



Minutes of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 30 June 2016 at 10.00 am at Ketley Community Centre

PRESENT:

Councillor Maggie Evans (Chairman)
Councillor Amrik Jhawar

Councillor David Elliott
Councillor Joy Francis

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

F16/1406 WELCOME

The Chairman welcomed all members to the meeting.

F16/1407 APOLOGIES FOR ABSENCE

Apologies were presented and accepted by Cllr Saini (illness).

F16/1408 DECLARATIONS OF PECUNIARY INTERESTS

Cllr Evans declared her interest in connection with the Friends of Paddock Mound.

F16/1409 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 26 MAY 2016

RESOLUTION: The minutes of the Finance Committee held on 26 May 2016 were proposed as an accurate record by Cllr Jhawar, seconded by Cllr Elliott and unanimously approved by the Finance Committee.

F16/1410 MONTHLY BANK RECONCILIATION

This item was deferred.

F16/1411 ORDERS FOR THE PAYMENT OF MONEY.

Acceptance of the Orders for the Payment of Money was proposed by Cllr Evans, seconded by Cllr Jhawar, 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
300885	E-on	Street Light Repairs	2/31	£ 41.09	£ 8.22	£ 49.31
300885	E-on	Annual Street Lighting Maintenance Contract	2/31	£ 2,922.87	£ 584.57	£ 3,507.44
300885	E-on	Street Light Repairs	2/31	£ 73.17	£ 14.63	£ 87.80
300885	E-on	Street Light Repairs	2/31	£ 41.09	£ 8.22	£ 49.31
300885	E-on	Street Light Repairs	2/31	£ 160.00	£ 32.00	£ 192.00
300886	Scribe 2000 Ltd	Annual Software Licence	1/8	£ 462.50	£ 92.50	£ 555.00
300887	SALC	Member Training - Cllr S Thomas		£ 22.00	-	£ 22.00
300888	West Mercia Supplies	Office Supplies	1/8	£ 14.10	£ 2.82	£ 16.92
300888	West Mercia Supplies	Office Supplies	1/8	£ 72.18	£ 7.64	£ 79.82
300888	West Mercia	Office Supplies	1/8	£ 20.27	£ 4.06	£ 24.33

	Supplies					
300888	West Mercia Supplies	Office Supplies	1/8	£ 4.70	£ 0.94	£ 5.64
300889	Halls SMS	Cleaning Products	6/605	£ 40.98	£ 8.19	£ 49.17
300890	1st Class Hygiene	Hygiene Services	6/609	£ 315.00	£ 63.00	£ 378.00
300890	1st Class Hygiene	Hygiene Services	6/609	£ 215.60	£ 43.12	£ 258.72
300891	TCAT	IT Support - May 2016	1/14	£ 330.00	£ 66.00	£ 396.00
300891	TCAT	IT Support - June 2016	1/14	£ 330.00	£ 66.00	£ 396.00
300893	SDH Accounting	Internal Audit Fee	1/10	£ 582.40	-	£ 582.40
300894	M Dyer	Salary - June 2016	6/608	£ 529.10	-	£ 529.10
300895	A Linton	Salary - June 2016	6/608	£ 960.61	-	£ 960.61
300896	S Ward	Salary - June 2016	6/608	£ 523.91	-	£ 523.91
300897	D Shepherd	Salary - June 2016	6/608	£ 144.00	-	£ 144.00
300898	SCPF	Centre Pension - June 2016	6/620	£ 327.63		£ 327.63
300899	A Roberts	Locum Clerk Charges - June 2016	1/8	£ 980.00	-	£ 980.00

TOTAL

£ 10,115.11

It was agreed that the following items of expenditure be checked for the future the general cost of the required printer cartridge prices. The overall costings for the supply of cleaning materials and whether better value for money could be obtained by the Parish Council.

F16/1412 2015-16 ANNUAL AUDIT OF ACCOUNTS

The Interim Clerk reported that the Extraordinary Full Council held on 29 June 2016 had formally approved the Final Accounts for 2015-2016, the Annual Governance Statement and the Annual Return for the Year Ending 31 March 2016.

F16/1413 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

- Friends of Paddock Mound Moth Survey: Funding Request – The Interim Clerk reported that he had received an application for funding from the Friends of Paddock Mound in connection with a planned moth survey. Following a discussion it was agreed that the payment of the £30 donation should be paid from the already paid grant of £8,000.
- Quotation for workwear – The Committee received details of the quotations that had been received. Ann Linton suggested as to whether the required workwear clothing could be obtained from Fruit of the Loom. Following a discussion it was agreed that this further investigatory work should be undertaken.
- Cemetery Training – The confirmed cost for the provision of this training to be held on 15 July 2016 was agreed at 5 persons at £65 each making a total of £325.
- Legionella Testing Kits – The Interim Clerk tabled a number of quotations that had been supplied for the Committee's consideration, following a discussion it was agreed that an appropriate kit would be sourced which would cost in the region of £100. It was acknowledged that there was a wide range of prices but that the members were mindful of obtaining a suitable testing kit.
- Table Clips – The Resources Committee had been approached by the Community Centre Manager to obtain table clips which would assist in safer table removal these were priced at £12 each, and following a discussion it was agreed to acquire two such clips.

It was agreed that the above payments be recommended for payment to Full Council.

F16/1414 INFORMATION ITEMS

The Community Centre Manager informed the Committee that all meter readings had been taken and submitted. Members were asked as to when the Centre windows should be cleaned and it was agreed that this should be undertaken during the month of August 2016. The Community Centre Manager mentioned to members of the

difficulties that had been recently experienced of locking the outside door. After a discussion it was agreed that a locksmith should be approached in order to provide a report on the current condition of the outside door lock.

F16/1415 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Nothing to report

F16/1416 TO CONFIRM THE DATE OF FUTURE MEETINGS

Thursday 21 July 2016 at 10.00 am at Ketley Community Centre.

Signed
Chairman of Ketley Parish Council Finance Committee

Date: 21 July 2016