



Minutes of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 26 November 2015 at 10.00 am at Ketley Community Centre

PRESENT:

Councillor Maggie Evans (Chairman)
Councillor Amrik Jhawar

Councillor David Elliott
Councillor Anil Saini

In Attendance: Alison Hinks, Parish Clerk

F15/1329 WELCOME

The Chair welcomed Councillors to the meeting.

F15/1330 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Cartwright (leave of absence).

F15/1334 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

F15/1335 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 16 JULY 2015

RESOLUTION: The minutes of the Finance Committee held on 16 July 2015 were proposed as an accurate record by Cllr Jhawar, seconded by Cllr Evans and unanimously approved by the Finance Committee.

F15/1336 MONTHLY BANK RECONCILIATION

The Clerk reported as at year end on 30 October 2015 the Parish Council's bank statements were as follows:

National Savings	£106,246.79
Co-op	<u>£ 78,633.99</u>
TOTAL	<u>£184,880.78</u>

There is currently £5,284.86 of un-presented cheques from the Co-op Bank Account, leaving a balance of £73349.13. 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 61246.79.

F15/1337 ORDERS FOR THE PAYMENT OF MONEY.

Acceptance of the Orders for the Payment of Money was proposed by Cllr Saini, seconded by Cllr Evans, signed and accepted. A copy of the orders of payment are attached to these minutes.

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

F15/1338 2016-17 PRECEPT

The Clerk presented a letter from Telford & Wrekin Council highlighting a possible reduction to the Council Tax Support Grant of between 30% - 40%. This will reduce the amount to between £9,070.00 - £7,675.00. All paperwork needs to be returned to T&W Council by no later than 8 February 2015.

F15/1339 HALF YEARLY BUDGET MONITORING, PROJECTED YEAR AND PROPOSED 2016-17 BUDGET

The Clerk went through the proposed budget for 2016-17 highlighting that a 5% increase to precept had been included in the calculations to ensure that the budget balances. The Clerk put forward the following suggestions to the budget:

- T&W Council purchasing card application to be stopped making a saving of £295.
- IT support needs to be reviewed.
- Audit of streetlights to be undertaken by the Clerk and not Eon saving £2,000
- Increase to budget for community events to £5,000
- New budget for youth provision of £5,000
- Reduction to gas saving £5,000

- Projected income for community centre down to £22,600. The Parish Council subsidises the Community Centre by £24,500
- Reduction to the VAT reimbursements by £13,000
- Increase to Precept from £113,233 to £124,821.
- Decrease to bank interest by £457
- No budget has been set locking and unlocking of the GOR
- The upgrade to the building at the GOR to be delayed until 2017-18. It was suggested that donations from the local community, business and the church was investigated.
- The Parish Council subsidises the Garden of Rest by £4,394.
- The Clerk to look into tiered payments for exclusive rights of burial at GOR
- Savings to the staffing budget have not been looked into.

ACTION: The Clerk to present the proposed budget to the next Finance Council meeting on 9 December 2015 showing the variations of 1%, 2% and 3% budget increases.

F15/1340 2014-15 ANNUAL AUDIT OF ACCOUNT

The Clerk reported that Mazars had signed off the annual audit of account for 2014-15 with the following comments:

- The Council Tax Support Grant was wrongly included in the Precept amount
- The Fixed Asset amount was reported as insurance values not as a proxy for initial costs, donated assets should also be reported as a nominal £1 value and assets no longer the responsibility of the Parish Council should be removed from the register.
- Figures did not initially agree to the 2013-14 reported amounts, but these were amended.

F15/1341 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

- Waste and Recycling Contract – Following further investigating into the costs, the Parish Council's current contract is cheaper than the quote Ash Waste. The Finance Committee agreed to not change contractors.
- Shredder – The Finance Committee asked the Clerk to look for cheaper models of shredder.
- Telephone System - The Finance Committee asked that this is postponed for discussion in 2016-17.
- Photocopier Contract – The Finance Committee asked for a price to purchase a photocopier with associated costs.
- H&S Training – The Finance Committee asked that is postponed until after any potential staffing restructure.
- Bins on Paddock Mound – The Finance Committee asked that this is postponed until 2016-17.

F15/1342 INFORMATION ITEMS

Nothing to report.

F14/1343 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Nothing to report

F14/1344 TO CONFIRM THE DATE OF FUTURE MEETINGS

Thursday 17 December at 10.00 am at Ketley Community Centre.

Signed
Chairman of Ketley Parish Council Finance Committee

Date: 17 December 2015