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

**OF KINVER PARISH COUNCIL HELD VIA ZOOM SOFTWARE AND VIA ZOOM AT 95 HIGH STREET, KINVER ON WEDNESDAY 16TH SEPTEMBER 2020**

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

Councillors: D Light (Chairman), JK Hall (ex-officio) and I G Sadler attended the meeting at the Council offices, Councillors BR Edwards (Vice Chairman), H Williams\*, Mrs C Allen, S Anderson, P Wooddisse attended via zoom.

Due to loss of connection Councillor H Williams\* left the meeting part way through.

1. APOLOGIES FOR ABSENCE

Councillors Miss V Webb and G Sisley sent their apologies for the meeting.

1. DECLARATIONS OF PECUNIARY INTERESTS

None were declared.

1. MINUTES OF THE MEETING OF 22ND JULY 2020

The minutes of the meeting held on 22nd July 2020 were approved and signed as a true record of that meeting with the exception that Councillor Miss V Webb was shown as in attendance as well as apologise, so her name on the attendance list should be removed.

1. BUDGET COMPARISON AND TO RECEIVE THE ACCOUNTS to AUGUST 2020 AS PREPARED BY THE RFO

The accounts as attached as Appendix 1 to these minutes: the figures were reviewed and noted with the following comments:-

Councillor P Wooddisse, prepared is accounting analysis, and it was noted that the budget income is up due to an increase in Burial Fees for the first part of this year. The expenditure is lower than expected at this time, but it was noted that many bills are annual payments and become due in the latter half of the year.

The national salary award has been agreed at 2.8%, the Council made budget provision for this in November last year.

Line 60 – Contingencies, this is the expenditure relating to a bench being purchased that has been paid for by a parishioner.

It was noted that due to the Government Lockdown from March to July, the car park at the KSCA had been locked and therefore unused. The Methodist Church car park had remained open for that period of time.

It was **Resolved** to **Recommend** to the Parish Council that the accounts as set as Appendix 1 to these minutes be accepted. On a vote this was unanimous.

1. FUNDING REQUESTS AND ITEMS REFERRED FROM THE PARISH COUNCIL

**Purchase of 1kg Wildflower seeds £70.00**

It was agreed to **Recommend** to the Parish Council that Wild Flower seeds are purchased at a cost of £70.00, this to be funded from the grants budget head 54/3.

**Neighbourhood Plan Contingency sum £5000**

It was agreed to **Recommend** to the Parish Council that the £5000 requested to be ear marked for agreed future expenditure for the Neighbourhood Plan, if it is required after the grant sum of £10,000 has been spent. This to be allocated from the underspend from 2018/19, which is held in the West Bromwich Building Society Account.

**Works to Pavement on the A458**

The Clerk reported that the County Council are looking at funding the balance of the works to clear the pavement, if the Parish Council contribute £1000 (which has already been agreed). Therefore , if the County agree to do the work, then the Clerk can authorise the release of the £1000 allocated to this project. If this is not resolved by the next meeting, then it will be an agenda item for further discussion.

**Traffic Survey**

The Clerk has contacted SSDC for a contact to provide a survey, the cost quoted to record traffic data in both directions on Meddins Lane and White hill is £440. If Hyde Lane and Enville Road is added the cost increases to £853.

Members agreed to defer this item until a later date, when the traffic has returned to normal (following the current school staggered start times) and it may be possible to fund it from the Neighbourhood Plan Grant.

**Funding for balance from grant for EV Charging points max of £2500**

The preferred bid was circulated to all members prior to the meeting, the bid is from Car Charger, a local company who are doing installations for SSDC among others.

Option 2 is the preferred option, because it includes dynamic load management which means it can adjust without problems, for example if the power drops for a few minutes .

The total cost for equipment, installation and 3 years maintenance is £6458.50, or  £7750.20 including VAT

Additional costs for signage and marking:  We have discussed this with Car Charger as we do not need all that they estimated.  Their revised bid is:

Instruction signage £165
Bay marking         £200
Direction signs  £257
Total including VAT  £746.40

The cost to the Parish may then be summarised as:

Cost of installation            £7750.20
Signage and marking        £  746.40
TOTAL                              £ **8496.60**Grant at 75%                      £6372.45 **Cost to KPC                        £2124.15 (including VAT)**

It was agreed to **Recommend** to the Parish Council that from the budget head 54/3 is allocated £1800.00 (the net amount of the total above) for the 25% balance of the grant applied for to fund the EV charging points on the Berkley Car Park. The final location to be agreed with the Parish, contractor and the District Council.

1. TO DISCUSS THE COUNCILS RESERVES POLICY – CLLR S ANDERSON

Councillor S Anderson expressed his concern that the Parish Council does not have a clear written transparent reserves policy. It was noted that the reserves are broken down as below:-

**West Bromwich Account (£44268.66)**

Play Area £5000.00

Contingency £3500.00

Election Expenses £8445.47

Xmas Lights £5392.16

Neighbourhood Plan £5000.00

Balance from Y/end 31/3/18 £3133.42

Balance from Y/end 31/3/20 £13797.61

**Bath Building Society (£37533.09)**

Reserves £30000.00

Future Projects £ 7533.09

Total £37533.09\*

The current procedure is, any unspent funds at the year end of 31st March are put into reserves for future projects of the Council, if the unspent items relate to a fund such as election expenses, then the balance remaining unspent is allocated to the ear marked funds for that item in the West Bromwich account. It was agreed to have this as an agenda item for the next meeting and the Clerk will look at other Councils policies and report back to the meeting.

1. TO DISCUSS THE CURRENT STATUS OF THE PROCESS OF THE TOILET BLOCK OWNERSHIP

Due to the Corona Virus, applications for registering land have been put on hold until May 2021.

8. TO RECEIVE AN UPDATE ON REPLACING THE PARISH COUNCILS VEHICLE

Councillor G Sisley has been trying to arrange a trial vehicle from Nissan, however due to Covid there does not appear to be many demonstrator vehicles available.
The lease ends for the current vehicle in November 2021.

9. ITEMS FOR FUTURE MEETINGS

Last date for items to be put on the agenda for the next meeting is 11th November 2020.

Budget 2021/22

Reserves Policy

Van Lease

A458 – if not resolved

10. DATE OF NEXT MEETING

Date of the next meeting is Wednesday 18th November 2020.

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.
* Wild Flower seeds are purchased at a cost of £70.00, this to be funded from the grants budget head 54/3.
* from the budget head 54/3 is allocated £1800.00 (the net amount of the total above) for the 25% balance of the grant applied for to fund the EV charging points on the Berkley Car Park. The final location to be agreed with the Parish, contractor and the District Council.
* the £5000 requested to be ear marked for agreed future expenditure for the Neighbourhood Plan, if it is required after the grant sum of £10,000 has been spent. This to be allocated from the underspend from 2019/20, which is held in the West Bromwich Building Society Account.

Appendix 1 to the minutes of the Finance and General Purposes Committee meeting held on the 16th SEPTEMBER 2020

|  |  |  |  |
| --- | --- | --- | --- |
| Monthly Balance Sheet as at: 31/08/2020 |  |  |  |
|  |  |  |  |  |
| **Co-Operative Bank** |  |  |  |  |
| Unpresented Cheques |  |  | Unpresented Receipts |
|  |  |  |  |  |
| **TOTAL** | 0.00 |  |   | 0.00 |
|  |  |  |  |  |
| Computer Figures co-op Bank acc. |   | 21844.46 |  |  |
| less unpresented |  | 0.00 |  |  |
|  |  |  |  |  |
| **Total** |  | **21844.46** |  |  |
|  |  |  |  |  |
| Bank Statement Figure |   | **21884.46** |  |  |
|  |  |  |  |  |
| **Other bank account balances** |  |  |  |  |
|  |  |   |  |  |
| Bath Building Society |  | 37533.09 |  |  |
| West Bromwich Building Society |  | 44268.66 |  |  |
| Barclays Bank |  | 949.73 |  |  |
|  |  | 104635.94 |  |  |

**Financial Summary - Cashbook**

 Summary between 01/04/20 and 31/08/20 inclusive.

 Balances at the start of the year

 **Ordinary Accounts**

 .BARCLAYS BANK £7,074.16

 .COOPERATIVE BANK C & I £8,349.91

 Bath Building Society £37,533.09

 Reserves West Bromwich £30,471.05

 Total £83,428.21

 RECEIPTS Net Vat Gross

 Council £83,556.81 £0.00 £83,556.81

 Total Receipts £83,556.81 £0.00 £83,556.81

 PAYMENTS Net Vat Gross

 Council £60,506.01 £1,883.07 £62,389.08

 Total Payments £60,506.01 £1,883.07 £62,389.08

Closing

**Ordinary Accounts**

.BARCLAYS BANK £949.73

.COOPERATIVE BANK C & I £21,844.46

Bath Building Society £37,533.09

Reserves West Bromwich £44,268.66

Total £104,595.94

 Signed

 Chair Clerk / Responsible Financial Officer

 01/09/20 08:52 AM Vs: ***Kinver Parish Council*** ***Page 1 of 1***

**Financial Budget Comparison**

Comparison between 01/04/20 and 31/08/20 inclusive. Excludes transactions with an invoice date prior to 01/04/20

 **2020/2021** **Actual Net** **Balance**

 **INCOME**

**Council**

 13 INTEREST BATH BUILDING £100.00 £0.00 -£100.00

 SOCIETY

 17 PRECEPT £72354.50 £72,354.50 £0.00

 22 INTEREST WEST BROM £30.00 £0.00 -£30.00

 ACCOUNT - CHARITY ACC

 30 Burial Fees - Co-Op bank £10,225.00 £8,092.00 -£2,133.00

 account

 31 Toilet Income - Co-Op bank £1,000.00 £0.00 -£1,000.00

 account

 32 Donations - Co-Op bank £300.00 £463.50 £163.50

 Account

 33 Precept - Co-Op Bank Account £72,354.50 £0.00 -£72,354.50

 34 Sundries - Co-Op Bank £150.00 £166.43 £16.43

 35 Police Office Rent - Co-Op £4,000.00 £0.00 -£4,000.00

 Bank Account

**Total Council** £160,514.00 £81,076.43 -£79,437.57

**Total Income** £160,514.00 £81,076.43 -£79,437.57

 **EXPENDITURE**

 **Council**

 57 BARCLAYS BANK CHARGES £0.00 £13.00 -£13.00

 110 General Administration - Co-Op £13,980.00 £6,729.43 £7,250.57

 Bank Account

 111 Maintenance - Co-Op Bank £14,000.00 £3,993.42 £10,006.58

 Account

 112 Car Park Rental - Co-Op Bank £1,450.00 £0.00 £1,450.00

 Account

 113 Christmas Illuminations - Co-Op £4,500.00 £345.50 £4,154.50

 Bank Account

 114 Contingencies - Co-Op Bank £0.00 £738.40 -£738.40

 Account

 115 Vehicles - C0- Op Bank £5,950.00 £1,714.60 £4,235.40

 116 Health and Safety - Co-Op Bank £0.00 £184.00 -£184.00

 Account

 117 Grans Subs Co-Op Bank £6,634.00 £1,126.95 £5,507.05

 Account

 118 Election Expenses - Co-Op £1,500.00 £0.00 £1,500.00

 Bank Account

 119 Wages/Salaries - Co-Op Bank £107,500.00 £41,715.70 £65,784.30

 Account

 120 Community Projects - Co-Op £4,000.00 £172.14 £3,827.86

 Bank Account

 121 Legal Fees - Co-Op Bank £1,000.00 £0.00 £1,000.00

 Account

Total Income £160,514.00 £81,076.43 -£79,437.57

Total Expenditure £160,514.00 £56,733.14 £103,780.86

**Total Net Balance** **£0.00** **£24,343.29**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  Budget Comparison 2020/2021 |  |  |  |  |
|   | 31/08/2020 |   |  |  |  |
|   | **PARISH COUNCIL INCOME** |  |   |   |   |
|   |  | **BUDGET** | **ACTUAL** | **BALANCE** | **%**  |
|   |  | **INC 20/21** | **INCOME** | **REMAINING** | **RECEIVED** |
|   |  |  |   |   |   |
| 10 | PRECEPT | 144709.00 | 72354.50 | -72354.50 | 50.00 |
| 14 | BURIAL FEES | 10225.00 | 8092.00 | -2133.00 | 79.14 |
| 15 | TOILETS HIGH STREET | 1000.00 | 0.00 | -1000.00 | 0.00 |
| 16 | DONATIONS  | 300.00 | 463.50 | 163.50 | 154.50 |
| 19 | SUNDRIES | 150.00 | 166.43 | 16.43 | 110.95 |
| 22 | INTEREST ON NEW RESERVES ACC AT WBROM | 30.00 | 0.00 | -30.00 | 0.00 |
| 23 | INTEREST BATH BUILDING SOCIETY | 100.00 | 0.00 | -100.00 | 0.00 |
| 24 | POLICE OFFICE RENT | 4000.00 | 0.00 | -4000.00 | 0.00 |
|   |   | **160514.00** | **81076.43** | **-79437.57** | **50.51** |
|   |  |   |   |   |   |
|   | **EXPENDITURE FOR PARISH**  | **BUDGET**  | **ACTUAL** | **BALANCE** | **%** |
|   |  | **EXP 20/21** | **EXP.** | **REMAINING** | **SPENT** |
| 57 | **BARCLAYS BANK CHARGES** | **0.00** | **13.00** | **-13.00** |  |
| 50 | **GENERAL ADMIN** |  |   |   |   |
| 50/1 | GA TELEPHONE | 2100.00 | 334.90 | 1765.10 | 15.95 |
| 50/2 | GA STATIONARY | 2850.00 | 1201.76 | 1648.24 | 42.17 |
| 50/3 | GA GENERAL INSURANCE | 1940.00 | 1971.03 | -31.03 | 101.60 |
| 50/4 | GA RATES BURIAL GROUND AND WATER RATES | 1200.00 | 1153.50 | 46.50 | 96.13 |
| 50/5 | GA OFFICE ELECTRICITY & GAS | 1700.00 | 451.76 | 1248.24 | 26.57 |
| 50/6 | GA AUDIT | 850.00 | 450.00 | 400.00 | 52.94 |
| 50/7 | GA CHAIRMAN'S ALLOWANCE | 500.00 | 0.00 | 500.00 | 0.00 |
| 50/9 | GA STAFF TRAINING EXPENSES | 100.00 | 75.00 | 25.00 | 75.00 |
| 50/25 | GA MEMBERS EXPENSES | 200.00 | 0.00 | 200.00 | 0.00 |
| 50/47 | GA COMPUTER SUPPORT SERVICES / OFFICE EQUIP (2010) | 2300.00 | 971.48 | 1328.52 | 42.24 |
| 50/48 | GA PHOTOCOPIER | 240.00 | 120.00 | 120.00 | 50.00 |
|   | **TOTAL FOR ADMINISTRATION** | **13980.00** | **6729.43** | **7250.57** | **48.14** |
| 52 | **MAINTENANCE** |  |   |   |   |
| 52/1 | MAINTENANCE TOILETS | 2500.00 | 497.86 | 2002.14 | 19.91 |
| 52/6 | MAINTENANCE MISC. | 6500.00 | 2444.02 | 4055.98 | 37.60 |
| 52/7 | MAINTENANCE GRASS CUTTING | 3000.00 | 1051.54 | 1948.46 | 35.05 |
| 52/26 | MAINTENANCE PLAY AREA | 2000.00 | 0.00 | 2000.00 | 0.00 |
|   | **MAINTENANCE TOTAL** | **14000.00** | **3993.42** | **10006.58** | **28.52** |
|   |   |  |   |   |   |
|   | **EXPENDITURE FOR PARISH**  | **BUDGET**  | **ACTUAL** | **BALANCE** | **%** |
|   |  | **EXPENDITURE** | **EXP.** | **REMAINING** | **SPENT** |
| 54 | **GRANTS & SUBS EXTERNAL** | **2020-21** |   |   |   |
| 54/1 | PARISH COUNCIL SUBSCRIPTIONS | 500.00 | 403.00 | 97.00 | 80.60 |
| 54/2 | SPCA & LCR | 700.00 | 0.00 | 700.00 | 0.00 |
| 54/3 | GRANTS | 5434.00 | 723.95 | 4710.05 | 13.32 |
|   | **GRANTS & SUBS TOTAL** | **6634.00** | **1126.95** | **5507.05** | **16.99** |
| 55 | **CAR PARK RENTAL** | **1450.00** | **0.00** | **1450.00** | **0.00** |
| 57 | **CHRISTMAS LIGHTS** | **4500.00** | **345.50** | **4154.50** | **7.68** |
| 58 | **VEHICLES** |   |   |   |   |
| 58/1 | LEASING | 3500.00 | 1319.53 | 2180.47 | 37.70 |
| 58/2 | FUEL | 1400.00 | 395.07 | 1004.93 | 28.22 |
| 58/4 | INSURANCE FOR VEHICLE | 1050.00 | 0.00 | 1050.00 | 0.00 |
|   | **TOTAL FOR VEHICLES** | **5950.00** | **1714.60** | **4235.40** | **28.82** |
| **60** | **CONTINGENCIES** | **0.00** | **738.40** | **-738.40** |  |
| **62** | **HEALTH AND SAFETY AUDIT** | **0.00** | **184.00** | **-184.00** |  |
| **63'** | **PROJECTS FOR COMMUNITY FUNDED BY RENT** | **4000.00** | **172.14** | **3827.86** | **4.30** |
| **100** | **WAGES / SALARIES** |   |   |   |   |
| 103/1 | SALARIES NET inc pen/Tax/NI/ | 81400.00 | 32334.28 | 49065.72 | 39.72 |
| 103/3 | EMPLOYERS NATIONAL INS. | 7000.00 | 2641.14 | 4358.86 | 37.73 |
| 103/5 | EMPLOYERS PENSION | 18000.00 | 6740.28 | 11259.72 | 37.45 |
| 103/6 | OPENING TOILETS | 1100.00 | 0.00 | 1100.00 | 0.00 |
|   | **TOTAL WAGES** | **107500.00** | **41715.70** | **65784.30** | **38.81** |
| 101/9 | ELECTION EXPENSES | **1500.00** | **0.00** | **1500.00** | **0.00** |
| 105 | SOLICITORS FEES | **1000.00** | **0.00** | **1000.00** | **0.00** |
|   | **TOTAL EXPENDITURE** | **160514.00** | **56733.14** | **103780.86** | **35.34** |
|   |  |  |   |   |   |
|   | **TOTAL INCOME** | **160514.00** | **81076.43** | **79437.57** | **50.51** |
|   |  |  |   |   |   |
|   | **TOTAL NET BALANCE** | **0.00** | **24343.29** | **-24343.29** |   |