

KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE



Chairman: Councillor Anil Saini
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 28 April 2016 at 10.00 am at Ketley Community Centre

PRESENT:

Councillor Maggie Evans (Chairman)
 Councillor Amrik Jhawar

Councillor David Elliott
 Councillor Anil Saini

In Attendance: Andrew Roberts, Interim Parish Clerk and Ann Liston, Community Centre Manager.

F16/1382 WELCOME

The Chair welcomed Councillors to the meeting.

F16/1383 APOLOGIES FOR ABSENCE

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

F16/1384 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

F16/1385 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 25 FEBRUARY 2016

RESOLUTION: The minutes of the Finance Committee held on 25 February 2016 were proposed as an accurate record by Cllr Jhawar, seconded by Cllr Elliott and unanimously approved by the Finance Committee.

F16/1386 MONTHLY BANK RECONCILIATION

The Interim Clerk reported as at financial year end on 31 March 2016 the Parish Council's bank statements were as follows:

National Savings	£ 40,887.37
Co-op	£ 27,571.27
TOTAL	£ 68,458.64

There was currently £15,060.10 of unrepresented cheques from the Co-op Bank Account, leaving a balance of £53,398.54. The Interim Clerk confirmed that the total was the reconciled bank balance as at the end of the Financial Year and that the balance of the monies held in the Co-op Current Account would now be higher as the first tranche of the Parish Council precept for the 2016-2017. The Interim Clerk suggested that the Committee could possibly consider transferring an amount of money which had been previously transferred from the National Savings Account. Following a discussion it was agreed that the sum of £40,000 be transferred to the National Savings Account.

RESOLUTION: Cllr Evans proposed that a transfer in the sum of £40,000 be transferred from the Co-op Current Account to the National Savings Account, which was seconded by Cllr Elliott and unanimously agreed by the Finance Committee.

F16/1387 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
301086	TCAT	IT Support - April 2016	1/14	£	£ 66.00	£ 396.00

				330.00		
301087	Communicorp	Clerks & Councils Direct Subs. Renewal	1/12	£ 12.00	-	£ 12.00
301088	ICCM	ICCM - Corp Subs 2016/17	1/12	£ 90.00	-	£ 90.00
301089	Bibby Factors Northwest Ltd	Burials - Grave Digging - March 2016	10/211	£ 1,598.75	£ 319.75	£ 1,918.50
301090	Shropshire County Pension Fund	Deficit Lump Sum for 2016/17	1/3	£ 200.00	-	£ 200.00
301092	Runtime UK Ltd	Web Hosting	5/95	£ 215.00	£ 43.00	£ 258.00
301093	Clarity Copiers Ltd	Photocopying	1/8	£ 24.00	-	£ 24.00
301094	Midshire	Photocopier	1/8	£ 457.06	£ 91.41	£ 548.47
301096	TWS	Gritting Inspection - March 2016	10/218	£ 125.00	£ 25.00	£ 150.00
301097	Nature Sign Design	Paddock Mound Sign		£ 275.00	£ 55.00	£ 330.00
301098	Severn Trent Water	Water Rates	6/626	£ 376.41	-	£ 376.41
301099	Eon Energy Solutions	Lighting Repairs	2/31	£ 66.09	£ 13.22	£ 79.31
301099	Eon Energy Solutions	Lighting Repairs	2/31	£ 146.13	£ 29.23	£ 175.36
301099	Eon Energy Solutions	Lighting Repairs	2/31	£ 41.09	£ 8.22	£ 49.31
301099	Eon Energy Solutions	Lighting Repairs	2/31	£ 600.00	£ 120.00	£ 720.00
301099	Eon Energy Solutions	Lighting Annual Contract	2/31	£ 5,845.74	£ 1,169.15	£ 7,014.89
301100	West Mercia Supplies	Office Stationery	1/8	£ 30.98	£ 6.20	£ 37.18
300851	FCC Recycling	Duty of Care Admin Charge - Comm Centre	10/214	£ 54.00	£ 10.80	£ 64.80
300851	FCC Recycling	Duty of Care Admin Charge - GOR	6/612	£ 54.00	£ 10.80	£ 64.80
300851	FCC Recycling	Waste Collection Charge - Comm Centre	6/612	£ 233.87	£ 46.77	£ 280.64
300852	Telford & Wrekin Council	NNDR - GOR - April 2016	10/217	£ 71.80	-	£ 71.80
300852	Telford & Wrekin Council	NNDR - Community Centre	6/603	£ 425.20	-	£ 425.20
300852	Telford & Wrekin Council	NNDR - Adj Community Centre	6/626	£ 281.60	-	£ 281.60
300853	WME	Gas	6/606	£ 343.69	£ 68.74	£ 412.43
300853	WME	Gas	6/606	£ 366.47	£ 73.29	£ 439.76
300853	WME	Gas	6/606	£ 328.51	£ 65.70	£ 394.21
300853	WME	Gas	6/606	£ 386.36	£ 77.27	£ 463.63
300854	Npower	Electricity - GOR	10/216	£ 19.66	£ 0.98	£ 20.64
300854	Npower	Electricity - Community Centre	2/30	£ 2,441.06	£ 488.21	£ 2,929.27
300854	Npower	Electricity - GOR	10/216	£ 35.64	-	£ 35.64
300855	SALC	SALC - Affiliation Fee 2016/17	1/12	£ 1,304.56	-	£ 1,304.56
300856	M Dyer	Salary - March 2016	6/608	£ 529.10	-	£ 529.10

300857	S Ward	Salary - March 2016	6/608	£ 523.91	-	£ 523.91
300858	D Shepherd	Salary - March 2016	6/608	£ 100.80	-	£ 100.80
300859	A Linton	Salary - March 2016	6/608	£ 960.61	-	£ 960.61
300856	A Roberts	Locum Clerk Charges - April 2016	1/12	£ 990.00	-	£ 990.00

TOTAL

F16/1388 OVERVIEW OF 2015-16 BUDGET

The Interim Clerk tabled a report which provided a summary of the total receipts and payments until 31.03.16 showing receipts of £206,595 and payments of £270,707 up until 31.03.16.

There was a general discussion on a number of the budget codes including Code 6: Mobile Phone; Code : Office Expenses; Code 61: PET Contract; Code 62 (the Interim Clerk was requested to contact Danny Chetwood at Telford & Wrekin Council to establish the possible refund of any monies due to the Parish Council, it was thought that the sum of £4,000 maybe due to be refunded) : Paddock Mound; Code 215: (the Interim Clerk was requested to provide a report as to how much of the original £8,000 grant remained unspent) Repairs/Maintenance; Code 605: Cleaning Materials with discussions around cost savings that could be identified. Other areas discussed included Code 14: Computer where it was suggested as to whether the Interim Clerk could investigate the current service provision provided by TCAT. Members confirmed that the previous Parish Clerk had approached Telford & Wrekin Council for IT support in order to establish cost of any future provision. Code 31: Repairs, Members were pleased to acknowledge this particular coding was underspent.

In relation to Cleaning Materials it was requested that the Interim Clerk should discuss current costings and to establish as to whether supplies could be obtained cheaper elsewhere.

Members further requested that the availability of the rooms that were available for hire and that the Centre be marketed more for party availability. There was a question as to the maximum room capacities. There was a further discussion seeking guidance that the new room booking system was being implemented.

F16/1389 2015-16 ANNUAL AUDIT OF ACCOUNTS

The Interim Clerk reported that the Annual Audit of the Year End Accounts for the 2015-2016 financial year would be undertaken by Sue Hackett on Wednesday 18 May 2016 in readiness to be reported at the next Finance Committee to be held on 26 May 2016 that the Annual Return and Annual Governance Statement be approved by the Full Council at the meeting to be held on 8 June 2016 in order to comply with the statutory requirements.

F16/1390 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

- Painting of External Gate at GOR – The Interim Clerk reported on a quotation that had been received it was agreed that a further two quotes should be obtained in accordance with the Parish Council's Financial Regulations went through the two quotes received for this work, before authorization to undertake the work was confirmed.
- Card Machine – The Interim Clerk tabled the costings of the provision of a card machine. Cllr Elliott enquired as to whether the appropriate administration charges could be passed onto those who made payment by way of Credit/Debit Cards.
- Churches Fire – The Interim Clerk reported on an estimate that had been received which had recommended the provision of a heat detector in the Boiler Room. Following a discussion members noted that the works were listed as recommended remedial works so there was uncertainty as to whether the works would be

required to be undertaken. The Interim Clerk was requested to make further enquiries of the Parish Council's Insurance Company to establish as to whether they would require the works to be undertaken.

- Microsoft Office 365 Licence Fee – The Interim Clerk tabled an invoice for payment of the Annual Licence Fee. Following a discussion it was agreed that the Interim Clerk should enquire as to whether the payment could be made through the Purchasing Card, subject to the application having been completed, failing which an alternative payment either by way of Bank Transfer or Card payment would be required, as a normal Parish Council Cheque could not be used in this instance..

F15/1391 INFORMATION ITEMS

Nothing to report.

F15/1392 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Nothing to report

F15/1393 TO CONFIRM THE DATE OF FUTURE MEETINGS

Thursday 26 May 2016 at 10.00 am at Ketley Community Centre.

Signed
Chairman of Ketley Parish Council Finance Committee

Date: 26 May 2016