

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 19th
SEPTEMBER 2018**

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

1. APOLOGIES FOR ABSENCE

Councillor P Wooddisse (Vice Chairman), Miss V Webb, and BR Edwards sent their apologies for the meeting.

2. DECLARATIONS OF PECUNIARY INTERESTS

No declarations were made.

3. MINUTES OF THE MEETING OF 18th JULY 2018

The minutes of the meeting held on 18th July were approved and signed as a true record of that meeting.

4. MATTERS ARISING FROM PREVIOUS MINUTES

Youth Café update

All funds have been transferred back to the Youth Café, as they now have their bank account set up.

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. In addition the Clerk has applied for a grant from the PCC fund for further SID sign, it was noted that some more posts could do with being located on Stone Lane, the Clerk to look into this and find a suitable location.

**5. BUDGET COMPARISON AND TO RECEIVE THE ACCOUNTS FROM 1ST APRIL
TO 31ST AUGUST 2018 AS PREPARED BY THE RFO**

The accounts as attached as Appendix 1 to these minutes: the figures were reviewed and noted.


21/11/2018

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.

Funding for bulbs for Leisure and Amenities

£70 requested for bulbs for Stourton. It was **Resolved to Recommend** to the Parish Council that 2 x 25kg sacks of bulbs are purchased at a maximum cost of £70. On a vote this was agreed unanimously.

7. STAFFING ISSUES RELATING TO RECENT STAFF SICKNESS

At the present time one of the Maintenance Technician is on his absence sickness contract period.

The costs to date for covering the period of sickness are £1548. With an ongoing cost of £333 per week.

These costs were noted. This ongoing staffing matters will be discussed further at the Personnel Meeting to be held on the 25th September 2018.

8. VAN LEASE POTENTIAL CHANGES TO THE EXISTING VEHICLE

The Clerk informed members that the current van is no longer fit for purpose. There has been an issue from the beginning with the smell from the waste bags in the rear of the vehicle. It returned back to County on several occasions and they have tried to block the back of the van from the ca to stop the smell. But as its getting older the smell is awful for the drivers. It is cleaned very regularly, however the smell just does not seem to go.

In addition now that we are getting back to undertaking more of the other duties in the Parish such as the footpaths etc, the need for a 4WD vehicle is increasing. With this van, with it now being kept at the highest point of the village, when the bad weather hits the van is not able to even be moved from Comber Ridge, as it is totally unsuitable for snow and icy weather.

With this in mind, the Clerk has sought costs to change the vehicle to a 4WD the costs are below:-

Mitsubishi L200, single cab @ £4003.09pa
Polar White

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A. Light
21/11/2018

Tow Bar

Our lease agreement includes;

- All servicing & wear & tear repairs
- MOT
- Road Fund License
- 6 monthly safety checks
- Worn tyre replacement
- 24/7 roadside assistance/recovery

We can also offer the following at an extra cost;
Staffordshire County Council Insurance (subject to Terms & Conditions) which includes
Windscreen repairs/replacement, currently £1027.00pa.

SCC is in partnership with a print & design company and if you wish to add graphics to the vehicle we can obtain a quotation for you and should you wish the costs can be added to vehicle lease.

All prices are subject to manufactures price increase prior to order.

The termination cost on your vehicle is £2940.10.

It was **Resolved** to defer this agenda item until further details on the termination costs can be sought. This to be an agenda item for the next meeting.

10. AUDIT REVIEW – FROM CLLR P WOODDISSE

The Vice Chairman of the Committee prepared the following report:-

Treatment of fixed assets and depreciation are different for Parish Council accounts as to what happens in commerce.

Although the Council produces an annual balance sheet it only shows currents assets and current liabilities and excludes fixed assets.

In our annual report we are therefore asked to produce a list of fixed assets.


We are asked to put values against this list, being at cost, or insured value if we do not know the cost, when the asset is FIRST listed.

We are specifically asked NOT to increase those insured values once they have been listed.

Both internal and external auditors have point this out.

I recommend that at our next annual report we revert to the values at 31st March 2016 with cost of assets acquired since, and state that we have done to comply with the requirement.

Members discussed the report and resolved that the fixed assets should remain at Insurance Value.


21/11/2018

11. DATE OF NEXT MEETING

Date of the next meeting is Wednesday 21st November 2018.

12. ITEMS FOR FUTURE MEETINGS

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

To discuss the requirement for a meeting in May and April
Budget for 2019/2020
Van Lease
Staffing costs (if required)

13. 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.
- 2 x 25kg sacks of bulbs are purchased at a maximum cost of £70

A. L. G. H. i.
21/11/2018.

Appendix 1 to the minutes of the Finance Committee held on the 19th September 2018

Item 5

KINVER PARISH COUNCIL

Monthly Balance Sheet as at: 31/08/2018

Barclays Bank

Unpresented Cheques

Unpresented Receipts

	163.32	
	10.42	
	250	
	35.96	
	27.29	
TOTAL	486.99	0.00

Computer Figures Barclays Bank acc.	16990.80
less unpresented	486.99

Total **17477.79**

Bank Statement Figure **17477.79**

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
	76652.61

Financial Budget Comparison

Comparison between 01/04/18 and 31/08/18 inclusive.

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

		2018/2019	Actual Net	Balance
INCOME				
Council				
13	INTEREST BATH BUILDING SOCIETY	£1,000.00	£0.00	-£1,000.00
14	BURIAL FEES	£9,928.00	£3,535.00	-£6,393.00
15	TOILET INCOME	£1,500.00	£420.00	-£1,080.00
16	DONATIONS	£300.00	£0.00	-£300.00
17	PRECEPT	£144,709.00	£72,354.50	-£72,354.50
19	SUNDRIES	£0.00	£765.05	£765.05
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	£2,000.00	-£2,000.00
Total Council		£161,439.00	£79,086.10	£82,352.90
Total Income		£161,439.00	£79,086.10	-£82,352.90
EXPENDITURE				
Council				
51	GENERAL ADMINISTRATION	£16,090.00	£9,018.62	£7,071.38
53	MAINTENANCE	£24,000.00	£10,279.74	£13,720.26
55	CAR PARK RENT	£550.00	£575.00	-£25.00
57	CHRISTMAS ILLUMINATIONS	£4,500.00	£155.62	£4,344.38
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	£1,531.04	£4,118.96
62	HEALTH AND SAFETY	£200.00	£184.00	£16.00
63	GRANTS AND SUBS EXTERNAL BARCLAYS ACCOUNT	£14,230.00	£1,558.00	£12,672.00
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	£39,846.21	£50,372.79
104	COMMUNITY PROJECTS	£4,000.00	£0.00	£4,000.00
105	LEGAL FEES	£2,000.00	£0.00	£2,000.00
Total Council		£161,439.00	£63,148.23	-£98,290.77
Total Expenditure		£161,439.00	£63,148.23	£98,290.77
Total Income		£161,439.00	£79,086.10	-£82,352.90
Total Expenditure		£161,439.00	£63,148.23	£98,290.77
Total Net Balance		£0.00	£15,937.87	

31/08/18 10:18 AM Vs:

Kinver Parish Council

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Financial Budget Comparison

Comparison between 01/04/18 and 31/08/18 inclusive.

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

		2018/2019	Actual Net	Balance
INCOME				
Council				
13	INTEREST BATH BUILDING SOCIETY	£1,000.00	£0.00	-£1,000.00
14	BURIAL FEES	£9,928.00	£3,535.00	-£6,393.00
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26	RENT FROM DOWN STAIRS OFFICE	£4,000.00	£2,000.00	-£2,000.00
Total Council		£161,439.00	£79,086.10	-£82,352.90
Total Income		£161,439.00	£79,086.10	-£82,352.90
EXPENDITURE				
Council				
51	GENERAL ADMINISTRATION			
51/1	TELEPHONE	£1,900.00	£865.86	£1,034.14
51/2	STATIONERY	£2,850.00	£1,073.87	£1,776.13
51/3	GENERAL INSURANCE	£3,500.00	£3,285.26	£214.74
51/4	RATES	£700.00	£133.81	£566.19
51/5	OFFICE ELECTRICITY AND GAS	£1,500.00	£773.80	£726.20
51/6	AUDIT	£1,050.00	£450.00	£600.00
51/7	CHAIRMAN'S ALLOWANCE	£500.00	£500.00	£0.00
51/8	STAFF TRAINING EXPENSES	£100.00	£0.00	£100.00
51/9	MISCELLANEOUS	£0.00	£36.23	-£36.23
51/10	MEMBERS EXPENSES	£300.00	£0.00	£300.00
51/11	COMPUTER SUPPORT SERVICES	£2,300.00	£943.68	£1,356.32
51/12	PHOTOCOPIER	£240.00	£120.00	£120.00
51/13	ADVERTISING	£50.00	£0.00	£50.00
51/14	CIVIC EXPENSES	£0.00	£345.91	-£345.91
51/15	POSTAGE	£1,100.00	£450.20	£649.80
51/16	MISC PETTY CASH	£0.00	£40.00	-£40.00
51	Total	£16,090.00	£9,018.62	£7,071.38
53	MAINTENANCE			
53/2	MAINTENANCE TOILETS	£2,500.00	£699.26	£1,800.74
53/4	MAINTENANCE MISC	£6,500.00	£2,362.98	£4,137.02

Financial Budget Comparison

Comparison between 01/04/18 and 31/08/18 inclusive.

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

		2018/2019	Actual Net	Balance
53/41	MAINTENANCE GRASS CUTTING	£13,000.00	£7,217.50	£5,782.50
53/42	MAINTENANCE PLAY AREA	£2,000.00	£0.00	£2,000.00
53	Total	£24,000.00	£10,279.74	£13,720.26
55	CAR PARK RENT	£550.00	£575.00	-£25.00
57	CHRISTMAS ILLUMINATIONS	£4,500.00	£155.62	£4,344.38
59	INTERNAL GRANTS NO LONGER USED	£0.00	£0.00	£0.00
60	CONTINGENCIES	£0.00	£0.00	£0.00
61	VEHICLES - BARCLAYS BANK			
61/1	LEASING	£3,500.00	£1,265.82	£2,234.18
61/2	FUEL	£1,100.00	£265.22	£834.78
61/3	STORE FOR EQUIPMENT	£0.00	£0.00	£0.00
61/4	INSURANCE FOR VEHICLE	£1,050.00	£0.00	£1,050.00
61	Total	£5,650.00	£1,531.04	£4,118.96
62	HEALTH AND SAFETY	£200.00	£184.00	£16.00
63	GRANTS AND SUBS EXTERNAL BARCLAYS ACCOUNT			
63/1	PARISH COUNCIL SUBS	£500.00	£402.00	£98.00
63/2	SPCA AND LCR	£700.00	£0.00	£700.00
63/3	GRANTS	£13,030.00	£1,156.00	£11,874.00
63	Total	£14,230.00	£1,558.00	£12,672.00
64	GARAGE PROJECT	£0.00	£0.00	£0.00
101	ELECTION EXPENSES	£0.00	£0.00	£0.00
103	WAGES / SALARIES BARCLAYS BANK			
103/1	SALARIES	£70,805.00	£26,252.41	£44,552.59
103/2	TAX AND NI FOR EMPLOYEES	£0.00	£3,378.84	-£3,378.84
103/3	EMPLOYERS NATIONAL INSURANCE	£3,484.00	£1,939.18	£1,544.82
103/4	EMPLOYEES PENSION	£0.00	£1,516.43	-£1,516.43
103/5	EMPLOYERS PENSION	£14,869.00	£6,389.35	£8,479.65
103/6	OPENING PUBLIC TOILETS	£1,061.00	£370.00	£691.00
103	Total	£90,219.00	£39,846.21	£50,372.79
104	COMMUNITY PROJECTS	£4,000.00	£0.00	£4,000.00
105	LEGAL FEES	£2,000.00	£0.00	£2,000.00
Total Council		£161,439.00	£63,148.23	£98,290.77
Total Expenditure		£161,439.00	£63,148.23	£98,290.77
Total Income		£161,439.00	£79,086.10	-£82,352.90
Total Expenditure		£161,439.00	£63,148.23	£98,290.77
Total Net Balance		£0.00	£15,937.87	

Financial Summary - Cashbook

Summary between 01/04/18 and 31/08/18 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	£81,785.35	£0.00	£81,785.35
Total Receipts	£81,785.35	£0.00	£81,785.35
PAYMENTS	Net	Vat	Gross
Council	£69,335.43	£2,136.27	£71,471.70
Total Payments	£69,335.43	£2,136.27	£71,471.70

Closing

Ordinary Accounts

.BARCLAYS BANK	£16,990.80
.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	£84,310.59

BUDGET COMPARISON 2018-19

	PARISH COUNCIL INCOME	BUDGET	ACTUAL INC	BALANCE	%
		2018-19	RECEIVED		RECEIVED
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	3535.00	-6393.00	35.61
15	TOILETS HIGH STREET	1500.00	420.00	-1080.00	28.00
16	DONATIONS	300.00	0.00	-300.00	0.00
19	SUNDRIES	0.00	765.05	765.05	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	2000.00	-2000.00	50.00
		164333.18	79086.10	-85247.08	48.13
	EXPENDITURE FOR PARISH	BUDGET	ACTUAL EXP	BALANCE	%
					SPENT
50	GENERAL ADMIN				
50/1	GA TELEPHONE	1500.00	865.86	634.14	57.72
50/2	GA STATIONARY	2850.00	1113.87	1736.13	39.08
50/3	GA GENERAL INSURANCE	3500.00	3285.26	214.74	93.86
50/4	GA RATES BURIAL GROUND AND WATER RATES	700.00	133.81	566.19	19.12
50/5	GA OFFICE ELECTRICITY & GAS	1500.00	773.80	726.20	51.59
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	36.23	-36.23	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	943.68	1356.32	41.03
50/48	GA PHOTOCOPIER	240.00	120.00	120.00	50.00
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	450.20	649.80	40.93
50/110/2	GA PETTY CASH OTHER	0.00	0.00	0.00	0.00
		15690.00	9018.62	6671.38	57.48
	EXPENDITURE FOR PARISH	BUDGET	ACTUAL EXP	BALANCE	%
					SPENT
52	MAINTENANCE				
52/1	MAINTENANCE TOILETS	2500.00	699.26	1800.74	27.97
52/6	MAINTENANCE MISC.	6500.00	2362.98	4137.02	36.35
52/7	MAINTENANCE GRASS CUTTING	13000.00	7217.50	5782.50	55.52

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52/26	MAINTENANCE PLAY AREA	2000.00	0.00	2000.00	0.00
	MAINTENANCE TOTAL	24000.00	10279.74	13720.26	42.83
54	GRANTS & SUBS EXTERNAL				
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	1156.00	15168.18	7.08
	GRANTS & SUBS TOTAL	17524.18	1558.00	15966.18	8.89
55	CAR PARK RENTAL	550.00	575.00	-25.00	104.55
57	CHRISTMAS LIGHTS	4500.00	155.62	4344.38	3.46
58	VEHICLES				
58/1	LEASING	3500.00	1265.82	2234.18	36.17
58/2	FUEL	1100.00	265.22	834.78	24.11
58/4	INSURANCE FOR VEHICLE	1050.00	0.00	1050.00	0.00
	TOTAL FOR VEHICLES	5650.00	1531.04	4118.96	27.10
60	CONTINGENCIES	0.00	0.00	0.00	0.00
62	HEALTH AND SAFETY AUDIT	200.00	184.00	16.00	92.00
63'	PROJECTS FOR COMMUNITY FUNDED BY RENT	4000.00	0.00	4000.00	0.00
100	WAGES / SALARIES				
103/1	SALARIES NET inc pen/Tax/NII	70805.00	31147.68	39657.32	43.99
103/3	EMPLOYERS NATIONAL INS.	3484.00	1939.18	1544.82	55.66
103/5	EMPLOYERS PENSION	14869.00	6389.35	8479.65	42.97
103/6	OPENING TOILETS	1061.00	370.00	691.00	34.87
	TOTAL WAGES	90219.00	39846.21	50372.79	44.17
101/9	ELECTION EXPENSES	0.00	0.00	0.00	0.00
105	SOLICITORS FEES	2000.00	0.00	2000.00	0.00
	TOTAL EXPENDITURE	164333.18	63148.23	101184.95	38.43
	TOTAL INCOME	164333.18	79086.10	85247.08	48.13
	TOTAL NET BALANCE	0.00	15937.87	-15937.87	0.00