

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY  
19<sup>th</sup> APRIL 2017**

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Councillor: Councillor: Cllr D Light (Chairman), I G Sadler, Mrs C Allen, JK Hall and BR Edwards.

1. APOLOGIES FOR ABSENCE

Councillors P Wooddisse (Vice Chairman), H Williams (ex-officio), Mrs L Hingley, D H Hadlington and J Irving Bell sent their apologies for the meeting.

2. DECLARATIONS OF PECUNIARY INTERESTS

None were declared.

3. MINUTES OF THE MEETING OF 8<sup>TH</sup> FEBRUARY 2017

The minutes of the meeting held on 8<sup>th</sup> February were approved and signed as a true record of that meeting.

4. MATTERS ARISING FROM PREVIOUS MINUTES

4.1 CCTV

The installation is in full working order and recording 24/7.

4.2 Pathways at Comber Ridge

The pathways have almost been completed, there is a further 8 tonnes of stones to be delivered then the work will be complete.

5. BUDGET COMPARISON AND TO RECEIVE FORMALLY THE ACCOUNTS THE YEAR ENDING 31ST MARCH 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.

The yearend figures are attached as appendix 2 to these minutes.

It was **Resolved** to **Recommend** to the Parish Council that the year-end accounts as set as Appendix 2 to these minutes be accepted.

6. INTERNAL AUDITORS REPORT

The report from the Internal Auditor is attached as appendix 3 to these minutes.

It was **Resolved** to **Recommend** to the Parish Council that the Internal Audit Report as set as Appendix 3 to these minutes be accepted.

The External Audit this year is slightly different. A further booklet explaining variances over 15% on last year's figures has to be completed. In addition a full explanation of balances held and a calculation to work out if the Council is holding too many funds in reserve, this is detailed below:-

(a) this is the total of the balances in W Brom and Bath Building Society	£ 50873.16
(b) Precept / rates and levies	144709.00
(c) Balance Carried forward from accounting statement	59805.00
(d) Amount of balances less ear marked funds (c – a)	13387.00

Ratio of balances less earmarked reserves to Precept / Rates and Levies (d / b)	0.1%
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Explanations are only required if a high level of general reserves is being held (3 x over or less than 0.1% which is the minimum balance to hold).

This was noted.

## 7. BALANCES REMAINING AS AT 31<sup>ST</sup> MARCH 2017

Balances remaining

The budget is over spent by 0.52% a total of £990.21

The bank balances after all of the invoices relating to the financial year 2016/17 are below:-

Barclays Bank	£7834.35
Co-Operative Bank	£26.68
Bath Building Society	£36587.81
Reserves West Bromwich Account	£14285.35*
Total	£58733.89

\*£9009.79 is to be returned to this account once the precept has been received, as this amount was transferred into the current account prior to the year end.  
(This will take into account the over spend from the 31<sup>st</sup> march 2017 budget).

## 8. GRANT CRITERIA

The Parish Council at the present time has a simple grant form, which is attached as appendix 3 to these minutes.

Although the Council ask for a copy of bank accounts etc., there is no follow up for how the money is spent. To ensure that the funds are used for their agreed purpose, it is suggested that no matter how much the grant received is, the applicant should provide a report of how the funds have been spent. It was agreed to add this as a condition of the grant given, and also they should publicise the grant they have received (i.e. a notice on the Parish noticeboards for example) which would be

added to the grant form. The Clerk to draft a new form for the next meeting and members will discuss if they wish to apply a maximum grant sum to all external organisations.

## 9. GRANT REQUESTS

The following grant applications were received:-

Leisure and Amenities Committee recommendations:-

- that the Parish Council fund the cost to employ a company that supplies Youth Workers is £390 per month for a 3-hour session. The cost of room hire at the KSCA per month is £200.00. Total cost per annum is £4680 for the Youth Worker and £2500 for room hire, adding £820 for Contingencies giving a total cost for the first year of £8000, and the second year would be a similar cost with probably inflationary increases. Members would try to raise external funds also towards the second-year costs and look to get an external group formed to take over the running of the project. It was felt that the Project needs to have a commitment for 2 years (subject to a review before the first year ends of the success of the Drop-in Centre).

a small income will be generated towards the room hire as an entry fee / donation of a £1 would be charged.

Cllr N Other explained that the Committee were looking for guidance / commitment as to whether the Parish Council has the level of funds to run the Youth Drop in Centre, before the members of the L & A Committee spend many hours going through the requirements of the Council to prove a need for the facility, getting volunteers organised, asking the youth is this what you want and then not being able to progress any further due to lack of funding.

The Chairman explained that for this financial year there is a sum of circa £19000 for all projects both internal and external, and if this sum was committed for this year it would take 40% of this figure 2 weeks into the financial year. In addition for next year as balances reduce, the precept would potentially have to be increased to cover this additional expenditure and to raise £8000 the precept has to increase by 6%. Parish Councils are capped at 3% maximum increase.

The Clerk has gone back through the minutes and a potted history is below:-

The October Parish Council meeting, the recommendations from L & A are below:-

### “173.2 Leisure and Amenities Committee Meeting of the 21<sup>st</sup> September 2016

The minutes of the above meetings, having been circulated, were **Received**, and there were the following recommendations to the Council:-

## Youth Project

- Further information is found out about the Youth Bus, with a possible visit in situ of the bus in use.
- Talk further to PCSO Paula Wilkes re the Wombourne Youth Centre and visit the venue to see how it is run etc.
- Talk to the various partners (Rotary, KSCA, and Youth Pastor Etc.) to see what they could bring to the project both financially and what help / support they can offer.
- Establish contact with the newly appointed village agent.
- Contact Parents to see if they will volunteer to help run the Youth Drop in Centre (as without this the project will not be able to commence).
- Prepare an outline business plan of costs etc. for the running of a youth drop in center.

The above recommendations were agreed.”

The above has not been followed. A meeting has been held with the partners on the 2<sup>nd</sup> March, but a business plan has not been prepared nor have volunteers been found to help run the drop in facility. As the Parish Council are being asked to fund the above facility from public funds, the above needs to be followed to prove firstly a need for the facility and secondly that this is best value for the Parish. This needs to be undertaken as any decision of the Council is subject to a judicial review by the public.

The Clerk suggested deferring taking this item until the Leisure and Amenities Committee meet again in May. This was proposed by Councillor Mrs C Allen and seconded by Councillor BR Edwards, and agreed unanimously. In addition Councillor Mrs C Allen asked if the Council could consider funding the Youth Bus for a few sessions, this can come forward as a recommendation from the Leisure and Amenities Committee for consideration at a future meeting.

- Council to purchase 5 rights of way footpath maps and boards at a cost £687.50, the locations to be confirmed.

It was agreed to **Recommend** to the Parish Council that 5 Noticeboards and map prints are purchased at a cost of £687.50 and funded from budget line 54/3.

- Grant request for Kinver Community Library for up to £9000 towards the Raspberry Pi Computer Project.

The Members discussed the request from the Library, it is to buy 40 units to link to computers to enable children to learn how to programme. In the paperwork provided, it states that the Library have contacted the schools and this is to be used in conjunction with them. However, the Clerk has contacted Brindley Heath Junior School and they were aware of the project, but had not discussed it with the Library or committed themselves to the project as it is not part of their

curriculum. Kinver High School did not return the call made to them on this subject.

In addition an email has been received from a member of the Library, and in that email it states that they are looking to buy these units and pass some to the schools, they have also applied for funding from other sources and do not know how much to date they are likely to raise, so if the Parish Council gives them a grant and it is not all required, they will return the balance.

Unfortunately based on this information the Parish Council cannot consider giving a grant to this project as it is third party funding (passing the units directly to the school), and they cannot give funds to a project that may already be funded.

Therefore it was Resolved to **Recommend** to the Parish Council that a grant should not be given to Kinver Community Library for this project, for the reasons stated above.

- Parish Council Noticeboard for Iwerley £250

It was agreed to **Recommend** to the Parish Council that a Noticeboard is purchased for Iwerley at a cost of £250.00 and funded from budget line 54/3.

#### 10. PETTY CASH FOR FEBRUARY AND MARCH 2017

##### Petty Cash

##### Petty Cash for February 2017

Map for L & A Committee	£2.00
Tree in memory of BKF	£45.00
Bolts caps	£23.49
Postage for Church letters	£3.48
Vacuum Bags	£7.58
Large incinerator bin	£28.95
Total	£110.50

##### Petty Cash for March 2017

Roof Rack for van	£58.95
Total	£58.95

This was noted.

11. DATE OF NEXT MEETING –

Date of the next meeting is Wednesday 31<sup>st</sup> May 2017.

12. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 22<sup>nd</sup> May 2017.

External Grant Form  
Church Hall grant

13. RECOMMENDATIONS TO THE PARISH COUNCIL

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

- the yearend accounts as set as Appendix 2 to these minutes be accepted.
- the Internal Auditors report be accepted.
- 5 Noticeboards and map prints are purchased at a cost of £687.50 and funded from budget line 54/3.
- a Noticeboard is purchased for Iverley at a cost of £250.00 and funded from budget line 54/3.
- a grant should not be given to Kinver Community Library for this project, for the reasons stated on page 6 item 9 of these minutes.

**Budget Comparison 2016/17 - UP TO 31st MARCH 2017**

	<b>PARISH COUNCIL INCOME</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BALANCE</b>	<b>COMMENTS</b>
		<b>2016/17</b>	<b>INCOME</b>		
10	PRECEPT	144709.00	144709.00	0.00	
12	INTEREST INSTANT / CURRENT ACC	1.00	0.00	-1.00	
14	BURIAL FEES	9455.00	10092.00	637.00	
15	TOILETS HIGH STREET	1500.00	1322.40	-177.60	
16	DONATIONS	300.00	30.00	-270.00	
19	SUNDRIES	0.00	12387.92	12387.92	This is income from the Insurance Co
20	GRANT FOR TOILETS	1000.00	971.35	-28.65	for Play Area claims
21	Interest from old Santander bond	0.00	-2.54	-2.54	Written off old balance
22	INTEREST ON NEW RESERVES ACC AT WBROM	10.00	11.19	1.19	
23	INTEREST BATH BUILDING SOCIETY	1000.00	477.72	-522.28	
24	Police Office rent	4000.00	4000.00	0.00	
25	BALANCE FROM Y/END 2016	8464.92	8464.92	0.00	
26	FUNDS FOR GARAGE INTERNAL	22000.00	22000.00	0.00	This is funds transferred from Bath
		<b>192439.92</b>	<b>204463.96</b>	<b>12024.04</b>	Building Society to pay for the garage
	<b>EXPENDITURE FOR PARISH</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BALANCE</b>	
		<b>2016/17</b>	<b>EXP.</b>		
50	<b>GENERAL ADMIN</b>				
50/1	GA TELEPHONE	1500.00	1958.76	-458.76	
50/2	GA STATIONARY	2850.00	3273.50	-423.50	
50/3	GA GENERAL INSURANCE	3000.00	3095.29	-95.29	
50/4	GA RATES (OFFICE and Burial Ground)	3700.00	3678.27	21.73	
50/5	GA OFFICE ELECTRICITY & GAS	2000.00	1835.17	164.83	
50/6	GA AUDIT	830.00	850.00	-20.00	
50/7	GA CHAIRMAN'S ALLOWANCE	500.00	500.00	0.00	
50/9	GA STAFF TRAINING EXPENSES	100.00	0.00	100.00	
50/11	GA MISCELLANEOUS	0.00	88.00	-88.00	
50/25	GA MEMBERS EXPENSES	300.00	74.75	225.25	
50/47	GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010)	2300.00	2301.49	-1.49	
50/48	GA PHOTOCOPIER	285.00	240.00	45.00	
50/51	GA ADVERTISING	50.00	0.00	50.00	
50/53	GA CIVIC EXPENSES	0.00	0.00	0.00	
50/110/1	GA POSTAGE	1100.00	1050.00	50.00	
50/110/2	GA PETTY CASH OTHER	550.00	254.43	295.57	
		<b>19065.00</b>	<b>19199.66</b>	<b>-134.66</b>	
	<b>EXPENDITURE FOR PARISH</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>BALANCE</b>	
		<b>2016/17</b>	<b>EXP.</b>		
52	<b>MAINTENANCE</b>				

52/1	MAINTENANCE TOILETS	2000.00	1878.14	121.86	
52/6	MAINTENANCE MISC.	6185.00	4340.24	1844.76	
52/7	MAINTENANCE GRASS CUTTING	12642.00	19772.23	-7130.23	
52/26	MAINTENANCE PLAY AREA	1000.00	1013.90	-13.90	
	MAINTENANCE TOTAL	<b>21827.00</b>	<b>27004.51</b>	<b>-5177.51</b>	
54	<b>GRANTS &amp; SUBS EXTERNAL</b>				
54/3	PARISH COUNCIL SUBSCRIPTIONS	500.00	313.00	187.00	
54/4	SPCA & LCR	700.00	694.00	6.00	
54/48	EXTERNAL GRANTS	3800.00	1550.00	2250.00	
	<b>GRANTS &amp; SUBS TOTAL</b>	<b>5000.00</b>	<b>2557.00</b>	<b>2443.00</b>	
56	<b>INTERNAL GRANTS</b>	<b>18919.00</b>	<b>15924.68</b>	<b>2994.32</b>	
55	<b>CAR PARK RENTAL</b>	<b>550.00</b>	<b>550.00</b>	<b>0.00</b>	
57	<b>CHRISTMAS LIGHTS</b>	<b>4500.00</b>	<b>3695.72</b>	<b>804.28</b>	
58	<b>VEHICLES</b>				
58/1	LEASING	3500.00	3672.55	-172.55	
58/2	FUEL	1000.00	873.80	126.20	
58/3	STORE FOR EQUIPMENT	0.00	120.61	-120.61	Rent from April to July
58/4	INSURANCE FOR VEHICLE	1050.00	965.28	84.72	
	TOTAL FOR VEHICLES	<b>5550.00</b>	<b>5632.24</b>	<b>-82.24</b>	
60	<b>CONTINGENCIES</b>	<b>0.00</b>	<b>12619.88</b>	<b>-12619.88</b>	Pay-out of invoices relating to Play Area
62	<b>HEALTH AND SAFETY AUDIT</b>	<b>200.00</b>	<b>184.00</b>	<b>16.00</b>	claims balanced by income line 19
63'	<b>PROJECTS FOR COMMUNITY FUNDED BY RENT</b>	<b>8000.00</b>	<b>4850.00</b>	<b>3150.00</b>	
64	<b>GARAGE PROJECT</b>	<b>26464.92</b>	<b>25840.09</b>	<b>624.83</b>	
100	<b>WAGES / SALARIES</b>				
103/1	SALARIES NET	54366.00	54933.50	-567.50	
103/2	TAX AND NATIONAL INS.	7442.00	8320.12	-878.12	
103/3	EMPLOYERS NATIONAL INS.	3381.00	4772.64	-1391.64	
103/4	EMPLOYEES PENSION	3262.00	4022.57	-760.57	
103/5	EMPLOYERS PENSION	10873.00	14077.56	-3204.56	
103/6	OPENING TOILETS	1040.00	770.00	270.00	
	<b>TOTAL WAGES</b>	<b>80364.00</b>	<b>86896.39</b>	<b>-6532.39</b>	
101	<b>ITEMS TO HAVE FUNDS RESERVED</b>				
101/9	ELECTION EXPENSES	0.00	0.00	0.00	
	TOTAL FOR ITEMS TO BE RESERVED	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
105	SOLICITORS FEES	2000.00	500.00	1500.00	
		<b>BUDGET</b>	<b>ACTUAL</b>	<b>BALANCE</b>	
		<b>2016/17</b>	<b>EXP.</b>		
	<b>TOTAL EXPENDITURE</b>	<b>192439.92</b>	<b>205454.17</b>	<b>-13014.25</b>	
	<b>TOTAL INCOME</b>	<b>192439.92</b>	<b>204463.96</b>	<b>-12024.04</b>	
	<b>TOTAL NET BALANCE</b>	<b>0.00</b>	<b>-990.21</b>	<b>990.21</b>	O/spend on budget of £990.21 0.52%



## **KINVER PARISH COUNCIL**

Monthly Balance Sheet as at: 31/03/17

### **Co-Op account**

#### Unpresented Cheques

#### Unpresented Receipts

	39.99		
<b>TOTAL</b>	39.99	Total	0.00
Computer Figures Co-Op acc.		26.38	
less unpresented		39.99	
<b>Total</b>		<b>66.37</b>	
Bank Statement Figure		<b>66.37</b>	

### **Barclays Bank**

#### Unpresented Cheques

#### Unpresented Receipts

<u>100881</u>	31.03		0
<u>100891</u>	80		0
<b>TOTAL</b>	111.03	Total	0.00
Computer Figures Barclays Bank acc.		13361.16	
less unpresented		111.03	
<b>Total</b>		<b>13472.19</b>	
Bank Statement Figure		<b>13472.19</b>	

### **Other bank account balances**

Bath Building Society	36587.81
Old Alliance and Leicester account	0.00
West Bromwich Building Society	14285.35
	64411.72

# Financial Summary - Cashbook

Summary between 01/04/16 and 31/03/17 inclusive.

Balances at the start of the year

## Ordinary Accounts

.BARCLAYS BANK	£19,054.88
.COOPERATIVE BANK C & I	£77.31
Alliance and Leicester	£0.00
Bath Building Society	£58,110.09
Kinver Parish Council - West Bromwich Ac	£0.00
Santander old account	£2.54

## Short Term Investment Accounts

Reserves West Bromwich	£19,274.16
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## Long Term Investment Accounts

CA Trust NSB 3.5% Fund 1999-2010	£0.00
Total	£96,518.98

RECEIPTS	Net	Vat	Gross
Council	£184,592.57	£0.00	£184,592.57
Total Receipts	£184,592.57	£0.00	£184,592.57
PAYMENTS	Net	Vat	Gross
Council	£203,875.73	£12,975.12	£216,850.85
Total Payments	£203,875.73	£12,975.12	£216,850.85

Closing

## Ordinary Accounts

.BARCLAYS BANK	£13,361.16
.COOPERATIVE BANK C & I	£26.38
Alliance and Leicester	£0.00
Bath Building Society	£36,587.81
Kinver Parish Council - West Bromwich Ac	£0.00
Santander old account	£0.00

## Short Term Investment Accounts

Reserves West Bromwich	£14,285.35
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## Long Term Investment Accounts

CA Trust NSB 3.5% Fund 1999-2010	£0.00
Total	£64,260.70

# Financial Budget Comparison

Comparison between 01/04/16 and 04/04/17 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
<b>INCOME</b>				
<b>Council</b>				
12	Interest - Instant	£1.00	£0.00	-£1.00
13	Interest Bath Building Society	£1,000.00	£477.72	-£522.28
14	Burial fees	£9,455.00	£10,092.00	£637.00
15	Toilets - High Street	£1,500.00	£1,322.40	-£177.60
16	Donations	£300.00	£30.00	-£270.00
17	Precept Barclays	£144,709.00	£144,709.00	£0.00
19	Sundries	£0.00	£12,387.92	£12,387.92
20	Toilet grant from SSDC	£1,000.00	£971.35	-£28.65
22	Interest on West Brom Reserves account	£10.00	£11.19	£1.19
24	old Santander bond	£0.00	-£2.54	-£2.54
26	Rent from Offices	£4,000.00	£4,000.00	£0.00
<b>Total Council</b>		£161,975.00	£173,999.04	£12,024.04
<b>Total Income</b>		£161,975.00	£173,999.04	£12,024.04
<b>EXPENDITURE</b>				
<b>Council</b>				
51	GENERAL ADMINISTRATION BARCLAYS BANK	£19,065.00	£19,199.66	-£134.66
53	Maintenance - Barclays account	£21,827.00	£27,004.51	-£5,177.51
55	Car Park Rentals	£550.00	£550.00	£0.00
57	Christmas Illuminations	£4,500.00	£3,695.72	£804.28
59	INTERNAL GRANTS BARCLAYS BANK	£18,919.00	£15,924.68	£2,994.32
60	Contingencies	£0.00	£12,619.88	-£12,619.88
61	VEHICLES - BARCLAYS	£5,550.00	£5,632.24	-£82.24
62	Health and Safety Audit	£200.00	£184.00	£16.00
63	GRANTS AND SUBS EXTERNAL BARCLAYS ACCOUNT	£5,000.00	£2,557.00	£2,443.00
64	Garage project	£26,464.92	£25,840.09	£624.83
103	WAGES / SALARIES BARCLAYS BANK	£80,364.00	£86,896.39	-£6,532.39
104	Expenditure for Community Projects	£4,000.00	£4,850.00	-£850.00
105	Solicitors fees / Legal	£2,000.00	£500.00	£1,500.00

04/04/17 10:19 AM Vs:

*Kinver Parish Council*

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# Financial Budget Comparison

Comparison between 01/04/16 and 04/04/17 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/16

	2016/2017	Actual Net	Balance
<b>Total Council</b>	£188,439.92	£205,454.17	-£17,014.25
<b>Total Expenditure</b>	£188,439.92	£205,454.17	-£17,014.25
Total Income	£161,975.00	£173,999.04	£12,024.04
Total Expenditure	£188,439.92	£205,454.17	-£17,014.25
<b>Total Net Balance</b>	<b>-£26,464.92</b>	<b>-£31,455.13</b>	

04/04/17 10:19 AM Vs:

*Kinver Parish Council*

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## Year-end cash book figures

# Financial Summary - Cashbook

Summary between 01/04/16 and 31/03/17 inclusive. Includes due and unpaid transactions.

Balances at the start of the year

### Ordinary Accounts

.BARCLAYS BANK	£19,054.88
.COOPERATIVE BANK C & I	£77.31
Alliance and Leicester	£0.00
Bath Building Society	£58,110.09
Kinver Parish Council - West Bromwich Ac	£0.00
Santander old account	£2.54

### Short Term Investment Accounts

Reserves West Bromwich	£19,274.16
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### Long Term Investment Accounts

CA Trust NSB 3.5% Fund 1999-2010	£0.00
Total	£96,518.98

RECEIPTS	Net	Vat	Gross
Council	£188,712.51	£0.00	£188,712.51
Total Receipts	£188,712.51	£0.00	£188,712.51
PAYMENTS	Net	Vat	Gross
Council	£212,451.86	£14,045.74	£226,497.60
Total Payments	£212,451.86	£14,045.74	£226,497.60

Closing

### Ordinary Accounts

.BARCLAYS BANK	£7,834.35
.COOPERATIVE BANK C & I	£26.38
Alliance and Leicester	£0.00
Bath Building Society	£36,587.81
Kinver Parish Council - West Bromwich Ac	£0.00
Santander old account	£0.00

### Short Term Investment Accounts

Reserves West Bromwich	£14,285.35
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### Long Term Investment Accounts

CA Trust NSB 3.5% Fund 1999-2010	£0.00
Total	£58,733.89

## Section 2 – Accounting statements 2016/17 for

Enter name of  
smaller authority here:

KINVER PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	89750	91260	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	144709	144709	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	15903	29290	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	89263	86896	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	Ø	Ø	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	69839	118558	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	91260	59805	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	96519	64261	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	689506	728026	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	Ø	Ø	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE

Date

DD/MM/YYYY

I confirm that these accounting statements were approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

# Consolidated Balance Sheet

31/03/16 £			31/03/17 £
	Long Term assets		
0.00	Investments		0.00
0.00	Long Term Debts		0.00
0.00	TOTAL LONG TERM ASSETS		0.00
	Current assets		
19,274.16	Investments	14,285.35	
0.00	Loans Made	0.00	
0.00	Investments	0.00	
0.00	Stocks	0.00	
1,738.35	VAT Recoverable	4,119.94	
0.00	Debtors	0.00	
0.00	Payment in Advance	0.00	
77,244.82	Cash in Hand & at Bank	49,975.35	
98,257.33	TOTAL CURRENT ASSETS		68,380.64
98,257.33	TOTAL ASSETS		68,380.64
	Current liabilities		
0.00	Loans Received	0.00	
0.00	Temporary Borrowing	0.00	
0.00	VAT Payable	0.00	
6,997.69	Creditors	8,576.13	
0.00	Receipts in Advance	0.00	
6,997.69	TOTAL CURRENT LIABILITIES		8,576.13
91,259.64	TOTAL ASSETS LESS CURRENT		59,804.51
0.00	Long Term Borrowing	0.00	
0.00	Deferred Liabilities	0.00	
0.00	Deferred Credits	0.00	
0.00			0.00
91,259.64	NET ASSETS		59,804.51
	Represented by		
91,259.64	General Reserve		59,804.51
	RESERVES		
0.00	Asset Replacement Reserve		0.00
91,259.64			59,804.51

Signed  
Chairman  
Date  
AUDIT OPINION

Responsible Financial Officer

# Income and Expenditure Account

31/03/16 £		31/03/17 £
	<b>INCOME</b>	
8,020.00	Burial fees	10,092.00
0.00	Exchequer Bond	0.00
0.00	Rights of Way	0.00
1,473.00	Toilet Income	1,322.40
0.00	Rents received	0.00
5,629.13	Income	4,971.35
-680.00	Donations and Sundries	12,417.92
144,709.00	Precept	144,709.00
0.00	Agency Services reimbursements	0.00
0.00	Loan/Capital Receipts	0.00
756.44	Interest on Investments	486.37
0.00	Sale of Assets	0.00
159,907.57	<b>TOTAL INCOME</b>	173,999.04
	<b>EXPENDITURE</b>	
24,416.07	General Administration	24,831.90
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
339.65	Maintenance	693.43
12,045.17	Burial Ground	26,311.08
12,444.31	Grants and Subscriptions	44,321.77
1,635.00	Car park rentals	550.00
0.00	Millennium Fund	0.00
0.00	Loan repayment	0.00
0.00	Employment Advice Centre	0.00
12,363.86	Expenditure	21,849.60
86,229.72	Wages / Salaries	86,896.39
0.00	Church - Methodist rent	0.00
149,473.78	<b>TOTAL EXPENDITURE</b>	205,454.17
80,825.85	Balance as at 01/04/16	91,259.64
159,907.57	Add Total Income	173,999.04
240,733.42		265,258.68
149,473.78	Deduct Total Expenditure	205,454.17
0.00	Stock Adjustment	0.00
0.00	Transfer to/ from reserves	0.00
91,259.64	Balance as at 31/03/17	59,804.51



## Section 1 - Statement of accounts - English version

### Kinver Parish Council

	Year ending	Annual return	Variance
	31 March 2017	last year	
	£		
1. Balances brought forward	91,259.64		
2. (+) Annual precept	144,709.00	0.00	100.00%
3. (+) Total other receipts	29,290.04	0.00	100.00%
4. (-) Staff costs	86,896.39	0.00	100.00%
5. (-) Loan interest / capital repayments	0.00	0.00	0.00%
6. (-) Total other payments	118,557.78	0.00	100.00%
7. (=) Balances carried forward	59,804.51		
8. Total cash and investments	64,260.70		

# Appendix 3 to the minutes of the Finance and General Purposes Committee held on the 19<sup>th</sup> April 2017

## Annual internal audit report 2016/17 to

Enter name of  
smaller authority here:

KILNER PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit MRS RITA PULLAR

Signature of person who carried out the internal audit

*Rita Pullar*

Date 11/4/2017

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## EXTERNAL GRANT APPLICATION FORM

Name of applicant: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post code: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Brief description of project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grant Sum Required: \_\_\_\_\_

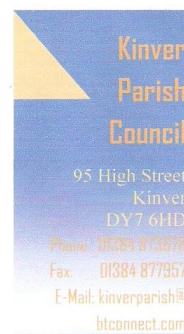
NB: If the grant request exceeds £2500, and is successful, the applicant must provide the Parish Council with a full report on how the funds have been spent. A set of accounts for their organisation to be presented to the Annual Parish Meeting in March each year.

Signed: \_\_\_\_\_ Date:    /    /

Office use only

Minute Number: \_\_\_\_\_ Date of meeting:    /    /

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



Please provide current 12 months accounts and 3 months bank statements with the application.

Please return form to:  
Kinver Parish Council  
95 High Street  
Kinver  
South Staffordshire  
DY7 6HD