



Kingshurst Parish Council

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 Clerk to the Council: David Hinsley

Minutes of the meeting of
Kingshurst Parish Council Finance Committee
 held at 6.30pm Thursday 12th March 2020
 At the Seeds of Hope, Overgreen Drive, Kingshurst, B37 6BY

Finance Committee members: A. Follows, D. Woolley, S. Daly, J. Kimberley and T. Williams.

Committee Members Present: Cllrs. J. Kimberley (Chair), A. Follows, S. Daly, D. Woolley, T. Williams
In attendance: Cllrs. M. Frampton, L. Cole, D. Cole
 Clerk. D. Hinsley

2003.02	Apologies: None	Action
2003.03	To receive declarations of disclosable (pecuniary and other) interests: None	
2003.04	To receive and consider members' dispensation requests: None	
2003.05	Minutes: The minutes of the meeting of the 12 th February 2020 were approved & signed. (Proposed Cllr A Follows, Seconded Cllr S Daly, all in favour)	
2003.06	Matters Arising From The Minutes: 6.1 Update on moving the Parish Council bank account to Unity Trust Bank The clerk reported that due to an administrative error on his part the transfer did not take place on 1 st March 2020. The move is now scheduled for 1st April 2020. 6.2 Update on replacing the BT Cloud phone with a Deskphone Go sim Waiting for the bank account to be transferred to Unity Bank	Clerk Clerk
2003.07	Report of Responsible Finance Officer: The report (attached) was noted.	
2003.08	Finance: To discuss and make decisions to take to the Full Council. 8.1 Payments for March 2020 were approved.(attached) 8.2 To consider a request from the steering group of The Space for KPC to pay for new signage. Cost ≈ £70 Resolved: That subject to verification of the wordage on the sign, Kingshurst Parish Council would contribute £70.00 towards the cost of the new signage for The Space. (Proposed AF, Seconded SD, all in favour) 8.3 To consider a request from the clerk to implement new Financial & Admin software (AdvantEdge). Initial setup and training ≈ £500 / Annual cost ≈ £300 Resolved: That the new software to be implemented for the benefit of the Council. (Proposed AF, Seconded BF, all in favour) 8.4 To consider any other items for payment. - None	
2003.09	Public Participation: No members of the public present.	
2003.10	Date of next meeting: 9 th April 2020, Seeds of Hope, 6.30pm.	

Meeting Closed at 6.58pm

Signed..... Dated

Kingshurst Parish Council

Report of the Responsible Finance Officer for March 2020 Presented to the Finance Committee 12/03/2020

Confirmed Payments for March 2020 as at 11/03/2020

Cheque payments -	£1275.50
Direct payments -	£ 57.48

Total -	£1332.98

Other Items Still Outstanding

Christmas tree and lights approx £2000

Bank account

Bank account balance 3 rd March 2020	£64345.36
Minus confirmed payments for March 2020	£1332.98

	£63012.38

Move to Unity Trust Bank

Due to an administrative error by the Clerk / RFO the transfer to Unity Bank did not take place on 1st March 2020. The move is now scheduled for 1st April 2020. This delay has had an unexpected beneficial effect in that the financial year closes at the end of March and therefore the closing accounts for 2019 / 2020 will involve a single bank account – Lloyds. The new financial year 2020 / 2021 will also start with a single bank account – Unity.

Cloud phone

Delayed – requires direct debit / standing order to be set up (see above).

Financial Software

I believe it would benefit the Parish Council to install a financial software package for the following reasons:

- Currently, KPC finances are monitored using a spreadsheet system. This type of system is prone to error and difficult to amend without introducing new errors.
- Financial reports for audit purposes have to be produced manually so a knowledge of spreadsheets is required.
- If and when a new clerk / RFO is employed they have to be able to interpret / understand their predecessors system.

Installing a recognised software package would solve all of these problems.

My recommendation would be to install / use the AdvantEDGE package finance and admin modules which are ‘cloud’ based thereby requiring no software or data to be stored on KPC computers..

- Initial setup and training costs approx £500. Ongoing annual cost approx £300

David Hinsley

Clerk / RFO - 5th March 2020

KINGSHURST PARISH COUNCIL ACCOUNTS 2019-20

EXPENDITURE – March 2020

Date	Cheque Number	Account Code	Voucher	Payee	Details	Amount	Claimable	VAT	VAT Number
12/03/20	3927	3		HMRC	Year to date expenditure from previous month	43979.01	780.57		
12/03/20	3928	5		Select Payroll	Tax and NI contributions	69.20			
12/03/20	3929	10		National Allotment Society	Payroll services	37.00		6.17	910 5623 54
12/03/20	3930	9		Lucy England	Annual subscription ~ 24 plots @ £3 per plot	72.00			
12/03/20	3931	4		Cllr S Daly	Lucy May Animal Days	375.00			
12/03/20	3932	6		D. R. Hinsley	Replacement for uncashed C/N 000001 dated 9/5/201	38.48			
12/03/20	3933	4		Cllr T Williams	Mileage Expenses	65.25			
12/03/20	3934	4		Cllr B Fellows	Clls allowance	57.75			
12/03/20	3935	4		Cllr A Follows	Clls allowance	57.75			
12/03/20	3936	4		Cllr D Woolley	Clls allowance	92.30			
12/03/20	3937	4		Cllr D Cole	Clls allowance	46.15			
12/03/20	3938	4		Cllr L Cole	Clls allowance	57.75			
12/03/20	3939	4		Cllr S Daly	Clls allowance	57.75			
12/03/20	3940	4		Cllr J Kimberley	Clls allowance	46.15			
12/03/20	3941	4		Cllr M Frampton	Clls allowance	46.35			
12/03/20	3942	4		Cllr P Sultana	Clls allowance	57.75			
12/03/20	3943	4		Cllr R Whiskens	Clls allowance	57.75			
12/03/20	DD	8		BT	Clls allowance	46.35			
12/03/20					Telephone / Internet	57.48		9.58	245 7193 48
12/03/20									

Expenditure March 2020	1338.21	15.75
Expenditure year to date 2019-2020	45317.22	796.32

INCOME – March 2020

Date	Details	Amount
06/03/20	Allotment rent – cash	140.00

Income March 2020	140.00
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