

**MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY  
23<sup>RD</sup> NOVEMBER 2016**

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Councillor: Councillor: Cllr D Light (Chairman), P Wooddisse (Vice Chairman), Mrs L Hingley, I G Sadler, \*J Irving Bell, Mrs C Allen, H Williams (ex-officio).

\*arrived at 7.20pm item 6

1. APOLOGIES FOR ABSENCE

Councillors D H Hadlington and BR Edwards sent their apologies for the meeting.

Councillor JK Hall was not in attendance.

2. DECLARATIONS OF PECUNIARY INTERESTS

None were declared.

3. MINUTES OF THE MEETING OF 12<sup>TH</sup> OCTOBER 2016

The minutes of the meeting held on 12<sup>th</sup> October were approved and signed as a true record of that meeting.

4. MATTERS ARISING FROM PREVIOUS MINUTES

The garage project is completed, the internal electrics need to be finished off, and should be completed within 3 weeks.

5. BUDGET COMPARISON AND TO RECEIVE FORMALLY THE ACCOUNTS FOR APRIL – OCTOBER 2016

The Budget Comparison table is 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 1 to these minutes be accepted.

It was noted that the 2 payments for the office rent have now been received.

6. GRANT REQUESTS FROM BOTH INTERNAL AND EXTERNAL SOURCES

Marking of Car Park at KSCA with signage and purchase of 4 CCTV cameras

*Members have been asked by the Parish Council to look at the above items of expenditure. The KSCA have been given a grant from the Police Commissioner to buy a CCTV system. The cameras they will be purchasing will cover the entrance to the driveway and their property. This system has capacity for a*

*further 3 cameras and the KSCA have kindly offered that the Parish Council can purchase 3 cameras to link into their system to cover the play area etc.*

*Cameras could also be placed to cover the car park, and the KSCA have said, if the Parish Council wish to they can mark out the car park and they are happy for the Parish Council to offer this area to local residents to park in during day light hours. This would help alleviate some of the problems with people parking all day on the High Street Car Parks. With the CCTV cameras also users of the car park would feel safe leaving their vehicles there.*

*As costings could not be sought in time for the meeting this is deferred until the November meeting.*

The quote received for the line marking from the County and District Council's approved line marking company is £1108+VAT, this will give 103 spaces at the KSCA car park. The car park will be marked out with a one way system to make it easier when leaving the car park to see what's coming down the driveway.

The licence agreement has to be drawn up by the KSCA as they are the owner of the car park and the costs to be incurred for the licence to be reimbursed as part of the arrangement.

There will be no rent charged for the first 2 years as the costs to mark the car park out and legal fees will equate to 2 years rental. The third year's rent will be payable by the Council. The time scale has been set at 3 years to enable both organisations to assess if it is working and also this will not commit the new Council to a long term agreement when it is elected in 2019, so they can choose if they wish to carry on with the agreement.

It was proposed by Councillor H Williams and seconded by Councillor Mrs L Hingley that the car park at the KSCA is marked out with spaces and this becomes a shoppers car park for a period of 3 years, the cost of lining the car park is £1108. The licence agreement has to be drawn up by the KSCA as they are the owner of the car park and the costs to be incurred for the licence to be reimbursed as part of the arrangement the cost is £288. Therefore the total cost for this Parish Project is £1396, this to be funded from line 56. On a vote this was carried unanimously.

Councillor J Irving-Bell arrived at this point in the meeting at 7.20pm.

The CCTV system cameras the KSCA are having installed are not long range cameras, and therefore they are not suitable to see the back of the children's play area. Therefore, we have obtained a quotation for long range infrared cameras that cover 100m visibility with the control unit, installation and an additional hard drive to link into the KSCA system. The total cost is £2450.

It was proposed by Councillor H Williams and seconded by Councillor I Sadler that the proposed CCTV system to cover the children's play area, with installation, control panel and additional hard drive unit is purchased at a cost of £2450 + VAT, this to be funded from the Community fund line 104. On a vote this was carried unanimously.

7. PETTY CASH FOR OCTOBER 2016

The above items of expenditure were noted.

Petty Cash for October 2016

new door lock for side door	£10.00
keys for front door as only have 1 spare and new lock and keys for side door	£59.46
sticker for crib festival	£12.49
Total	£81.95

The Clerk is obtaining quotes to replace the side door, and will report this to the next meeting.

8. TO RECEIVE THE DRAFT BUDGET AS PREPARED BY THE RFO FOR 2017-18

The budget papers prepared by the RFO had 4 options put forward:-

Option A – Precept remains the same, with a salary increase of 2%.

Option B – Precept remains the same, with a salary increase of 2%, burial fees increased by 5% and external grants reduced by 50%.

Option C – Precept increased by 3%, with a salary increase of 2%, burial fees increased by 5%.

Option D – Precept remains the same, burial fees increased by 5%, with a salary increase of 3%.

After discussing the above options fully, the following Recommendation was proposed by Councillor H Williams and seconded by Councillor I Sadler that option B is agreed as the budget for 2017/18 setting a precept of £144709 with no increase.

An amended Recommendation was moved by Councillor J Irving Bell and seconded by Councillor Mrs L Hingley that Option B is put forward with the addition of 3% added to the precept giving a total precept request of £149050.

The amendment was voted upon first, with 2 votes for, 4 against and 1 abstention. Therefore this motion failed.

The original Recommendation was then voted upon with 4 for, 2 against and 1 abstention. Therefore this was carried forward to the Parish Council.

An email was received from Councillor J Cutler, re a proposed change to the budget, the members discussed the matter and the Clerk will respond to him.

The draft 3 year projections are below:-

**3 YEAR PROJECTIONS FOR BUDGET, BASED ON 2% SALARY  
AND EXPENDITURE**

**ITEMS INCREASE PER ANNUM**

	PARISH COUNCIL INCOME	BUDGET	BUDGET	BUDGET	BUDGET
		2016/17	2017/18	2018/19	2019/20
	INCOME				
10	PRECEPT	144709	144709	144709	144709
	OTHER INCOME	17266	16265	16265	16265
	<b>TOTAL INCOME</b>	<b>161975</b>	<b>160974</b>	<b>160974</b>	<b>160974</b>
	EXPENDITURE				
50	GENERAL ADMIN	19065	19840	19449	19449
52	MAINTENANCE	21827	21827	22267	22267
54	GRANTS AND SUBS	5000	5000	5000	5000
56	INTERNAL GRANTS	19019	15586	13823	11096
55	CAR PARK RENTAL	550	550	550	1600
57	CHRISTMAS LIGHTS	4500	4500	4500	4500
58	VEHICLES	5450	5500	5560	5560
60	CONTINGENCIES	0	0	0	0
62	HEALTH AND SAFETY AUDIT	200	200	215	220
63	EXPE RELATING TO POLICE OFF.	4000	4000	4000	4000
64	SOLICITORS FEES	2000	2000	2000	2000
100	WAGES	80364	81971	83610	85282
101	ELECTION EXPENSES	0	0	0	0
		<b>161975</b>	<b>160974</b>	<b>160974</b>	<b>160974</b>

This was deferred until the next meeting.

**9. DATE OF NEXT MEETING –**

Date of the next meeting is Wednesday 8<sup>TH</sup> February 2017.

**10. ITEMS FOR FUTURE MEETINGS**

Last date for items to be put on the agenda for the next meeting is 31<sup>ST</sup> January 2017.

3 year projections

## 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.
- the budget option B is accepted by the Council with a precept of £144709.
- the proposed CCTV system to cover the children's play area, with installation, control panel and additional hard drive unit is purchased at a cost of £2450 + VAT, this to be funded from the Community fund line 104.
- the car park at the KSCA is marked out with spaces and this becomes a shoppers car park for a period of 3 years, the cost of lining the car park is £1108. The licence agreement has to be drawn up by the KSCA as they are the owner of the car park and the costs to be incurred for the licence to be reimbursed as part of the arrangement the cost is £288. Therefore the total cost for this Parish Project is £1396 and funded from line 56.

## Financial Summary - Cashbook

Summary between 01/04/16 and 31/10/16 inclusive.

Balances at the start of the year

### Ordinary Accounts

.BARCLAYS BANK	£19,054.88
.COOPERATIVE BANK C & I	£77.31
Bath Building Society	£58,110.09
Santander old account	£2.54

### Short Term Investment Accounts

Reserves West Bromwich	£19,274.16
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Total	£96,518.98
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RECEIPTS	Net	Vat	Gross
Council	£156,357.18	£0.00	£156,357.18
Total Receipts	£156,357.18	£0.00	£156,357.18
PAYMENTS	Net	Vat	Gross
Council	£113,394.57	£7,345.26	£120,739.83
Total Payments	£113,394.57	£7,345.26	£120,739.83

Closing

### Ordinary Accounts

.BARCLAYS BANK	£71,667.23
.COOPERATIVE BANK C & I	£71.12
Bath Building Society	£36,110.09
Santander old account	£2.54

### Short Term Investment Accounts

Reserves West Bromwich	£24,285.35
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Total	£132,136.33
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# Financial Budget Comparison

Comparison between 01/04/16 and 31/10/16 inclusive.

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	£0.00	-£1,000.00
14	Burial fees	£9,455.00	£4,940.00	-£4,515.00
15	Toilets - High Street	£1,500.00	£890.00	-£610.00
16	Donations	£300.00	£0.00	-£300.00
17	Precept Barclays	£144,709.00	£144,709.00	£0.00
19	Sundries	£0.00	£987.00	£987.00
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
26	Rent from Offices	£4,000.00	£0.00	-£4,000.00
<b>Total Council</b>		£161,975.00	£152,508.54	-£9,466.46
<b>Total Income</b>		£161,975.00	£152,508.54	-£9,466.46
<b>EXPENDITURE</b>				
<b>Council</b>				
51	GENERAL ADMINISTRATION BARCLAYS BANK	£19,065.00	£12,226.78	£6,838.22
53	Maintenance - Barclays account	£21,827.00	£21,071.57	£755.43
55	Car Park Rentals	£550.00	£0.00	£550.00
57	Christmas Illuminations	£4,500.00	£47.15	£4,452.85
59	INTERNAL GRANTS BARCLAYS BANK	£18,919.00	£1,522.04	£17,396.96
60	Contingencies	£0.00	£4,155.00	-£4,155.00
61	VEHICLES - BARCLAYS	£5,550.00	£2,072.55	£3,477.45
62	Health and Safety Audit	£200.00	£92.00	£108.00
63	GRANTS AND SUBS EXTERNAL BARCLAYS ACCOUNT	£5,000.00	£1,063.00	£3,937.00
64	Garage project	£26,464.92	£17,973.89	£8,491.03
103	WAGES / SALARIES BARCLAYS BANK	£80,364.00	£43,171.33	£37,192.67
104	Expenditure for Community Projects	£4,000.00	£2,400.00	£1,600.00
105	Solicitors fees / Legal	£2,000.00	£500.00	£1,500.00
<b>Total Council</b>		£188,439.92	£106,295.31	£82,144.61
<b>Total Expenditure</b>		£188,439.92	£106,295.31	£82,144.61
Total Income		£161,975.00	£152,508.54	-£9,466.46
Total Expenditure		£188,439.92	£106,295.31	£82,144.61
<b>Total Net Balance</b>		<b>-£26,464.92</b>	<b>£46,213.23</b>	

Budget Comparison 2016/17 - UP TO 31/10/2016									
	PARISH COUNCIL INCOME	BUDGET 2016/17	ACTUAL INCOME	BALANCE	PROJECTED INCOME	% REC.	COMMENTS		
10	PRECEPT	144709.00	144709.00	0.00	144709.00	100.00	Fully received		
12	INTEREST INSTANT / CURRENT ACC	1.00	0.00	-1.00	0.00	0.00	No income received to date as low funds held in this account		
14	BURIAL FEES	9455.00	5690.00	-3765.00	9455.00	60.18			
15	TOILETS HIGH STREET	1500.00	910.00	-590.00	1500.00	60.67			
16	DONATIONS	300.00	0.00	-300.00	0.00	0.00			
19	SUNDRIES	0.00	987.00	987.00	15000.00		This is income from the Insurance Co for Play Area claims further income to be received		
20	GRANT FOR TOILETS	1000.00	971.35	-28.65	971.00	97.14	Paid in full, this is the last year this will be paid but SSDC		
22	INTEREST ON NEW RESERVES ACC AT WBRON	10.00	11.19	1.19	11.00	111.90	Received in full		
23	INTEREST BATH BUILDING SOCIETY	1000.00	0.00	-1000.00	1000.00	0.00	Paid in December		
24	Police Office rent	4000.00	0.00	-4000.00	4000.00	0.00	2 payments are outstanding total £2000		
25	BALANCE FROM YIEND 2016	8464.92	8464.92	0.00	8464.92	100.00	This is the balance left at the end of last year and is for the new garage		
26	FUNDS FOR GARAGE INTERNAL	22000.00	22000.00	0.00	22000.00	100.00	This is funds transferred from Bath Building Society to pay for the garage		
		<b>192439.92</b>	<b>183743.46</b>	<b>-8696.46</b>	<b>207110.92</b>	<b>95.48</b>			
	<b>EXPENDITURE FOR PARISH</b>								
		<b>BUDGET 2016/17</b>	<b>ACTUAL EXP.</b>	<b>BALANCE</b>	<b>PROJECTED EXP.</b>	<b>% SPENT</b>			
50	GENERAL ADMIN								
50/1	GA TELEPHONE	1500.00	939.81	560.19	1830.00	62.65			
50/2	GA STATIONARY	2850.00	1025.39	1824.61	2850.00	35.98			
50/3	GA GENERAL INSURANCE	3000.00	3095.29	-95.29	3100.00	103.18	Paid in full		
50/4	GA RATES (OFFICE and Burial Ground)	3700.00	2459.12	1240.88	3700.00	66.46			
50/5	GA OFFICE ELECTRICITY & GAS	2000.00	741.58	1258.42	1800.00	37.08			
50/6	GA AUDIT	830.00	850.00	-20.00	850.00	102.41			
50/7	GA CHAIRMAN'S ALLOWANCE	500.00	500.00	0.00	500.00	100.00			
50/9	GA STAFF TRAINING EXPENSES	100.00	0.00	100.00	0.00	0.00			
50/11	GA MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00			
50/25	GA MEMBERS EXPENSES	300.00	0.00	300.00	0.00	0.00			
50/47	GA COMPUTER SUPPORT SERVICES / OFFICE	2300.00	2301.49	-1.49	2300.00	100.06	This figure is higher than expected as new PC's purchased this year		
50/48	GA PHOTOCOPIER	285.00	120.00	165.00	240.00	42.11			
50/51	GA ADVERTISING	50.00	0.00	50.00	0.00	0.00			
50/53	GA CIVIC EXPENSES	0.00	0.00	0.00	0.00	0.00			
50/110/	GA POSTAGE	1100.00	630.00	470.00	1100.00	57.27			
50/110/	GA PETTY CASH OTHER	550.00	152.94	397.06	200.00	27.81			
		<b>19065.00</b>	<b>12815.62</b>	<b>6249.38</b>	<b>18470.00</b>	<b>67.22</b>			



	EXPENDITURE FOR PARISH	BUDGET 2016/17	ACTUAL EXP.	BALANCE	PROJECTED EXP.	% SPENT	
52	MAINTENANCE						
52/1	MAINTENANCE TOILETS	2000.00	826.44	1173.56	1500.00	41.32	
52/6	MAINTENANCE MISC.	6185.00	3176.35	3008.65	5000.00	51.36	
52/7	MAINTENANCE GRASS CUTTING	12642.00	16801.86	-4159.86	17500.00	132.91	Budget fig is for grass cutting the diff is for the KSCA field grass cutting and 2 extra cuts
52/26	MAINTENANCE PLAY AREA	1000.00	893.50	106.50	894.00	89.35	
	MAINTENANCE TOTAL	21827.00	21698.15	128.85	24894.00	314.93	
54	GRANTS & SUBS EXTERNAL						
54/3	PARISH COUNCIL SUBSCRIPTIONS	500.00	313.00	187.00	500.00	62.60	
54/4	SPCA & LCR	700.00	0.00	700.00	700.00	0.00	
54/48	EXTERNAL GRANTS	3800.00	750.00	3050.00	3800.00	19.74	£800 agreed grant for National Trust
	GRANTS & SUBS TOTAL	5000.00	1063.00	3937.00	5000.00	21.26	
56	INTERNAL GRANTS	18919.00	1552.04	17366.96	11250.00	8.20	£5950 is for C/Ridge £250 for leaflets and potentially £1100 for car park
55	CAR PARK RENTAL	550.00	0.00	550.00	385.00	0.00	Only Methodist Church car park to pay in March 17
57	CHRISTMAS LIGHTS	4500.00	47.15	4452.85	4500.00	1.05	
58	VEHICLES						
58/1	LEASING	3500.00	1437.48	2062.52	3500.00	41.07	
58/2	FUEL	1000.00	514.46	485.54	800.00	51.45	
58/3	STORE FOR EQUIPMENT	0.00	120.61	-120.61	121.00	120.00	Rent from April to July
58/4	INSURANCE FOR VEHICLE	1050.00	0.00	1050.00	965.00	0.00	Invoice due in November
	TOTAL FOR VEHICLES	5550.00	2072.55	3477.45	5386.00	37.34	
60	CONTINGENCIES	0.00	4155.00	-4155.00	16000.00		Pay-out of invoices relating to Play Area claims balanced by income line 19
62	HEALTH AND SAFETY AUDIT	200.00	92.00	108.00	92.00	46.00	
63	PROJECTS FOR COMMUNITY FUNDED BY RENT	8000.00	2400.00	5600.00	2400.00	30.00	
64	GARAGE PROJECT	26464.92	17973.89	8491.03	26464.92	67.92	
100	WAGES / SALARIES						
103/1	SALARIES NET	54366.00	31800.98	22565.02	54366.00	58.49	
103/2	TAX AND NATIONAL INS.	7442.00	4083.80	3358.20	7442.00	54.88	
103/3	EMPLOYERS NATIONAL INS.	3381.00	2352.10	1028.90	3381.00	69.57	
103/4	EMPLOYEES PENSION	3262.00	1996.97	1265.03	3262.00	61.22	
103/5	EMPLOYERS PENSION	10873.00	6987.11	3885.89	10873.00	64.26	
103/6	OPENING TOILETS	1040.00	560.00	480.00	1040.00	53.85	
	TOTAL WAGES	80364.00	47780.96	32583.04	80364.00	59.46	
101	ITEMS TO HAVE FUNDS RESERVED						
101/9	ELECTION EXPENSES	0.00	0.00	0.00	0.00	0.00	
	TOTAL FOR ITEMS TO BE RESERVED	0.00	0.00	0.00	0.00	0.00	
105	SOLICITORS FEES	2000.00	500.00	1500.00	1000.00	25.00	Potential expenditure for a licence agreement for KSCA car park



Appendix 3 to the minutes of the Finance and General Purposes Committee held on the  
23<sup>rd</sup> November 2016

DRAFT BUDGET FOR 2017-18

Option

B

	PARISH COUNCIL INCOME	BUDGET	COMMENTS
		<b>2017-18</b>	
10	PRECEPT	144709.00	
12	INTEREST INSTANT / CURRENT ACC	0.00	
14	BURIAL FEES	9928.00	5% increase on burial ground fees
15	TOILETS HIGH STREET	1500.00	
16	DONATIONS	300.00	
19	SUNDRIES	0.00	
20	GRANT FOR TOILETS	0.00	
22	INTEREST ON NEW RESERVES ACC AT WBROM	10.00	
23	INTEREST BATH BUILDING SOCIETY	1000.00	
24	POLICE OFFICE RENT	4000.00	
25	BALANCE FROM Y/END 2016	0.00	
26	FUNDS FOR GARAGE INTERNAL	0.00	
		<b>161447.00</b>	
		<b>B</b>	
	<b>EXPENDITURE FOR PARISH</b>	<b>BUDGET</b>	
		<b>2017-18</b>	
50	<b>GENERAL ADMIN</b>		
50/1	GA TELEPHONE	1900.00	
50/2	GA STATIONARY	2850.00	
50/3	GA GENERAL INSURANCE	3500.00	
50/4	GA RATES (OFFICE AND BURIAL GROUND)	3700.00	
50/5	GA OFFICE ELECTRICITY & GAS	1800.00	
50/6	GA AUDIT	950.00	
50/7	GA CHAIRMAN'S ALLOWANCE	500.00	
50/9	GA STAFF TRAINING EXPENSES	100.00	
50/11	GA MISCELLANEOUS	0.00	
50/25	GA MEMBERS EXPENSES	300.00	
50/47	GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010)	2300.00	
50/48	GA PHOTOCOPIER	240.00	
50/51	GA ADVERTISING	50.00	
50/53	GA CIVIC EXPENSES	0.00	
50/110/1	GA POSTAGE	1100.00	
50/110/2	GA PETTY CASH OTHER	550.00	
		<b>19840.00</b>	
		<b>B</b>	
	<b>EXPENDITURE FOR PARISH</b>	<b>BUDGET</b>	
		<b>2017-18</b>	
52	<b>MAINTENANCE</b>		

52/1	MAINTENANCE TOILETS	2000.00	
52/6	MAINTENANCE MISC.	6185.00	
52/7	MAINTENANCE GRASS CUTTING	17500.00	Increased to allow capacity for extra cuts if required
52/26	MAINTENANCE PLAY AREA	1000.00	
	MAINTENANCE TOTAL	<b>26685.00</b>	
54	<b>GRANTS &amp; SUBS EXTERNAL</b>		
54/1	PARISH COUNCIL SUBSCRIPTIONS	500.00	
54/2	SPCA & LCR	700.00	
54/3	FUTURE PROJECTS	14951.00	
	<b>GRANTS &amp; SUBS TOTAL</b>	<b>16151.00</b>	
55	<b>CAR PARK RENTAL</b>	<b>550.00</b>	
57	<b>CHRISTMAS LIGHTS</b>	<b>4500.00</b>	
58	<b>VEHICLES</b>		
58/1	LEASING	3500.00	
58/2	FUEL	1000.00	
58/3	STORE FOR EQUIPMENT	0.00	
58/4	INSURANCE FOR VEHICLE	1050.00	
	TOTAL FOR VEHICLES	<b>5550.00</b>	
60	<b>CONTINGENCIES</b>	<b>0.00</b>	
62	<b>HEALTH AND SAFETY AUDIT</b>	<b>200.00</b>	
63'	<b>PROJECTS FOR COMMUNITY FUNDED BY RENT</b>	<b>4000.00</b>	
100	<b>WAGES / SALARIES</b>		
103/1	SALARIES NET	55453.00	Staff salaries up to a 2% increase
103/2	TAX AND NATIONAL INS.	7591.00	
103/3	EMPLOYERS NATIONAL INS.	3449.00	
103/4	EMPLOYEES PENSION	3327.00	
103/5	EMPLOYERS PENSION	11090.00	
103/6	OPENING TOILETS	1061.00	
	<b>TOTAL WAGES</b>	<b>81971.00</b>	
101/9	ELECTION EXPENSES	<b>0.00</b>	
105	SOLICITORS FEES	<b>2000.00</b>	
	<b>TOTAL EXPENDITURE</b>	<b>161447.00</b>	
	<b>TOTAL INCOME</b>	<b>161447.00</b>	
	<b>TOTAL NET BALANCE</b>	<b>0.00</b>	