



Kingshurst Parish Council

c/o The Library, Marston Drive, Kingshurst, Birmingham B37 6BA
Telephone : 07865 294345
Email kingshurstparishcouncil@gmail.com
Clerk to the Council: Paula Coyle

Members of the public wishing to record this meeting in any format should notify the Clerk before the meeting so that suitable arrangements can be made for members of the public who do not wish to be filmed.

6th July 2023

To all committee members

You are summoned to attend a
Finance and General Purpose Committee Meeting
on Thursday 13th July 2023 at 5.30 pm,
at the Seeds of Hope, Overgreen Drive, Kingshurst, B37 6EY

Committee Members Cllr L Cole, Cllr L Browning, Cllr J Kimberly, Cllr J Edwards, Cllr D Cole.

Paula Coyle

Paula Coyle
Clerk to Kingshurst Parish Council

Agenda

1.	Welcome and Housekeeping
1.1	General housekeeping.
2.	To receive apologies.
3.	To receive members' declarations of disclosable (pecuniary and other) interests.
4.	To receive and consider member's dispensation requests if any.
5.	Co-option to Finance Committee.
6.	To approve the Minutes of the last Finance Committee Meeting held on 15th June 2023
7.	Confirm dates and times of next meetings.
8.	Audit check of Invoices/Receipts for April/May/June.
9.	Finance Report June 2023 (Appendix 1) (Please read prior to the meeting)
9.1	Reconciliation Report
9.2	Bank Statements
9.3	Expenditure Report
9.4	To approve the payment list for July/August 2023. To approve any other Payments that may fall due not on the previous list.

<p>10. 10.1</p>	<p>Items for consideration at Full Council Meeting Report 9.3 and 9.4 above to be submitted with any employees' wages redacted</p>
<p>10. 10.1 10.2 10.3</p>	<p>Grant applications Lilys Tea Parlour Re-imagine Kingshurst Primary School</p>
<p>11.</p>	<p>Additional Costs from Internal Audit.</p>
<p>12.</p>	<p>Public Participation To adjourn to allow public participation for 15 minutes. Residents are requested to give their views and question the Parish Council on items on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Full Council Meeting itself</p>
<p>13.</p>	<p>Exclusion of public and press To consider the exclusion of the public and press from the discussion of confidential items under section 1 Public Bodies (Admission to Meetings) Act 1960 None.</p>
<p>12.</p>	<p>Date of the Next Meeting and Agenda: 14h September 2023 at the Seeds of Hope - 5.30pm.</p>

FINANCE REPORT – JULY

This document is private and confidential to only the finance committee. Any breach of this instruction will be reported as a disciplinary matter to the chair.

1. Reconciliation Report from EDGE for June
2. BANK STATEMENT – June
3. Overview of Expenditure report
4. Payments Due July/August

1. Reconciliation Report from EDGE for JUNE

Bank Account Reconciled Statement

Unity Trust Account	20422493	60-83-01
Statement Number	40	Bank Statement No. 40
Statement Opening Balance	£92,738.68	Opening Date 01/06/23
Statement Closing Balance	£85,132.31	Closing Date 30/06/23
True/ Cashbook Closing Balance	£85,132.31	

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
01/06/23		Action Skip Hire	240.00	0.00	92,498.68
01/06/23		Action Skip Hire	240.00	0.00	92,258.68
01/06/23		PayPal	1.59	0.00	92,257.09
01/06/23		Seeds Of Hope	390.00	0.00	91,867.09
01/06/23		Clerk	50.00	0.00	91,817.09
02/06/23		Gallagher Insurance	1,728.96	0.00	90,088.13
02/06/23		WALC	216.00	0.00	89,872.13
15/06/23		PayPal	2.49	0.00	89,869.64
22/06/23		BT	61.84	0.00	89,807.80
23/06/23		Clr D. Cole	131.25	0.00	89,676.55
23/06/23		ALLOTMENT 6	0.00	35.00	89,711.55
26/06/23		PayPal	7.00	0.00	89,704.55
27/06/23		Clr J. Kimberley	52.63	0.00	89,651.92
27/06/23		Action Skip Hire	50.00	0.00	89,601.92
27/06/23		Clr M. Frampton	65.63	0.00	89,536.29
27/06/23		Clr Lee Browning	93.72	0.00	89,442.57
27/06/23		Clr S. Daly	52.63	0.00	89,389.94
27/06/23		Kieron Bell (KBC)	300.00	0.00	89,089.94
27/06/23		HMRC	1,040.73	0.00	88,049.21
27/06/23		Clr L. Cole	65.63	0.00	87,983.58
27/06/23		Clerk	1,866.51	0.00	86,117.07
27/06/23		Clr B Donnelly	93.72	0.00	86,023.35
27/06/23		Clr B Craythorne	76.92	0.00	85,946.43
27/06/23		Roberts & Co	600.00	0.00	85,346.43
27/06/23		Topsource (Payroll)	21.15	0.00	85,325.28
27/06/23		Paula Coyle	2.60	0.00	85,322.68
27/06/23		Paula Coyle	11.00	0.00	85,311.68
27/06/23		WALC	72.00	0.00	85,239.68
29/06/23		Clr J Edwards	76.92	0.00	85,162.76
30/06/23		Unity Bank	30.45	0.00	85,132.31

Bank Account Reconciled Statement

Uncleared and unrepresented effects

Total uncleared and unrepresented	0.00	0.00
Total debits / credits	7641.37	35

Reconciled by Paula Coyle

Signed _____
Clerk / Responsible Financial Officer

Chair

Date _____

2. BANK STATEMENT – JUNE

Transactions

Customer: Kingshurst Parish Council
Account: 20422493 - Unity Current Account T2
Owner: Kingshurst Parish Council
Currency: GBP

Below you will find a list of transactions for the selected account.

[Printable Version](#)

Date	Description	Serial No	Debits	Credits	Balance
30Jun2023	Service Charge		(30.45)		85,132.31
27Jun2023	B/P to: Kieron Bell (KBC)		(300.00)		85,162.76
27Jun2023	B/P to: Cllr Mark Frampton		(65.63)		85,462.76
27Jun2023	B/P to: Lee Browning		(93.72)		85,528.39
27Jun2023	B/P to: Cllr Sheila Daly		(52.63)		85,622.11
27Jun2023	B/P to: Action Waste		(50.00)		85,674.74
27Jun2023	B/P to: HMRC		(1,040.73)		85,724.74
27Jun2023	B/P to: Cllr Linda Cole		(65.63)		86,765.47
27Jun2023	B/P to: Cllr J. Kimberley		(52.63)		86,831.10
27Jun2023	B/P to: Cllr John Edwards		(76.92)		86,883.73
27Jun2023	B/P to: Miss P Coyle		(1,866.51)		86,960.65
27Jun2023	B/P to: Cllr B Donnelly		(93.72)		88,827.16
27Jun2023	B/P to: Cllr David Cole		(131.25)		88,920.88
27Jun2023	B/P to: Cllr B Craythorne		(76.92)		89,052.13
27Jun2023	B/P to: Roberts & Co		(600.00)		89,129.05
27Jun2023	B/P to: TOPSOURCE		(21.15)		89,729.05
27Jun2023	B/P to: Miss P Coyle		(13.60)		89,750.20
27Jun2023	B/P to: WALC		(72.00)		89,763.80
26Jun2023	Direct Debit (PAYPAL PAYMENT)		(7.00)		89,835.80
22Jun2023	Direct Debit (BRITISH TELECOM)		(61.84)		89,842.80
15Jun2023	Direct Debit (PAYPAL PAYMENT)		(2.49)		89,904.64
05Jun2023	D Baillie			35.00	89,907.13
02Jun2023	B/P to: Gallagher Ins		(1,728.96)		89,872.13
01Jun2023	B/P to: Action Waste		(200.00)		91,601.09
01Jun2023	B/P to: Seeds of Hope		(390.00)		91,801.09
01Jun2023	B/P to: Action Waste		(200.00)		92,191.09
01Jun2023	B/P to: Action Waste		(40.00)		92,391.09
01Jun2023	B/P to: WALC		(216.00)		92,431.09
01Jun2023	B/P to: Miss P Coyle		(50.00)		92,647.09
01Jun2023	B/P to: Action Waste		(40.00)		92,697.09

Transactions

Customer: Kingshurst Parish Council
Account: 20422493 - Unity Current Account T2
Owner: Kingshurst Parish Council
Currency: GBP

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[Printable Version](#)

Date	Description	Serial No	Debits	Credits	Balance
01Jun2023	Direct Debit (PAYPAL PAYMENT)		(1.59)		92,737.09
1 2					

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3. Expenditure Report

Budget Headings Transaction Details

Start of year 01/04/23

Heading

400 Staffing Costs

400/1 Salary

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
11/04/23	11/04/23	1007		Clerk -	1,866.71	0.00	1,866.71
22/05/23	22/05/23	1041		Clerk -	1,866.51	0.00	1,866.51
27/06/23	27/06/23	1063		Clerk -	1,866.51	0.00	1,866.51
400/1 Salary Total					5,599.73	0.00	5,599.73

400/2 Pension

400/3 Other

400 Staffing Costs Total 5,599.73 0.00 5,599.73

401 HMRC

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
11/04/23	11/04/23	1006		HMRC -	936.73	0.00	936.73
22/05/23	22/05/23	1037		HMRC -	937.33	0.00	937.33
27/06/23	27/06/23	1059		HMRC -	1,040.73	0.00	1,040.73
401 HMRC Total					2,914.79	0.00	2,914.79

405 Councillors

405/1 Allowance

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
11/04/23	11/04/23	1008		Cllr T. Williams -	65.63	0.00	65.63
11/04/23	11/04/23	1009		Cllr D. Cole -	131.25	0.00	131.25
11/04/23	11/04/23	1010		Cllr L. Cole -	65.63	0.00	65.63
11/04/23	11/04/23	1011		Cllr S. Daly -	52.63	0.00	52.63
11/04/23	11/04/23	1012		Cllr J. Kimberley -	52.63	0.00	52.63
11/04/23	11/04/23	1013		Cllr M. Frampton -	65.63	0.00	65.63
11/04/23	11/04/23	1014		Cllr P. Sultana -	65.63	0.00	65.63
22/05/23	22/05/23	1034		Cllr S. Daly -	52.43	0.00	52.43
22/05/23	22/05/23	1036		Cllr L. Cole -	65.63	0.00	65.63
22/05/23	22/05/23	1038		Cllr D. Cole -	131.25	0.00	131.25
22/05/23	22/05/23	1042		Cllr J. Kimberley -	52.43	0.00	52.43
22/05/23	22/05/23	1043		Cllr M. Frampton -	65.63	0.00	65.63
23/06/23	27/06/23	1065		Cllr D. Cole -	131.25	0.00	131.25
27/06/23	27/06/23	1055		Cllr M. Frampton -	65.63	0.00	65.63
27/06/23	27/06/23	1056		Cllr Lee Browning -	93.72	0.00	93.72
27/06/23	27/06/23	1057		Cllr S. Daly -	52.63	0.00	52.63
27/06/23	27/06/23	1060		Cllr L. Cole -	65.63	0.00	65.63
27/06/23	27/06/23	1061		Cllr J. Kimberley -	52.63	0.00	52.63
27/06/23	27/06/23	1064		Cllr B Donnelly -	93.72	0.00	93.72
27/06/23	27/06/23	1066		Cllr B Craythorne -	76.92	0.00	76.92
29/06/23	29/06/23	1062		Cllr J Edwards -	76.92	0.00	76.92
405/1 Allowance Total					1,575.45	0.00	1,575.45

405/2 Other

405 Councillors Total 1,575.45 0.00 1,575.45

Budget Headings Transaction Details

Start of year 01/04/23

Heading

410 Training

410/1 Clerk

410/2 Councillors

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
02/06/23	02/06/23	1053		WALC - training. Sessions	180.00	36.00	216.00
27/06/23	27/06/23	1071		WALC - internal controls and finance for councillors	60.00	12.00	72.00
410/2 Councillors Total					240.00	48.00	288.00
410 Training Total					240.00	48.00	288.00

500 Office Cost

500/1 Rent & Utilities

500/2 Telephone / Interenet / Website

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
23/04/23	23/04/23	1027		BT -	14.00	2.80	16.80
26/04/23	26/04/23	1028		PayPal -	5.83	1.17	7.00
03/05/23	03/05/23	1029		PayPal -	1.32	0.27	1.59
22/05/23	22/05/23	1044		BT -	32.77	6.55	39.32
24/05/23	24/05/23	1045		PayPal -	5.83	1.17	7.00
01/06/23	01/06/23	1051		PayPal -	1.32	0.27	1.59
15/06/23	15/06/23	1074		PayPal -	2.08	0.41	2.49
22/06/23	22/06/23	1073		BT -	51.53	10.31	61.84
26/06/23	26/06/23	1072		PayPal -	5.83	1.17	7.00
500/2 Telephone / Interenet / Website Total					120.51	24.12	144.63

500/3 Hardware

500/4 Software - AdvantEdge

500/5 Stationery

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
27/06/23	27/06/23	1070		Paula Coyle - paper	11.00	0.00	11.00
500/5 Stationery Total					11.00	0.00	11.00

500/6 Postage

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
27/06/23	27/06/23	1069		Paula Coyle - Postage - Recorded Delivery Wageslips	2.60	0.00	2.60
500/6 Postage Total					2.60	0.00	2.60

500/7 Meeting costs - Room hire / Zoom

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
01/06/23	01/06/23	1049		Seeds Of Hope - SOH2298 for meeting upto Dec 22	390.00	0.00	390.00
500/7 Meeting costs - Room hire / Zoom Total					390.00	0.00	390.00

500/8 Unity Bank Fees

Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
01/04/23	01/04/23	1001		Unity Bank - Bank Charges/Fees	29.55	0.00	29.55
30/06/23	30/06/23	1075		Unity Bank -	30.45	0.00	30.45

Budget Headings Transaction Details

Start of year 01/04/23

Heading

						500/8 Unity Bank Fees Total	60.00	0.00	60.00
500/9 Other									
						500 Office Cost Total	584.11	24.12	608.23
510 Professional Fees									
510/1 Insurance									
Paid	Invoiced	Tn. no	Cheque	Details		Net (£)	Vat (£)	Gross (£)	
02/06/23	02/06/23	1052		Gallagher Insurance -		1,728.96	0.00	1,728.96	
						510/1 Insurance Total	1,728.96	0.00	1,728.96
510/2 Audit									
Paid	Invoiced	Tn. no	Cheque	Details		Net (£)	Vat (£)	Gross (£)	
04/04/23	04/04/23	1003		PKF Littlejohn LLP - External Auditor 22/23		300.00	60.00	360.00	
27/06/23	27/06/23	1067		Roberts & Co -		600.00	0.00	600.00	
						510/2 Audit Total	900.00	60.00	960.00
510/3 Payroll									
Paid	Invoiced	Tn. no	Cheque	Details		Net (£)	Vat (£)	Gross (£)	
11/04/23	11/04/23	1005		Select Payroll Solutions - inv 10576		17.63	3.52	21.15	
14/04/23	14/04/23	1022		Select Payroll Solutions - 10501		17.63	3.52	21.15	
09/05/23	09/05/23	1031		Select Payroll Solutions - 10652		17.63	3.52	21.15	
27/06/23	27/06/23	1068		Topsource (Payroll) -		17.63	3.52	21.15	
						510/3 Payroll Total	70.52	14.08	84.60
510/4 WALC/SLCC									
Paid	Invoiced	Tn. no	Cheque	Details		Net (£)	Vat (£)	Gross (£)	
14/04/23	14/04/23	1019		WALC - two parts as not all VAT claimable 194		465.00	0.00	465.00	
14/04/23	14/04/23	1020		WALC - two parts as not Vat claimable. Totals 1233.00		640.00	128.00	768.00	
						510/4 WALC/SLCC Total	1,105.00	128.00	1,233.00
510/5 Elections									
510/6 Parish News Letters									
510/7 Solicitors Fees									
						510 Professional Fees Total	3,804.48	202.08	4,006.56
520 Events									
Paid	Invoiced	Tn. no	Cheque	Details		Net (£)	Vat (£)	Gross (£)	
04/04/23	04/04/23	1004		Cllr Lee Browning - Coronation decorations		271.27	0.00	271.27	
11/04/23	11/04/23	1017		Funtime Theatre - Theatre in august		200.00	0.00	200.00	
17/04/23	11/04/23	1018		Tom Lights Events - Coronation bouncy castle		1,900.00	0.00	1,900.00	
21/04/23	21/04/23	1026		Nicola McMullan - Coronation Day - characters		790.00	0.00	790.00	
09/05/23	09/05/23	1032		L.G.S Property Services - Maintenance at the Coronation		100.00	0.00	100.00	
17/05/23	17/05/23	1033		K&N Amusement Caterers - Fairground rides coronation		1,150.00	0.00	1,150.00	
22/05/23	22/05/23	1035		Tom Lights Events - coronation events		266.67	53.33	320.00	
02/07/23	06:48 PM	Vat: 8 87.01							

Budget Headings Transaction Details

Start of year 01/04/23

Heading

22/05/23	22/05/23	1040		Clerk - Coronation Misc	53.72	0.00	53.72
520 Events Total					4,731.66	53.33	4,784.99
530 Kingshurst Community Gardens / Allotments							
Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
11/04/23	11/04/23	1015		L.G.S Property Services - 390	140.00	0.00	140.00
11/04/23	11/04/23	1016		L.G.S Property Services - 389	60.00	0.00	60.00
14/04/23	14/04/23	1021		Cllr M. Frampton - Horse Manure	200.00	0.00	200.00
21/04/23	21/04/23	1023		Umberslade Arbor - cutting of trees UA2272	900.00	180.00	1,080.00
30/05/23	30/05/23	1046		L.G.S Property Services -	600.00	0.00	600.00
01/06/23	01/06/23	1047		Action Skip Hire - £240.00 in total inv 8134 (200 and 40.00 VAT)	200.00	40.00	240.00
01/06/23	01/06/23	1048		Action Skip Hire - £240.00 in total inv 8133 (200 and 40.00 VAT)	200.00	40.00	240.00
01/06/23	01/06/23	1050		Clerk - Action Waste - there was a surcharge for overfilled skip. Skip number 1, Paula had to pay this direct to the driver in cash or it would not have been taken away, received it on a Action Waste invoice	50.00	0.00	50.00
27/06/23	27/06/23	1058		Action Skip Hire - £50.00 invoice 8150.	50.00	0.00	50.00
530 Kingshurst Community Gardens / Allotments Total					2,400.00	260.00	2,660.00
540 Section 106 School Provisions							
540/1 Kingshurst							
Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
21/04/23	21/04/23	1024		Kingshurst Primary School - Payment of Milk (final invoice), full council (March) deferred to 23/24 accounts	5,962.05	0.00	5,962.05
540/1 Kingshurst Total					5,962.05	0.00	5,962.05
540/2 St Anthonys							
540/3 Yorkswood							
Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
21/04/23	21/04/23	1025		Cool Milk At School Ltd - final payment for milk	74.10	0.00	74.10
540/3 Yorkswood Total					74.10	0.00	74.10
540/4 Other							
540 Section 106 School Provisions Total					6,036.15	0.00	6,036.15
550 Grants and Funding Applications							
550/1 Grants and Funding Applications							
Paid	Invoiced	Tn. no	Cheque	Details	Net (£)	Vat (£)	Gross (£)
03/04/23	03/04/23	1002		Kieron Bell (KBC) - Youth and Media workshops	250.00	0.00	250.00
09/05/23	09/05/23	1030		Kieron Bell (KBC) - Media Youth Workshops	300.00	0.00	300.00
22/05/23	22/05/23	1039		Lindy Barker - Receipts from Arts and Crafts	26.06	0.00	26.06
27/06/23	27/06/23	1054		Kieron Bell (KBC) - Media Workshops	300.00	0.00	300.00
550/1 Grants and Funding Applications Total					876.06	0.00	876.06

Heading

550/1/1

550/2 Community Infrastructure Levy

	550 Grants and Funding Applications Total	876.06	0.00	876.06
560 Capital Projects / Other				
570 Section 137 Payments				
	Grand Total	28,762.43	587.53	29,349.96

Payments for JULY/AUGUST

Description		Estimated amount
Members Allowances	Each Month	820
Clerk's Salary	Each Month	2000
HMRC	Each Month	1000
Bank charges (monthly for bank account)	DD	7
DD Paypal	DD	36.48
Smarty Sim (Paula Phone)	DD	7
SPS (Payroll)	Invoice	21.15
Google Play (extra storage)	DD	1.59
BT – Cloud, website, phone	DD	36.48
Events Christmas Tree/Lights Pantomime	1 off -Invoices	5000
Allotments Trees and Consumables		
£250 Notice Board (approved allotments)		
£100 membrane for plot 26 (approved allotments)		
£350 Portaloo (approved allotments)		
New Lock (approved allotments)		
July Community day (approved chair)		
Environmental - Donations Knitting and Natter - £125.00 Arts and Crafts - £125.00 DJ Workshops - £500.00 per term	Receipts required	550
Training (tbc)	1 off invoices	400
Other Standard Fees due at this time		
External Audit	June/July	600
Grant applications to be approved by Full Council	June/July	TBC
HR/Staffing Issue	June/July	TBC
Clerks Stationary and Hardware	June/July	TBC
Total Payments Standard costs		4529.7
Events		5000
Allotments		850
Environmental		550
Other (Audit and Training)		1000

