

KETLEY PARISH COUNCIL TELFORD, SHROPSHIRE



Chairman: Councillor Anil Saini
Clerk to the Council: Alison Hinks
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Minutes of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 16 July 2015 at 10.00 pm at Ketley Community Centre

PRESENT:

Councillor Maggie Evans (Chairman)
 Councillor Anil Saini

Councillor Amrik Jhawar

In Attendance: Alison Hinks, Parish Clerk and Cllr Rhodes for part of the meeting.

F15/1317 WELCOME

The Chair welcomed Councillors to the meeting.

F15/1318 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Cartwright (hospital appointment). Cllr Elliott also did not attend the meeting.

F15/1319 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

F15/1320 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 25 JUNE 2015

RESOLUTION: The minutes of the Finance Committee held on 25 June 2015 were proposed as an accurate record by Cllr Jhawar, seconded by Cllr Evans and unanimously approved by the Finance Committee.

F15/1321 MONTHLY BANK RECONCILIATION

The Clerk reported as at year end on 29 May 2015 the Parish Council's bank statements were as follows:

National Savings	£106,246.79
Co-op	<u>£ 49,918.84</u>
TOTAL	<u>£156,165.63</u>

There is currently £40,551.86 of unrepresented cheques from the Co-op Bank Account, leaving a balance of £9,366. The Clerk has sent off the paperwork to National Savings to transfer £45,000 into the Co-op Bank account to cover spent in July, August and September 2015, until the second half of the T&W Council Precept payment will be received on 1 October 2015.

F15/1322 ORDERS FOR THE PAYMENT OF MONEY.

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

Cheque No.	Supplier	Description	Cost Code	Net	VAT	Total
300729	TCAT	IT Support - July 2015	1/14	£ 330.00	£ 66.00	£ 396.00
300730	Salopian H&S Consultancy	Consultancy - June 2015	5/94	£ 292.10	-	£ 292.10
300731	T&W Council	Rent for KYC - July 2015	6/626	£ 83.33	£ 16.67	£ 100.00
300732	PRS Ltd	Music Licence for 2015-16	6/625	£ 846.24	£ 169.25	£ 1,015.49
300733	Scribe 2000 Ltd	Accounts Licence for 2015-16	1/12	£ 462.50	£ 92.50	£ 555.00
300734	Cartwrights Waste Disposal Services Ltd	Skip hire	6/609	£ 165.00	£ 33.00	£ 198.00
300735	Churches Fire Security Ltd	Fire alarm and security lighting service	6/610	£ 150.00	£ 30.00	£ 180.00
300736	Wellers Hedleys	Solicitor advice for Paddock Mound	3/62	£ 414.00	£ 82.80	£ 496.80

300736	Wellers Hedleys	Solicitor advice for Ketley Youth Centre	6/626	£ 1,334.00	£ 266.80	£ 1,600.80
300737	NW Print Ltd	Printing for newsletter - June 2015	5/93	£ 160.00	£ 32.00	£ 192.00
300738	P&W Contracting Ltd	Grave digging - June 2015	10/211	£ 211.00	£ 42.20	£ 253.20
300739	A Hinks	Salary - July 15	1/1	£ 1,283.30	-	£ 1,283.30
300740	E A Linton	Salary - July 15	6/605	£ 960.41	-	£ 960.41
300741	S Ward	Salary - July 15	6/605	£ 472.97	-	£ 472.97
300742	SCPF	Parish Pension - July 15	1/3	£ 322.11	-	£ 322.11
300742	SCPF	Centre Pension - July 15	6/621	£ 316.90	-	£ 316.90
300743	HMRC	PAYE - July 2015	1/2	£ 415.48	-	£ 415.48
300744	WME	Gas - 28.02.15 - 30.04.15	6/606	£ 34.93	-	£ 34.93
300744	WME	Electric - 01.04.15 - 30.04.15	6/607	£ 228.39	£ 45.68	£ 274.07
300744	WME	Electric - 01.05.15 - 31.05.15	6/607	£ 45.22	£ 2.26	£ 47.48
300744	WME	Electric - 01.04.15 - 30.04.15	6/607	£ 47.08	£ 2.35	£ 49.43
300744	WME	Electric - 01.05.15 - 31.05.15	6/607	£ 18.68	£ 0.93	£ 19.61
300744	WME	Electric - 01.04.15 - 30.04.15	6/607	£ 18.11	£ 0.91	£ 19.02
300744	WME	Electric - 01.05.15 - 31.05.15	6/607	£ 220.04	£ 44.01	£ 264.05
300745	C&V Leaflet Distribution	Newsletter Distribution - June 2016	5/93	£ 132.60	£ 26.52	£ 159.12
300746	Sheen Windows (Telford)	H&S Glass	6/609	£ 1,475.00	£ 295.00	£ 1,770.00
300747	A Hinks	Office Expenses	1/8	£ 21.18	-	£ 21.18
300748	Quick Skips Ltd	Skip Hire	6/609	£ 165.00	£ 33.00	£ 198.00
300749	D Shepherd	Salary - July 2015	6/608	£ 50.38	-	£ 50.38
300750	WME	Electricity - 01.06.15-30.06.15	6/626	£ 27.22	£ 1.36	£ 28.58
300750	WME	Electricity - 01.06.15-30.06.15	6/607	£ 18.68	£ 0.93	£ 19.61
300750	WME	Electricity - 01.06.15-30.06.15	6/607	£ 212.56	£ 45.51	£ 255.07

TOTAL

TOTAL

£12,261.09

RESOLVED that the payments listed above should be authorised in accordance with the Parish Council Standing Orders

F15/1323 OVERVIEW OF 2015-16 BUDGET

The Clerk went through the receipts and payments to date, which was presented to Councillors at the meeting:

- The Clerk said that T&W Council Asset Management Department had asked for a projected income on the Youth Centre for the next financial year. The rent is reviewed every 5 years and due 2015.
- The Clerk reported that she has now set up spreadsheets to monitor energy consumption and invoice payments.
- The Clerk is scrutinising all invoices before payment and speaking direct to all suppliers to ensure that there is no credit on accounts before payment the invoice.
- Cllr Saini suggested that the newsletter is sponsored by local companies to cut down on the cost of production and delivery.
- The Clerk said that the final invoices have been received from the solicitor for the Youth Centre licence and Paddock Mound lease. The Clerk to provide the Finance Committee with a breakdown of the total cost of transferring the building to TACT.
- The Clerk reported that 3 skips in total had to be ordered to clear the Community Centre outbuildings and Ketley Youth Centre, amounting to £585.
- The Clerk reported on the increase to the minimum wage to be introduced from 1 April 2016. The effect on the Parish Council is as follows:
 - Sue Ward: From £6.70 ph to £7.20 ph = an extra £461.50 pa

- Ann Linton: From £7.69 ph - £8.70 ph = an extra £1,720.03 pa
 - Appentice: From £101.01pw - £122.10 pw = an extra £1,096.68 pa
 - Dave Shepherd: From £6.70 ph - £7.20 ph = works adhoc when needed
- Totals a minimum of £3,278.21

The Appentice is a new post costed at £5,252.52 pa.

In light of this, the Resources Committee asked the Finance Committee to consider putting on hold the advertisement of the Appentice until 2016. Cllr Saini said that the Parish Council need to enhance the service provided to the local community. Cllr Jhawar said that the Resources Committee are looking to ensure value for money within the current staffing structure and to ensure that a structure fits the needs of the Parish. There is scope in the current staffing structure to re-line roles and make savings. Cllr Jhawar said that the Parish Council may have to consider increasing Council Tax to cover the budget needed to run the Parish.

F15/1324 REVIEW OF CHARGES FOR THE KETLEY COMMUNITY

The Clerk presented to the Finance Committee a comparison of room hire charges for Leegomery, Hadley, Sutton Hill and Brookside which are all at least £2.50 higher than Ketley Community Centre's current charges. Cllr Saini asked if the facilities are the same. Cllr Rhodes said that the community are not involved in the running of the Community Centre and not enough community events are organised. Cllr Evans said that a café environment is needed in the Centre. Cllr Jhawar said that this was also discuss at Resources Committee when looking at staff need.

F15/1325 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

The Clerk said that the quote for the fencing at Red Lake Garden of Rest is £2,200, which was accordingly approved.

F15/1326 INFORMATION ITEMS

The Clerk said that salary cheques would need to be paid during August 2015.

F14/1327 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Nothing to report

F14/1328 TO CONFIRM THE DATE OF FUTURE MEETINGS

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

The meeting finished at 11.00 am.

Signed
Chairman of Ketley Parish Council Finance Committee

Date: Thursday 25 September 2015