

# KETLEY PARISH COUNCIL TELFORD, SHROPSHIRE

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**Chairman: Councillor Amrik Jhawar**  
**Clerk to the Council: Phil Griffiths**  
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## **Minutes of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 27 July 2017 at 10.00 am at Ketley Community Centre**

### **PRESENT:**

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

Councillor Joy Francis  
Councillor Amrik Jhawar

In Attendance: Phil Griffiths, Parish Clerk

### **F17/1539 WELCOME**

The Chairman welcomed all members to the meeting.

### **F17/1540 APOLOGIES FOR ABSENCE**

Councillor Laura Hodgkinson (Family Commitment)

### **F17/1541 DECLARATIONS OF PECUNIARY INTERESTS**

None.

### **F17/1542 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 29 JUNE 2017**

**RESOLUTION:** The minutes of the Finance Committee held on 29 June were proposed as an accurate record by Cllr Elliott, seconded by Cllr Saini and unanimously approved by the Finance Committee.

### **F17/1543 MONTHLY BANK RECONCILIATION**

The Clerk reported that as at 10 July 2017 the Parish council bank statements were as follows:

National Savings	£41,159.35
Co-op current account	<u>£58,700.61</u>
Total	<u>£99,859.96</u>

There were currently £5,463.23 worth of unpresented cheques, leaving a balance of £94,396.73

### **F17/1544 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 below should be authorised in accordance with the Parish Council Standing Orders

Cheque N	Supplier	Description	Cost Code	Net	VAT	Total
301355	Clerks Salary	July including additional June/July payment	1/1	£ 2,278.08		£ 2,278.08
301356	Assistant to Clerks salary	July	6/608	£ 896.70		£ 896.70
301357	Facilities Officer salary	July including additional June/July payment	6/608	£ 1,055.19		£ 1,055.19
301357	Facilities Officer Expenses	Reclaim for purchases paint	6/609	£ 90.39	£ 18.08	£ 108.47
301357	Facilities Officer Expenses	Reclaim for purchases gutter repairs	6/609	£ 95.58	£ 19.12	£ 114.70
301358	Cleaner/Keyholder salary	July	6/608	£ 452.15		£ 452.15
301359	HM Revenue & Customs	July Centre Tax & NI	6/620	£ 1,158.99		£ 1,158.99
301360	Screwfix	Centre Maintenance inv0804235376	6/609	£ 26.95	£ 5.38	£ 32.33
301360	Screwfix	Centre Maintenance inv 0805388419	6/609	£ 135.28	£ 27.04	£ 162.32
301360	Screwfix	Centre Maintenance inv 0807409685	6/609	£ 7.33	£ 1.46	£ 8.79
301361	Havelock Europa	Stage connectors	6/609	£ 50.00	£ 10.00	£ 60.00
301362	Telford & Wrekin council	Rent Youth Centre July	6/602	£ 83.33	£ 16.67	£ 100.00
301362	Telford & Wrekin council	Burials	10/211	£ 119.98		£ 119.98
301362	Telford & Wrekin council	Burials	10/211	£ 59.99		£ 59.99
301363	Clean Machine Direct Ltd	Cleaning Supplies	6/605	£ 41.90	£ 8.38	£ 50.28
301364	1st Class hygiene	Sanitary supplies	6/609	£ 53.90	£ 10.78	£ 64.68
301365	West Mercia Supplies	Office Stationery	1/8	£ 49.04	£ 9.80	£ 58.84
301366	SDT Electrical Contractors	Disabled call system in disabled toilet	6/609	£ 295.00	£ 59.00	£ 354.00
301367	TCAT	July IT Support	1/14	£ 330.00	£ 66.00	£ 396.00
301368	Scribe 2000 Ltd	Annual software charge finance package	1/12	£ 385.00	£ 77.00	£ 462.00
301369	Wrekin Drain Services Ltd	Cleaning out storm gullies	6/609	£ 140.00	£ 28.00	£ 168.00
301370	NPower inv LGU4HNGM	Street Lighting energy charge April-June	2/30	£ 2,449.85	£ 489.97	£ 2,939.82
301371	West Mercia Energy inv 1401306	Electricity Community Centre	6/607	£ 24.28	£ 1.21	£ 25.49
301337	West Mercia Energy inv 1401429	Electricity Community Centre	6/607	£ 95.42	£ 4.77	£ 100.19
301337	West Mercia Energy inv 1401413	Electricity Community Centre	6/607	£ 242.82	£ 48.56	£ 291.36
301337	West Mercia Energy inv 1399624	Gas Community Centre	6/606	£ 13.95	£ 0.70	£ 14.65
301337	West Mercia Energy inv 1399625	Gas Community Centre	6/606	£ 118.02	£ 5.90	£ 123.92
<b>TOTAL</b>				<b>£ 10,749.12</b>	<b>£ 907.82</b>	<b>£ 11,656.92</b>

## F17/1545 OVERVIEW OF BUDGET

The Clerk reported that current income/expenditure was on target to provide a surplus of around £10k at the end of the financial year which could be placed in to the savings account. The heating system at the Youth Centre would need replacing in the medium term and ideally money should be allocated to cover this cost. However, income from room bookings was up on 2016/17, with more new bookings being sought. Room Hire costs were also due for review which would potentially raise more income. Maintenance works were now being done mainly in-house and would reduce expenditure on contractors.

## F17/1546 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

The Clerk reported that the recent restructure had required a significant amount of staff time for the Clerk, Assistant Clerk and Facilities Management Officer. He presented a report showing additional hours worked by each member of staff. It was agreed that officers be reimbursed for additional hours by way of 50% additional pay and 50% toil or as 100% toil. The staff could choose their preference.

The Clerk also presented information on proposals to sound proof the wall between the Hall and Art Room. Letting both rooms at the same time has proving problematic as there was no effective noise barrier between the rooms. Th Facilities Management Officer had drawn up proposals for creating a removable sliding panels between the rooms which would increase sound proofing and provide the opportunity to obtain additional room lettings. The cost to produce the panels would be between £800 and £1000 but this cost be recouped within 12 months by increased income from hiring out both rooms at the same time. Councillor Elliott asked about the aesthetics of the panels as he would be keen to retain the traditional schoolroom effect provided by the current sliding doors. Councillors supported the proposal and agreed that Councillor Elliott discuss details of the proposal with the Facilities Management Officer before the work began.

Quotations had been received for resurfacing of parts of the Community Centre Car Park from 3 contractors. Councillors agreed that the work needed to be done and approved that the cheapest quotation from GN Groundworks of £1375 + VAT be accepted and that the work be done as soon as practicable.

**RESOLVED that officers be reimbursed for additional hours worked during restructure at 50% pay and 50% toil or take the additional hours as toil.**

**RESOLVED that following further consultation with Councillor Elliott, approval be given for purchase of materials and building of soundproof panels between Art Room and Hall**

**RESOLVED that the Car Park resurfacing be undertaken as per the quotation from GN Groundworks**

#### **F17/1547 INFORMATION ITEMS**

A number of issues were discussed.

The room hire review due for later in the year was discussed and councillors felt that should increases be agreed that customers should be given notice well in advance of any changes. In the case of long standing customers, they felt that increases might be staged over a period of time. Staff set up costs should be included in quotations for room hire costs. Any system for concessionary rates should be simplified and should ensure the Parish council were not hiring out rooms at a loss after accounting for staffing time and resources required.

Councillor Elliott asked that enquiries be made regarding the feasibility of installing solar panels on the rooves of the Community Centre and Youth Centre.

Councillors also asked that the previous Clerk be contacted regarding what had happened to the Boardroom style table which had formerly been in the Meeting Room. The Clerk would also look at the energy switching service being provided by the Borough council to see if there were any potential savings available from switching energy supplier.

#### **F17/1548 FUTURE AGENDA ITEMS**

Room Hire Charges Review

#### **F17/1549 TO CONFIRM THE DATE OF FUTURE MEETINGS**

Thursday 26 September, 2017 at 10.00 am at Ketley Community Centre.

The meeting ended at 11.20 am

Signed .....Date: 26 September 2017  
Chairman of Ketley Parish Council Finance Committee