

KETLEY PARISH COUNCIL TELFORD, SHROPSHIRE



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 28 September 2017 at 10.00 am at Ketley Community Centre

PRESENT:

Councillor Maggie Evans (Chairman)
Councillor Joy Francis
Councillor Dave Elliott

Councillor Amrik Jhawar

In Attendance: Phil Griffiths, Parish Clerk

F17/1550 WELCOME

The Chairman welcomed all members to the meeting.

F17/1551 APOLOGIES FOR ABSENCE

Councillor Anil Saini (Family Commitment) and Councillor Laura Hodgkinson (Family Commitment)

F17/1552 DECLARATIONS OF PECUNIARY INTERESTS

None.

F17/1553 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 27 JULY 2017

RESOLUTION: The minutes of the Finance Committee held on 27 July were proposed as an accurate record by Cllr Elliott, seconded by Cllr Jhawar and unanimously approved by the Finance Committee.

F17/1554 MONTHLY BANK RECONCILIATION

The Clerk reported that as at 31 August 2017 the Parish council bank statements were as follows:

National Savings	£41,159.35
Co-op current account	<u>£49,873.35</u>
Total	<u>£91.03270</u>

There were currently £7,005.39 worth of unrepresented cheques, £1483.50 worth of unrepresented receipts, leaving a balance of £85,510.81

F17/1555 ORDERS FOR THE PAYMENT OF MONEY.

Acceptance of the Orders for the Payment of Money was proposed by Cllr Evans, seconded by Cllr Elliott, signed and accepted as follows:

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

Orders for Payment as at 28.09.17						
Cheque N	Supplier	Description	Cost Co	Net	VAT	Total
301387	Clerks Salary	September	1/1	£ 1,462.28		£ 1,462.28
301387	Clerks Expenses	Purchase Licence Moneysoft Payroll softwa	1/12	£ 65.00	£ 13.00	£ 78.00
301388	Assistant to Clerks salary	September	6/608	£ 896.70		£ 896.70
301388	Assistant to Clerks Expenses	Reclaim for First Aid Box Signs	6/609	£ 5.74	£ 1.15	£ 6.89
301388	Assistant to Clerks Expenses	Reclaim for Car Park Signs	6/609	£ 6.36	£ 1.27	£ 7.63
301388	Assistant to Clerks Expenses	Reclaim for purchase of Clok for Kitchen	6/609	£ 3.33	£ 0.66	£ 3.99
301388	Assistant to Clerks Expenses	Reclaim for purchase of signs/equipment	6/609	£ 45.18	£ 9.04	£ 54.22
301388	Assistant to Clerks Expenses	Reclaim for purchase copier paper	1/8	£ 13.33	£ 2.66	£ 15.99
301388	Assistant to Clerks Expenses	Reclaim for purchase of H&S Signage	6/609	£ 3.33	£ 0.66	£ 3.99
301388	Assistant to Clerks Expenses	Reclaim for purchase of signage	6/609	£ 7.73	£ 1.55	£ 9.28
301388	Assistant to Clerks Expenses	Reclaim for purchase of Storage Keys	6/609	£ 9.31		£ 9.31
301389	Facilities Officer salary	September	6/608	£ 892.44		£ 892.44
301389	Facilities Officer Expenses	Purchase of fridge for Kitchen	6/609	£ 132.50	£ 26.50	£ 159.00
301390	Cleaner/Keyholder salary	September	6/608	£ 452.15		£ 452.15
301391	HM Revenue & Customs	September Centre Tax & NI	6/620	£ 914.39		£ 914.39
301392	M Mansell	Newsletter Deliveries	5/93	£ 360.00	£ -	£ 360.00
301393	Mazars	External Audit Fee	1/10	£ 425.00	£ 85.00	£ 510.00
301394	Telford & Wrekin council	Rent Youth Centre September	6/602	£ 83.33	£ 16.67	£ 100.00
301394	Telford & Wrekin council	Burials	10/211	£ 214.56		£ 214.56
301395	Clean Machine Direct Ltd	Cleaning Supplies	6/605	£ 25.90	£ 5.18	£ 31.08
301395	Clean Machine Direct Ltd	Cleaning Supplies	6/605	£ 54.48	£ 10.90	£ 65.38
301396	TCAT	September IT Support	1/14	£ 330.00	£ 66.00	£ 396.00
301397	West Mercia Energy inv 1424900	Electricity Community Centre	6/607	£ 24.38	£ 1.22	£ 25.60
301397	West Mercia Energy inv 1424932	Electricity Community Centre	6/607	£ 81.58	£ 4.08	£ 85.66
301397	West Mercia Energy inv 1424926	Electricity Community Centre	6/607	£ 250.62	£ 50.12	£ 300.74
301397	West Mercia Energy credit 1413820	Gas Community Centre credit note	6/606	-£ 96.69	-£ 4.83	-£ 101.52
301397	West Mercia Energy inv 1421740	Gas Community Centre	6/606	£ 13.95	£ 0.70	£ 14.65
301397	West Mercia Energy inv 1423911	Gas Community Centre	6/606	£ 146.09	£ 7.30	£ 153.39
301398	FCC Recycling	Waste Garden Of Rest	10/214	£ 233.87	£ 46.77	£ 280.64
301398	FCC Recycling	Waste Community Centre	6/612	£ 233.87	£ 46.77	£ 280.64
301399	E-On	Streetlight Repair 113130	2/31	£ 73.17	£ 14.63	£ 87.80
301399	E-On	Streetlight Repair 113129	2/31	£ 73.17	£ 14.63	£ 87.80
301400	Denmans	Lights 414766342	6/609	£ 29.70	£ 5.94	£ 35.64
301400	Denmans	Lights 414774819	6/609	£ 29.72	£ 5.94	£ 35.66
301401	SDT Electrical	Fire Alarm Bells	6/609	£ 260.00	£ 52.00	£ 312.00
301401	SDT Electrical	Outside Light fitting	6/609	£ 40.00	£ 8.00	£ 48.00
301401	SDT Electrical	Emergency Light key switches supply/fit	6/609	£ 1,390.00	£ 278.00	£ 1,668.00
301402	AJ Edwards	Strip/Seal Wooden Floor	6/609	£ 120.00		£ 120.00
301403	Npower	Electricity Garden of Rest	10/216	£ 85.76	£ 4.29	£ 90.05
301404	Water Plus	Water charge Community Centre	6/617	£ 260.74		£ 260.74
301405	PRS for Music	Licence Charge Music	6/625	£ 58.46	£ 11.69	£ 70.15
301406	Ultra Clean window cleaning	Window cleaning	6/609	£ 70.00		£ 70.00
TOTAL				£ 9,781.43	£ 787.49	£ 10,568.92

F17/1556 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 boiler/heating system at the Youth Centre would need replacing in the medium term and ideally money should be allocated to cover this cost. The Clerk would seek quotations from local contractors to establish how much the work would cost. One suggestion was that this could be a project for TCAT trainees working under tutor supervision, allowing trainees to gain skills and experience. Councillors agreed that that this was a possible option, subject to suitable certification and subject to insurance requirements. 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.

F17/1557 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

None

F17/1558 TRAINING & DEVELOPMENT BUDGET

Councillors unanimously approved the recommendation from Resources Committee of 13 July for creation of a dedicated training budget. The budget was agreed at £2k per annum

RESOLVED- that a dedicated training budget of £2k per annum be created

F17/1559 ROOM HIRE REVIEW OF CHARGES

Councillors discussed some options for the upcoming Room Hire Charges Review. It was acknowledged that no room hire costs could be below minimum staffing and set up costs. As a guide, councillors believed it would be sensible to have a single concessionary charge of around £10 per hour. The Clerk would compare room hire costs with neighbouring and similar Parish councils to get an idea of what rates were fair and reasonable. Centre users should be notified in advance of the review and informed new charges would be effective from January 2018. Councillors believed that concessionary charges should be applied by the Clerk based on an assessment of the community benefits provided by individual users.

F17/1560 ANNUAL REVIEW OF LICENCE CHARGES FOR FORMER KETLEY YOUTH CENTRE

F17/1561 INFORMATION ITEMS

A number of issues were discussed.

Councillor Elliott asked that enquiries be made regarding the feasibility of installing solar panels on the rooves of the Community Centre and Youth Centre. In particular, enquiries could be made to establish if any grant funding was available for this.

A discussion took place on the longer term future of the Garden of Rest which was expected to be full in approximately 10 years. Enquiries would be made to establish whether any suitable additional was available in the Parish area. The Clerk would look at availability of topple testing training for the PET scheme operative who was responsible for maintenance of the Garden of Rest

F17/1562 FUTURE AGENDA ITEMS

Room Hire Charges Review

F17/1563 TO CONFIRM THE DATE OF FUTURE MEETINGS

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

The meeting ended at 11.32 am

SignedDate: 26 October 2017
Chairman of Ketley Parish Council Finance Committee