

KETLEY PARISH COUNCIL TELFORD, SHROPSHIRE



Chairman: Councillor Anil Saini
Clerk to the Council: Alison Hinks
Ketley Community Centre
Holyhead Road
Ketley
Telford
TF1 5AN
01952 612035 or 07778 941042
parishclerk@ketleyparishcouncil.co.uk
www.ketleyparishcouncil.co.uk

Minutes of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 25 June 2015 at 10.00 pm at Ketley Community Centre

PRESENT:

Councillor Mandy Cartwright
Councillor Maggie Evans (Chairman)
Councillor Anil Saini
Councillor David Elliott
Councillor Amrik Jhawar

In Attendance: Alison Hinks, Parish Clerk.

F15/1304 WELCOME

The Chair welcomed Councillors to the meeting.

F15/1305 APOLOGIES FOR ABSENCE

All Councillors are present at the meeting.

F15/1306 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

F15/1307 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 4 JUNE 2015

RESOLUTION: The minutes of the Finance Committee held on 4 June 2015 were proposed as an accurate record by Cllr Jhawar, seconded by Cllr Saini and unanimously approved by the Finance Committee.

F15/1308 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>£ 48,203.04</u>
TOTAL	<u>£154,449.83</u>

There is currently £57,816.10 of unpresented cheques from the Co-op Bank Account, and £13,507.34, leaving a balance of £3,894.28. It is anticipated that £45,000 will be spent in July, August and September 2015 and the second half of the T&W Council Precept payment will be received on 1 October 2015. The Clerk reminded the Finance Committee that there is still £18,000 for the Pride in the Community funding in the Co-op Bank Account, although the invoices for the upgrade to the streetlights, WWI remembrance poppies and the consultants fees for the Paddock Mound Management Plan have already been paid. The payment for the upgrade to the roof at KCC and the solicitors fees for the licence for KYC and lease for Paddock Mound have still not been presented for payment.

RESOLUTION: Cllr Elliott proposed that £45,000 is transferred from the National Savings Account to the Co-op Bank Account to cover the spend before October 2015, which was seconded by Cllr Saini and unanimously agreed by the Finance Committee

Cllr Evans suggested that the Pride in the Community Grant is transferred to the Friends of Paddock Mound. The Clerk updated the Finance Committee on a recent email received from a member of the Friends of Paddock Mound expressing concern the quote process used by the Parish Council. The Clerk has requested that the Friends of Paddock Mound review the three quotes received for this work and present their preferred contractor to the Finance Committee on 16 July 2015 for formal approval.

ACTION: The Clerk should write to the Friends of Paddock Mound to invite them to the presentation of the management plan by the consultants and request again formal notification of the preferred contractor and if the Friends still want to work with the Parish Council on future developments of the Paddock Mound.

F15/1309 ORDERS FOR THE PAYMENT OF MONEY.

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

Cheq. No.	Description	Supplier	Cost Code	Net	Vat	Total
300709	Electricity - GOR	npower	10/216	32.98	1.65	34.63
300710	Insurance 2015-16	Zurick	1/11	3708.65	222.52	3931.17
300711	Streetlight fault	Eon	2/30	143.18	28.64	171.82
300711	Streetlight Upgrade	Eon	2/32	25885.97	5177.19	31063.16
300712	Hygiene Services	1 st Class Hygiene	6/609	215.60	43.12	258.72
300713	Waste Collection - KCC	FCC Recycling (UK) Ltd	6/612	230.23	46.05	276.28
300713	Waste Collection - GOR	FCC Recycling (UK) Ltd	10/614	225.94	45.19	271.13
300714	H&S Consultancy	Salopian H&S Consultancy	5/94	542.10	0.00	542.10
300715	WWI annual seeds	T&W Council	3/63	557.70	111.54	669.24
300715	Maintenance @ KCC	T&W Council	6/609	22.49	4.50	26.99
300715	Maintenance @ KCC	T&W Council	6/609	18.33	3.67	22.00
300715	Cleaning	T&W Council	6/609	175.00	35.00	210.00
300716	Internal Audit	SDH Accounting	1/9	468.40	0.00	468.40
300717	IT Support – June 2015	TCAT	1/14	330.00	66.00	396.00
300718	Skip hire	Economy Skips	6/609	165.00	33.00	198.00
300719	Window cleaning	Ultra Clean	6/604	70.00	0.00	70.00
300720	Printer cartridge	Cartridge Save	1/8	30.75	6.15	36.90
300721	Relocate smartboard	Data Power Ltd	6/609	245.00	49.00	294.00
300722	Stamps	A Hinks	1/8	19.75	0.00	19.75
300722	Equipment for KCC	A Hinks	6/609	3.60	0.00	3.60
300723	Salary – June 15	A Hinks	1/1	1276.94	0.00	1276.94
300724	Salary – June 15	A Linton	6/608	960.41	0.00	960.41
300725	Salary – June 15	S Ward	6/608	472.97	0.00	472.97
300726	Pension – June 2015	SCPF	1/3	320.09	0.00	320.09
300726	Pension – June 2015	SCPF	6/621	316.90	0.00	316.90
300727	Salary – June 15	D Shepherd	6/608	66.63	0.00	66.63
300728	PAYE – June 15	HRMC	1/2	411.38	0.00	411.38

TOTAL **£42,789.21**

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

F15/1310 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 asked for the Clerk to get quotes for a small photocopier to cut down on the cost of reimbursing WEA for the use of their photocopier.
- Cllr Evans suggested that the Finance Committee consider at a future meeting switching their streetlights off.
- Cllr Jhawar asked if the School House had been asked to reimburse the Parish Council for Severn Trent water charges. The Clerk said that she is currently waiting for a bill for comparison of past bill.

The Clerk updated the Finance Committee on a recent meeting with T&W Council on the PET Contract. The Clerk was informed that T&W Council are asking the Parish Council to insure and maintain all equipment used by the Ketley PET Team. The original contract signed states that all plant will include servicing and back up arrangements. T&W Council have also asked the Parish Council to contribute an additional £1,200 pa due to the salary increase of the Apprentices and an increase in pension contributions due to the changes in pension policies. Cllr Saini said that the PET had definitely improved the Parish. Cllr Jhawar said that the employees are employed by TWS and the Apprentices employed by T&W Council. Cllr Elliott said that the Parish Council signed a 5 years contract with T&W Council. Cllr Evans said that the Parish Council cannot afford these additional costs.

RESOLUTION: Cllr Evans proposed that the Parish Council should not agree to the amendments to the PET contract, which was seconded by Cllr Elliott and unanimously agreed by the Finance Committee.

F15/1311 SIGNATORIES FOR THE NATIONAL SAVINGS ACCOUNT

The Clerk reported that the National Savings Account need to be updated in line with the new membership of the Finance Committee.

RESOLUTION: Cllr Saini proposed that Cllr Evans, Cartwright and Elliott become signatories on the National Savings Account, which was seconded by Cllr Jhawar and unanimously agreed by the Finance Committee.

ACTION: The signatories to sign the relevant paperwork and the Clerk to return to National Savings.

F15/1312 REVIEW OF CHARGES FOR THE GARDEN OF REST

The Clerk presented to the Finance Committee a comparison of burial and memorial costs and guidelines from Hadley & Leegomery Parish Council and T&W Council. This comparison highlighted that Ketley Parish Council is by far the cheapest, although T&W Council is almost double the cost of the Parish Council's. The three organisations are aiming to work more closely, sharing policies and procedures. Councillors went through and compared the guidelines for purchasing a burial plot at Hadley & Leegomery Parish Council. Finance Committee agreed that there should not be a different in cost for a person living in the Parish or outside if they are to adopt Hadley & Leegomery's guidelines:

The right to interment and purchase of burial rights in Ketley Garden of Rest is exclusive to the residents of the civil parish of Ketley except:

- (1) Where burial rights were purchased before the deceased moved outside of the parish
- (2) Where the deceased has at the time of burial a domestic (not business) property in the parish
- (3) Where immediately before moving to nursing or residential care of designated retirement accommodation the deceased lived in the parish
- (4) Where the deceased has at the time of purchase of rights or at the time of burial a spouse, parent, grandparent, brother, sister or child already interred in the cemetery or who already owns Exclusive Rights of Burial in the garden of rest
- (5) Where burial rights were purchased prior to 1 September 2015.

The costs should also be brought into line with Hadley & Leegomery Parish Council:

Exclusive Rights of Burial	£375
Exclusive Rights of Cremation	£130
Double Interment	£320
Single Interment	£290
Re-opening	£290
Cremation Remains	£115
Under 16's	£0
Scattering of Ashes	£55
Memorial Approval	£100
Memorial Add Inscription	£56
Single Memorial Wall	£50
Double Memorial Wall	£100

RESOLUTION: Cllr Cartwright proposed that the Parish Council follows Hadley & Leegomery Parish Council's procedure and costs as outlined above, which was seconded by Cllr Elliott and unanimously approved by the Finance Committee.

F15/1313 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

The Clerk went through the quote received to extend the alarm system to the outbuildings costing £620. The Clerk said that the CCTV cameras cover the back of the building. The Finance Committee unanimously agreed that the Parish Council were unable to afford this.

F15/1314 INFORMATION ITEMS

The Clerk reported that the Leader of the Youth Club has said that the Youth Club would be loaning the Parish Council their equipment, which would be stored in the outbuildings at KCC. The Clerk asked for this to be put in writing so that it could be formally reported to the Parish Council. The Clerk confirmed that the Parish Council would be moving the equipment and paying the removal fees. Cllr Cartwright said she was concerned as the Parish Council would have to insure the equipment and take responsibility for the maintenance of the equipment. Once moved the Parish Council need to make a decision if they want the equipment. Cllr Elliott said that the equipment should be stored for a period of time and then the Youth Club should be asked to move it. Cllr Evans said that the Parish Council could not afford to include this equipment on their insurance schedule.

ACTION: The Clerk to chase the Youth Club for the letter to confirm their intentions for the equipment. Once, received, this should be presented to Full Council on 8 July 2015.

F14/1315 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Nothing to report

F14/13165 TO CONFIRM THE DATE OF FUTURE MEETINGS

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

The meeting finished at 12.15 pm.

Signed
Chairman of Ketley Parish Council Finance Committee

Date: Thursday 16 July 2015