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

**OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 22nd SEPTEMBER 2021 .**

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Councillors: P Wooddisse (Chairman), I G Sadler (Vice Chairman), JK Hall (ex-officio), H Williams.

1. APOLOGIES FOR ABSENCE

Councillor Mrs C Allen sent her apologies for the meeting.

1. DECLARATIONS OF PECUNIARY INTERESTS

None were declared.

1. MINUTES OF THE MEETING OF 28TH JULY 2021

The minutes of the meeting held on 28th July 2021 were approved and signed as a true record of that meeting.

1. To review the budget comparison for the period ending 31st August 2021 (figures attached)

The Chairman presented the budget comparison he had prepared for period ended 31st August 2021 as attached as Appendix 1 to these minutes the figures were reviewed and noted.

The Clerk reported that there are some expenses to be incurred due to some equipment needing remedial repairs and the surface being repaired again. She wioll forward the costs when known to members, this will be funded from the Play Area fund in the West Bromwich Building Society.

1. To receive formally the accounts for the period from April – August 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 31st August 2021 as set as Appendix 2 to these minutes be accepted. On a vote this was unanimous.

1. Items referred from the Parish Council for funding

There were no items to discuss.

1. EV Charging points review

The following was noted:-

Income received to date

04/08/21 £86.95

01/05/21 £72.85

16/06/21 £92.40

01/07/21 £99.42

Total £351.62

Electricity used to date £339.66

The Clerk has spoken to the supplier of our existing electricity and we can review the rates we are charged in December when we have a history of our increased usage.

1. To receive the annual return completion certificate from the External Auditor

The annual return is attached as appendix 3 from the auditors and there are no matters for action. This was noted.

1. Update on registering the toilet block at Kinver Edge

The Clerk has contacted the Councils Solicitor and have picked up the registering of this land in the Parish Council’s name.

The Clerk has to gather data and evidence to prove ownership from receipts and minutes etc… which she is in the process of doing.

The cost (which has been previously agreed) is £280.00. This was noted.

1. To receive an update on the purchase of a replacement vehicle for the Parish

The Clerk has returned the signed form to request the purchase of a new vehicle on Finance. This was noted.

1. Date of Next Meeting – Wednesday 24th November 2021
2. Items for future agendas – Budget / Fixed assets November; vehicle update; ev electricity; update.

13. Recommendations to the Parish Council

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

* The accounts up to the 31st August 2021 as set as Appendix 2 to these minutes be accepted.

Appendix 2 to the minutes of the Finance Committee held on the 22nd September 2021

Appendix 1 to the minutes of the Finance Committee held on the 22nd September 2021

 **Financial Summary - Cashbook**

 Summary between 01/04/21 and 31/08/21 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

 Total Receipts £83,764.19 £0.00 £83,764.19

 PAYMENTS Net Vat Gross

 Total Payments £64,450.07 £1,757.72 £66,207.79

Closing Balances

**Ordinary Accounts**

.BARCLAYS BANK £873.73

.COOPERATIVE BANK C & I £23,967.40

Bath Building Society £37,626.26

Reserves West Bromwich £44,299.13

Total £106,766.52

 Signed

 Chair Clerk / Responsible Financial Officer

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Financial Budget Comparison

Comparison between 01/04/21 and 31/08/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

 **2021/2022** **Actual Net** **Balance**

 **INCOME**

 13 INTEREST BATH BUILDING £100.00 £0.00 -£100.00

 SOCIETY

 17 PRECEPT £0.00 £0.00 £0.00

 22 INTEREST WEST BROM £30.00 £0.00 -£30.00

 ACCOUNT - CHARITY ACC

 30 Burial Fees - Co-Op bank £10,225.00 £3,935.00 -£6,290.00

 account

 31 Toilet Income - Co-Op bank £500.00 £50.00 -£450.00

 account

 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 £8,139.99 £8,139.99

 35 Police Office Rent - Co-Op Bank £4,000.00 £1,000.00 -£3,000.00

 Account

 37 Balance from uncommitted reserves £16,904.00 £0.00 -£16,904.00

 38 EV Income £0.00 £351.62 £351.62

 **Total Income** £166,768.00 £80,831.11 -£85,936.89

 **EXPENDITURE**

 **Council**

 57 BARCLAYS BANK CHARGES £78.00 £30.50 £47.50

 58 EV Electricity used £0.00 £339.66 -£339.66

 104 NEIGHBOURHOOD PLAN £0.00 £2,389.64 -£2,389.64

 110 General Administration - Co-Op

 Bank Account

 110/1 Telephone £2,100.00 £300.87 £1,799.13

 110/2 Stationery £2,850.00 £1,213.89 £1,636.11

 110/3 General Insurance £2,100.00 £1,923.94 £176.06

 110/4 Rates £2,300.00 £656.24 £1,643.76

 110/5 Office Electricity and Gas £1,700.00 £647.55 £1,052.45

 110/6 Audit £850.00 £875.00 -£25.00

 110/7 Chairman’s Allowance £500.00 £500.00 £0.00

 110/8 Staffing Training Expenses £100.00 £60.00 £40.00

 110/9 Members Expenses £200.00 £196.18 £3.82

 110/10 Computer Support Services £2,300.00 £90.95 £2,209.05

 110/11 Photocopier £240.00 £120.00 £120.00

 110 Total £15,240.00 £6,584.62 £8,655.38

 111 Maintenance - Co-Op Bank

 Account

 111/1 Maintenance Toilets £2,500.00 £781.01 £1,718.99

 111/2 Maintenance Misc £6,500.00 £1,209.16 £5,290.84

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Financial Budget Comparison

Comparison between 01/04/21 and 31/08/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

 **2021/2022** **Actual Net** **Balance**

 111/3 Grass Cutting £3,500.00 £2,000.00 £1,500.00

 111/4 Play Area £2,000.00 £500.00 £1,500.00

 111 Total £14,500.00 £4,490.17 £10,009.83

 112 Car Park Rental - Co-Op Bank £1,400.00 £1,450.00 -£50.00

 Account

 113 Christmas Illuminations - Co-Op £4,500.00 £273.23 £4,226.77

 Bank Account

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

 Account

 115 Vehicles - Co- Op Bank Account

 115/1 Leasing £4,500.00 £1,159.18 £3,340.82

 115/2 Fuel £1,400.00 £588.17 £811.83

 115/3 Insurance £1,200.00 £94.37 £1,105.63

 115 Total £7,100.00 £1,841.72 £5,258.28

 116 Health and Safety - Co-Op Bank £250.00 £0.00 £250.00

 Account

 117 Grans Subs Co-Op Bank Account

 117/1 Parish Councils Subs £500.00 £412.00 £88.00

 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 £599.62 £5,600.38

 118 Election Expenses - Co-Op Bank £0.00 £0.00 £0.00

 Account

 119 Wages/Salaries - Co-Op Bank

 Account

 119/1 Salaries £83,900.00 £33,796.57 £50,103.43

 119/2 Employers NI £6,850.00 £2,906.27 £3,943.73

 119/3 Employers Pension £21,000.00 £9,163.40 £11,836.60

 119/4 Toilets £1,150.00 £0.00 £1,150.00

 119 Total £112,900.00 £45,866.24 £67,033.76

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

 Bank Account

 121 Legal Fees - Co-Op Bank Account £600.00 £0.00 £600.00

 **Total Expenditure** £166,768.00 £63,865.40 £102,902.60

Total Income £166,768.00 £80,831.11 -£85,936.89

Total Expenditure £166,768.00 £63,865.40 £102,902.60

**Total Net Balance** **£0.00** **£16,965.71**

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Appendix 3 to the Finance Meeting minutes held on the 22nd September 2021

