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

**OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 16TH FEBRUARY 2022**

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

Councillors:), P Wooddisse (Chairman), Mrs C Allen, H Williams, I G Sadler (Vice Chairman) arrived at the start of item 5.

Also in attendance: Mrs M Fullwood and D McGirr.

1. Apologies for Absence

Apologies of absence were received from JK Hall (ex-officio).

1. Declarations of Interest

Cllr Mrs C Allen declared prejudicial interests in relation to the grant application for the Youth Café and the Neighbourhood Plan and took no part in the discussion or decision on these items.

1. Minutes of the Meeting held on 24th November 2021

The minutes of the meeting held on 24th November 2021 were approved and signed as a true record of that meeting.

1. To review the budget comparison to 31st January 2022(figures attached)

The budget comparison figures prepared by the Chairman and a copy prepared by the Clerk (see appendix 1 to these minutes) were circulated prior to the meeting. These was noted.

1. To receive formally the accounts to 31st January 2022 (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 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

Councillor Mrs C Allen took no part in the debate on the Youth Club Grant and Neighbourhood Plan item.

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

The grant application for the Youth Café for the room hire up to 31st March 2022 be funded at a cost of £272.00 from the Community Projects budget head 120.

The funding for the Neighbourhood Plan for £1800.00 be funded from the reserve fund allocated already for the Neighbourhood Plan in the West Bromwich Account.

The funding for the Queens Jubilee Celebrations is set for a maximum sum of £2000 and be allocated from the Community Fund 120 from the new financial year’s budget starting 1/4/22.

The above recommendations were agreed unanimously.

With regard to the EV Point costs have not been received in time for this meeting so this will be brought forward to the Parish Council meeting in March.

1. To discuss the Car park rental at the Methodist Church

The sum requested of £600 for the Methodist Church for the carpark rental from the 1st April 2022 has been increased by £25, this is the first increase in 3 years as agreed by the Council.

It was agreed to **Recommend** to the Parish Council that the Parish Council continue to pay for the Methodist Church Car Park for users of that area and it is funded from the budget line 112, this is to be paid from the new financial year starting 1/4/22.

1. Update on registering the toilet block at Kinver Edge

No further update has been received.

1. To agree the 3 year projections to comply with the Financial Regulations

The 3 year projections as set out as appendix 3 to these minutes were recommended for acceptance from the Parish Council. On a vote this was carried unanimously.

1. To confirm the Internal Auditor for year ending 31/3/2022

It was agreed to continue with the existing Internal Auditor Rutelle Accounting.

1. Date of Next Meeting – Wednesday 27th April 2022 7.00pm
2. Items for future agendas (fixed assets)(year end)(energy supply costs)

13. Recommendations to the Parish Council

It was proposed to recommend to the Parish Council that:-

* The 3 year projections as set out as appendix 3 to these minutes are accepted
* The accounts as set out as appendix 2 to these minutes are accepted.
* The grant application for the Youth Café is agreed at £272.00
* To agree that the reserve funding for the Neighbourhood Plan of £1800.00 for the wildlife survey.
* A maximum sum of £2000 is allocated for the Queens Jubilee Celebrations to be funded in the next financial year starting on the 1/4/22
* EV Point costs to be discussed at the Parish Council meeting when costs have been received.
* The licence be renewed for the Methodist Church Car park at a cost of £600, to be funded from the car park budget line in the new financial year from 1/4/22.

Appendix 1 to the minutes of the Finance Committee held on the 16th February 2022







Appendix 2 to the minutes of the Finance Committee held on the 16th February 2022

 Financial Summary - Cashbook

 Summary of receipts and payments between 01/04/21 and 31/01/22 inclusive. This may include

 transactions with ledger dates outside this period.

 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 £171,495.49 £0.00 £171,495.49

 PAYMENTS Net Vat Gross

 Total Payments £142,720.27 £5,597.35 £148,317.62

Closing Balances

**Ordinary Accounts**

.BARCLAYS BANK £835.38

.COOPERATIVE BANK C & I £29,599.00

Bath Building Society £37,654.48

Reserves West Bromwich £44,299.13

Total £112,387.99

 Signed

 Chair Clerk / Responsible Financial Officer

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Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive.

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

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

 **INCOME**

**Council**

 13 INTEREST BATH BUILDING £100.00 £28.22 -£71.78

 SOCIETY

 22 INTEREST WEST BROM £30.00 £0.00 -£30.00

 ACCOUNT - CHARITY ACC

 30 Burial Fees - Co-Op bank £10,225.00 £9,826.00 -£399.00

 account

 31 Toilet Income - Co-Op bank £500.00 £100.00 -£400.00

 account

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

 Account

 33 Precept - Co-Op Bank Account £134,709.00 £134,709.00 £0.00

 34 Sundries - Co-Op Bank Account £0.00 £15,558.65 £15,558.65

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

 Account

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

 reserves

 38 EV Income £0.00 £959.57 £959.57

**Total Income** £166,768.00 £164,181.44 -£2,586.56

 **EXPENDITURE**

**Council**

57 BARCLAYS BANK CHARGES £78.00 £60.50 £17.50

58 EV Electricity used £0.00 £857.68 -£857.68

104 NEIGHBOURHOOD PLAN £0.00 £6,314.75 -£6,314.75

110 General Administration - Co-Op £15,240.00 £10,237.19 £5,002.81

 Bank Account

111 Maintenance - Co-Op Bank £14,500.00 £8,926.12 £5,573.88

 Account

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

 Account

113 Christmas Illuminations - Co-Op £4,500.00 £4,167.31 £332.69

 Bank Account

114 Contingencies - Co-Op Bank £0.00 £6,586.81 -£6,586.81

 Account

115 Vehicles - CO- Op Bank Account £7,100.00 £4,478.31 £2,621.69

116 Health and Safety - Co-Op Bank £250.00 £230.00 £20.00

 Account

117 Grans Subs Co-Op Bank £6,200.00 £2,802.70 £3,397.30

 Account

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

 Account

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Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive.

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

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

119 Wages/Salaries - Co-Op Bank £112,900.00 £93,469.53 £19,430.47

 Account

120 Community Projects - Co-Op £4,000.00 £2,293.00 £1,707.00

 Bank Account

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

 Account

**Total Expenditure** £166,768.00 £141,873.90 £24,894.10

Total Income £166,768.00 £164,181.44 -£2,586.56

Total Expenditure £166,768.00 £141,873.90 £24,894.10

**Total Net Balance** **£0.00** **£22,307.54**

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**Appendix 3 to the minutes of the Finance and General Purposes Committee held on the 16th February 2022.**

|  |  |
| --- | --- |
| 3 year projections for Kinver Parish Council |  |
|   |   |  |  |  |  |
|   |   |   |  |  |  |
|   | **Description** | **2021/2022** | **Budget for 2022/3** | **2023/4** | **2024/25** |
|   |   | **INCOME** | **INCOME** | **INCOME** | **INCOME** |
| 13 | INTEREST BATH BUILDING  | £100.00 | £100.00 | £50.00 | £50.00 |
| 22 | INTEREST WEST BROM  | £30.00 | £4.00 | £4.00 | £4.00 |
| 30 | Burial Fees - Co-Op bank  | £10,225.00 | £11,250.00 | £11,250.00 | £11,250.00 |
| 31 | Toilet Income - Co-Op bank  | £500.00 | £50.00 | £50.00 | £50.00 |
| 32 | Donations - Co-Op bank  | £300.00 | £0.00 | £0.00 | £0.00 |
| 33 | Precept - Co-Op Bank Account | £134,709.00 | £153,975.00 | £157,055.00 | £160,196.00 |
| 34 | Sundries - Co-Op Bank Account | £0.00 | £0.00 | £0.00 | £0.00 |
| 35 | Police Office Rent - Co-Op Bank  | £4,000.00 | £4,000.00 | £4,000.00 | £4,000.00 |
| 37 | Balance from uncommitted reserves | £16,904.00 |   |   |   |
| 38 | EV Income | £0.00 | £1,200.00 | £0.00 | £0.00 |
|   | **Total Income** | £166,768.00 | £170,579.00 | £172,459.00 | £175,600.00 |
|   |   |   |   |   |   |
| **EXPENDITURE**  |   |   |   |   |   |
| 57 | BARCLAYS BANK CHARGES | £78.00 | £78.00 | £78.00 | £78.00 |
| 58 | EV Electricity used | £0.00 | £1,000.00 | £1,000.00 | £1,000.00 |
| 104 | NEIGHBOURHOOD PLAN | £0.00 | £0.00 | £0.00 | £0.00 |
| 110 | General Administration - Co-Op  |   |   |   |   |
| 110/1 | Telephone | £2,100.00 | £1,500.00 | £1,500.00 | £1,500.00 |
| 110/2 | Stationary | £2,850.00 | £2,000.00 | £2,000.00 | £2,000.00 |
| 110/3 | General Insurance | £2,100.00 | £2,100.00 | £2,100.00 | £2,100.00 |
| 110/4 | Rates | £2,300.00 | £2,300.00 | £2,300.00 | £2,300.00 |
| 110/5 | Office Electricity and Gas | £1,700.00 | £2,000.00 | £2,500.00 | £3,000.00 |
| 110/6 | Audit | £850.00 | £875.00 | £875.00 | £875.00 |
| 110/7 | Chairman's Allowance | £500.00 | £500.00 | £500.00 | £500.00 |
| 110/8 | Staffing Training Expenses | £100.00 | £150.00 | £150.00 | £150.00 |
| 110/9 | Members Expenses | £200.00 | £300.00 | £300.00 | £300.00 |
| 110/10 | Computer Support Services | £2,300.00 | £2,000.00 | £2,000.00 | £2,000.00 |
| 110/11 | Photocopier | £240.00 | £240.00 | £240.00 | £240.00 |
| 110 | Total | £15,240.00 | £13,965.00 | £14,465.00 | £14,965.00 |
| 111 | Maintenance - Co-Op Bank  |   |   |   |   |
| Account |   |   |   |   |   |
| 111/1 | Maintenance Toilets | £2,500.00 | £2,500.00 | £2,500.00 | £2,500.00 |
| 111/2 | Maintenance Misc. | £6,500.00 | £6,500.00 | £6,500.00 | £6,500.00 |
| 111/3 | Grass Cutting | £3,500.00 | £3,500.00 | £3,500.00 | £3,500.00 |
| 111/4 | Play Area | £2,000.00 | £2,000.00 | £2,000.00 | £2,000.00 |
| 111 | Total | £14,500.00 | £14,500.00 | £14,500.00 | £14,500.00 |
| 112 | Car Park Rental - Co-Op Bank  | £1,400.00 | £1,450.00 | £1,450.00 | £1,450.00 |
| 113 | Christmas Illuminations - Co-Op  | £4,500.00 | £4,500.00 | £4,500.00 | £4,500.00 |
| 114 | Contingencies - Co-Op Bank  | £0.00 | £0.00 | £0.00 | £0.00 |
| 115 | Vehicles - CO- Op Bank Account |   |   |   |   |
| 115/1 | Leasing | £4,500.00 | £4,600.00 | £4,600.00 | £4,600.00 |
| 115/2 | Fuel | £1,400.00 | £400.00 | £400.00 | £400.00 |
| 115/3 | Insurance | £1,200.00 | £2,000.00 | £2,000.00 | £2,000.00 |
| 115 | Total | £7,100.00 | £7,000.00 | £7,000.00 | £7,000.00 |
| 116 | Health and Safety - Co-Op Bank  | £250.00 | £100.00 | £100.00 | £100.00 |
| 117 | Grans Subs Co-Op Bank Account |   |   |   |   |
| 117/1 | Parish Councils Subs | £500.00 | £500.00 | £500.00 | £500.00 |
| 117/2 | SPCA / LCR | £700.00 | £700.00 | £700.00 | £700.00 |
| 117/3 | Grants / internal projects | £5,000.00 | £4,486.00 | £2,301.00 | £2,057.00 |
| 117 | Total | £6,200.00 | £5,686.00 | £3,551.00 | £3,307.00 |
| 118 | Election Expenses - Co-Op Bank  | £0.00 | £0.00 | £0.00 | £0.00 |
| 119 | Wages/Salaries - Co-Op Bank  |   |   |   |   |
| 119/1 | Salaries | £83,900.00 | £85,500.00 | £88,065.00 | £90,000.00 |
| 119/2 | Employers NI | £6,850.00 | £7,750.00 | £8,000.00 | £8,250.00 |
| 119/3 | Employers Pension | £21,000.00 | £23,300.00 | £24,000.00 | £24,700.00 |
| 119/4 | Toilets | £1,150.00 | £1,150.00 | £1,150.00 | £1,150.00 |
| 119 | Total | £112,900.00 | £117,700.00 | £121,215.00 | £124,100.00 |
| 120 | Community Projects - Co-Op  | £4,000.00 | £4,000.00 | £4,000.00 | £4,000.00 |
| 121 | Legal Fees - Co-Op Bank Account | £600.00 | £600.00 | £600.00 | £600.00 |
|   | **Total Expenditure** | £166,768.00 | £170,579.00 | £172,459.00 | £175,600.00 |
|   |  |   |   |   |   |
|   | Total Income | £166,768.00 | £170,579.00 | £172,459.00 | £175,600.00 |
|   | Total Expenditure | £166,768.00 | £170,579.00 | £172,459.00 | £175,600.00 |
|   | **Total Net Balance** | **£0.00** | £0.00 | £0.00 | £0.00 |