



## MINUTES OF THE FINANCE COMMITTEE HELD ON MONDAY 16 JANUARY 2023

Those present :

Chair : Cllr S Clough  
Vice-Chair : Cllr A Platts  
Councillors : Cllr M Ritchie  
Officers : Mrs G Blank

### FIN58 Chair's Announcements

The Chair welcomed everyone to the meeting.

### FIN59 Apologies for Absence

Apologies have been received from Cllr D Drabble, Cllr M Potts and Cllr W Tinley and the reasons given were approved.

### FIN60 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.

Cllr Ritchie declared an interest in item 9 on the agenda and it was agreed she should play no part in discussions relating to this item.

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

### FIN61 Adjournment for Public Participation

There were no members of the public in attendance.

### FIN62 Exclusion of the Press and Public - Public Bodies (Admissions to Meetings Act) 1960

There were no items needing to be discussed in close session.

### FIN63 Minutes from the previous meeting

a. To approve the draft minutes of the Finance Committee meeting held on 12th December 2022.

**RESOLVED: That the minutes of the meeting held on the 12th December 2022 are a true and accurate record**

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

There were none to discuss.

**FIN64 Finances**

**7.1 Bank Reconciliation**

- To receive and check the bank reconciliation for December 2022

The Clerk asked the Chairman and Councillors to check that the bank reconciliation corresponded with the figures on the bank statement and on the receipts and payments sheet.

**RESOLVED: That the bank reconciliation for December 2022 is checked.**

**7.2 Receipts and Payments**

- To receive and check the list of receipts and payments for December 2022

The Clerk had circulated the list prior to the meeting for Councillors to check, there were no questions raised.

**RESOLVED: That the receipts and payments for December 2022 are checked.**

**FIN65 Budgets**

- a. To receive, consider and approve the 2022/23 3rd quarter budget report.

The Clerk had circulated the budget report prior to the meeting for Councillors to consider. The Clerk said as she was still learning about the accounts she had tried to err on the side of caution when projecting costs. The Clerk feels that there is still savings to be achieved in year that can be put into EMR's.

The general fund figure needed to be amended as the amount put into EMR's in year had been double counted.

The Clerk confirmed that the accounts were up to date in the new Finance package and that she was no longer using Rialtas to produce the Finance documents.

**RESOLVED: That the 2022/23 3rd quarter budget is approved.**

- c. To receive, consider, amend and approve the 3 year budget forecast required for the annual submission for the precept.

The Clerk had circulated the spreadsheet prior to the meeting and informed them that this information was no longer required by NEDCC as part of the precept submission however it was noted that it is still good practice to have a 3 year budget forecast although it is recognised that year on year the budget requirement is likely to change due to unknown costs.

Cllr Platts asked if the precept submission had been done and the Clerk confirmed that the Precept request and supporting documents had been submitted to NEDCC.

**RESOLVED: That the 3 year budget forecast is approved.**

**FIN66 Purchase of Goods and Services**

- To consider purchasing litter picking equipment and donating it to the Killamarsh Wombles to assist with their efforts on keeping the village clean and tidy using the General Power of Competence.

As Cllr Ritchie declared a interest in this item it left 2 Councillors able to discuss the issue, it was therefore agreed that this item should be deferred to Full Council.

**FIN67 Bank Accounts**

a. To approve making the Clerk the main point of contact on the account.

The Clerk informed Councillors that Cllr Clough was currently the main contact on the account and asked if this should now be transferred to herself. Councillors agreed that it should and the relevant form was signed to action the decision.

**RESOLVED: That the Clerk is made the main point of contact on the bank account.**

b. To approve the removal of the Accountant from the Parish Council bank account.

The Clerk asked Councillors to approve the form to remove the former accountant from the bank mandate.

**RESOLVED: That the former accountant is removed from the Parish Council bank account.**

**FIN68 Items for discussion for a future agenda**

- Church Clock Maintenance agreement
- Other Finance Policies
- Capital costs for KCH repair and alteration works.

MEETING CLOSED: 18:50

**FIN59 Date of the Next Council Meeting**

20th February 2023 at 6.00pm



**Killamarsh Parish Council - Monthly Bank Reconciliation 2022-2023**

Reconciliation	January 2023	Previous Month	Difference
Receipts & Payments	Bal b/f		
	£ 412,855.25		
	Add receipts	£ 517,984.58	£ 510,876.08
	Less payments	£ 259,043.25	£ 236,937.46
	Bank balance to date =	£ 671,796.58	£ 273,938.62
			£ 14,997.29

**Bank**

Unity Bank £ 671,796.58

Bank statement balance = £ 671,796.58

Reconciliation £ -



Killamarsh Parish CouncilRecord of receipts - January 2023

<b>Date</b>	<b>From</b>	<b>For</b>	<b>Amount</b>
24-Jan-23	HMRC	VAT return	£ 6,393.97
25-Jan-23	DCC	Income received in error	£ 595.00
18-Jan-23	Banking	Balance of petty cash - refreshed the pot with £150.	£ 11.35
18-Jan-23	Banking	National grid - WL Consent EM2201054	£ 2.30
18-Jan-23	Banking	National grid - Wayleave ref K15399	£ 18.88
16-Jan-23	Gem Crafts Of Roth	Stall Village Festival	£ 20.00
16-Jan-23	marlena benham	Stall Village Festival	£ 10.00
16-Jan-23	Elisa Chesterton	Stall Village Festival	£ 10.00
12-Jan-23	AHunt Gift Baskets	Stall Village Festival	£ 10.00
10-Jan-23	STEPHEN CLOUGH	KPC006/DEC22 - INVOICE FOR CONSERVATIVE PARTY REMEMBERANCE WREATHS	£ 37.00
			<b>£ 7,108.50</b>

## Killamarsh Parish Council

## Record of payments - January 2023

Date	Payment To	Description of Goods / Service	Invoice No.	Amount	Invoices Received
31-Jan-23	Affinity	Credit for IT Support	881	-£ 300.00	Yes
31-Jan-23	Affinity	IT Support and Licences	132341	£ 643.20	Yes
30-Jan-23	NEDCC	Parish Offices rates	DD	£ 379.00	
25-Jan-23	EON	Church Clock Electricity - 1/12/2022 - 7/1/2023	KI-04805688-0013	£ 38.32	Yes
18-Jan-23	EDF Energy	Electricity CLOC building - 01/12/22 - 31/12/22	14270933	£ 163.73	Yes
18-Jan-23	NEDCC	Tree works to Ash & Sycamore tree at Birchlands - order KPC110	DV20130760	£ 909.31	Yes
18-Jan-23	Amazon	3no. Clocks for KC Hub	GB324BQABE1	£ 35.85	Yes
18-Jan-23	Amazon	IT Cables, Monitor to laptops	GB31XK4ABE1	£ 23.10	Yes
18-Jan-23	Amazon	10 litres carpet cleaning solution	2023-4370	£ 23.47	Yes
18-Jan-23	Amazon	2no. Wipe boards for KC Hub	ADS8QST11T1SB	£ 81.63	Yes
18-Jan-23	Amazon	Carpet Cleaner	GB32JN2ABE1	£ 139.00	Yes
18-Jan-23	Amazon	3no. Coat stands for KC Hub	GB326HWABE1	£ 86.82	Yes
18-Jan-23	Amazon	2no. Cork Boards for KC Hub	GB3259WABE1	£ 53.98	Yes
18-Jan-23	Killamarsh Age Well	Section 137 Grant - Loudspeakers		£ 102.85	No
18-Jan-23	Printing Woman - Mrs D L Grist	Design fee for Calendar	900-020	£ 20.00	Yes
18-Jan-23	EDF	Gas - KCH 10/12/23 - 12/01/23	E67203333014	£ 587.06	Yes
18-Jan-23	Business Stream	Waste Services KCH - 07/10/22 - 06/01/23	1565254	£ 26.59	Yes
17-Jan-23	Direct Debit (LLOYDS BANK PLC)	Alfred Dunn - Rock Salt	710915	£ 45.84	Yes
17-Jan-23	Direct Debit (LLOYDS BANK PLC)	CV Library - Events & Marketing Manager Advert	444641	£ 90.00	Yes
17-Jan-23	Direct Debit (LLOYDS BANK PLC)	Microsoft - 16 Exchange Licences	E0600LE1ZA	£ 48.00	Yes
17-Jan-23	Direct Debit (LLOYDS BANK PLC)	Microsoft - 4 Business premium Licences	E0600LE43F	£ 66.40	Yes
17-Jan-23	Direct Debit (LLOYDS BANK PLC)	Adobe Monthly Licence	IEE20201212763108	£ 18.70	Yes
17-Jan-23	Direct Debit (LLOYDS BANK PLC)	TV Licence	4132823071	£ 159.00	Yes
17-Jan-23	Direct Debit (LLOYDS BANK PLC)	Monthly Card Fee	0	£ 3.00	
16-Jan-23	Direct Debit (761740 URA VENTURE)	GKL Van Lease	565984	£ 318.17	Yes
12-Jan-23	Affinity	Telecoms Invoice	553353	£ 160.25	Yes
10-Jan-23	Npower	CCTV Cameras - 01/10/22 - 31/12/22	IN05833951	£ 208.08	Yes
10-Jan-23	Amazon	IT Cables	2023-227	£ 13.28	Yes
10-Jan-23	Around Town	Events & Marketing Manager advert	5297	£ 282.00	Yes
10-Jan-23	Doorsteppa	Advertising in Doorsteppa	6844	£ 178.20	Yes
10-Jan-23	AG Group Limited	December Photocopying Charges	104208	£ 58.99	Yes
10-Jan-23	Waterplus	CLOC Building - 17/11/22 - 17/12/22	INV00685705	£ 9.82	Yes
10-Jan-23	ICS	Additional Christmas Period Service	52932	£ 24.00	Yes
10-Jan-23	ICS	December visits - Crem Gates	52904	£ 300.00	Yes
10-Jan-23	Chesterfield Canal Trust	Membership	346	£ 50.00	Yes
10-Jan-23	NEDCC	December Payroll - inclusive of back pay	DV20130612	£ 14,490.90	Yes
10-Jan-23	Mercury Live Ltd	Events & Marketing Manager advert	24595	£ 277.20	Yes
10-Jan-23	EDF Energy	Gas - CLOC Building - 14/09/22 - 10/11/22	E67203333012	£ 84.97	Yes
05-Jan-23	Direct Debit (N E DERBYSHIRE D C)	CLOC building Rates		1,472.00	Yes
04-Jan-23	Direct Debit (AFFINITY)	IT Services - December 2022	132086	£ 655.2	Yes
03-Jan-23	Direct Debit (SCREWFIX DIRECT LT)	Gloves	1315643715	£ 11.96	Yes
03-Jan-23	Direct Debit (E.ON NEXT)	Church Clock Electricity - 1/10/22 - 30/11/2022	KI-0480A688-0011	£ 65.92	Yes

£ 22,105.79



**Killamarsh Parish Council  
Budget 2022/23**

**EXPENDITURE**

**Health, Safety & Wellbeing Committee**

	2021/22 Outturn Excluding Leisure Centre	2022/23 Approved Budget	22/23 Current actual 31/03/2023	22/23 Projected Outturn	22/23 Variance
<b>Salaries &amp; Wages</b>					
1000 Office Staff - Salaries	22,478.00	63,000.00	26,562.21	36,882.21	-26,117.79
1001 Office Staff - NIC	1,442.00	6,500.00	11,289.21	15,786.93	9,286.93
1002 Office Staff - Pension	1,254.00	12,000.00	8,177.74	9,931.98	-2,068.02
1010 Amenity Attendants - Salaries	16,592.00	2,100.00	11,958.62	17,118.62	15,018.62
1011 Amenity Attendants - NIC	1,069.00	550.00	3,794.04	5,984.04	4,434.04
1012 Amenity Attendants - Pension	2,899.00	4,000.00	4,627.46	8,105.06	4,105.06
1020 Cleaner - Salaries	0.00	5,148.00	4,217.08	5,845.32	697.32
1021 Cleaner - NIC	0.00	661.00	0.00	0.00	-661.00
1022 Cleaner - Pension	0.00	0.00	0.00	0.00	0.00
1030 Events Manager - Salary	0.00	8,000.00	0.00	0.00	-8,000.00
1031 Events Manager - NIC	0.00	700.00	0.00	0.00	-700.00
1032 Events Manager - Pensions	0.00	1,500.00	0.00	0.00	-1,500.00
1040 Hospitality Staff - Salaries	0.00	18,337.00	0.00	0.00	-18,337.00
1041 Hospitality Staff - NIC	0.00	0.00	0.00	0.00	0.00
1042 Hospitality Staff - Pensions	5,664.00	0.00	0.00	0.00	0.00
1050 Pension Added Years Payment	801.00	800.00	213.67	213.67	-586.33
<b>Total - Salaries &amp; Wages</b>	<b>52,199.00</b>	<b>123,296.00</b>	<b>70,860.03</b>	<b>99,867.83</b>	<b>-23,428.17</b>

**Indirect Staffing Costs**

1100 Staff Training	410.00	2,000.00	1,540.00	1,540.00	-460.00 No further planned training for 22/23
1110 Travel	722.00	300.00	0.00	100.00	-200.00
1120 Recruitment Advertising	1,241.00	0.00	1,203.00	1,203.00	1,203.00 Events Manager post
1130 HR/Personnel/H&S Fees	1,313.00	2,500.00	2,797.50	4,647.50	2,147.50 Payroll support & H&S
1140 Uniform	0.00	1,000.00	260.41	350.00	-650.00
<b>Total - Indirect Staffing Costs</b>	<b>3,686.00</b>	<b>5,800.00</b>	<b>5,800.91</b>	<b>7,840.50</b>	<b>2,040.50</b>

**Total - Health, Safety & Well Being Committee**

<b>Total - Health, Safety &amp; Well Being Committee</b>	<b>55,885.00</b>	<b>129,096.00</b>	<b>76,660.94</b>	<b>107,708.33</b>	<b>-21,387.67</b>
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**Finance Committee**

**Administration Costs**

1200 Stationery / Copier Charges	2,298.00	2,000.00	1,844.84	2,094.84	94.84
1205 Subscriptions / Books	1,354.00	1,500.00	2,385.90	2,500.00	1,000.00
1210 Postage	160.00	750.00	0.00	0.00	-750.00
1215 IT Costs	16,897.00	12,000.00	16,875.89	18,375.89	6,375.89 Purchased IT
1220 Misc. Expenses	55.00	600.00	-27.78	-27.78	-627.78
1225 Telecoms	1,901.00	2,000.00	1,344.07	1,744.07	-255.93
1230 Parish Newsletter	347.00	1,200.00	495.00	695.00	-505.00
1235 Office Equipment	37.00	500.00	423.97	500.00	0.00
1240 Election Costs	14,100.00	2,000.00	0.00	2,000.00	0.00 Move to EMR
1245 Bank Charges	141.00	1,100.00	164.60	219.47	-880.53
1250/1 Audit - External	1,300.00	1,600.00	0.00	0.00	-1,600.00 Accrual put through in 21/22
1250/2 Audit - Internal	1,687.00	1,700.00	-1,426.25	-1,426.25	-3,126.25 Accrual put through in 21/22
1255 Accountancy Fees	5,478.00	3,500.00	3,311.06	3,311.06	-188.94
1260 Professional Fees	450.00	0.00	350.00	350.00	350.00 Lease advice?
1265 Legal Fees	850.00	2,000.00	782.40	782.40	-1,217.60
1300 Rent - Council Offices	1.00	1.00	0.00	0.00	-1.00
1310 Rates - Council Offices	3,770.00	3,792.00	3,792.40	3,792.00	0.00
1320 Electricity - Council Offices	0.00	1,500.00	0.00	0.00	-1,500.00
1330 Refuse Disposal - Paper	162.00	550.00	331.12	441.49	-108.51
1340 Property Maintenance - Council Offices	547.00	12,000.00	419.98	419.98	-11,580.02 See Hub expenditure
1350 Insurance	7,546.00	6,000.00	3,616.98	3,616.98	-2,383.02 Van insurance moved to correct budget
<b>Total - Administration Costs</b>	<b>59,081.00</b>	<b>56,293.00</b>	<b>34,684.18</b>	<b>39,389.15</b>	<b>-16,903.85</b>

**Grants & Donations**

1400 Grants - Section 137	150.00	5,000.00	1,754.85	1,754.85	-3,245.15
<b>Total - Grants &amp; Donations</b>	<b>150.00</b>	<b>5,000.00</b>	<b>1,754.85</b>	<b>1,754.85</b>	<b>-3,245.15</b>

**Projects**

1500 NEDCC - Leisure Centre Subsidy	250,000.00	150,000.00	0.00	150,000.00	0.00
1505 NEDCC - Leisure Centre Condition Survey & Boilers	0.00	0.00	0.00	20,000.00	20,000.00 Unbudgeted
1510 Loan Interest PWLB	0.00	2,000.00	0.00	0.00	-2,000.00 Use to cover unbudgeted costs in 22/23
1520 Loan capital PWLB	0.00	23,000.00	0.00	0.00	-23,000.00 Use to cover unbudgeted costs in 22/23
1530 Parish Suite - Refurbishment	0.00	0.00	4,850.00	4,850.00	4,850.00
1540 Contribution to reserves	0.00	18,791.00	0.00	18,791.00	0.00
<b>Total - Projects</b>	<b>250,000.00</b>	<b>193,791.00</b>	<b>4,850.00</b>	<b>193,641.00</b>	<b>-150.00</b>

**Total - Finance Committee**

<b>Total - Finance Committee</b>	<b>309,231.00</b>	<b>255,084.00</b>	<b>41,289.03</b>	<b>234,785.00</b>	<b>-20,299.00</b>
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**Environment & Climate Change Committee**

**Parks & Open Spaces**

2000 Rent - CISWO land	89.00	89.00	18.51	18.51	-70.49
2010 Dog Bin Emptying	4,156.00	6,000.00	2,073.60	4,147.20	-1,852.80 Extra Added for additional bins fitted in Dec22
2015 Dog Bin Purchases	0.00	0.00	0.00	0.00	0.00
2020 Grounds Maintenance	10,194.00	24,000.00	10,092.24	15,000.00	-9,000.00 future Tree Maintenance.
2030 Gritting - Bags and Bins	0.00	2,000.00	340.06	1,000.00	-1,000.00 Dependent on weather to year end
2040 Equipment & Small Tools	1,024.00	1,500.00	584.98	800.00	-700.00 Split out works element
2045 General Maintenance of open spaces	0.00	0.00	738.86	1,000.00	1,000.00 Works element
2050 Vehicle Leasing	3,207.00	3,000.00	2,691.40	3,221.68	221.68
2060 Vehicle Fuel & Maintenance	874.00	2,500.00	2,313.47	2,513.47	13.47 Includes Van Insurance
<b>Total - Parks &amp; Open Spaces</b>	<b>19,544.00</b>	<b>39,099.00</b>	<b>18,853.12</b>	<b>27,700.86</b>	<b>-11,388.14</b>

**Cemetery**

2100 Water Charges	129.00	170.00	146.88	195.84	25.84
2105 Gates Opening Costs	0.00	0.00	1,420.00	1,900.00	1,900.00
2110 Refuse Disposal	1,698.00	2,000.00	1,250.68	1,250.68	-749.32
<b>Total - Cemetery</b>	<b>1,827.00</b>	<b>2,170.00</b>	<b>2,817.56</b>	<b>3,346.52</b>	<b>1,176.52</b>

**Churches & Churchyards**

2300 Electricity - Clock	409.00	450.00	343.90	450.00	0.00
2310 Maintenance Costs	262.00	370.00	3,018.00	3,018.00	2,648.00 Repairs to face and Chimes
<b>Total - Churches &amp; Churchyards</b>	<b>671.00</b>	<b>820.00</b>	<b>3,361.90</b>	<b>3,468.00</b>	<b>2,648.00</b>

**Highways & Street Furniture**

2400	Rent - Bus Shelter	30.00	40.00	0.00	40.00	0.00	0.00	0.00
2410	Maintenance / Repairs	320.00	0.00	374.00	1,624.00	1,624.00	1,624.00	Further repairs to Station Road needed
<b>Total - Highways and Street Furniture</b>		<b>350.00</b>	<b>40.00</b>	<b>374.00</b>	<b>1,664.00</b>	<b>1,664.00</b>	<b>1,624.00</b>	

**CCTV**

2500	Electricity	634.00	750.00	612.43	762.43	762.43	12.43	
<b>Total - CCTV</b>		<b>634.00</b>	<b>750.00</b>	<b>612.43</b>	<b>762.43</b>	<b>762.43</b>	<b>12.43</b>	

**Projects**

2600	Neighbourhood Plan	0.00	5,000.00	0.00	5,000.00	0.00	0.00	Move to EMR
2610	Birchlands Log Circle - Capital Reserve Fund	1,367.00	0.00	0.00	0.00	0.00	0.00	
2620	Notices Boards - Capital Reserve Fund	0.00	0.00	577.00	-577.00	-577.00	-577.00	Funded from Capital Reserve
2630	Benches (*4) - Capital Reserve Fund	0.00	0.00	2,038.00	-2,038.00	-2,038.00	-2,038.00	Funded from Capital Reserve
2640	Grant Funded - Debris	0.00	0.00	5,240.00	5,240.00	5,240.00	5,240.00	Funded from Grant
<b>Total - Projects</b>		<b>1,367.00</b>	<b>5,000.00</b>	<b>7,855.00</b>	<b>7,625.00</b>	<b>7,625.00</b>	<b>2,625.00</b>	

<b>Total - Environment &amp; Climate Change Committee</b>		<b>24,393.00</b>	<b>47,869.00</b>	<b>33,874.01</b>	<b>44,566.81</b>	<b>44,566.81</b>	<b>-3,302.19</b>	
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**Events & Communications Committee**

**Killamarsh Community Hub**

3100	Rates	3,169.00	17,208.00	10,304.00	11,776.00	11,776.00	-5,432.00	remaining budget to be allocated to Parish Suite
3110	Water Charges	42.00	0.00	218.99	550.00	550.00	550.00	
3120	Electricity	654.00	1,500.00	1,697.64	2,541.71	1,041.71	1,041.71	
3130	Gas	406.00	5,000.00	3,795.28	4,545.28	-454.72	-454.72	
3140	Maintenance Contracts	214.00	0.00	1,405.00	9,905.00	9,905.00	9,905.00	Repairs required on heating and some adjustments to accommodate office to be used from budget line 1340
<b>Total - CLOC Building</b>		<b>4,485.00</b>	<b>23,708.00</b>	<b>17,420.91</b>	<b>29,317.99</b>	<b>29,317.99</b>	<b>5,609.99</b>	

**Parish Suite**

3200	Bar Stock	0.00	5,000.00	0.00	0.00	0.00	-5,000.00	
3210	Catering Purchases - Food & Drink	0.00	4,000.00	0.00	0.00	0.00	-4,000.00	
3220	Catering Purchases - Non Food	0.00	1,500.00	0.00	0.00	0.00	-1,500.00	
3230	Publicity	0.00	800.00	0.00	0.00	0.00	-800.00	
3240	Equipment & Small Tools	34.00	1,200.00	0.00	226.05	226.05	-973.95	
3245	Cleaning Materials & Equipment	0.00	0.00	386.02	500.00	500.00	500.00	
3250	Stocktaking fees	0.00	600.00	0.00	0.00	0.00	-600.00	
3260	Entertainers	0.00	800.00	0.00	0.00	0.00	-800.00	
3270	Lease	0.00	22,000.00	40,479.70	40,479.70	18,479.70	21,722	payment paid late
3275	Service Charge	0.00	0.00	0.00	13,445.55	13,445.55	13,445.55	Unbudgeted and Based on first 3 qtr's invoices now received
3280	Licences	0.00	1,000.00	529.00	579.00	579.00	-421.00	Other licences needed to be reviewed
<b>Total - Parish Suite</b>		<b>34.00</b>	<b>36,900.00</b>	<b>41,620.77</b>	<b>55,230.30</b>	<b>55,230.30</b>	<b>18,330.30</b>	

**Community Bus**

3300	Community Bus	0.00	5,000.00	0.00	0.00	0.00	-5,000.00	
<b>Total - Community Bus</b>		<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-5,000.00</b>	

**Projects**

3400	Queens Platinum Jubilee	0.00	0.00	1,427.76	1,427.76	1,427.76	1,427.76	
3410	Extreme Wheels Sessions	0.00	0.00	3,245.00	1,770.00	1,770.00	1,770.00	Reserved used to partially offset costs
<b>Total - Projects</b>		<b>0.00</b>	<b>0.00</b>	<b>4,672.76</b>	<b>3,197.76</b>	<b>3,197.76</b>	<b>3,197.76</b>	

**Events**

3000	Killamarsh in Colour	1,812.00	6,500.00	0.00	0.00	0.00	-6,500.00	No costs as accrual included from 21/22 cost £2240
3500	Competition Prizes	0.00	0.00	170.00	170.00	170.00	170.00	
3510	Christmas Decorations & Activities	0.00	0.00	3,646.14	3,646.14	3,646.14	3,646.14	2 rooted Trees, lamppost testing, lamppost trees, lights and festival tree
3520	Village Festival	0.00	0.00	0.00	0.00	0.00	0.00	
3530	One off Events	6,485.00	12,000.00	133.82	3,398.82	-8,601.18	-8,601.18	Includes contribution to EMR for 2023 Extreme Wheels programme
3540	Remembrance Day	641.00	500.00	428.06	428.06	-71.94	-71.94	
<b>Total - Events</b>		<b>8,938.00</b>	<b>19,000.00</b>	<b>4,378.02</b>	<b>7,643.02</b>	<b>-11,356.98</b>	<b>-11,356.98</b>	

<b>Total - Events &amp; Communications Committee</b>		<b>13,457.00</b>	<b>84,608.00</b>	<b>68,092.46</b>	<b>95,389.07</b>	<b>95,389.07</b>	<b>10,781.07</b>	
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<b>TOTAL EXPENDITURE</b>		<b>402,966.00</b>	<b>516,657.00</b>	<b>219,916.44</b>	<b>482,449.21</b>	<b>482,449.21</b>	<b>-34,207.79</b>	
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**INCOME**

**Finance Committee**

**Administration**

100	Precept	495,263.00	488,649.00	488,648.56	488,648.56	488,648.56	-0.44	
110	Rent	250.00	0.00	50.00	50.00	50.00	50.00	
120	Memorial Fence Insurance Claim	0.00	0.00	900.00	900.00	900.00	900.00	
130	Wayleaves and Easements	19.00	0.00	21.18	21.18	21.18	21.18	
140	Bank Interest	0.00	13.00	0.00	0.00	-13.00	-13.00	
150	Leases	0.00	0.00	1,920.00	1,920.00	1,920.00	1,920.00	
160	Misc Income	650.00	0.00	429.88	129.88	129.88	129.88	
<b>Total - Administration</b>		<b>496,182.00</b>	<b>488,662.00</b>	<b>491,969.62</b>	<b>491,669.62</b>	<b>491,669.62</b>	<b>3,007.62</b>	

**Environment & Climate Change Committee**

**Allotments**

200	Belk Lane Income	485.00	500.00	350.00	500.00	500.00	0.00	
210	Station Road Income	470.00	500.00	350.00	500.00	500.00	0.00	
<b>Total - Allotments</b>		<b>955.00</b>	<b>1,000.00</b>	<b>700.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	

**Rights of Way - DCC**

220	Rights of Way Income from DCC	495.00	495.00	0.00	495.00	495.00	0.00	
<b>Total - Rights of Way - DCC</b>		<b>495.00</b>	<b>495.00</b>	<b>0.00</b>	<b>495.00</b>	<b>495.00</b>	<b>0.00</b>	

**Project Funding**

230	Defibrator Grant Income	0.00	0.00	1,956.00	1,956.00	1,956.00	1,956.00	
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**Total - Projects Funding** 0.00 0.00 1,956.00 1,956.00 1,956.00

**Events & Communications Committee**

**Killamarsh Community Hub**

300 Rent 0.00 6,200.00 0.00 0.00 -6,200.00  
**Total - CLOC Building** 0.00 6,200.00 0.00 0.00 -6,200.00

**Parish Suite**

310 Hire Income -57.00 13,000.00 0.00 0.00 -13,000.00  
 320 Bar Income 0.00 7,000.00 0.00 0.00 -7,000.00  
 330 Catering Income 0.00 0.00 0.00 0.00 0.00  
**Total - Parish Suite** -57.00 20,000.00 0.00 0.00 -20,000.00

**Events**

340 Village Festival 0.00 0.00 50.00 0.00 0.00 transfer to 23/24  
 350/1 Grants received - Jubilee 1,475.00 0.00 700.00 700.00 700.00  
 350/2 Grants received - Remembrance 450.00 300.00 150.00 150.00 -150.00  
**Total - Events** 1,925.00 300.00 900.00 850.00 550.00

**TOTAL INCOME** 499,500.00 516,657.00 495,525.62 495,970.62 -20,666.38

**NET BALANCE** -96,534.00 0.00 275,609.18 13,521.41 13,521.41

Reserves	Movement in Year			01.04.2023
	31.03.2022	31.03.2023		
General Fund	£146,334.99	£2,661.55	£148,996.54	
<b>Reserves</b>				
EMR Birchlands Play Area	£1,509.67	£1,509.67	£0.00	£1,509.67
EMR Parish Suite Reserve	£59,962.11	£59,962.11	£0.00	£59,962.11
Rolling Capital Fund	£112,053.19	£112,053.19	£16,176.00	£128,229.19
EMR Environment Reserve	£67,306.04	£85,696.04	£0.00	£85,696.04
EMR Community Events	£1,475.00	£1,475.00	£1,790.00	£3,265.00
EMR Election Costs	£0.00	£0.00	£2,000.00	£2,000.00
EMR Neighbourhood Plan	£0.00	£0.00	£5,000.00	£5,000.00
EMR Speedwatch	£0.00	£16.26	£0.00	£16.26
<b>Reserves</b>	<b>£242,306.01</b>	<b>£18,406.26</b>	<b>£260,712.27</b>	<b>£285,678.27</b>
	<b>£388,641.00</b>	<b>£409,708.81</b>		

Should have been moved 21/22

Estimated Outstanding Costs £262,087.77  
 EMR reserves at 1.04.22 £260,712.27

**Total** **£522,800.04**  
 Jan Bank Balance £671,796.58

Estimated General Fund **£148,996.54**



# Killamarsh Parish Council

## Report to Members of the Parish Council

<b>TO:</b>	Members of the Finance Committee
<b>MEETING DATE:</b>	20 <sup>th</sup> February 2023
<b>SUBJECT:</b>	Alterations to Killamarsh Hub to accommodate the Parish Office
<b>REPORT AUTHOR:</b>	Gail Blank

### Item 9

#### **Purpose of Report:**

To provide Councillors with the information required to make an informed decision before approving spend.

#### **Background**

The Parish Council approved that the Parish Council offices are moved into Killamarsh Community Hub at Full Council on the 31<sup>st</sup> of October 2022.

#### **Proposal**

The Clerk identified the appropriate office space required to make an office and an enclosed reception area for staff working on their own.

To create the new space some building works will be required, this includes:

- Create an opening between the two smaller offices which will require disconnection of electrics and rewiring works and a lintel.
- Create a reception hatch from the smaller office into the Foyer.
- Removal of all rubbish
- Plastering
- Making good skirting boards and walls.
- Handymen to decorate.

The Clerk put the job out to local builders and received 2 quotations.

Quotation 1 – £2,860

Quotation 2 - £3,200

The 2<sup>nd</sup> builder has also said that he will not be able to fit in the work until later in the year. The 1<sup>st</sup> builder still having flexibility to juggle his workload.

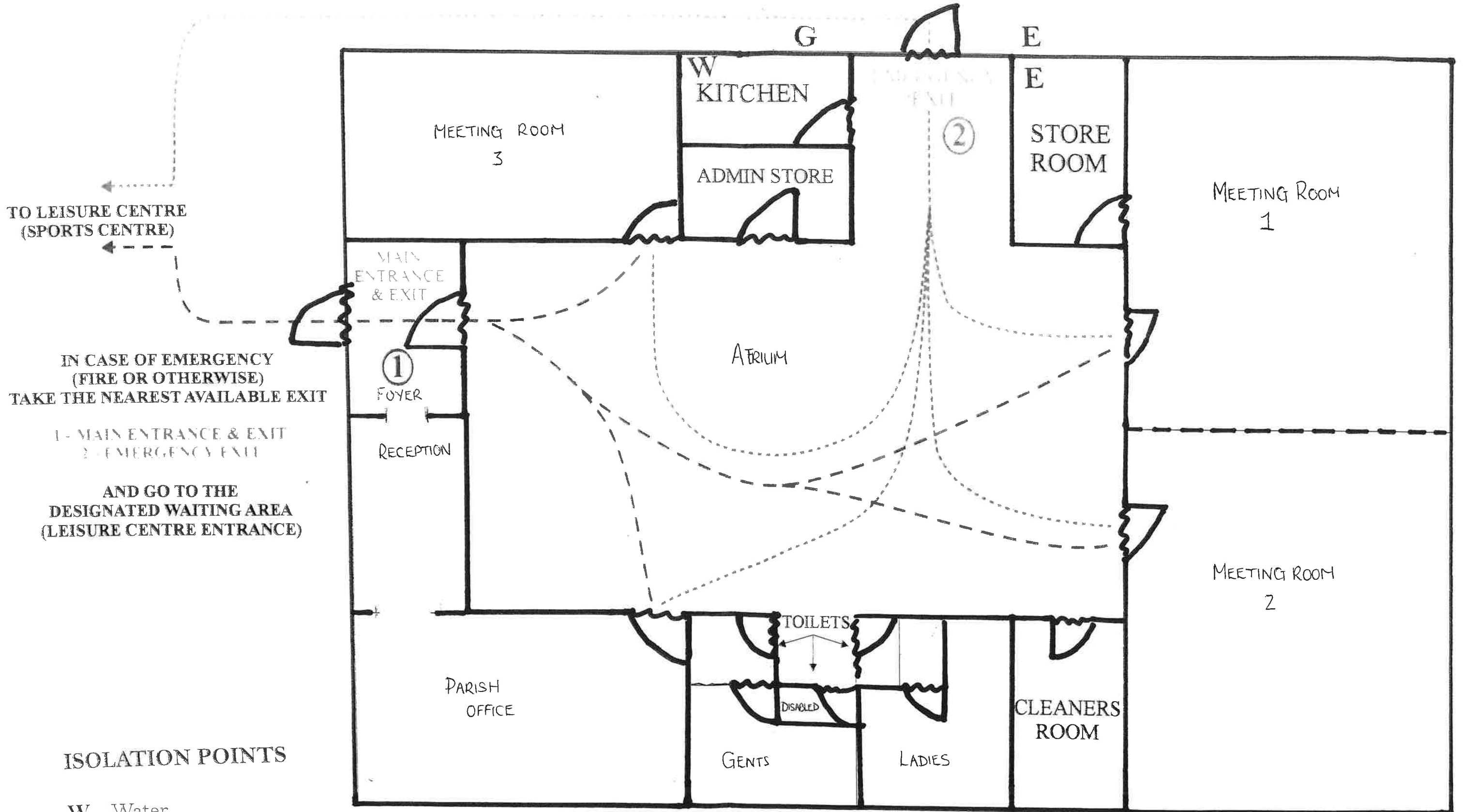
#### **Recommendation**

That the Finance Committee approve the works and spend of £2,860 to have them completed.



# KILLAMARSH COMMUNITY HUB

# EMERGENCY EVACUATION ROUTE



TO LEISURE CENTRE  
(SPORTS CENTRE)

IN CASE OF EMERGENCY  
(FIRE OR OTHERWISE)  
TAKE THE NEAREST AVAILABLE EXIT

1 - MAIN ENTRANCE & EXIT  
2 - EMERGENCY EXIT

AND GO TO THE  
DESIGNATED WAITING AREA  
(LEISURE CENTRE ENTRANCE)

### ISOLATION POINTS

- W Water
- E Electricity
- G Gas





## St Giles Church Clock

### Clock Maintenance and Repair Agreement

This agreement is between Killamarsh Parish Council and St Giles Church and applies from 1<sup>st</sup> April 2023

#### **Purpose**

The purpose of this agreement is to formally confirm roles and responsibilities of each party regarding the maintenance of the clock, and its chiming mechanisms, as a valued community asset.

This agreement replaces any other previously agreed or understood arrangements that may have operated in the past.

#### **Responsibility of the Parish Council**

Killamarsh Parish Council will enter into a maintenance agreement with a suitable contractor for the annual service of the Clock.

Killamarsh Parish Council will pay the annual maintenance service cost in full.

The contact for Killamarsh Parish Council, is the Parish Clerk.

#### **Responsibility of the St Giles Church**

St Giles Church will ensure that the Clock, and all its associated equipment, are adequately insured as a fixture and fitting of its building insurance. This should include accidently damage.

St Giles Church will ensure that only trained operatives have access to the Clock, and its associated equipment to amend settings /timings etc.

St Giles Church's responsible person will liaise with the contractor to agree a mutual convenient date for the annual service visit and provide access.

The invoice for the annual service should be sent by the contractor to St Giles Church's responsible person but should be in the name of Killamarsh Parish Council and clearly show any VAT. St Giles Church's responsible person should verify the invoice and certify it for payment to confirm the service was carried out before forwarding it to Killamarsh Parish Council for payment.

Should a fault occur with any aspect of the mechanism or installation, St Giles Church's responsible person should report the fault to the contractor.

If the fault cannot be rectified over the phone and the contractor advises that a call out is necessary to assess/repair the fault, the cost of the call out including any indicative repair costs should be established by St Giles Church's responsible person and confirmed in writing by the contractor.

St Giles Church's responsible officer should then advise the Parish Clerk in writing of the nature of the fault, the call out fee and any indicative repair costs who will then seek agreement to the contractor being called out to assess /repair the fault.

In making/considering this request St Giles Church and Killamarsh Parish Council should give due regard to the nature of the fault, any urgency for a repair and the date of the next annual service visit.

The cost of the call out will be share equally between Killamarsh Parish Council and St Giles Church.

The Parish Clerk will confirm agreement to a call out, or otherwise, in writing.

If agreed, St Giles Church's Responsible Officer will advise the contractor in writing that a call out visit has been authorised and arrange a date and access with the contractor.

The invoice for the call out charge should clearly show any VAT and be made out to Killamarsh Parish Council but should be sent by the contractor to St Giles Church's responsible person who should verify it and certify it for payment.

The invoice, together with a payment to the Parish Council of 50% of the amount due (excluding VAT) should then be sent to the Parish Clerk who will on receipt arrange payment to the contractor.

### **Joint responsibilities**

Any remedial action required to repair a fault, together with the cost, proposed timing and any warranty that will apply to work carried out should be confirmed in writing by the contractor and sent to St Giles Church's responsible person and the Parish Clerk.

The repair details should then be reported to both Killamarsh Parish Council and St Giles Church for consideration. If both parties agree that the repair is essential and wish to proceed with the repair, the cost of the repair will be equally shared between both Killamarsh Parish Council and St Giles Church.

Both parties should confirm their agreement in writing to each other.

St Giles Church's responsible person will then instruct the contractor to proceed with the repair and arrange a date and access for the repair to be carried out.

The invoice for the repair should clearly show any VAT and be made out to Killamarsh Parish Council, together with any warranty for the repair. The invoice should be forwarded to St Giles Church's responsible person, by the contractor, who will verify it and certify that the work has been satisfactorily carried out.

The invoice/warranty should then be sent to the Parish Clerk together with a payment to the Parish Council for 50% of the cost, exclusive of VAT.

Upon receipt the Parish Clerk will then arrange for payment to be made to the contractor.

**This agreement is for 12 months and will be subject to an annual review by both parties prior to the 1<sup>st</sup> of April each year. At each annual review, both parties will decide if they wish to extend for a further 12 months or terminate the agreement. If either party wish to terminate the agreement at least 3 months written notice should be given to the other party.**

**Signed by:**

**Name**

**Signature**

**Date**

**On behalf of the Parish Council**

**Signed by:**

**Name**

**Signature**

**Date**

**On behalf of St Giles Church**

