



Kingshurst Parish Council

c/o The Library, Marston Drive, Kingshurst, Birmingham B37 6BA

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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.

Please note this meeting is for 30 minutes and any decisions will be taken to Full Council Meeting

5th October 2022

To all committee members

You are summoned to attend a
Finance and General Purpose Committee Meeting
on Thursday 13th October 2022, at 6.30 pm,
at the Seeds of Hope, Overgreen Drive, Kingshurst, B37 6EY

Committee Members: Cllr S Daly, Cllr A Follows, Cllr D Woolley, Cllr D Cole, Cllr L Cole, Cllr M Brain

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.	To approve the Minutes of the last Finance Committee Meeting held on 16th June 2022
6.	Items for consideration at Full Council Meeting
6.1	Internal/External Reports.
6.2	Precept and Reserves
6.3	Budgets for Allotments/Events and Environmental (remainder of 22/23 and planning for 23/24)
6.4	Review of Budgets and Grants Policy
6.5	Milk Provision – Email and talk to Schools.
6.6	VAT
6.7	Assets – Surveyor/Lease
7.	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.
8.	Date of the Next Meeting: Thursday 8 th December 2022, at 6.30pm at the Seeds of Hope, Overgreen Drive

Appendix's

KINGSHURST PARISH COUNCIL - ASSET REGISTER									
ITEM	DESCRIPTION	LOCATION	SUPPLIER	ACQUISITION		YEAR ENDING 31.3.17		DISPOSAL	
				Date	Cost	VALUE	BASIS	Date	Reason
	refers to								
	Not schedule								
Buildings including fixtures & fittings									
1	Pavilions	Meriden Drive, Kingshurst, Birmingham	N/A	Built 1960's		100,000	Commercial (Lease)		
2	Land - Site of Pavilions	"		1952?			Commercial (Lease)		
3	Land - Playing Fields	Meriden Drive/Cooks Lane, Kingshurst, Birmingham		"		0	Covenant Restricted		
4	Land - Allotments	Fordbridge Road, Kingshurst, Birmingham		"		0	Covenant Restricted		
5	Land - Strip of land at the top of playing fields	Meriden Drive/Cooks Lane, Kingshurst, Birmingham		"		0	As land around is covenant restricted zero value		
6	Fixtures and fittings in Pavilions owned by KPC?	Large Marquee		Given to KPC 2011		100			
7	Garden shed	Coleshill				300			
Street furniture									
1	Notice board	Kingshurst Parade				20			
2	Litterbins?	SMBC				50			
	Items on allotment inc signs?								
	Grit bins?	SMBC							
	Benches?	SMBC							
	Pilars?	SMBC							
	Dog waste bins?	SMBC							
3	Gates & fences	Around Allotments				5000			
Playground equipment									
		N/A owned by SMBC							
Office contents									
1	Filing cabinet 4-drawer					10			
2	Briefcase					10			
3	Desk box?					25			
4	Computer					200			
5	Printer					50			
6	Laptop					250			
Mowers and similar machinery									
		None							
Sports equipment									
		None							
Other Property									
1	Badge of Office	With Chairman				1000			
						107016			

Payments for Aug				Receipts	Payments	Balance
1-Aug-22	6:39	Direct Debit (PAYPAL PAYMENT)	5QR2222B37PDL		-1.59	105,404.88
10-Aug-22	6:24	Direct Debit (PAYPAL PAYMENT)	5QR2222B37PDL		-172.80	105,232.08
22-Aug-22	6:29	Direct Debit (BRITISH TELECOM)	VP12688170M25201		-36.48	105,195.60
22-Aug-22	6:35	B/P to: Roberts & Co (Audit)	KPC 2349		-450.00	104,745.60
22-Aug-22	6:35	B/P to: Cllr J. Kimberley	MEMBERS ALLOW AUG		-62.49	104,683.11
22-Aug-22	6:37	B/P to: Cllr Sheila Daly	MEMBERS ALLOW AUG		-62.49	104,620.62
22-Aug-22	6:37	B/P to: Cllr David Woolley	MEMBERS ALLOW AUG		-62.49	104,558.13
22-Aug-22	6:38	B/P to: Cllr David Cole	MEMBERS ALLOW AUG		-148.91	104,409.22
22-Aug-22	6:38	B/P to: Select Payroll	INV-9903		-25.00	104,384.22
22-Aug-22	6:39	B/P to: Cllr T. Williams	MEMBERS ALLOW AUG		-75.89	104,308.33
22-Aug-22	6:39	B/P to: Cllr Mark Frampton	MEMBERS ALLOW AUG		-78.09	104,230.24
22-Aug-22	6:39	B/P to: Cllr B. Follows	MEMBERS ALLOW AUG		-75.89	104,154.35
22-Aug-22	6:39	B/P to: Miss P Coyle	CLERKS WAGES		-1406.32	102,748.03
22-Aug-22	6:41	B/P to: HMRC	068PW001061882305		-630.32	102,117.71
22-Aug-22	6:43	B/P to: Push On Wellbeing	GRANT FUNDING		-500.00	101,617.71
22-Aug-22	6:43	B/P to: Cllr Alvin Follows	MEMBERS ALLOWANCE		-68.50	101,549.21
22-Aug-22	6:43	B/P to: Cllr Linda Cole	MEMBERS ALLOW AUG		-78.09	101,471.12
22-Aug-22	6:44	B/P to: Cllr Paul Sultana	MEMBERS ALLOW AUG		-78.09	101,393.03
24-Aug-22	6:21	Direct Debit (JPMC RE PAYPAL)	5QR2222B37PDL		-5.52	101,387.51
					-4018.96	
Payments for September						
1-Sep-22	6:29	Direct Debit (JPMC RE PAYPAL)	Microsoft storage		-1.59	101,385.92
5-Sep-22	6:31	SOLIHULL MBC EXP. Precept 2nd Pym	2nd Precept	24655.00		126,040.92
5-Sep-22	14:15	B/P to: L.G.S Property	INV-382		-1200.00	124,840.92
5-Sep-22	14:15	B/P to: Johal Dairies Ltd	Milk for Kingshurst		-668.61	124,172.31

5-Sep-22	14:15	B/P to: COOL MILK AT SCHOO	Milk for Yorkswood		-135.25	124,037.06
15-Sep-22	14:14	B/P to: Cllr Alvin Follows	MEMBERS ALLOW SEPT		-52.43	123,984.63
15-Sep-22	14:14	B/P to: Cllr T. Williams	MEMBERS ALLOW SEPT		-65.03	123,919.60
15-Sep-22	14:14	B/P to: Cllr David Cole	MEMBERS ALLOW SEPT		-131.25	123,788.35
15-Sep-22	14:14	B/P to: Cllr David Woolley	MEMBERS ALLOW SEPT		-52.63	123,735.72
15-Sep-22	14:14	B/P to: Cllr B. Follows	MEMBERS ALLOW SEPT		-65.03	123,670.69
15-Sep-22	14:14	B/P to: Cllr Sheila Daly	MEMBERS ALLOW SEPT		-52.63	123,618.06
15-Sep-22	14:14	B/P to: Cllr Linda Cole	MEMBERS ALLOW SEPT		-65.63	123,552.43
15-Sep-22		B/P to: Cllr J. Kimberley	MEMBERS ALLOW SEPT		-52.63	123,499.80
15-Sep-22	14:14	B/P to: Cllr Mark Frampton	MEMBERS ALLOW SEPT		-65.63	123,434.17
15-Sep-22	14:14	B/P to: Cllr Paul Sultana	MEMBERS ALLOW SEPT		-65.63	123,368.54
15-Sep-22	14:14	B/P to: Miss P Coyle	CLERKS WAGES		-1322.88	122,045.66
15-Sep-22	14:14	B/P to: HMRC	Income Tax/VAT reclaim		-555.15	121,490.51
15-Sep-22	14:14	B/P to: SPS Payroll	INV-9991		-25.00	121,465.51
22-Sep-22	14:14	Direct Debit (BRITISH TELECOM)	VP12688170M25301		-36.48	121,429.03
26-Sep-22	6:21	Direct Debit (PAYPAL PAYMENT)	Mobile sim card		-7.00	121,422.03
29-Sep-22	6:35	THE PAVILIONS CLUB LIMITED	Pavilions Rent x 8	1000.00		122,422.03
				25655.00	-4620.48	
30-Sep-22						
		Exp for Mnth			-4620.48	

KINGSHURST PARISH COUNCIL

INTERNAL AUDIT REPORT FINANCIAL YEAR 2021/22

ACTION 1: Minutes are signed and dated by the Chair.

The minutes refer to payments to be approved and, in some instances, these are detailed in Appendices. In some cases, the Appendix in question is not attached to the meeting minutes and as such it is not possible to verify payments made against those detailed for the Council. In future I would recommend that all Appendices are kept with the meeting minutes in order that verification can take place. Minutes are not bound and therefore minutes can be added / removed. I would suggest minutes are stored in a manner whereby the risk of minutes being added or removed is mitigated.

REPLY : RFO – To be bounded and signed after each meeting, the Agenda and Appendix's to be added to copy of minutes

ACTION 2 : BANK RECONCILIATION

A bank reconciliation is provided for the year ended 31 March 2022. The balance recorded as per the statement is not however correct. Due to issues accessing the bank record E17,509-59 of payments relating to March 22 were not processed until April 2022. In order to record these entries in the 2021/22 financial year they have been treated as paid in March. As such the cashbook balance is correct, however the reconciliation should have highlighted these payments as in transit as opposed to cleared payments. Period bank balances are within the minutes throughout the year.

REPLY : RFO – Access was not provided until April and I had to do some adjustments after the year end. The cashbook and bank balance has been confirmed as correct and no further action required.

ACTION 3: PAYE/NIC deductions have been made correctly.

All payments due to HMRC are made in a timely fashion. Small errors on August and September 2021 payroll resulting in a E18.88 underpayment to HMRC. I suggest this is rectified as soon as possible. REPLY :

RFO – The error was made in September 2021, this has now been corrected (September 2022 by current clerk)

ACTION 4: To ensure a complete and accurate register is kept detailing all the assets owned by the Council.

The register was reviewed to ensure all assets are listed with an adequate description to enable them to be identified. The register includes the date the assets was originally acquired and the cost value of the asset. It also provides the location where the asset can be found. The asset register was checked for numerical accuracy. There are no investments held.

The fixed asset register is uploaded to the Council webpage but there is no evidence of review by the Councillors.

REPLY : RFO – A working party to be set up to review assets in line with recommendation.

VAT Summary

VAT Return Details

Start Date	End Date	Sales Vat	EC Vat	Total Vat due	Purchases Vat	Net VAT	Sales	Purchases
01/04/22	30/06/22	£0.00	£0.00	£0.00	£578.02	£578.02	£24,655.00	£4,909.34
Totals		£0.00	£0.00	£0.00	£578.02	£578.02	£24,655.00	£4,909.34

Total of VAT Returns including opening figures

£578.02

Details of transactions against VAT REFUND (Income) Headings

105 VAT Reclaim

Received	Invoiced	Tr. no	Reference	Details	Net (£)	Vat (£)	Gross (£)
04/07/22	04/07/22	1		Customs & Excise (VAT Reclaim) - VAT refund 01/10/22 - 31/03/22	2,191.28	0.00	2,191.28
28/07/22	28/07/22	2		Customs & Excise (VAT Reclaim) - VAT Refund 01/04/22 to 30/06/22	578.02	0.00	578.02
105 VAT Reclaim Total					2,769.30	0.00	2,769.30

Total of VAT transactions (refunds and payments)

2,769.30

