

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 25 February 2016 at 10.00 am at Ketley Community Centre

PRESENT:

Councillor Maggie Evans (Chairman)
Councillor Amrik Jhawar

Councillor David Elliott

In Attendance: Alison Hinks, Parish Clerk and Cllr Hilda Rhodes.

F16/1369 WELCOME

The Chair welcomed Councillors to the meeting.

F16/1370 APOLOGIES FOR ABSENCE

Apologies were presented and accepted by Cllr Saini (annual leave) and Cllr Cartwright (family commitment).

F16/1371 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

F16/1372 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 28 JANUARY 2016

RESOLUTION: The minutes of the Finance Committee held on 28 January 2016 were proposed as an accurate record by Cllr Elliott, seconded by Cllr Jhawar and unanimously approved by the Finance Committee.

F16/1373 MONTHLY BANK RECONCILIATION

The Clerk reported as at year end on 31 December 2015 the Parish Council's bank statements were as follows:

National Savings	£106,246.79
Co-op	<u>£ 40,680.90</u>
TOTAL	£146,927.69

There is currently £36,761.69 of unrepresented cheques from the Co-op Bank Account, leaving a balance of £3,919.21. The Clerk confirmed that £45,000 from that National Savings account has been transferred into the Co-op Bank account but the withdrawal is not currently showing on the National Savings bank statement. The actual balance in the National Savings account is £61,246.7920.

The Clerk confirmed that £21k would have to be transferred from the National Savings account to the Co-op Account to ensure that there is enough money to cover all outstanding payments until year end. These include:

- Fullwood Builders £4,000
- Grants £1,000
- Streetlight Maintenance £5,846
- GOR Building £4,000
- PET payment £6,250
- Pride Noticeboards £7,752

There is also around £2,886 account debtors up to 22 February 2016 and a projected £21,079 of receipt until 31 March 2016.

F16/1374 ORDERS FOR THE PAYMENT OF MONEY.

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

Cheque No.	Supplier	Description	Cost Code	Net	VAT	Total
301029	WME	Electricity	6/607	£ 836.12	£ 167.22	£ 1,003.34
301029	WME	Electricity	6/607	£ 60.38	£ 3.02	£ 63.40
301029	WME	Electricity	6/626	£ 329.90	£ 16.50	£ 346.40

301029	WME	Gas	6/626	£ 420.99	£ 84.20	£ 505.19
301029	WME	Gas	6/606	£ 320.12	£ 64.02	£ 384.14
301029	WME	Gas	6/606	£ 415.82	£ 83.16	£ 498.98
301030	1st Class Hygiene Ltd	Hygiene Services	6/609	£ 312.00	£ 62.40	£ 374.40
301031	T&W Council	Rent for KYC - February 2016	6/626	£ 83.33	£ 16.67	£ 100.00
301032	Bibby Factors Northwest Ltd	Grave Digging - January 2016	10/211	£ 1,018.52	£ 203.70	£ 1,222.22
301033	WMS	Stationery	1/8	£ 43.28	£ 8.66	£ 51.94
301034	TCAT	IT Support - February 2016	1/14	£ 330.00	£ 66.00	£ 396.00
301035	TWS	Gritting at GOR	10/218	£ 71.00	£ 14.20	£ 85.20
301035	TWS	Gritting at GOR - January 2016	10/218	£ 100.00	£ 20.00	£ 120.00
301035	TWS	Gritting at GOR - December 2015	10/218	£ 125.00	£ 25.00	£ 150.00
301036	N Overton	Pride Work on Ketley Paddock Mound	3/62	£ 4,275.00	£ -	£ 4,275.00
301037	A Hinks	Office Expenses	1/8	£ 112.66	£ -	£ 112.66
301038	Halls SMS	Cleaning Materials	6/605	£ 28.66	£ 5.73	£ 34.39
301039	npower	Elect - 1 October 2015 - December 2015	2/30	£ 2,337.50	£ -	£ 2,337.50
301040	Severn Trent Water	Water Charges	6/626	£ 391.45	£ -	£ 391.45
301041	A Hinks	Salary - February 2016	1/1	£ 1,353.15	£ -	£ 1,353.15
301042	A Linton	Salary - February 2016	6/608	£ 960.41	£ -	£ 960.41
301043	S Ward	Salary - February 2016	6/608	£ 487.53	£ -	£ 487.53
301044	M Dyer	Salary - February 2016	1/1	£ 529.10	£ -	£ 529.10
301045	SCPF	Parish Pension - February 2016	1/3	£ 343.91	£ -	£ 343.91
301045	SCPF	Centre Pension - February 2016	6/621	£ 319.97	£ -	£ 319.97
301046	HMRC	PAYE - February 2016	1/2	£ 457.80	£ -	£ 457.80
301047	D Shepherd	Salary - February 2016	6/608	£ 87.10	£ -	£ 87.10

TOTAL

£ 15,987.84

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

F16/1375 OVERVIEW OF 2015-16 BUDGET

The Clerk went through the current receipts and payments up until 22.02.16 showing projected receipts of £213,534 and projected payments of £250,102 up until 31.03.16.

Cllr Elliott suggested that the income from the GOR should be ring fenced year on year to ensure that there is money in reserve to maintenance in the longer term.

Cllr Rhodes said that Severn Trent Water bills should be looked into with a view to reclaiming any payments made for School House.

Cllr Evans said that a request for a volunteer from the local community to maintain the Parish Council website should be included in the next Parish Council Newsletter.

Cllr Jhawar said that lights are needed by the main entrance of Ketley Community Centre.

Cllr Evans said that the Parish Council should ask local residents via the newsletter to financially support the upgrade of the building at the GOR.

F16/1376 2015-16 GRANT APPLICATIONS

The Clerk went through the grant applications received and the following grant applications were proposed as being recommended to Full Council:

- Ketley Methodist Church - £200 for 50th Anniversary Party
- Ketley History Group - £200 for recording equipment
- Rose Manor - £200 towards IT equipment
- Silver Clouds - £200 although application has not been received despite being forwarded.

Friends of Ketley Paddock Mound have requested £100 towards room hire costs. It was suggested that this is taken from £8k grant set for Paddock Mound. The Clerk said that the internal auditor had suggested that the Friends should complete a grant application form for spend against the £8k and the money is given to the Friends rather than the Parish Council purchasing the goods/services on behalf of the Friends.

ACTION: The Clerk to put together a grant application specific for the Paddock Mound grant.

RESOLUTION: Cllr Jhawar proposed the above grant payments should be proposed to the Full Parish Council on 9 March 2016, which was seconded by Cllr Elliott and unanimously agreed by the Finance Committee.

F16/1377 2015-16 INTERNAL AUDIT

The Clerk circulated the Interim Internal Audit Report from Sue Hackett, Internal Auditor, which outlined the following recommendations:

Recommendation 1: In accordance with the Council's Financial Regulations at least 3 contractors should be approached for quotes; ensuring that the Council achieves best value when spending public funds and that such commitments should be itemized in an order of works. Orders should be raised when committing funds providing an audit trail of works commissioned and enabling suppliers invoices to be checked upon receipt.

Recommendation 2: Terms relating to the Paddock Mound partnership agreement should be formalized and agreed by all three parities. Partners involvement and responsibilities in the partnership require clearly defining as a priority. Funding provided by the Council to the project needs to follow an agreed process; facilitating transparency as public funds need to be properly controlled.

Recommendation 3: The Council determine 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. Ideally a detailed strategic business plan should be developed by the Council for: the Community Centre, Youth Centre and Garden of Rest. Should the Council wish to place reliance on letting income for example the Community Centre, then professional marketing of the centre should be considered.

Recommendation 4: Clerk to resolve the query raised over the value of the contents of the Community Centre and update the most current inventory.

Recommendation 5: Ketley PC website is kept up to date in line with the Transparency Code requirements.

ACTION: The Clerk to present the Interim Audit Report to the next Full Parish Council meeting on 9 March 2016.

F16/1378 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

- Outside lighting at KYC – The Clerk went through the two quotes received for this work. Councillors would like the Community Centre Manager to obtain a further quote for this work to ensure best value for money and the work should be commissioned to the lowest contractor
ACTION: The Clerk to ensure that the work to the external lights at Ketley Youth Centre is carried out asap.
- Roof at GOR – The Clerk went through the 3 quotes obtained for the work to upgrade the building at the GOR.
RESOLUTION: Councillors unanimously agreed that E Davies should be commissioned to undertaken this work.
- T&W Council Recycling for Ketley Community Centre – The Clerk went through the costs for this contract amounting to £176 for 4 bins and a weekly collection.
RESOLUTION: Councillors unanimously agreed that the T&W Recycling Contract should continue for the next 12 months.
- The Meadows School Parking Proposal – The Clerk went through the costs for a parent car park on Ridding Close amounting to £36,407.
ACTION: The Clerk to put on the agenda for the Full Parish Council meeting on 9 March 2016.

F15/1379 INFORMATION ITEMS

- Letter received from Arts Class regarding reduced room hire charges – The Clerk went through a letter received asked for an Arts Class to be charged a reduced hourly room hire rate. The Clerk said that there was currently some people who did not pay the correct hourly room hire rate as they had negotiated a different rate with the Centre Manager.
ACTION: The Clerk to inform the Arts Class that they must pay £13 ph or £7 ph if registered as a charity.
ACTION: The Centre Manager to write to those centre users who are not paying the correct room hire rate and inform them that it will be increasing to the correct rate as from 1 April 2016.

F15/1380 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Nothing to report

F15/1381 TO CONFIRM THE DATE OF FUTURE MEETINGS

Thursday 17 March 2016 at 10.00 am at Ketley Community Centre.

Signed
Chairman of Ketley Parish Council Finance Committee

Date: 17 March 2016