

# 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 28 January 2016 at 10.00 am at Ketley Community Centre**

**PRESENT:**

Councillor Maggie Evans (Chairman)  
 Councillor David Elliott  
 Councillor Anil Saini

Councillor Mandy Cartwright  
 Councillor Amrik Jhawar

In Attendance: Alison Hinks, Parish Clerk

**F16/1356 WELCOME**

The Chair welcomed Councillors to the meeting.

**F16/1357 APOLOGIES FOR ABSENCE**

No apologies were presented to the meeting.

**F16/1358 DECLARATIONS OF PECUNIARY INTERESTS**

Nothing to report.

**F16/1359 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 17 DECEMBER 2015**

**RESOLUTION:** The minutes of the Finance Committee held on 17 December 2015 were proposed as an accurate record by Cllr Elliott, seconded by Cllr Saini and unanimously approved by the Finance Committee.

**F16/1360 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	£ 37,392.07
<b>TOTAL</b>	<b>£143,638.86</b>

There is currently £563.54 of unrepresented cheques from the Co-op Bank Account, leaving a balance of £36,828.53. 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 went through the projected payments and receipts up until the end of March 2016. The Clerk pointed out that due to the timing of some receipts and of payments, £21k would have to be transferred from the National Savings account to the Co-op Account to ensure that that all payments can be met. The Clerk said that was precautionary and on 1 April 2016 any excess money should be returned to the National Savings account, ensuring the Parish Council manages its budget on the 2016-17 Precept payment from T&W Council and any income from room hire and the Garden of Rest.

**RESOLUTION:** Cllr Elliot proposed that £21k is transferred from the National Savings Account to the Co-op Account, which was seconded by Cllr Evans and unanimously agreed by the Parish Council.

**F16/1361 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 as follows:

Cheque No.	Supplier	Description	Cost Code	Net	VAT	Total
201008	M Dyer	Salary - Jan 16	1/1	£529.10	£-	£529.10
301009	WME	Gas	6/626	£394.68	£78.94	£473.62
301009	WME	Gas	6/606	£232.75	£46.55	£279.30
301009	WME	Gas	6/606	£321.01	£64.20	£385.21
301010	Eon	Streetlights	2/31	£73.17	£14.63	£87.80
301010	Eon	Streetlights	2/31	£73.17	£14.63	£87.80

301010	Eon	Streetlights	2/31	£47.08	£9.42	£56.50
301010	Eon	Streetlights	2/31	£73.17	£14.63	£87.80
301011	WMS	Shredder	1/8	£84.59	£16.92	£101.51
301011	WMS	Footrest	1/8	£15.99	£3.20	£19.19
301012	Salopian H&S Consultants	December 2015 Consultancy	5/94	£275.00	£-	£275.00
301013	T&W Council	Rent for KYC	6/626	£83.33	£16.67	£100.00
301014	Ellis Whittam	Grievance Support	1/19	£1,720.00	£344.00	£2,064.00
301014	Ellis Whittam	Employment Services	1/19	£1,895.00	£379.00	£2,274.00
301015	Maintenance Contractors (Oswestry) Ltd	Grave Digging	10/211	£658.00	£131.60	£789.60
301016	T&W Council	IT Support - January 16	1/14	£330.00	£66.00	£396.00
301017	T&W Council	PET Contract Apr-Dec 15	6/61	£18,750.00	£-	£18,750.00
301018	Simon Bird	Christmas Lights	6/611	£300.00	£-	£300.00
301019	Dapah Systems Ltd	Building maintenance	6/609	£515.00	£103.00	£618.00
301020	Churches Fires Security Ltd	Emergency Lighting /Farm Alarm	6/610	£240.00	£48.00	£288.00
301021	A Hinks	Office expenses	1/8	£68.14	£-	£68.14
301022	N Overton	Pride work to Paddock Mound	3/62	£9,975.00	£-	£9,975.00
301023	A Hinks	Salary - Jan 16	1/1	£1,353.15	£-	£1,353.15
301024	E Linton	Salary - Jan 16	6/608	£960.41	£-	£960.41
301025	S Ward	Salary - Jan 16	6/608	£487.53	£-	£487.53
301026	SCPF	Parish Pension - Jan 16	1/3	£343.91	£-	£343.91
301026	SCPF	Centre Pension - Jan 16	6/621	£319.97	£-	£319.97
301027	D Shepherd	Salary - Jan 16	6/608	£97.15	£-	£97.15
301028	HMRC	PAYE - Jan 16	1/2	£457.80	£-	£547.80

TOTAL

£41,586.39

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

#### **F16/1362 OVERVIEW OF 2015-16 BUDGET**

The Clerk went through the current receipts and payments up until 13.01.16 showing actual receipts of £157,380 and actual payments of £165,299 and projected year end receipts of £199,797 and projected year end payment of £249,411.

The Clerk highlighted that the Community Centre budget continues to be heavily subsidised, with projected year end receipts at £27,392 and payments at £69,027. Councillors agreed that the Parish Council should actively promote the availability of the office space currently used by WEA.

The Clerk highlighted that the Projects budget would be overspent at year end due to the additional costs of printing and delivery of the Parish Newsletter. Councillors agreed that the newsletter should be reduced to 3 times a year: March, August and November.

#### **F16/1363 2016-17 PRECEPT**

The Chairman, Chairman of Finance and Cllr Elliott all signed the T&W Council Precept paperwork confirming the 2016-17 Precept amount as £123,886.

**ACTION: The Clerk to return the Precept paperwork to T&W Council by 8 February 2016.**

#### **F16/1364 CO-OP SIGNATORIES**

The Clerk circulated the Co-op Bank signatories paperwork which was signed by all Councillors who attend the Finance Committee. It was agreed that Cllr Hodgkinson should be removed as a signatory as she no longer sits on the Finance Committee.

**ACTION: The Clerk to return the Co-op Bank signatories paperwork.**

#### **F16/1365 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL**

- Outside lighting at KYC – The Clerk went through the quotes received for this work. Councillors would like the Community Centre Manager to obtain a further 2 quotes for this work to ensure best value for money.

**ACTION: The Clerk to present all quotes at the next meeting of the Finance Committee on 25 February 2015.**

- Roof at GOR – The Clerk updated Councillors on the quotes received for this work and is in the process of obtaining a third quote, which will be presented to the next Finance Committee on 25 February 2016.

**F15/1366 INFORMATION ITEMS**

- West Mercia Energy Price Reduction - The Clerk reported that West Mercia Energy have made a further reduction to their gas and energy prices.
- Eon Electricity for GOR – The Clerk reported that she has moved the current energy suppliers for the GOR to Eon as the price was much lower than npower.
- Update on T&W Council Proposed Budget Cuts – The Clerk reported that any comment on the proposed T&W Council 2016-17 budget need to be returned to T&W Council by 7 February 2016.
- PET Contract – The Clerk reported that there is a £3,500 underspend on the apprentice costs and T&W Council do not want to pass this saving onto the Parish Council. They want this money to be spend in the environment by 31 March 2016. The Clerk reported that there was no urgent environmental work that needed to be carried out, although T&W Council had identified a project.

**ACTION: The Clerk to write to David Hanley to ask that the £3,800 is paid to Ketley Parish Council or alternatively used to pay outstanding invoices for the work to the fence at the GOR.**

- Ketley Streetlights – The Clerk went through the potential cost saving that could be made if the LED streetlights were dimmed by 75% from 12 noon. Eon have said that there is hardly any difference in the quality of the lighting but there is a £775 pa saving on energy. Eon have said that they will fit the dimmer switch free of charge to all LED lights. The Parish Council also have 2 x mercury lights which need to be replaced asap and one concrete post light. The cost to replace these is: £450 for the mercury light and £932 for the concrete pole. Cllr Evans said that the saving to energy off-sets against the replacement lights.

**ACTION: The Clerk to include this on the agenda for the Full Council meeting on 10 February 2016.**

**F15/1367 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

Nothing to report

**F15/1368 TO CONFIRM THE DATE OF FUTURE MEETINGS**

Thursday 28 January 2016 at 10.00 am at Ketley Community Centre.

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

Date: 25 February 2016