

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 26 October 2017 at 10.00 am at Ketley Community Centre

PRESENT:

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

Councillor Anil Saini

In Attendance: Phil Griffiths, Parish Clerk

F17/1564 WELCOME

The Chairman welcomed all members to the meeting.

F17/1565 APOLOGIES FOR ABSENCE

Councillor Amrik Jhawar (Away) and Councillor Laura Hodgkinson (Study Commitment)

F17/1566 DECLARATIONS OF PECUNIARY INTERESTS

None.

F17/1567 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 28 SEPTEMBER 2017

RESOLUTION: The minutes of the Finance Committee held on 28 September were proposed as an accurate record by Cllr Elliott, seconded by Cllr Francis and unanimously approved by the Finance Committee.

F17/1568 MONTHLY BANK RECONCILIATION

The Clerk reported that as at 30 September 2017 the Parish council bank statements were as follows:

National Savings	£41,159.35
Co-op current account	<u>£121,420.96</u>
Total	<u>£162,580.31</u>

There were currently £10,693.92 worth of unrepresented cheques, £1,314.50 worth of unrepresented receipts, leaving a balance of £153,200.89

F17/1569 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

Orders for Payment as at 26.10.17						
Cheque	Supplier	Description	Cost Co	Net	VAT	Total
301409	Clerks Salary	October	1/1	£ 1,462.48		£ 1,462.48
301410	Assistant to Clerks salary	October	6/608	£ 1,205.75		£ 1,205.75
301410	Assistant to Clerks Expenses	Reclaim for Cirque Touchpad Mouse	6/609	£ 39.50		£ 39.50
301410	Assistant to Clerks Expenses	Reclaim for Non slip floor paint	6/609	£ 43.99		£ 43.99
301410	Assistant to Clerks Expenses	Reclaim for Henry Hoover head	6/609	£ 4.68		£ 4.68
301410	Assistant to Clerks Expenses	Reclaim for baby change unit	6/609	£ 59.89		£ 59.89
301411	Facilities Officer salary	October	6/608	£ 892.44		£ 892.44
301412	Cleaner/Keyholder salary	October	6/608	£ 466.27		£ 466.27
301413	HM Revenue & Customs	October Centre Tax & NI	6/620	£ 1,140.50		£ 1,140.50
301414	Shropshire County Pension Fund	Pension fund strain	6/621	£ 8,820.68		£ 8,820.68
301415	Telford & Wrekin council	Rent Youth Centre October	6/602	£ 83.33	£ 16.67	£ 100.00
301415	Telford & Wrekin council	Legal fees for advice and assistance	1/18	£ 443.26	£ 88.65	£ 531.91
301416	Clean Machine Direct Ltd	Cleaning Supplies	6/605	£ 26.12	£ 5.22	£ 31.34
301416	Clean Machine Direct Ltd	Cleaning Supplies	6/605	£ 4.47	£ 0.89	£ 5.36
301417	TCAT	October IT Support	1/14	£ 330.00	£ 66.00	£ 396.00
301418	West Mercia Energy inv 1430288	Electricity Community Centre	6/607	£ 23.92	£ 1.18	£ 24.87
301418	West Mercia Energy inv 1430409	Electricity Community Centre	6/607	£ 101.97	£ 5.02	£ 105.45
301418	West Mercia Energy inv 1430396	Electricity Community Centre	6/607	£ 253.04	£ 49.83	£ 298.98
301418	West Mercia Energy inv 1432357	Gas Community Centre	6/606	£ 127.17	£ 6.17	£ 129.53
301418	West Mercia Energy inv 1433845	Gas Community Centre	6/606	£ 13.50	£ 0.68	£ 14.18
301419	E-On	Streetlight Repair 113537	2/31	£ 73.17	£ 14.63	£ 87.80
301419	E-On	Streetlight Repair 113538	2/31	£ 73.17	£ 14.63	£ 87.80
301420	GN Groundworks	Tarmac work	6/609	£ 1,375.00	£ 275.00	£ 1,650.00
301421	AGL Electrical	Fire Alarm/Emergency light testing TACT	6/609	£ 241.04	£ 48.21	£ 289.25
301421	AGL Electrical	Heating boiler control TACT	6/609	£ 107.50	£ 21.50	£ 129.00
301422	Screwfix (Trade UK)	Paint	6/609	£ 9.83	£ 1.97	£ 11.80
301423	Npower	Street lighting	2/30	£ 2,476.79	£ 495.36	£ 2,972.15
301424	SLCC	Council publication	1/8	£ 77.60	£ 0.80	£ 78.40
301424	SLCC	Council publication	1/8	£ 91.96	£ 0.80	£ 92.76
TOTAL				£ 20,069.02	£ 1,113.21	£ 21,172.76

F17/1570 OVERVIEW OF BUDGET

The Clerk reported that the second half year precept payment had been received and that current income/expenditure was now on target to provide a surplus of around £20k at the end of the financial year which could be placed in to the savings account. A payment was being made this month for pension strain costs for an employee who had taken voluntary redundancy in May. Income from room hire had seen a significant increase and work was continuing to reduce costs on IT support, printing and copying and building maintenance costs. The Clerk was awaiting a final balance for Parish council contributions to Shropshire County Pension Fund.

Staff sickness had meant that bookings for December were being scaled down in order that the current staff could provide support for those bookings. Room Hire costs were being reviewed later on the agenda but the review would potentially raise more income. Ongoing maintenance works were now being done mainly in-house and expenditure on contractors had been reduced.

F17/1571 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

Councillors noted that expenditure would be required for Christmas vouchers, a Christmas tree for the front of the Centre and for refreshments/decorations for Christmas events.

F17/1572 BUDGET & PRECEPT 2018/19

The Clerk reported that Telford & Wrekin council had written to the Parish council notifying them in accordance with their policy of reducing grant in line with the fall in their overall grant and that the Council Tax Support Grant (CTSG) had again been reduced for 2018/19 by £3,370 to an estimated £4,925. CTSG grant figures had been calculated based on a 23.3% reduction in Telford & Wrekin council's overall grant. The allocation of grant had been adjusted between Parishes to take account of tax base growth and Council Tax Benefit Subsidy. The Clerk told councillors that the signs were that CTSG would be removed completely in the next 2/3 years and that the Parish needed to budget on the assumption that this grant would cease completely in the next few years. The growth in the Parish tax base mitigated the CTSG reduction to some extent but the Parish council would be facing a net reduction in budget of £2,305 if the precept level remained unchanged. This was without any allowance for inflation which was currently running at an annual rate of 2.8% and a further scheduled increase to the National Living Wage from April 2018.

The Clerk presented a calculation sheet outlining possible options available and showing what effect this would have on Band D equivalent Council tax payments for Parish residents. Councillors considered proposals for the 2018/19 precept and would make a recommendation for consideration by Full Council in November.

Councillors believed that the Council needed to maintain a budget which could support existing services and in particular to secure the future of the Community Centre buildings for Parish residents. During the ensuing debate, Councillors Evans, Francis and Elliott supported a 10% precept increase whilst Councillor Saini believed that an increase of 8% or 9% was preferable. Following a vote, councillors approved a 10% precept increase for Band D equivalent properties by 3 votes to 1. The gross precept would increase from £151,366 in the current year to £168,546 for 2018/19. The increase was equivalent to an additional annual payment of £11.56 for Band D equivalent properties in the Parish, or 22p per week. This would support an overall Parish budget for 2018/19 of £240,687

RESOLVED- that Finance Committee recommend to Full Council a 10% precept increase for 2018/19 to support an Annual budget of £240,687

F17/1573 ROOM HIRE CHARGES & GARDEN OF REST CHARGES REVIEW

Room Hire Charges

The Clerk presented a report containing proposals for revised room hire charges. Charges had remained unchanged during the previous three years. Comparisons with other similar local Community Centre charges showed that the current level of charges needed updating to reflect the changes in energy costs and living wage costs over the last three years. Details of proposals were as follows:

Proposed room hire, kitchen and storage charges below:

	Charity	Agency	Private	
Meeting Room	£8.00	£9.00	£10.00	p/hr
Art Room	£8.50	£10.00	£13.00	p/hr
Class Room	£8.50	£10.00	£13.00	p/hr
Hall	£10.00	£12.50	£15.00	p/hr
IT Room (former)	£8.00	£9.00	£10.00	p/hr
Computer use	£1.50	£2.00	£2.50	p/hr each
Kitchen	£5.00	£5.00	£10.00	flat rate
Storage (cupboard)	£10.00	£10.00	£25.00	p/month
Storage	£25.00	£25.00	£50.00	p/month

(storeroom)

A three tier rate is proposed in line with other similar venues in the borough. Charities must be registered in order to qualify for the minimum rate in line with National Minimum Wage (set to increase from £7.50 to £8.05 from 1st April 2018) and this will be checked by staff before accepting bookings. Agency rate would be applicable to community groups who operate on a not for profit basis (not including NHS or Councils) and all other bookings would be charged the standard rates.

There would be an additional surcharge of £2.50 per hour for booking the Hall at the weekend for parties and a standard set up charge of £5.00 per 30 minutes (minimum) where this service is required. Councillors may also wish to consider charges for room cleaning after an event at £25.00 per hour where users do not wish to undertake this personally.

Based on the revised charges proposed and using November's bookings as a comparison, at the current rates (all rooms at £7 p/hr – community and £13 p/hr – private, free kitchen, set up and storage which has been in place since January 2015) the income from room hire would be £3,806, but with the new prices this would increase by £966 to £4,772. This would see income rise by over £10,000 per year without any additional bookings.

The proposal which it is suggested is implemented with effect from 1st January 2018 would be carefully managed giving existing users notice from 1st November and offering alternative rooms or other ways in which to minimise the impact of any increase. For example the user could set up the room personally, move to a cheaper room, store items at home or bring in their own kettle and crockery. It should be noted that a number of groups will remain unaffected by the room hire increases, but services that had previously been provided free of charge such as set ups, storage or use of the kitchen will no longer be available. It is possible therefore that some groups may look to move to another venue however having conducted a thorough review of similar venues, the proposed increases (and in some cases decreases) are in line with charges for similar venues. .

Councillors supported the proposals and asked that all user be notified in writing as soon as practicable

Garden of Rest Charges

A Current Charges

RED LAKE GARDEN OF REST, KETLEY

Charges from 1st September 2015

	Parish Resident	Outside Parish
Double Interment	£320.00	£640.00
Single Interment	£290.00	£580.00
Re-opening	£290.00	£580.00
Still born	Free	Free
Child up to 16 years	Free	Free
Cremated Remains	£115.00	£230.00
Exclusive Rights of Burial (50 years)	£375.00	£750.00
Exclusive Rights Cremated Remains	£130.00	£260.00
Scattering of Ashes	£55.00	£110.00
Memorial Approval	£100.00	£200.00
Add Memorial Inscription	£56.00	£112.00
Single Wall Plaque	£50.00	£100.00
Double Wall Plaque	£100.00	£200.00
Transfer of Rights / Duplications	£50.00	£50.00

B Proposed Charges

RED LAKE GARDEN OF REST, KETLEY

Charges from 1st April 2018

	Resident	Non
Double Interment	£340.00	£680.00
Single Interment	£310.00	£620.00
Re-opening	£310.00	£620.00
Still born	Free	Free
Child up to 16 years	Free	Free
Cremated Remains	£125.00	£250.00
Exclusive Rights of Burial (50 years)	£425.00	£850.00
Exclusive Rights Cremated Remains	£175.00	£350.00
Scattering of Ashes	£55.00	£110.00
Memorial Approval	£100.00	£200.00
Add Memorial Inscription	£60.00	£120.00
Single Wall Plaque	£50.00	£100.00
Double Wall Plaque	£100.00	£200.00
Transfer of Rights / Duplications	£50.00	£50.00

The right to interment and purchase of burial rights in Ketley Garden of Rest is exclusive to the residents of the civil parish of Ketley except:

- (1) Where burial rights were purchased before the deceased moved outside of the parish
- (2) Where the deceased has at the time of burial a domestic (not business) property in the parish
- (3) Where immediately before moving to nursing or residential care of designated retirement accommodation the deceased lived in the parish
- (4) Where the deceased has at the time of purchase of rights or at the time of burial a spouse, parent, grandparent, brother, sister or child already interred in the cemetery or who already owns Exclusive Rights of Burial in the Garden of Rest
- (5) Where burial rights were purchased prior to 1st September 2015.

In the case of (4) and (5) above, all fees will be doubled unless any of the first three provisions apply.

Councillors agreed that charges should be increased as per the proposals in Table B.

RESOLVED- that revised Room Hire charges be adopted from 1 January 2018 and that all Centre Users be notified of the changes in writing as soon as practicable.

RESOLVED – that the revised Garden Of Rest charges as shown at Table B be adopted from April 2018

F17/1574 RECOMMENDATION FROM RESOURCES COMMITTEE 26 SEPTEMBER MEETING FUTURE USE OF COMMUNITY CENTRE IT SUITE

Resources Committee had, at their 26 September meeting, had resolved that Finance Committee look at proposals for future use of the IT suite, including consideration of costs for improvements and for estimated income.

The IT suite was currently only used on Tuesday mornings for the Computer drop-in session. Councillors gave consideration to making the IT room solely accessible for users without having to

disturb users in the main Hall. The future of the room as an IT suite was considered, councillors believed that this could be an option. Moving the entrance door further down the corridor would assist in separating the access to the room. Alternatively, if the use of the room as an IT suite was not viable then the room could be converted for use for standard meeting room hire. Councillors recommended that Centre staff carry out further investigation in to whether companies would be interested in hiring the IT suite for training days and all possible options for use of the room together with costs of any works to provide users with separates access to the room.

RESOLVED – That further investigation be made in to whether there was a demand for the IT suite to be hired out commercially for IT training and that a report come back to Finance Committee

RESOLVED – That all possible future options for the IT Suite room be examined and that proposals and costs be reported back to Finance Committee

F17/1575 INFORMATION ITEMS

None

F17/1576 FUTURE AGENDA ITEMS

Room Hire Charges Review

F17/1577 TO CONFIRM THE DATE OF FUTURE MEETINGS

Thursday 23 November, 2017 at 10.00 am at Ketley Community Centre.

The meeting ended at 11.34 am

SignedDate: 21 November 2017
Chairman of Ketley Parish Council Finance Committee