



To: All Members of Killamarsh Parish Council Finance Committee

You are Hereby Summoned to attend a meeting of the Parish Council to be held on MONDAY 6th November 2023 at 7:00 PM KILLAMARSH COMMUNITY HUB.

Yours sincerely

Mrs Gail Blank
Clerk & Responsible Finance Officer to the Parish Council

AGENDA

1 Chair's Announcements

- To receive the Chairman's opening announcements.

2 Apologies for Absence

- To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.

3 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

4 Adjournment for Public Participation

- To adjourn the meeting for 15 minutes to allow members of the public, 3 minutes each, to make representation on the business of the agenda for the meeting. No resolutions can be made under public participation.

5 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

- To consider and resolve any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.

6 Minutes from the previous meeting

- a. To approve the draft minutes of the Finance Committee meeting held on 18th September 2023. (attached).
- b. To receive an update on any ongoing issues not covered as an agenda item.

7 Finances

7.1 Bank reconciliation

- To receive the bank reconciliation for September 2023.
- To receive the bank reconciliation for October 2023.

7.2 Receipts and Payments

- To receive and approve the receipts and payments for September 2023.
- To receive and approve the receipts and payments for October 2023.

8 Budgets

- To receive and approve the budget report for April to September 2023.
- To review, amend and recommend the 24/25 budget to Full Council.

9 Policies

- To consider and recommend to Full Council the Internet Banking Policy.

10 Items for discussion for a future agenda

- To notify the Clerk of any matters for inclusion on the agenda for future meetings.

11 Date of the Next Council Meeting

- 4th December 2024

PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960

Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which will give reasons for the public's exclusion in accordance with the Public Bodies (Admission to Meetings Act) 1960.

RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, the Council, members of the public and press may film, record or photograph a formal Council meeting when the meeting is in public session. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted.

PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting. Any members of the public shall not speak for more than three minutes unless permitted by the Chair. A question asked by a member of the public during public participation shall not require a response or debate during the meeting though the Chair may direct that a written response will be provided subsequent to the meeting.

CORONAVIRUS

Killamarsh Parish Council will continue to monitor Covid-19 and act accordingly. Attendees are encouraged to register their attendance on arrival and to use the hand sanitiser provided. Members of the public who are unable to attend can email their questions to the Parish office (parish.office@killamarsh-pc.gov.uk) in advance of the meeting which will be read out under the public participation session.



MINUTES OF THE FINANCE COMMITTEE HELD ON MONDAY 18 SEPTEMBER 2023

Those present :

Chair : Cllr S Clough
Vice-Chair : Cllr C M Fletcher
Councillors : Cllr T Lacey, Cllr C Lacey, Cllr W Tinley
Officers : Mrs G Blank

FIN106 Chair's Announcements

The Chair welcomed everyone to the meeting.

FIN107 Apologies for Absence

Cllr D Drabble was absent from the meeting.

FIN108 Declaration of Disclosable Pecuniary & Other Interests

a. To receive declarations of disclosable pecuniary interests (DPI) and personal and prejudicial interests from members on matters to be considered at the meeting in accordance with the Localism Act 2011 (section 30 to 33). Officers are required to make a formal declaration about council contracts where the employee has a financial interest in accordance with the LGA 1972, s117.

None received

b. To receive, consider and record Members requests for DPI dispensation (section 31 Localism Act 2011) in connection with items on this agenda. Applications for this must be made in writing to the Clerk prior to the meeting.

None received

FIN109 Adjournment for Public Participation

There were no members of the public wishing to speak.

FIN110 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

There were no items considered to require the exemption of the press and public.

FIN111 Minutes from the previous meeting

a) To approve the draft minutes of the Finance Committee meeting held on the 12th June 2023.

RESOLVED: That the minutes of the meeting held on the 12th June 2023 are a true and accurate record.

b) To receive an update on any ongoing issues not covered as an agenda item.

There were no ongoing issues to discuss.

FIN112 External Audit

- To receive the External Auditors report and note any comments, if received prior to the meeting.

The Clerk informed the Committee that despite the 30th September 2023 deadline the Clerk had not received the external auditors report at this point.

FIN113 Finances

8.1 Bank Reconciliation

- To receive and check the bank balance for June 2023
- To receive and check the bank balance for July 2023
- To receive and check the bank balance for August 2023

The Chair and Cllr C Lacey checked that the figures on the bank reconciliation sheet and the bank statement corresponded.

RESOLVED: That the bank reconciliation checks are complete for June, July and August 2023.

8.2 Receipts and Payments

- To receive and check the receipts and payments for June 2023
- To receive and check the receipts and payments for July 2023
- To receive and check the receipts and payments for August 2023

Councillors were asked to check the receipts and payments list for each period and ask any questions they may have.

RESOLVED: That the receipts and payments checks are complete for June, July and August 2023.

FIN114 Budgets

- To receive, review and approve the budget report for the period April 2023 to August 2023.

The Clerk had circulated the budget report prior to the meeting for the Committee to review.

The Clerk pointed out the unbudgeted utility costs for the current Parish Offices but was confident these costs could be met from savings within other budgets.

The other area of concern for the Clerk is the income on the Parish Suite as this is just an estimate.

The Chair asked Councillors if they had any other questions or concerns for the Clerk to address, none were raised.

FIN105 Bank Accounts

The Clerk informed the Committee that as the Parish Councils income is greater than the £430,000 threshold they do not qualify for the Finance Protection Scheme which offers protection of UK banks and building societies deposits up to £85,000.

Although setting up new accounts will spread the risk, the Council will still not be protected and there are few banking organisations that offer Parish Council bank accounts.

The Clerk is to look into the options regarding investments as an alternative and report back to the Committee.

FIN106 Insurance

The Clerk informed the Committee that each year they should review the Insurance policy and declare that it meets the demands of the Council.

Due to the renewal date falling at the beginning of September and no meetings taking place in

August this has not been possible.

The Clerk has looked at the policy and made some changes to ensure the Council is adequately covered.

The Clerk needs to start the process of reviewing and amending the asset register which forms an integral part of the insurance review.

The Committee then need to use this information to review the insurance cover in June 2024.

The Clerk also suggested that the Council approach Zurich and Gallagher's comparative quote.

FIN107 Items for discussion for a future agenda

- 2024/25 Budget
- Church maintenance agreement
- Review of Reserve requirements

FIN108 Date of the Next Council Meeting

- 6th November 2023

MEETING CLOSED: 19:30

Killamarsh Parish Council - Monthly Bank Reconciliation 2023-2024

Reconciliation	September 2023		Previous Month	Difference
Receipts & Payments	Bal b/f	£ 440,151.92		
	Add receipts	£ 498,765.06	£ 278,538.06	£ 220,227.00
	Less payments	£ 236,891.88	£ 189,434.94	£ 47,456.94
	Bank balance to date =	£ 702,025.10	£ 89,103.12	-£ 172,770.06

Bank

Unity Bank £ 702,025.10

Bank statement balance = £ 702,025.10

Reconciliation £ -

Killamarsh Parish Council

Record of payments - October 2023

Date	Payment To	Description of Goods / Service	Invoice No.	Amount	Invoices Received
30.10.23	The National Allotment Society	Membership Renewal	Membership No. S5022A	£ 66.00	Yes
30.10.23	WaterPlus	Water Supply - new charges	7002348759	£ 13.51	Yes
30.10.23	Amazon	Toilet roll	INV-GB-1226506075-2023-219558	£ 22.49	Yes
30.10.23	Amazon	Planner Diary & Event wall planner	GB3DDMAABEY	£ 26.19	Yes
30.10.23	NEDDC	Provision of payroll costs April-September 2023	DV20135270	£ 1,110.00	Yes
30.10.23	Amazon	A5 page a day 2024 diary	GB3DJ00ABEY	£ 5.48	Yes
30.10.23	Amazon	x3 Week to view 2024 diary	INV-GB-173191741-2023-107512	£ 29.85	Yes
30.10.23	CubitUltrasonic	Lampost testing x44 Columns	31009	£ 594.00	Yes
30.10.23	JBW Construction	2nd fix electrics, lighting to main hall. Build up of hall floor, form bulk head for bar and kitchen area and electrics	1226	£ 32,964.00	Yes
30.10.23	NEDCC	Rates - Hub	71335029N	£ 379.00	DD
25.10.23	Amazon	Cleaning supplies and paper for office use	GB3BS3UABEY	£ 53.31	Yes
25.10.23	Amazon	Credit for corkboard	GB31VCCABEC	-£ 28.28	Yes
25.10.23	Amazon	Credit cleaning equipment	GB322YBABEC	-£ 15.60	Yes
20.10.23	Npower	CCTV Electricity	IN08521334	£ 229.53	Yes
20.10.23	Dronfield Geneuip Band	Remembrance Parade	Invoice - Remembrance	£ 400.00	Yes
20.10.23	Dronfield Geneuip Band	Christmas Concert	Invoice - Christmas Concert	£ 350.00	Yes
20.10.23	EDF Energy	September Electricity Hub	16916034	£ 137.14	Yes
20.10.23	SLCC	Practitioners Conference	BK212813-1	£ 598.00	Yes
20.10.23	SLCC	VAT Training	BK212816-1	£ 36.00	Yes
20.10.23	Russell Richardson	Additional empty archived confidential waste	R43715	£ 166.80	Yes
20.10.23	NEDCC	September Payroll Costs	DV20134867	£ 14,182.99	Yes
20.10.23	Powertech Industrial Ltd	Mower repair	25815	£ 34.62	Yes
20.10.23	NEDDC	Trade waste collection	DV20134332	£ 662.48	Yes
20.10.23	Amazon	Batteries and Cleaning Equipment	GB3B7RCABEY	£ 28.59	Yes
20.10.23	C&H Alarms	Installation of CCTV in Hub	5151	£ 2,520.00	Yes
20.10.23	Npower	CCTV Electricity	IN08521334	£ 229.53	Yes
18.10.23	Allstar	Fuel	E2017746580	£ 89.29	Yes
16.10.23	GKL Leasing	Van Hire	599240	£ 494.00	Yes
16.10.23	Lloyds Card	Adobe Licence	02/10/2023	£ 18.70	Yes
16.10.23	Lloyds Card	Poppies - RBL	02/10/2023	£ 149.94	Yes
16.10.23	Lloyds Card	Microsoft Licences	02/10/2023	£ 45.00	Yes
16.10.23	Lloyds Card	Microsoft Licences	02/10/2023	£ 83.00	Yes
16.10.23	Lloyds Card	Microsoft Licences	02/10/2023	£ 11.25	Yes
16.10.23	Lloyds Card	Licence Fee NEDCC	02/10/2023	£ 23.00	Yes
16.10.23	Lloyds Card	Card Fee	02/10/2023	£ 3.00	Yes
16.10.23	Valda	Hub electric - 23/9/23 - 22/10/23	11/03/3631	£ 85.73	Yes
12.10.23	Affinity	Telecoms - credited with IT Overpayment		£ 8.76	
09.10.23	JBW Construction	Removal of old fittings, stage & dancefloor. Instalation 1222 of new ceiling and disposal of old. First fix of new electrics. Purchased of dance floor		£ 48,120.00	Yes
09.10.23	NLS Electrical	Outdoor Hub lighting	155	£ 600.00	Yes
09.10.23	Amazon	Bin bags	GB3BDVHABEY	£ 62.98	Yes
09.10.23	ICS Ltd	Cemetery security visits/locking	55261	£ 325.50	Yes
09.10.23	AG Group Ltd	Copier/printer charges	109661	£ 45.54	Yes
09.10.23	Russell Richardson	Additional empty archived confidential waste	R43451	£ 166.80	Yes
09.10.23	WaterPlus	Water charges	wp-INV03405561	£ 13.81	Yes
09.10.23	UK Safety Management	PAT Testing	932979	£ 190.78	Yes
09.10.23	Russell Richardson	Additional empty archived confidential waste	R43261	£ 166.80	Yes
09.10.23	Logo Leisurewear Ltd	Uniform	133391	£ 16.80	Yes
09.10.23	AG Group Ltd	Movement of copier	500256	£ 180.00	Yes
05.10.23	NEDCC	Rates - Hub	DD	£ 947.00	DD
03.10.23	Affinity	Telecoms - credited with IT Overpayment	134281	£ 96.00	Yes
02.10.23	EDF Energy	Gas monthly payment	DD	£ 243.00	DD
02.10.23	Screwfix	Cable cover	1408779285	£ 32.38	Yes
02.10.23	Screwfix	Glue	1404587462	£ 17.97	Yes
02.10.23	Screwfix	Tape Measure	1402474385	£ 26.99	Yes
02.10.23	Screwfix	Saw	1402474377	£ 17.99	Yes
02.10.23	Screwfix	Cable ties & bungee	1400677092	£ 37.97	Yes

£ 107,115.61

Killamarsh Parish Council

Record of receipts - October 2023

Date	From	For	Amount
05.10.23	Killamarsh Camera Club	Room Hire	£ 80.00
11.10.23	P. Needham	Christmas Fayre	£ 10.00
12.10.23	Killamarsh labour Party	Room Hire	£ 20.00
12.10.23	Police & Crime Commissioner	Grant -	£ 6,760.00
17.10.23	M Bolsover	Calendar	£ 4.99
17.10.23	W Simmonite	NYE Tickets	£ 40.00
17.10.23	E Hibbert	NYE Tickets	£ 20.00
18.10.23	HMRC VAT	Vat return	£ 3,680.32
18.10.23	M. Milner	Christmas Fayre	£ 10.00
19.10.23	Killamarsh labour Party	Poppy Wreaths	£ 49.98
20.10.23	E Hibbert	NYE Tickets	£ 70.00
23.10.23	Conservative Party	Wreaths	£ 49.98
24.10.23	L Somerset	NYE Tickets	£ 60.00
25.10.23	L&B Gander	Christmas Fayre	£ 10.00
26.10.23	L Somerset	NYE Tickets	£ 10.00
30.10.23	R&N White	Christmas Fayre	£ 10.00
30.10.23	J Greenslade		£ 10.00
31.10.23	A Comper	Breakfast with Santa	£ 10.00
31.10.23	Natterchat	Room Hire	£ 20.00
			£ 10,925.27

£ 21,850.54

Killamarsh Parish Council**Record of receipts - September 2023**

Date	From	For	Amount
29.09.23	NEDCC	2nd payment of precept	£ 220,157.00
26.09.23	Natterchat	Room Hire	£ 20.00
22.09.23	Hartley	Christmas Market	£ 10.00
19.09.23	Needham	Christmas Market	£ 10.00
14.09.23	Drake	Christmas Market	£ 10.00
04.09.23	Holland	Christmas Market	£ 10.00
04.09.23	Chesterton	Christmas Market	£ 10.00
			£ 220,227.00

Killamarsh Parish Council

Record of payments - September 2023

Date	Payment To	Description of Goods / Service	Invoice No.	Amount	Invoices Received
30.09.23	Unity Bank	Service Charge		£ 36.60	DD
29.09.23	Unity Bank	Cash Handling Fee		£ 4.00	DD
28.09.23	NEDCC	Office Rates	71335029N	£ 379.00	DD
25.09.23	Julie Woodhams Ltd	Christmas Wreath Making	1082	£ 200.00	Yes
25.09.23	Logo Leisurewear Ltd	Uniform	16635	£ 60.00	Yes
25.09.23	Russell Richardson	3no. Bins to dispose of archived confidential waste	R43053	£ 248.40	Yes
25.09.23	Russell Richardson	Credit Note	C43061	-£ 165.60	Yes
25.09.23	NEDDC	Lease for Parish Suite	DV20133990	£ 5,400.00	Yes
25.09.23	PKF Littlejohn	External Audit	SB202332138	£ 1,260.00	Yes
25.09.23	Russell Richardson	Confidential waste collection of office cupboard bins	R42901	£ 54.70	Yes
25.09.23	Amazon	Cork Noticeboard	INV-GB-131988401-2023-42234	£ 21.00	Yes
25.09.23	Noticeboards Online	External Notice board for outside Hub	7194	£ 1,189.20	Yes
18.09.23	Lloyds Card	AOS online - Chair Trolley	165428	£ 316.08	Yes
18.09.23	Lloyds Card	Adobe - Licences	IEE2023009986458	£ 18.70	Yes
18.09.23	Lloyds Card	Microsoft Licences	E0600P0MWO	£ 11.25	Yes
18.09.23	Lloyds Card	Microsoft Licences	E0600P0J0Y	£ 83.00	Yes
18.09.23	Lloyds Card	Microsoft Licences	E0600P0A7A	£ 45.00	Yes
18.09.23	Lloyds Card	Card Payment	Card Payment	£ 3.00	Yes
15.09.23	NEDDC	Payroll costs - July & August	DV20133952	£ 28,309.85	Yes
15.09.23	DCC	SID's Licensing Fees	1000 2023 1800 0430 00	£ 105.00	Yes
15.09.23	Clear Councils	Annual Insurance	LCO02335	£ 3,665.73	Yes
15.09.23	Seated Furniture Ltd	Desk Drawers	62791	£ 474.00	Yes
15.09.23	Attenborough Door Ltds	Servicing of Roller Shutters	86960	£ 624.00	Yes
15.09.23	EDF	Electricity - Hub	16553594	£ 135.77	Yes
15.09.23	Gallagher	Van Insurance	118980046	£ 1,398.73	Yes
15.09.23	AG Group	Printer services	109047	£ 87.54	Yes
15.09.23	DALC	Playground Inspection Training	SI-3925	£ 140.00	Yes
15.09.23	Amazon	Tower Extension Lead	1QMR-7XQ7-6Q4F	£ 28.48	Yes
15.09.23	Doorsteppa	September Edition	7774	£ 237.60	Yes
15.09.23	Amazon	Noticeboard	GB39P65ABEY	£ 28.28	Yes
15.09.23	Amazon	Command strips for picture hanging	INV-GB- 121468442-2023-27885	£ 34.98	Yes
15.09.23	Amazon	Magnetic Whiteboard and Noticeboard	INV-GB-168871441-2023-13278	£ 136.00	Yes
15.09.2023	GKL Leasing	Van rental	593777	£ 494.00	Yes
13.09.2023	Affinity	Phone charges	554305	£ 158.38	Yes
07.09.23	Amazon	Black Sacks	2023-9132	£ 31.49	Yes
07.09.23	ICS	Cemetery Gates	55008	£ 260.40	Yes
07.09.23	Amazon	Stationery	2023-2832	£ 6.95	Yes
07.09.23	James Gardiner	Belk Lane Footpath Clearing	KIL002	£ 340.00	Yes
07.09.23	Amazon	Phone Charger	2023-151	£ 7.94	Yes
07.09.23	Amazon	Stationery	GB36DNXABEY	£ 13.22	Yes
07.09.23	Amazon	Counters	2023-383	£ 11.49	Yes
07.09.23	Amazon	Stationery	2023-29612	£ 7.99	Yes
07.09.23	Amazon	Cleaning supplies	GB38QMAABEY	£ 48.03	Yes
07.09.23	Amazon	Gutter Hooks	2023-9	£ 11.98	Yes
07.09.23	Amazon	Name Badge Holders	2023-3328	£ 16.85	Yes
06.09.23	Allstar	Fuel for van	E2017535375	£ 84.00	Yes
05.09.23	NEDCC	Rates - Hub	71339625N	£ 947.00	DD
01.09.23	EDF Energy	Gas - Hub	6767203333	£ 243.00	DD
01.09.23	Screwfix	Fence Pins - Village Festival	1390987671	£ 89.98	Yes
01.09.23	Screwfix	Line Pin set - Village Festival	1391427513	£ 14.99	Yes
01.09.23	Screwfix	Paint	1393649777	£ 34.99	Yes
01.09.23	Screwfix	Disposalble Gloves	1395410496	£ 6.99	Yes
01.09.23	Screwfix	Paint	1395410518	£ 43.99	Yes
01.09.23	Screwfix	Uniform	1400202159	£ 12.99	Yes
				£ 47,456.94	

**Killamarsh Parish Council
Budget 2023/24**

		22/23	23/24	23/24	23/24	23/24
		Outturn	Approved Budget	Current actual 30.09.2023	Projected Outturn	Variance
EXPENDITURE						
Health, Safety & Wellbeing Committee						
Salaries & Wages						
1000	Office Staff - Salaries	38,947.83	78,793.00	27,369.21	78,793.00	0.00 23/24 pay award TBD
1001	Office Staff - NIC	16,021.18	7,217.00	8,774.80	7,217.00	0.00 23/24 pay award TBD
1002	Office Staff - Pension	12,297.37	12,896.00	9,076.26	12,896.00	0.00 23/24 pay award TBD
1010	Handyman - Salaries	16,257.69	21,840.00	7,184.64	21,840.00	0.00 23/24 pay award TBD
1011	Handyman - NIC	5,020.42	661.00	1,696.65	661.00	0.00 23/24 pay award TBD
1012	Handyman - Pensions	5,970.31	4,150.00	1,164.69	4,150.00	0.00 23/24 pay award TBD
1020	Cleaner - Salaries	5,622.79	5,460.00	2,342.85	5,460.00	0.00 23/24 pay award TBD
1021	Cleaner - NIC	0.00	0.00	0.00	0.00	0.00
1022	Cleaner - Pension	0.00	0.00	0.00	0.00	0.00
1030	Events Manager - Salaries	0.00	22,680.00	6,346.16	22,680.00	0.00
1031	Events Manager - NIC	0.00	1,973.00	1,408.40	1,973.00	0.00
1032	Events Manager - Pensions	0.00	4,309.00	1,891.88	4,309.00	0.00
1040	Hospitality Staff - Salaries	0.00	0.00	0.00	0.00	0.00
1041	Hospitality Staff - NIC	0.00	0.00	0.00	0.00	0.00
1042	Hospitality Staff - Pensions	0.00	0.00	0.00	0.00	0.00
1050	Pension Added Years Payment	213.67	0.00	0.00	0.00	0.00
Total - Salaries & Wages		100,351.26	159,979.00	67,255.54	159,979.00	0.00
Indirect Staffing Costs						
1100	Staff Training	1,699.00	1,750.00	1,065.00	1,750.00	0.00 No CILCA to pay for this year.
1101	Councillor Training	0.00	0.00	50.00	50.00	50.00
1110	Travel	0.00	150.00	0.00	100.00	-50.00
1120	Recruitment Advertising	905.50	500.00	0.00	0.00	-500.00
1130	HR & Payroll	1,850.00	2,000.00	0.00	2,000.00	0.00
1135	Health & Safety	1,872.50	2,000.00	13.00	0.00	-2,000.00 Potential saving
1140	Uniform	376.18	750.00	317.36	750.00	0.00
Total - Indirect Staffing Costs		6,703.18	7,150.00	1,445.36	4,650.00	-2,500.00
Total - Health, Safety & Well Being Committee		107,054.44	167,129.00	68,700.90	164,629.00	-2,500.00
Finance Committee						
Administration Costs						
1200	Stationery	387.11	500.00	432.07	600.00	100.00
1201	Copier Charges	1,844.75	1,850.00	655.44	1,400.00	-450.00
1205	Subscriptions / Books	2,385.90	2,500.00	1,443.63	2,500.00	0.00
1210	Postage	6.85	100.00	0.00	100.00	0.00
1215	IT Costs	18,259.63	7,500.00	2,515.45	7,500.00	0.00 22/23 included new laptops and tablets, savings to reserve for refresh
1220	Misc Expenses	209.77	200.00	0.00	200.00	0.00
1225	Telecoms	1,739.05	1,850.00	663.44	1,400.00	-450.00
1230	Parish Newsletter	693.00	800.00	198.00	600.00	-200.00
1235	Office Equipment	423.97	800.00	843.73	843.73	43.73
1240	Election Costs	0.00	6,000.00	0.00	6,000.00	0.00 Additional £2k in reserves
1245	Bank Charges	214.60	250.00	95.65	200.00	-50.00
1250/1	Audit - External	0.00	1,050.00	1,050.00	1,554.00	504.00
1250/2	Audit - Internal	-1,426.25	504.00	504.00	504.00	0.00
1255	Accountancy Fees	3,311.06	250.00	0.00	250.00	0.00 Ad hoc VAT advice
1260	Professional Fees	350.00	500.00	0.00	500.00	0.00
1265	Legal Fees	782.40	2,000.00	0.00	2,000.00	0.00 Canal Bridge Lease
Total - General Administration Costs		29,181.84	26,654.00	8,401.41	26,151.73	-502.27
Premises Costs						
1300	Rent - Council Offices	0.00	1.00	0.00	1.00	0.00
1310	Rates - Council Offices	3,792.40	3,793.00	2,276.40	3,793.00	0.00
1320	Utilities - Council Offices	0.00	0.00	54.70	5,000.00	5,000.00 Unbudgeted Costs
1330	Refuse Disposal - Paper	581.65	600.00	205.74	600.00	0.00 small increase in charges
1340	Property Maintenance - Council Offices	419.98	0.00	0.00	0.00	0.00
1350	Insurance	3,616.98	3,800.00	3,665.73	3,665.73	-134.27 Includes all building insurance and contents
Total - Office Premises Costs		8,411.01	8,194.00	6,202.57	13,059.73	4,865.73
Total - Administration Costs		37,592.85	34,848.00	14,603.98	39,211.46	4,363.46
Grants & Donations						
1400	Grants - Section 137	1,754.85	5,000.00	822.00	3,500.00	-1,500.00
Total - Grants & Donations		1,754.85	5,000.00	822.00	3,500.00	-1,500.00
Projects						
1500	NEDCC - Leisure Centre Subsidy	150,000.00	80,000.00	0.00	80,000.00	0.00
1505	NEDCC - Leisure Centre Condition Survey & Boilers	20,000.00	20,000.00	0.00	20,000.00	0.00
1510	Loan Interest PWLB	0.00	0.00	0.00	0.00	0.00 Move to Parish Suite reserve
1520	Loan capital PWLB	0.00	0.00	0.00	0.00	0.00 Move to Parish Suite reserve
1530	Parish Suite Refurbishment	4,850.00	0.00	10,686.58	0.00	0.00 From Capital
1531	Parish Suite Doors	0.00	0.00	7,515.00	0.00	0.00 From Grant (6656) and Capital (847)
1540	Contribution to reserves	0.00	0.00	0.00	0.00	0.00
Total - Projects		174,850.00	100,000.00	18,201.58	100,000.00	0.00
Total - Finance Committee		214,167.70	139,848.00	33,627.56	142,711.46	2,863.46
Environment & Climate Change Committee						
Parks & Open Spaces						
2000	Rent - CISWO land	18.51	115.00	106.58	106.58	-8.42
2010	Dog Bin Emptying	4,108.80	5,820.00	0.00	5,813.00	-7.00 Based on current contract
2015	Dog Bin Purchases	2,335.76	0.00	0.00	0.00	0.00 Bins ordered in 22/23 but invoiced in April 2023
2020	Grounds Maintenance - NEDCC	12,582.24	8,000.00	0.00	8,000.00	0.00 Based on current contract
2045	Grounds Maintenance	738.85	15,000.00	815.00	10,000.00	-5,000.00 Ad hoc work
2030	Gritting - Bags and Bins	963.26	2,000.00	0.00	2,000.00	0.00
2040	Equipment & Small Tools	775.07	1,120.00	1,628.65	1,628.65	508.65
2042	Purchase of benches	0.00	0.00	1,212.00	0.00	0.00 From Env Reserve
2050	Vehicle Leasing	3,221.68	4,944.00	2,176.96	4,500.00	-444.00 Based on current contract
2060	Vehicle Fuel & Maintenance	835.88	1,200.00	336.86	800.00	-400.00 Included insurance in 22/23
2055	Vehicle Insurance	1,642.00	1,900.00	1,398.73	1,398.73	-501.27
2041	Green waste disposal	0.00	250.00	440.40	440.40	190.40 2 Green bins for grass cuttings around offices
3000	Killamarsh in Colour	0.00	5,000.00	0.00	5,000.00	0.00
Total - Parks & Open Spaces		27,222.06	45,349.00	8,115.18	39,667.36	-5,661.84
Cemetery						

2100	Water Charges	146 88	200 00	64 32	200 00	0 00	
2105	Gates Opening Costs	2,070 00	3,000 00	4,244 21	3,600 00	600 00	Cost of gates to come from reserves
2110	Refuse Disposal	1,250 68	1,500 00	662 48	1,400 00	-100 00	
Total - Cemetery		3,467.56	4,700.00	4,971.01	5,200.00	500.00	
Churches & Churchyards							
2300	Electricity - Clock	415 66	800 00	143 70	500 00	-300 00	
2310	Maintenance Costs	3,018 00	1,000 00	213 00	213 00	-787 00	Servicing and minor repairs - agreement needs formalising
Total - Churches & Churchyards		3,433.66	1,800.00	356.70	713.00	-1,087.00	
Highways & Street Furniture							
2400	Rent - Bus Shelter	37 08	40 00	0 00	40 00	0 00	
2410	Maintenance / Repairs	374 00	1,000 00	1,250 00	1,250 00	250 00	Sheffield Road roof repair
Total - Highways and Street Furniture		411.08	1,040.00	1,250.00	1,290.00	250.00	
CCTV							
2500	Electricity	780 21	1,000 00	223 78	1,000 00	0 00	
2505	Maintenance	0 00	1,000 00	0 00	0 00	-1,000 00	
Total - CCTV		780.21	2,000.00	223.78	1,000.00	-1,000.00	
Community Bus							
3300	Community Bus	0 00	5,000 00	0 00	5,000 00	0 00	
Total - Community Bus		0.00	5,000.00	0.00	5,000.00	0.00	
Projects							
2600	Neighbourhood Plan	0 00	0 00	0 00	0 00	0 00	
2610	Birchlands Log Circle - Capital Reserve Fund	0 00	0 00	0 00	0 00	0 00	
2620	Notices Boards - Capital Reserve Fund	577 00	0 00	0 00	0 00	0 00	
2630	Benches (*4) - Capital Reserve Fund	2,038 00	0 00	0 00	0 00	0 00	
2640	Grant Funded - Defibs	5,240 00	0 00	0 00	0 00	0 00	
2641	Speed Indicator Devices	0 00	0 00	465 00	0 00	0 00	funded
2642	Norwood Play Area	0 00	0 00	50,461 83	25,000 00	25,000 00	Part funded from Grant (£25K) remainder from Env Reserve
Total - Projects		7,855.00	0.00	50,926.83	25,000.00	25,000.00	
Total - Environment & Climate Change Committee		43,169.57	59,889.00	65,843.50	77,890.36	18,001.36	
Events & Communications Committee							
Killmarsh Community Hub							
3100	Rates	11,776 00	9,472 00	5,684 00	9,472 00	0 00	
3110	Water Charges	235 12	1,000 00	191 56	500 00	-500 00	
3120	Electricity	2,143 46	5,000 00	1,400 98	3,000 00	-2,000 00	
3130	Gas	4,821 87	8,000 00	1,863 00	5,000 00	-3,000 00	
3140	Maintenance Contracts	3,298 38	12,000 00	5,606 71	12,000 00	0 00	Office conversion invoice outstanding
3245	Cleaning Materials & Equipment	512 55	1,000 00	122 59	500 00	-500 00	
Total - CLOC Building		22,787.38	36,472.00	14,868.84	30,472.00	-6,000.00	
Parish Suite							
3200	Bar Stock	0 00	5,000 00	0 00	5,000 00	0 00	
3210	Catering Purchases - Food & Drink	0 00	4,000 00	0 00	0 00	-4,000 00	
3220	Catering Purchases - Non Food	0 00	1,500 00	0 00	0 00	-1,500 00	
3230	Publicity	0 00	1,000 00	0 00	500 00	-500 00	
3240	Equipment & Small Tools	478 51	500 00	2,639 04	2,639 04	2,139 04	Office furniture and Chairs for the Hub
3246	Washroom Services	0 00	0 00	166 45	166 45	166 45	
3250	Stocktaking fees	0 00	400 00	0 00	200 00	-200 00	
3260	Entertainers	0 00	1,000 00	0 00	1,000 00	0 00	
3270	Lease	40,479 70	21,600 00	14,400 00	18,900 00	-2,700 00	
3275	Service Charge	14,745 85	16,000 00	4,404 20	18,000 00	2,000 00	Includes rates, share of utilities and other shared mntce costs
3280	Licences	529 00	1,000 00	1,620 40	2,500 00	1,500 00	Renewal of Premises Licence
Total - Parish Suite		58,233.08	52,000.00	23,230.09	48,905.49	-3,094.51	
Projects							
3400	Queens Platinum Jubilee	1,427 76	0 00	0 00	0 00	0 00	
3410	Extreme Wheels Sessions	3,245 00	0 00	0 00	0 00	0 00	Partially grant funded and Council reserves
Total - Projects		4,672.76	0.00	0.00	0.00	0.00	
Events							
3500	Competition Prizes	170 00	200 00	120 00	200 00	0 00	
3510	Christmas Decorations & Activities	3,646 14	6,000 00	200 00	6,000 00	0 00	
3520	Village Festival	0 00	5,000 00	739 92	1,500 00	-3,500 00	
3530	One off Events	143 82	4,000 00	2,609 60	2,800 00	-1,200 00	Coronation
3540	Remembrance Day	428 06	250 00	329 00	650 00	400 00	Purchase of Poppy signs for lampposts
Total - Events		4,388.02	15,450.00	3,998.52	11,150.00	-4,300.00	
Total - Events & Communications Committee		88,081.22	103,922.00	42,097.45	90,527.49	-13,394.51	
TOTAL EXPENDITURE		452,502.93	470,788.00	210,269.41	475,758.31	4,970.31	
INCOME							
Finance Committee							
Administration							
100	Precept	488,648 56	440,314 00	440,314 00	440,314 00	0 00	
110	Rent	50 00	0 00	0 00	0 00	0 00	
120	Memorial Fence Insurance Claim	900 00	0 00	0 00	0 00	0 00	
130	Wayleaves and Easements	21 18	19 00	0 00	19 00	0 00	
140	Bank Interest	0 00	0 00	0 00	0 00	0 00	
150	Leases	1,920 00	500 00	0 00	500 00	0 00	
160	Misc Income	164 43	0 00	382 33	382 33	382 33	Some income needs to be identified and reallocated
170	Parish Suite Doors	0 00	0 00	6,668 00	6,668 00	6,668 00	
Total - Administration		491,704.17	440,833.00	447,364.33	447,883.33	7,050.33	
Environment & Climate Change Committee							
Allotments							
200	Belk Lane income	525 00	525 00	375 00	375 00	-150 00	Some income paid in March 2023

210	Station Road income	550.00	550.00	250.00	250.00	-300.00	Some income paid in March 2023
Total - Allotments		1,075.00	1,075.00	625.00	625.00	-450.00	
Rights of Way - DCC							
220	Rights of Way Income from DCC	495.00	495.00	0.00	495.00	0.00	
Total - Rights of Way - DCC		495.00	495.00	0.00	495.00	0.00	
Project Funding							
230	Defibrillator Grant Income	1,956.00	0.00	0.00	0.00	0.00	
240	Norwood Play Area	0.00	0.00	25,000.00	25,000.00	25,000.00	
Total - Projects Funding		1,956.00	0.00	25,000.00	25,000.00	25,000.00	
Events & Communications Committee							
Killamarsh Community Hub							
300	Rent	105.00	11,250.00	545.00	3,000.00	-8,250.00	Best guess based on current usage
Total - CLOC Building		105.00	11,250.00	545.00	3,000.00	-8,250.00	
Parish Suite							
310	Hire Income	0.00	24,450.00	0.00	1,000.00	-23,450.00	
320	Bar Income	0.00	10,500.00	0.00	8,000.00	-2,500.00	
330	Catering Income	0.00	5,500.00	0.00	600.00	-4,900.00	
Total - Parish Suite		0.00	40,450.00	0.00	9,600.00	-30,850.00	
Events							
340	Village Festival	0.00	0.00	175.00	175.00	175.00	
341	Craft Fayre	0.00	0.00	0.00	220.00	220.00	
342	Event Ticket Sales	0.00	0.00	2,225.00	2,225.00	2,225.00	
350/1	Grants received - Jubilee	700.00	0.00	0.00	0.00	0.00	
350/2	Grants received - Remembrance	150.00	0.00	0.00	0.00	0.00	
350/3	Grants - Extreme Wheels	0.00	0.00	5,000.00	5,000.00	5,000.00	
350/4	Grants - Hub Furniture - Cllr Renwick	0.00	0.00	500.00	500.00	500.00	
Total - Events		850.00	0.00	7,900.00	8,120.00	8,120.00	
TOTAL INCOME		496,185.17	494,103.00	481,434.33	494,723.33	620.33	
NET BALANCE		-43,682.24	-23,315.00	-271,164.92	-18,965.02	4,349.98	

Killamarsh Parish Council

KPC 70 Internet Banking Policy

DETAILS OF POLICY	
Policy No	KPC 70
Policy Title	Internet Banking Policy
Committee/Working Party Responsible	Finance
Last Reviewed	n/a
Next Review Date	November 2024

The Policy

Background

The legislation reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 came into effect on the 12th of March 2014. The legislative Reform Order repeals the statutory requirement for 2 elected members to sign cheques and other orders for payment. The removal of this legal requirement enables Parish Councils to take an overall approach to how it controls its money as well as taking advantage of modern technology including internet banking.

The Parish Council acknowledges the need to maintain robust controls on payments as an integrated part of its overall financial control system and proposes an Internet Banking policy as part of its Financial Regulations.

Account Details

The Parish Council has a bank account with Unity Trust Bank which allows online payments. The Council also has a cheque book.

Cheques must be signed by two signatories and online payments must be authorised by two signatories on the account.

Councillors who are signatories are elected by the Finance Committee and reviewed regularly.

Procedure

- All orders for payments will be verified for accuracy by the Clerk / RFO.
- The RFO will operate the online account, set up payees, initiate online payment requests, set up or amend standing orders and make transfers between the Parish Councils accounts where applicable.

- A schedule of payments shall be prepared by the RFO, the schedule will include the details of each invoice.
- The invoices on the schedule will be input onto the banking system.
- The schedule payment will be sent to authorised signatories who will authorise the payments online. Councillors can request to see an invoice at any point.
- A monthly schedule of all payments will be prepared and shared with the Finance Committee for checking and approval.
- Where a payment is to be made by cheque, the cheque will continue to be signed by two authorised signatories, who will also initial the counterfoil.

Audit

- Finance Committee meetings are scheduled to take place on a bimonthly basis.
- At each meeting the Committee will check that the monthly bank reconciliation report balances to the bank statement for that period.
- The receipts and payments on the bank reconciliation will also be checked against the list of receipts and payments for that payment.
- The list of receipts and payments for each month will be checked and approved by the committee and invoices made available for checking should they be required.
- A list of direct debits and standing orders will be presented annually to the Finance committee for checking.

Insurance

The Parish Council will protect itself against fraud or similar under the Council's Fidelity Guarantee insurance policy.