



# Kingshurst Parish Council

☎ 0121 770 3017 Email [kingshurstpc@btconnect.com](mailto:kingshurstpc@btconnect.com)  
**Acting Clerk to the Council: David Hinsley**  
 c/o The Library, The Parade B37 6BX

Minutes of Kingshurst Parish Council **Finance Committee** held at 6.30pm  
**Thursday 14<sup>th</sup> November 2019**  
 At the Seeds of Hope, Overgreen Drive, Kingshurst, B37 6BY

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

**Committee Members Present:** Cllrs. J. Kimberley (Chair), A. Follows, S. Daly,  
 D. Hinsley, T. Williams, D. Woolley.

**In attendance:** Cllrs. M. Frampton, L. Cole, D. Cole, B Follows

1911.01	<b>Welcome &amp; Housekeeping:</b> Chair J. Kimberley welcomed everyone and informed those present of Fire regulations and Housekeeping etc.	<b>Action</b>
1911.02	<b>Apologies:</b> None received	
1911.03	<b>Minutes:</b> Resolved: "That the Finance Committee minutes of the meeting held on 10 <sup>th</sup> October 2019 be passed as a true record and accordingly be signed by Chair J. Kimberley." Proposed Cllr. A. Follows, Seconded Cllr. T. Williams, All in favour	
1911.04	<b>Report of the Responsible Finance Officer:</b> (Appendix 1) Clerk resignation: Joanne Aske has been informed of her leaving present and is to commission a piece of jewellery as a memento of her service to the council. There were no other matters arising and the report was noted for information. The chair thanked Louise for her service to the council.	
1911.05 1911.05.1	<b>Finance: To discuss and make decisions to take to the Full Council.</b> <b>Approval of accounts for payments for November 2019</b> (Appendix 2) Resolved: "To approve payment of accounts for November 2019 Including School Milk under Section 137." Proposed Cllr. A Follows, Seconded Cllr. T. Williams, All in favour	Clerk/ RFO
1911.05.2	<b>To consider any other items for payment:</b> Following a discussion about the catering at the Remembrance Day Parade Chair J. Kimberley proposed that "Kingshurst Parish Council repay Reverend Jo Johnson the £50 donation that she made towards the cost of the food for the 2019 event and that the council's donation be raised by £250 to £300 for the 2020 event" seconded by Cllr. T. Williams. Cllr. D. Cole forwarded an amendment to the motion and proposed "Kingshurst Parish Council donate an additional £100 towards the cost of the 2019 event, £50 to be paid to the Reverend Jo Johnson to repay the donation that she made towards the cost of the food and a further £50 to be paid to Seeds of Hope that she made towards the cost of the food." seconded by Cllr. S. Daly with all in favour.	Clerk / RFO
1911.05.3	<b>To discuss moving the Parish Council bank account to Unity Trust Bank</b> Resolved: "That Kingshurst Parish Council moves its bank account from Lloyds to Unity trust Bank with the Clerk/RFO as the administrator and Cllrs. D. Cole, T. Williams, A. Follows, D. Hinsley as authorised signatories." Proposed Cllr. D Hinsley, Seconded Cllr. A. Follows, All in favour	Clerk/ RFO
1911.06	<b>Public Participation:</b> Acting Clerk Cllr. D. Hinsley advised that the Cloud phone was costing the council approximately £60 per month and that there was an alternative solution that costs only £9.95. It was therefore agreed that using the clerk's devolved powers that the alternative system be trialled for 3 months with view to cancelling the cloud phone agreement with BT if the trial proves successful.	Clerk
1911.07	<b>Date of next meeting:</b> 12 <sup>th</sup> December 2019, Seeds of Hope, 6.30pm.	

**Meeting Closed at 6.50pm**

**Signed**..... **Dated** .....

**Report of Responsible Finance Officer for Kingshurst Parish Council  
Reported to Councillors - November 2019**

**Apologies**

Please accept my apologies for tonight's meeting, as explained previously I have a School Governing Body meeting which always meet on a Thursday

**Cheques for payment**

Cheques for payment attached for approval - total outgoings for November £2080.65. Second payment card and reader is still with Clirs to activate to test facility to make electronic payments as requested by the Parish Council.

**Bank signatories**

In accordance with your financial regulations, your previous Clerk should be removed immediately as a signature on your bank account having now resigned from post - in accordance with NALC guidance and best practice procedures.

**Bank account**

Bank account balance £71483.81.

**VAT**

Following submission of VAT claim, the sum of £1977.43 has been refunded following requests for verification of the Parish Council bank account

**Clerk resignation**

Following the resignation of your Clerk, all required notices and paperwork have been completed with regards to Tax and National Insurance, as well as her pension fund. A P45 has also been issued.

**Audit report**

The Internal Auditor has been requested for an amended report to upload onto the website. External Audit has now been completed and notice duly received - copy given to Chair -- this can be uploaded onto the website.

**Louise Baudet  
RFO**

**November 2019**

KINGSHURST PARISH COUNCIL - PAYMENTS NOVEMBER 2019

Creditor	Purpose	checked	Amount (ex VAT)	Claimable	non-claimable	Total (inc VAT)
				VAT	VAT	
West Midlands Pension Fund	Pension contributions	Y	209.30	0	0	209.30
HMRC	PAYE and NI conts	Y	22.60	0	0	22.60
Select Payroll	Payroll	Y	33.83	6.77	0	40.60
Raeose	Allotment maintenance	Y	20.00	0	0	20.00
Smile Sec and Bus services	RFO duties October.	Y	180.00	0	0	180.00
WALC	WALC Annual Conference and AGM	Y	60.00	0	0	60.00
Mrs J Aske	Reimbursements - storage boxes	Y	4.99	0	0	4.99
BT - direct debit 22.9.19	Telephone and internet	Y	102.62	20.52	0	123.14
<b>TOTAL</b>			<b>633.34</b>	<b>27.29</b>	<b>0.00</b>	<b>660.63</b>
<b>HMRC payments</b>	<b>Purpose</b>	<b>checked</b>	<b>Payable</b>			
Salary/allowances/NI						
Mrs J Aske (Clerk)	Salary, mileage & Office allowance	Y	761.27			
Mrs T Williams	Councillors monthly allowance	Y	57.75			
Ms B Follows	Councillors monthly allowance	Y	57.75			
Mr A Follows	Councillors monthly allowance	Y	92.30			
Mr D Woolley	Councillors monthly allowance	Y	46.15			
Mr D Cole	Councillors monthly allowance	Y	57.75			
Mrs L Cole	Councillors monthly allowance	Y	57.75			
Mrs S Day	Councillors monthly allowance	Y	46.15			
Mr J Kimberley	Councillors monthly allowance	Y	46.35			
Mr M Frampton	Councillors monthly allowance	Y	46.35			
Mr P Sultana	Councillors monthly allowance	Y	57.75			
Mr D Hinsley	Councillors monthly allowance	Y	46.35			
Mr R Whiskens	Councillors monthly allowance	Y	46.35			
<b>TOTAL OF ABOVE OUTGOINGS</b>			<b>1420.02</b>			