

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 18<sup>th</sup>  
JULY 2018**

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Councillors: D Light (Chairman), Miss V Webb, H Williams (ex-officio), Mrs C Allen, JK Hall, I G Sadler

1. APOLOGIES FOR ABSENCE

Councillor P Wooddisse (Vice Chairman) and BR Edwards sent his apologies for the meeting.

2. DECLARATIONS OF PECUNIARY INTERESTS

No declarations were made.

3. MINUTES OF THE MEETING OF 23<sup>RD</sup> MAY 2018

The minutes of the meeting held on 23<sup>rd</sup> May were approved and signed as a true record of that meeting.

4. MATTERS ARISING FROM PREVIOUS MINUTES

Youth Café update

Their constitution is set up, officers are now in place and they are currently setting up their bank account. The end of term disco went down very well, with the most young people attending yet!

The group are hoping to have their bank accounts in place for the start of the next term in September.

Post Office Clock

Permission is being awaited from Staffordshire County Council to locate the clock in the Library. When this is granted the repairer will bring the clock over and install it. The repairs are complete.

Speed Sign Posts

The posts have been installed around the Parish and the SID's are currently on Hyde Lane and Dunsley Bank. Councillor Mrs C Allen is working on finding a suitable location in Stourton for the sign also.

5. BUDGET COMPARISON AND TO RECEIVE THE ACCOUNTS FROM 1<sup>ST</sup> APRIL TO 30<sup>TH</sup> June 2018 AS PREPARED BY THE RFO

Finance and General Purposes Committee Minutes 18/07/18

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.

It was noted that at the November Budget meeting, members need to discuss how funding for the future takes place for the Methodist Church Carpark.

## 6. FUNDING REQUESTS

The following internal application was received:-

National Trust - £500 towards Interpretation boards for the Hill Fort Area  
*It was agreed that the Clerk ask to see copies of the quotations for the boards, and the Committee will reconsider the application at the next meeting.*

Information was not received in time for the meeting, however; they have called to confirm they do not having costings at present and will forward relevant information when they have it.

Litter Bin for Dark Lane

It was agreed to recommend to the Parish Council to purchase a post litter bin at a cost of £70, to be located in Dark Lane / the Anchor area.

## 7. GRASS CUTTING CONTRACT UPDATE

The current contractor costs per annum £13,000 per annum for 16 cuts, weed spraying and the cutting of the KSCA field weekly.

There are still ongoing issues with the quality of the work, and in discussions with the Chairman of Finance, the Clerk suggested we consider possible alternatives for the next grass cutting season...

One option is to move operations back in house... to purchase 2 x grass cutting mowers, one ride on and one self-propelled mower at a cost of a maximum £5000 (discount should be available). These machines would be able to cut all of the grassed areas of Danesford and Jubilee Gardens, Sterrymere edge and also Comber Ridge.

The cost to cut the grass would be circa £2500 which includes tax, NI and pension contributions.

The larger of the 2 mowers could cut the KSCA field but this is not included in the above figures. If this is to be added it would cost a further £1500.00

At best estimated cost to replicate the grass cutting we have it would be circa £4000.

This does not include the weed spraying element of the contract, there are 2 elements of this, the first being our pathways and car parks which can be taken on in house by Lee as he has a weed spraying licence. So only material costs of weed killer to take on board.

But the largest part is the BKV spraying we currently do, it is from Dark Lane housing estate through to the top of the Enville Road. With Meddins Lane and there alley ways, Stone Lane, Foster Crescent, Part of White Hill up to Horton Road and Meddins Lane.

Members after a lengthy discussion agreed to have an agenda item for this at the Parish Council meeting in September, and take forward for discussion the proposal made by Councillor Mrs C Allen and seconded by Councillor I Sadler that the grass cutting contract is terminated at the end of this season. The Parish Council purchase 2 x mowing machines at a cost of circa £5000, and then pay Mr L Slater extra hours to cover the cutting of the grass outside of his normal 37 hours per week from March to November.

On a vote this was carried with 5 votes for and 1 abstained.

The additional details re the spraying for BKV are to be discussed at a later date and the Clerk will try to find out who else is cutting the grass and whether the Council's cut is still required.

#### 8. ACCOUNTS FOR PAYMENT

The accounts as attached as appendix 2 to these minutes were accepted.

#### 9. DATE OF NEXT MEETING

Date of the next meeting is Wednesday 19<sup>th</sup> September 2018.

#### 10. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 10<sup>th</sup> September 2018.

To discuss the requirement for a meeting in May and April

#### 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.
- to purchase a post litter bin at a cost of £70, to be located in Dark Lane / the Anchor area.
- agenda item for grass cutting contract changes

Appendix 1 to the minutes of the Finance Committee held on the 18<sup>th</sup> July 2018

**KINVER PARISH COUNCIL**

Monthly Balance Sheet as at: 30/06/2018

**Barclays Bank**

Unpresented Cheques

Unpresented Receipts

163.32

10.42

250

**TOTAL**

423.74

0.00

Computer Figures Barclays Bank acc.  
less unpresented

37763.96

423.74

**Total**

**38187.70**

Bank Statement Figure

**38187.70**

**Other bank account balances**

Bath Building Society

36851.69

Old Alliance and Leicester account

0.00

West Bromwich Building Society

22296.75

Co-Operative Bank

26.38

97362.52

# Financial Summary - Cashbook

Summary between 01/04/18 and 30/06/18 inclusive.

Balances at the start of the year

## Ordinary Accounts

.BARCLAYS BANK	£14,822.12
.COOPERATIVE BANK C & I	£26.38
Alliance and Leicester	£0.00
Bath Building Society	£36,851.69
Santander old account	£0.00

## Short Term Investment Accounts

Reserves West Bromwich	£22,296.75
Total	£73,996.94

RECEIPTS	Net	Vat	Gross
Council	£76,866.22	£0.00	£76,866.22
Total Receipts	£76,866.22	£0.00	£76,866.22
PAYMENTS	Net	Vat	Gross
Council	£44,235.33	£1,544.08	£45,779.41
Total Payments	£44,235.33	£1,544.08	£45,779.41

Closing

## Ordinary Accounts

.BARCLAYS BANK	£37,763.96
.COOPERATIVE BANK C & I	£26.38
Alliance and Leicester	£0.00
Bath Building Society	£36,851.69
Santander old account	£0.00

## Short Term Investment Accounts

Reserves West Bromwich	£30,441.72
Total	£105,083.75

# Financial Budget Comparison

Comparison between 01/04/18 and 30/06/18 inclusive.

Excludes transactions with an invoice date prior to 01/04/18

		2018/2019	Actual Net	Balance
<b>INCOME</b>				
<b>Council</b>				
13	INTEREST BATH BUILDING SOCIETY	£1,000.00	£0.00	-£1,000.00
14	BURIAL FEES	£9,928.00	£1,665.00	-£8,263.00
15	TOILET INCOME	£1,500.00	£290.00	-£1,210.00
16	DONATIONS	£300.00	£0.00	-£300.00
17	PRECEPT	£144,709.00	£72,354.50	-£72,354.50
19	SUNDRIES	£0.00	£390.00	£390.00
20	TOILET GRANT SSDC	£0.00	£0.00	£0.00
22	INTEREST WEST BROM ACCOUNT - CHARITY ACC	£2.00	£11.55	£9.55
24	SANTANDER BOND	£0.00	£0.00	£0.00
26	RENT FROM DOWN STAIRS OFFICE	£4,000.00	£1,000.00	-£3,000.00
<b>Total Council</b>		£161,439.00	£75,711.05	-£85,727.95
<b>Total Income</b>		£161,439.00	£75,711.05	-£85,727.95
<b>EXPENDITURE</b>				
<b>Council</b>				
51	GENERAL ADMINISTRATION	£16,090.00	£7,422.75	£8,667.25
53	MAINTENANCE	£24,000.00	£6,031.90	£17,968.10
55	CAR PARK RENT	£550.00	£575.00	-£25.00
57	CHRISTMAS ILLUMINATIONS	£4,500.00	£55.72	£4,444.28
59	INTERNAL GRANTS NO LONGER USED	£0.00	£0.00	£0.00
60	CONTINGENCIES	£0.00	£0.00	£0.00
61	VEHICLES - BARCLAYS	£5,650.00	£1,119.94	£4,530.06
62	HEALTH AND SAFETY	£200.00	£184.00	£16.00
63	GRANTS AND SUBS EXTERNAL BARCLAYS ACCOUNT	£14,230.00	£1,142.00	£13,088.00
64	GARAGE PROJECT	£0.00	£0.00	£0.00
101	ELECTION EXPENSES	£0.00	£0.00	£0.00
103	WAGES / SALARIES BARCLAYS BANK	£90,219.00	£21,516.82	£68,702.18
104	COMMUNITY PROJECTS	£4,000.00	£0.00	£4,000.00
105	LEGAL FEES	£2,000.00	£0.00	£2,000.00
<b>Total Council</b>		£161,439.00	£38,048.13	£123,390.87
<b>Total Expenditure</b>		£161,439.00	£38,048.13	£123,390.87
Total Income		£161,439.00	£75,711.05	-£85,727.95
Total Expenditure		£161,439.00	£38,048.13	£123,390.87
<b>Total Net Balance</b>		<b>£0.00</b>	<b>£37,662.92</b>	

## Income and Expenditure Account

31/03/18		31/03/19
£		£
	<b>INCOME</b>	
9,910.00	Burial fees	1,665.00
0.00	Exchequer Bond	0.00
0.00	Rights of Way	0.00
1,110.00	Toilet Income	290.00
0.00	Rents received	0.00
3,000.00	Income	1,000.00
3,576.50	Donations and Sundries	390.00
144,709.00	Precept	72,354.50
0.00	Agency Services reimbursements	0.00
0.00	Loan/Capital Receipts	0.00
275.28	Interest on Investments	11.55
0.00	Sale of Assets	0.00
162,580.78	<b>TOTAL INCOME</b>	75,711.05
	<b>EXPENDITURE</b>	
24,732.78	General Administration	8,660.66
0.00	Agency Services	0.00
0.00	S. 137 Payments	0.00
0.00	Capital Schemes	0.00
0.00	Provision for Doubtful Debts	0.00
0.00	Interest on Long Term Debts	0.00
0.00	General Administration - Petty cash/High St Toilet cleaning	0.00
0.00	Maintenance	0.00
23,589.84	Burial Ground	6,649.50
5,485.17	Grants and Subscriptions	1,142.00
0.00	Car park rentals	575.00
0.00	Millennium Fund	0.00
0.00	Loan repayment	0.00
0.00	Employment Advice Centre	0.00
10,406.38	Expenditure	239.72
94,733.07	Wages / Salaries	25,147.30
0.00	Church - Methodist rent	0.00
158,947.24	<b>TOTAL EXPENDITURE</b>	42,414.18
65,406.72	Balance as at 01/04/18	69,040.26
162,580.78	Add Total Income	75,711.05
227,987.50		144,751.31
158,947.24	Deduct Total Expenditure	42,414.18
0.00	Stock Adjustment	0.00
0.00	Transfer to/ from reserves	0.00
69,040.26	Balance as at 31/03/19	102,337.13

## BUDGET COMPARISON 2018-19

	<b>PARISH COUNCIL INCOME</b>	<b>BUDGET</b>	<b>ACTUAL INC</b>	<b>BALANCE</b>	<b>%</b>
		<b>2017-18</b>	<b>RECEIVED</b>		<b>RECEIVED</b>
10	PRECEPT	147603.18	72354.50	-75248.68	49.02
12	INTEREST INSTANT / CURRENT ACC	0.00	0.00	0.00	0.00
14	BURIAL FEES	9928.00	1665.00	-8263.00	16.77
15	TOILETS HIGH STREET	1500.00	290.00	-1210.00	19.33
16	DONATIONS	300.00	0.00	-300.00	0.00
19	SUNDRIES	0.00	390.00	390.00	0.00
22	INTEREST ON NEW RESERVES ACC AT WBROM	2.00	0.00	-2.00	0.00
23	INTEREST BATH BUILDING SOCIETY	1000.00	11.55	-988.45	1.16
24	POLICE OFFICE RENT	4000.00	1000.00	-3000.00	25.00
		<b>164333.18</b>	<b>75711.05</b>	<b>-88622.13</b>	<b>46.07</b>
	<b>EXPENDITURE FOR PARISH</b>	<b>BUDGET</b>	<b>ACTUAL EXP</b>	<b>BALANCE</b>	<b>%</b>
					<b>SPENT</b>
50	<b>GENERAL ADMIN</b>				
50/1	GA TELEPHONE	1500.00	451.59	1048.41	30.11
50/2	GA STATIONARY	2850.00	433.61	2416.39	15.21
50/3	GA GENERAL INSURANCE	3500.00	3285.26	214.74	93.86
50/4	GA RATES BURIAL GROUND AND WATER RATES	700.00	49.81	650.19	7.12
50/5	GA OFFICE ELECTRICITY & GAS	1500.00	634.53	865.47	42.30
50/6	GA AUDIT	1050.00	450.00	600.00	42.86
50/7	GA CHAIRMAN'S ALLOWANCE	500.00	500.00	0.00	100.00
50/9	GA STAFF TRAINING EXPENSES	100.00	0.00	100.00	0.00
50/11	GA MISCELLANEOUS	0.00	0.00	0.00	0.00
50/25	GA MEMBERS EXPENSES	300.00	0.00	300.00	0.00
50/47	GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010)	2300.00	829.84	1470.16	36.08
50/48	GA PHOTOCOPIER	240.00	60.00	180.00	25.00
50/51	GA ADVERTISING	50.00	0.00	50.00	0.00
50/14	GA CIVIC EXPENSES	0.00	345.91	-345.91	0.00
50/110/1	GA POSTAGE	1100.00	342.20	757.80	31.11
50/110/2	GA PETTY CASH OTHER	0.00	0.00	0.00	0.00
		<b>15690.00</b>	<b>7382.75</b>	<b>8307.25</b>	<b>47.05</b>
	<b>EXPENDITURE FOR PARISH</b>	<b>BUDGET</b>	<b>ACTUAL EXP</b>	<b>BALANCE</b>	<b>%</b>
					<b>SPENT</b>



52	<b>MAINTENANCE</b>				
52/1	MAINTENANCE TOILETS	2500.00	292.60	2207.40	11.70
52/6	MAINTENANCE MISC.	6500.00	1268.80	5231.20	19.52
52/7	MAINTENANCE GRASS CUTTING	13000.00	4510.50	8489.50	34.70
52/26	MAINTENANCE PLAY AREA	2000.00	0.00	2000.00	0.00
	<b>MAINTENANCE TOTAL</b>	<b>24000.00</b>	<b>6071.90</b>	<b>17928.10</b>	<b>25.30</b>
54	<b>GRANTS &amp; SUBS EXTERNAL</b>				
54/1	PARISH COUNCIL SUBSCRIPTIONS	500.00	402.00	98.00	80.40
54/2	SPCA & LCR	700.00	0.00	700.00	0.00
54/3	GRANTS	16324.18	740.00	15584.18	4.53
	<b>GRANTS &amp; SUBS TOTAL</b>	<b>17524.18</b>	<b>1142.00</b>	<b>16382.18</b>	<b>6.52</b>
55	<b>CAR PARK RENTAL</b>	<b>550.00</b>	<b>575.00</b>	<b>-25.00</b>	<b>104.55</b>
57	<b>CHRISTMAS LIGHTS</b>	<b>4500.00</b>	<b>55.72</b>	<b>4444.28</b>	<b>1.24</b>
58	<b>VEHICLES</b>				
58/1	LEASING	3500.00	984.06	2515.94	28.12
58/2	FUEL	1100.00	135.88	964.12	12.35
58/4	INSURANCE FOR VEHICLE	1050.00	0.00	1050.00	0.00
	<b>TOTAL FOR VEHICLES</b>	<b>5650.00</b>	<b>1119.94</b>	<b>4530.06</b>	<b>19.82</b>
60	<b>CONTINGENCIES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
62	<b>HEALTH AND SAFETY AUDIT</b>	<b>200.00</b>	<b>184.00</b>	<b>16.00</b>	<b>92.00</b>
63'	<b>PROJECTS FOR COMMUNITY FUNDED BY RENT</b>	<b>4000.00</b>	<b>0.00</b>	<b>4000.00</b>	<b>0.00</b>
100	<b>WAGES / SALARIES</b>				
103/1	SALARIES NET inc pen/Tax/NI/	70805.00	17579.08	53225.92	24.83
103/3	EMPLOYERS NATIONAL INS.	3484.00	903.08	2580.92	25.92
103/5	EMPLOYERS PENSION	14869.00	2844.66	12024.34	19.13
103/6	OPENING TOILETS	1061.00	190.00	871.00	17.91
	<b>TOTAL WAGES</b>	<b>90219.00</b>	<b>21516.82</b>	<b>68702.18</b>	<b>23.85</b>
101/9	ELECTION EXPENSES	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
105	SOLICITORS FEES	<b>2000.00</b>	<b>0.00</b>	<b>2000.00</b>	<b>0.00</b>
	<b>TOTAL EXPENDITURE</b>	<b>164333.18</b>	<b>38048.13</b>	<b>126285.05</b>	<b>23.15</b>
	-				
	<b>TOTAL INCOME</b>	<b>164333.18</b>	<b>75711.05</b>	<b>88622.13</b>	<b>46.07</b>
	-				
	<b>TOTAL NET BALANCE</b>	<b>0.00</b>	<b>37662.92</b>	<b>-37662.92</b>	<b>0.00</b>

**Accounts for payment 5th September 2018**

<b><u>Chq No</u></b>	<b><u>Ratification</u></b>		
101146	P & S Contracts	Grass cutting	1203.50
101150	SWOPS	Fuel account	50.01
SO	KCSA	Room hire for youth café	416.00
SO	Water plus	Water rates Kinver Edge toilets	140.38
SO	Pure Shine	Windows Cleaned	40.00
		<b>Total</b>	<b>1849.89</b>

<b><u>Chq No</u></b>	<b><u>Accounts for payment</u></b>		
101154	Eastern Purchasing	Supplies	133.45
	J R K Computer		
101155	supplies	Supplies	140.16
	Kinver Edge Farm		
101156	Shop	Opening toilets	110.00
101157	Mazars	Audit	480.00
101158	OCL	Supplies	39.64
101159	R H Electrical	Pattesting of lights and brackets	450.00
101160	SCC	Pensions	1834.18
101161	SCC	Van Lease	349.38
101162	SSDC	Legal fees	600.00
101163	Tygar Surfacing	Repair to play area	600.00
101164	Viking Direct	Stationary	4.64
101165	Particular Designs	Invoice from last year for leaflets	312.00
101166	FM Branding	Printing of Polo shirts x 2	24.00
101167	SCC	Van lease	381.67
			<b>5459.12</b>

**List of Monthly Direct Debits**

DD	Inland Revenue	August	961.22
DD	Utility Warehouse	Garage electricity	10.04
		95 High Street Gas and electricity and mobile	
DD	Utility Warehouse	phone	110.01
DD	Utility Warehouse	Kinver Edge Toilets	10.84
DD	Utility Warehouse	High Street Toilets	20.92
DD	Salaries	September	5193.70
DD	Screwfix	Supplies payment 31.08.18	50.09
DD	Screwfix	Supplies due for payment 30.09.18	196.25
		<b>Total</b>	<b>6553.07</b>
		<b>Total Expenditure</b>	<b>13862.08</b>

**Receipts**

Burial fees	520.00
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Toilet income

90.00

**Total Income**

**610.00**