

# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE



**Chairman: Councillor Amrik Jhawar**  
**Interim Clerk to the Council:**  
**Andrew Roberts**  
 Ketley Community Centre  
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**Minutes of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 26 May 2016 at 10.00 am at Ketley Community Centre**

**PRESENT:**

Councillor Maggie Evans (Chairman)	Councillor David Elliott
Councillor Amrik Jhawar	Councillor Anil Saini
Councillor Joy Francis	

In Attendance: Andrew Roberts, Interim Parish Clerk

**F16/1394 ELECTION OF CHAIRMAN**

Cllr Francis proposed Cllr Evans as Chairman of the Finance Committee, seconded by Cllr Saini and unanimously agreed by the Committee.

**F16/1395 ELECTION OF DEPUTY CHAIRMAN**

Cllr Evans proposed Cllr Saini as Deputy Chairman of the Finance Committee, seconded by Cllr Elliott and unanimously agreed by the Committee.

**F16/1396 APOLOGIES FOR ABSENCE**

Apologies were presented and accepted by Cllr Cartwright (other commitment).

**F16/1397 DECLARATIONS OF PECUNIARY INTERESTS**

Nothing to report.

**F16/1398 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 28 APRIL 2016**

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

**F16/1399 MONTHLY BANK RECONCILIATION**

The Interim Clerk reported that as a result of the delay in finalizing the Accounts for the 2015-2016 Financial Year the Accounts for 2015-2016 had not been closed. However, monthly Bank Reconciliation would presume for the 2016-2017 Financial Year.

**F16/1400 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:

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

Cheque No.	Supplier	Description	Cost Code	Net	VAT	Total
300864	Cartridge Save	Black Toner Cartridge	1/8	£ 77.70	£ 15.54	£ 93.24
300865	Wellers Hedleys	Professional Services - Arts Centre	6/626		£ 18.40	£ 119.40
300867	Halls SMS	Cleaning Materials - Community Centre	6/605	£ 39.07	£ 7.81	£ 46.88

300869	Severn Trent Water	Water Rates - Youth Centre	6/626	£ 280.09	-	£ 280.09
300870	Telford & Wrekin Council	April Burials	10/211	£ 118.00	-	£ 118.00
300871	Telford & Wrekin Council	Rent Former - Ketley Nursery School	6/626	£ 83.33	£ 16.67	£ 100.00
300872	E Davies & Son	Garden of Rest - Works	10/215	£ 4,380.00	£ 876.00	£ 5,256.00
300873	Dapah Systems Ltd	Community Centre - Disabled WC Works	6/626	£ 135.00	£ 27.00	£ 162.00
300874	Information Commissioner	Data Protection - Registration	1/8	£ 35.00	-	£ 35.00
300875	Blinds for Less	Community Centre - Blinds Repair	6/626	£ 30.00	-	£ 30.00
300876	M Dyer	Salary - May 2016	6/608	£ 529.10	-	£ 529.10
300877	SCPF	Centre Pension - April 2016	6/621	£ 327.63	-	£ 327.63
300877	SCPF	Centre Pension - May 2016	6/621	£ 327.63	-	£ 327.63
300878	A Linton	Salary - May 2016	6/608	£ 960.61	-	£ 960.61
300879	S Ward	Salary - May 2016	6/608	£ 523.91	-	£ 523.91
300880	D Shepherd	Salary - May 2016	6/608	£ 61.20	-	£ 61.20
300881	A Roberts	Locum Clerk Charges - May 2016	1/8	£ 980.00	-	£ 980.00

**TOTAL**

£  
**9,950.69**

#### **F16/1401 2015-16 ANNUAL AUDIT OF ACCOUNTS**

The Interim Clerk reported that this had not as planned been completed as yet. Hopefully, the annual audit would be completed and agreed in accordance with the end of June 016 statutory date. Members were informed however that it would be unlikely that the Final Accounts for 2015-2016 that the Final Accounts would be available at the next Full Council meeting scheduled for the 8 June 2016. Therefore as a result there would be need for an additional Full Council meeting to be convened.

#### **F16/1402 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL**

- Card Machine – The Interim Clerk reported that a number of quotations had now been received for the provision of a card machine. Members were informed that there was too much detail that would enable a decision to be made. Following a discussion it was proposed by Cllr Evans, seconded by Cllr Elliott and RESOLVED that delegated authority be granted to the Interim Parish Clerk following consultation with the Chairman of the Finance Committee to review and approve a nominated card machine supplier.
- Youth Club – The Interim Clerk reported on a recent meeting that had been held with the Youth Club, who had indicated a desire to proceed with the continuation of the Licence on the same terms as last year. However they had requested as to whether they could be granted a three year licence. Cllr Evans indicated that in her opinion that an extension of only one year should be granted by the Parish Council and this was agreed by the Committee.

#### **F16/1403 INFORMATION ITEMS**

Nothing to report.

#### **F16/1404 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

Nothing to report

**F16/1405 TO CONFIRM THE DATE OF FUTURE MEETINGS**

Thursday 30 June 2016 at 10.00 am at Ketley Community Centre.

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

Date: 30 June 2016