



**Minutes of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 4 June 2015 at 10.00 pm at Ketley Community Centre**

**PRESENT:**

Councillor David Elliott  
Councillor Amrik Jhawar

Councillor Maggie Evans  
Councillor Anil Saini

In Attendance: Alison Hinks, Parish Clerk.

**F15/1289 WELCOME**

The Chair welcomed Councillors to the meeting.

**F15/1290 ELECTION OF CHAIRMAN OF FINANCE COMMITTEE**

Cllr Maggie Evans was elected a Chairman of the Finance Committee at the Ketley Parish Council meeting on 20 May 2015.

**F15/1291 ELECTION OF VICE CHAIRMAN OF THE FINANCE COMMITTEE**

**RESOLUTION:** Cllr Jhawar proposed that Cllr Anil Saini is Vice Chairman of the Finance Committee, which was seconded by Cllr Evans and unanimously agreed by the Finance Committee.

**F15/1292 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Cartwright (ill).

**F15/1293 DECLARATIONS OF PECUNIARY INTERESTS**

Nothing to report.

**F15/1294 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 30 APRIL 2015**

**RESOLUTION:** The minutes of the Finance Committee held on 30 April 2015 were proposed as an accurate record by Cllr Elliott, seconded by Cllr Saini and unanimously approved by the Finance Committee.

**F15/1295 MONTHLY BANK RECONCILIATION**

The Clerk reported as at year end on 11 May 2015 the Parish Council's bank statements were as follows:

National Savings	£106,246.79
Co-op	<u>£ 59,057.51</u>
TOTAL	<u>£165,304.30</u>

There is currently £10,359.24 worth of un-presented cheques from the Co-op, leaving a balance of £48,698.27. It is anticipated that money will have to be transferred from the National Savings account to ensure that there is enough funds to cover future spending before the second Precept payment from T&W Council.

**F15/1296 ORDERS FOR THE PAYMENT OF MONEY.**

Acceptance of the Orders for the Payment of Money was proposed by Cllr Evans, seconded by Cllr Saini, signed and accepted as follows:

Cheq. No.	Description	Supplier	Cost Code	Net	Vat	Total
300843	Salary – May 15	A Hinks	1/1	1276.74	0.00	1276.74
300844	Salary – May 15	E A Linton	6/608	960.41	0.00	960.41
300845	Salary – May 15	S Ward	6/608	472.97	0.00	472.97
300846	Rent for KYC – June 2015	T&W Council	6/626	83.33	16.67	100.00
300846	Rent for KYC – May 2015	T&W Council	6/626	83.33	16.67	100.00
300847	Office Equipment	WMS	1/8	11.07	2.21	13.28
300848	Non Domestic Rates for GOR	T&W Council	10/217	627.00	0.00	627.00
300849	Printer Cartridge	Cartridge Save	1/8	30.24	6.05	36.29

300850	IT Support – May 15	TCAT	1/14	330.00	66.00	396.00
300701	Gas 28.02.15 – 31.03.15	WME	6/608	1068.42	213.68	1282.10
300701	Electricity 1.2.15 – 31.3.15	WME	6/607	36.11	1.81	37.92
300701	Electricity – 1.2.15 – 31.3.15	WME	6/607	194.89	9.74	204.63
300701	Electricity – 1.2.15 – 31.3.15	WME	6/607	510.17	102.03	612.20
300702	Grave Digging – May 15	P&W Contracting	10/211	422.00	84.40	506.40
300702	Grave Digging – April 15	P&W Contracting	10/211	488.55	97.71	586.26
300703	Cleaning material	Halls SMS	6/605	95.20	19.06	114.26
300704	Consultancy Fee	Community First Partnership Ltd	3/63	5000.00	1000.00	6000.00
300705	Office Expenses	A Hinks	1/8	58.12	0.00	58.12
300706	Salary – May 15	D Shepherd	6/608	69.88	0.00	69.88
300707	PAYE – May 15	HMRC	1/2	411.58	0.00	411.58
300708	Parish Pension – May 15	SCPF	1/2	320.09	0.00	320.09
300708	Centre Pension – May 15	SCPF	6/621	316.90	0.00	316.90

**TOTAL** **£14,503.03**

**RESOLUTION: The payments listed above should be authorised in accordance with the Parish Council Standing Orders**

#### **F15/1297 OVERVIEW OF 2015-16 BUDGET**

The Clerk went through the receipts and payments to date, which was presented to Councillors at the meeting. Cllr Evans suggested that a log of gas and electricity meters are recorded monthly. Cllr Jhawar suggested that pre-paid envelopes may be cheaper than purchasing stamps.

The Finance Committee also looked in detail at the receipts and payments for Ketley Community Centre and the Garden of Rest. Cllr Evans asked that a cost comparison for charges for the GOR is reviewed at the next meeting. Cllr Elliott suggested that an additional cleaning cost is included on party bookings and that a deposit and full payment is paid upfront for all parties.

Cllr Elliott suggested that the Centre Manager attends the Finance Meeting to update on the financial situation of the Community Centre. Cllr Jhawar said that she should attend all meetings to update Councillors on the Community Centre.

#### **F15/1298 2014-15 ANNUAL AUDIT OF ACCOUNTS**

The Clerk reported that the annual internal audit had now been completed and the external audit paperwork completed and signed off by the internal auditor. The year-end accounts are to be approved at the Full Council meeting on 20 May 2015. As the receipts and payments for 2014-15 come to over the £200,000 threshold, Mazars have questioned if the Parish Council should change to income and expenditure accounts. The internal auditor has advised against this and suggested that the Parish Clerk formally write to Mazars to explain why the receipts and payments was so high this financial year and ask that this is reviewed 12 month's time.

#### **F15/1299 2014-15 INTERNAL AUDIT OF ACCOUNTS**

The Clerk went through the recommendations from the internal auditor in the year end internal audit report:  
**Recommendation: 1** The Community Centre Booking Diary requires improvement in order to provide sufficient information as to the bookings made and availability of the facilities.

**Council's Comments:** Ann Linton to update the current room booking system to ensure that there is an audit trail from booking – usage – invoice – payment- debtor.

**Recommendation 2:** Individual invoices and reimbursements be signed/initialled as checked by two council members prior to being paid. Currently a summary schedule only is checked by councillors and not the supporting individual document.

**Council's Comments:** To be implemented by cheque signatories asap.

**Recommendation 3:** Orders should be raised when committing funds providing an audit trail of works commissioned and enabling supplies invoices to be checked upon receipt.

**Council's Comments:** The Clerk to implement this asap.

**Recommendation 4:** When a new Council is formed in May 2015 one of its priorities should be to establish a strategic plan on which a long term financial plan can be based, given that the council is challenged with sustaining in good order the assets it is already responsible for.

**Council's Comments:** The Clerk has already put together a draft budget for 2016-17 to determine capital costs, which will be reviewed at a future Finance Committee.

Recommendation 5: Two out of date cheques relating to the previous year are treated as unpresented cheques and require writing back to the accounts in 2015/16.  
Council's Comments: The Clerk has already actions this.

Recommendation 5: The Clerk seeks quotes from 3<sup>rd</sup> Party Payroll Processing Contractors for 2015-16 to present to Council to facilitate the independent processing and administration of Payroll.  
Council's Comments: The Finance Committee feel that the Parish Council cannot afford to contract out payroll.

**F15/1300 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL**

Nothing to report

**F15/1301 INFORMATION ITEMS**

Nothing to report.

**F14/1302 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

Nothing to report

**F14/1288 TO CONFIRM THE DATE OF FUTURE MEETINGS**

Thursday 25 June 2015 at 10.00 am at Ketley Community Centre.

The meeting finished at 11.00 pm.

Signed .....  
Chairman of Ketley Parish Council Finance Committee

Date: Thursday 25 June 2015