500.00 | 78.80 |
| 54/2 | SPCA & LCR | 700.00 | 0.00 | 700.00 | 700.00 | 0.00 |
| 54/3 | GRANTS | 8389.00 | 1520.00 | 6869.00 | 8389.00 | 18.12 |
|   | **GRANTS & SUBS TOTAL** | **9589.00** | **1914.00** | **7675.00** | **9589.00** | **19.96** |
| 55 | **CAR PARK RENTAL** | **575.00** | **575.00** | **0.00** | **575.00** | **100.00** |
| 57 | **CHRISTMAS LIGHTS** | **4500.00** | **0.00** | **4500.00** | **4500.00** | **0.00** |
| 58 | **VEHICLES** |   |   |   |   |   |
| 58/1 | LEASING | 3500.00 | 281.76 | 3218.24 | 3500.00 | 8.05 |
| 58/2 | FUEL | 1400.00 | 243.83 | 1156.17 | 1400.00 | 17.42 |
| 58/4 | INSURANCE FOR VEHICLE | 1050.00 | 0.00 | 1050.00 | 1050.00 | 0.00 |
|   | TOTAL FOR VEHICLES | **5950.00** | **525.59** | **5424.41** | **5950.00** | **8.83** |
| **60** | **CONTINGENCIES** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **62** | **HEALTH AND SAFETY AUDIT** | **0.00** | **0.00** | **0.00** | **0.00** | **0.00** |
| **63'** | **PROJECTS FOR COMMUNITY FUNDED BY RENT** | **4000.00** | **0.00** | **4000.00** | **4000.00** | **0.00** |
| **100** | **WAGES / SALARIES** |   |   |   |   |   |
| 103/1 | SALARIES NET inc pen/Tax/NI/ | 79000.00 | 14916.71 | 64083.29 | 79000.00 | 18.88 |
| 103/3 | EMPLOYERS NATIONAL INS. | 6000.00 | 1688.30 | 4311.70 | 6000.00 | 28.14 |
| 103/5 | EMPLOYERS PENSION | 17000.00 | 4785.94 | 12214.06 | 17000.00 | 28.15 |
| 103/6 | OPENING TOILETS | 1100.00 | 220.00 | 880.00 | 1100.00 | 20.00 |
|   | **TOTAL WAGES** | **103100.00** | **21610.95** | **81489.05** | **103100.00** | **20.96** |
| 101/9 | ELECTION EXPENSES | **1000.00** | **0.00** | **1000.00** | **1000.00** | **0.00** |
| 105 | SOLICITORS FEES | **1000.00** | **0.00** | **1000.00** | **1000.00** | **0.00** |
|   | **TOTAL EXPENDITURE** | **160694.00** | **33854.18** | **126839.82** | **158049.00** | **21.07** |
|   |  |  |  |  |  |   |
|   | **TOTAL INCOME** | **160694.00** | **76512.39** | **84181.61** | **160838.00** | **47.61** |
|   |  |  |  |  |  |   |
|   | **TOTAL NET BALANCE** | **0.00** | **42658.21** | **-42658.21** | **2789.00** |   |

**Financial Summary - Cashbook**

 Summary between 01/04/19 and 30/06/19 inclusive.

 Balances at the start of the year

 **Ordinary Accounts**

 .BARCLAYS BANK £4,061.36

 .COOPERATIVE BANK C & I £26.38

 Bath Building Society £37,201.78

 Reserves West Bromwich £30,441.72

 Total £71,731.24

 RECEIPTS Net Vat Gross

 Council £79,718.64 £0.00 £79,718.64

 Total Receipts £79,718.64 £0.00 £79,718.64

 PAYMENTS Net Vat Gross

 Council £39,427.96 £1,150.07 £40,578.03

 Total Payments £39,427.96 £1,150.07 £40,578.03

Closing

**Ordinary Accounts**

.BARCLAYS BANK £4,549.77

.COOPERATIVE BANK C & I £38,649.25

Bath Building Society £37,201.78

Reserves West Bromwich £30,471.05

Total £110,871.85

 Signed

 Chair Clerk / Responsible Financial

 01/07/19 10:36 AM Vs: ***Kinver Parish Council*** ***Page 1 of 1***

**Financial Budget Comparison**

 Comparison between 01/04/19 and 30/06/19 inclusive.

 Excludes transactions with an invoice date prior to 01/04/19

 **2019/2020** **Actual Net** **Balance**

 **INCOME**

**Council**

 13 INTEREST BATH BUILDING £250.00 £0.00 -£250.00

 SOCIETY

 14 BURIAL FEES £3,855.00 £3,855.00 £0.00

 15 TOILET INCOME £130.00 £130.00 £0.00

 16 DONATIONS £0.00 £0.00 £0.00

 17 PRECEPT £72,354.50 £72,354.50 £0.00

 19 SUNDRIES £0.00 £143.56 £143.56

 22 INTEREST WEST BROM £10.00 £29.33 £19.33

 ACCOUNT - CHARITY ACC

 26 RENT FROM DOWN STAIRS £0.00 £0.00 £0.00

 OFFICE

 30 Burial Fees - Co-Op bank £6,370.00 £0.00 -£6,370.00

 account

 31 Toilet Income - Co-Op bank £1,070.00 £0.00 -£1,070.00

 account

 32 Donations - Co-Op bank £300.00 £0.00 -£300.00

 Account

 33 Precept - Co-Op Bank Account £72,354.50 £0.00 -£72,354.50

 34 Sundries - Co-Op Bank £0.00 £0.00 £0.00

 35 Police Office Rent - Co-Op £4,000.00 £0.00 -£4,000.00

 Bank Account

**Total Council** £160,694.00 £76,512.39 £84,181.61

**Total Income** £160,694.00 £76,512.39 -£84,181.61

 **EXPENDITURE**

 **Council**

 51 GENERAL ADMINISTRATION £5,199.77 £5,214.92 -£15.15

 53 MAINTENANCE Barclays £3,212.69 £3,208.59 £4.10

 55 CAR PARK RENT £575.00 £575.00 £0.00

 57 CHRISTMAS ILLUMINATIONS £0.00 £0.00 £0.00

 60 CONTINGENCIES £0.00 £0.00 £0.00

 61 VEHICLES - BARCLAYS £525.59 £525.59 £0.00

 62 HEALTH AND SAFETY £0.00 £0.00 £0.00

 63 GRANTS AND SUBS £1,365.00 £1,365.00 £0.00

 EXTERNAL BARCLAYS

 ACCOUNT

 101 ELECTION EXPENSES £0.00 £0.00 £0.00

 103 WAGES / SALARIES £21,495.95 £21,610.95 -£115.00

 BARCLAYS BANK

 104 COMMUNITY PROJECTS £0.00 £0.00 £0.00

 105 LEGAL FEES £0.00 £0.00 £0.00

 110 General Administration - Co-Op £10,540.23 £333.47 £10,206.76

 Bank Account

 01/07/19 10:45 AM Vs: ***Kinver Parish Council*** ***Page 1 of 2***

**Financial Budget Comparison**

 Comparison between 01/04/19 and 30/06/19 inclusive.

 Excludes transactions with an invoice date prior to 01/04/19

 **2019/2020** **Actual Net** **Balance**

 111 Maintenance - Co-Op Bank £12,027.31 £471.66 £11,555.65

 Account

 112 Car Park Rental - Co-Op Bank £0.00 £0.00 £0.00

 Account

 113 Christmas Illuminations - Co-Op £4,500.00 £0.00 £4,500.00

 Bank Account

 114 Contingencies - Co-Op Bank £0.00 £0.00 £0.00

 Account

 115 Vehicles - C0- Op Bank £5,424.41 £0.00 £5,424.41

 116 Health and Safety - Co-Op £0.00 £0.00 £0.00

 Bank Account

 117 Grans Subs Co-Op Bank £8,224.00 £549.00 £7,675.00

 Account

 118 Election Expenses - Co-Op £1,000.00 £0.00 £1,000.00

 Bank Account

 119 Wages/Salaries - Co-Op Bank £81,604.05 £0.00 £81,604.05

 Account

 120 Community Projects - Co-Op £4,000.00 £0.00 £4,000.00

 Bank Account

 121 Legal Fees - Co-Op Bank £1,000.00 £0.00 £1,000.00

 Account

 **Total Council** £160,694.00 £33,854.18 -£126,839.82

 **Total Expenditure** £160,694.00 £33,854.18 £126,839.82

Total Income £160,694.00 £76,512.39 -£84,181.61

Total Expenditure £160,694.00 £33,854.18 £126,839.82

Funded by reserves £0.00

**Total Net Balance** **£0.00** **£42,658.21**