



**Minutes of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 23 November 2017 at 10.00 am at Ketley Community Centre**

**PRESENT:**

Councillor Maggie Evans (Chairman)  
Councillor Amrik Jhawar  
Councillor Dave Elliott

Councillor Anil Saini

In Attendance: Phil Griffiths, Parish Clerk

**F17/1578 WELCOME**

The Chairman welcomed all members to the meeting.

**F17/1579 APOLOGIES FOR ABSENCE**

Councillors Joy Francis (Illness) and Laura Hodgkinson (Study Commitment)

**F17/1580 DECLARATIONS OF PECUNIARY INTERESTS**

None.

**F17/1581 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 26 OCTOBER 2017**

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

**F17/1582 MONTHLY BANK RECONCILIATION**

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

National Savings	£41,159.35
Co-op current account	<u>£114,557.96</u>
Total	<u>£155,716.85</u>

There were currently £19,773.55 worth of unrepresented cheques, leaving a balance of £135,943.30

**F17/1583 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

<b>Orders for Payment as at 23.11.17</b>						
<b>Cheque N</b>	<b>Supplier</b>	<b>Description</b>	<b>Cost Cod</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
301426	Clerks Salary	November	1/1	£ 1,840.69		£ 1,840.69
301427	Assistant to Clerks salary	November	6/608	£ 2,078.15		£ 2,078.15
301428	Facilities Officer salary	November	6/608	£ 892.44		£ 892.44
301429	Cleaner/Keyholder salary	November	6/608	£ 388.33		£ 388.33
301430	Evening/Weekend Keyholder salary	November	6/608	£ 1,017.58		£ 1,017.58
301431	HM Revenue & Customs	November Centre Tax & NI	6/620	£ 1,406.40		£ 1,406.40
301432	Marmax Recycled Products	Paddock Mound pond dipping	3/62	£ 840.00	£ 168.00	£ 1,008.00
301433	Telford & Wrekin council	Rent Youth Centre November	6/602	£ 83.33	£ 16.67	£ 100.00
301434	Clean Machine Direct Ltd	Cleaning Supplies	6/605	£ 71.25	£ 14.25	£ 85.50
301435	TCAT	November IT Support	1/14	£ 330.00	£ 66.00	£ 396.00
301436	West Mercia Energy inv 1436260	Electricity Community Centre	6/607	£ 280.56	£ 56.11	£ 336.67
301436	West Mercia Energy inv 1436386	Electricity Community Centre	6/607	£ 25.09	£ 1.25	£ 26.34
301436	West Mercia Energy inv 1442430	Gas Community Centre	6/606	£ 82.36	£ 4.12	£ 86.48
301437	GS Fire	Fire extinguishers - Youth Centre	6/609	£ 110.00		£ 110.00
301437	GS Fire	Fire extinguishers - Community Centre	6/609	£ 110.00		£ 110.00
301438	Amazon Payments Europe SCA	Office drop safe	1/8	£ 92.99		£ 92.99
301439	Viking Payments	Office stationery	1/8	£ 106.27	£ 17.22	£ 123.49
301439	Viking Payments	Office stationery	1/8	£ 35.95	£ 7.19	£ 43.14
301440	Siemens Financial Services	Ricoh settlement	1/8	£ 1,140.50	£ 228.10	£ 1,368.60
301441	AY Fabrications	Handrail for Community Centre entrance	6/609	£ 120.00	£ 24.00	£ 144.00
301442	AGL Electrical	Fire Alarm/Emergency light test - C.Centre	6/609	£ 233.00	£ 46.60	£ 279.60
<b>TOTAL</b>				<b>£ 11,284.89</b>	<b>£ 649.51</b>	<b>£ 11,934.40</b>

### **F17/1584 OVERVIEW OF BUDGET**

The Clerk reported that current income/expenditure was now on target to provide a surplus of around £35k at the end of the financial year, part of which could be placed in to the savings account. 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 had been reviewed, this would potentially raise more income. Ongoing maintenance works were now being done mainly in-house and expenditure on contractors had been reduced.

### **F17/1585 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.

### **F17/1586 RECOMMENDATION FROM RESOURCES COMMITTEE 21 OCTOBER MEETING**

Resources Committee had made the following recommendations relating to staffing arrangements and pay for Centre staff.

#### **i) Revised Staffing Arrangements in the absence of a Parish Clerk**

The Centre team had been severely stretched in recent months due to sickness leave and the current Clerk was leaving on 1 December. It was unlikely that a Clerk would be in place until late January or February. Councillors agreed that temporary administrative support and evening/weekend keyholder support remain in place until a new Clerk was in post.

The current temporary Cleaner/Keyholder post and the temporary evening/weekend keyholder post would be reviewed by the new Parish Clerk. In addition, the current Clerk and Assistant

Parish Clerk had been required to work a significant number of toil hours whilst the Facilities Officer was off sick. Councillors agreed that the Assistant Parish Clerk be paid for the additional hours worked during this period.

The Facilities Officer had now returned to work and successfully completed his probationary period. Councillors agreed that the, following successful completion of probationary period, the salary payment be increased to scp 20 on the NJC pay scale from 1 December. The Assistant Parish Clerk had also successfully completed a probationary period and councillors agreed that this post be re-titled Community & Marketing Manager and salary payment be at Scp. 26 on the NJC pay scale. This was in a similar range to a number of other posts at local Parish councils.

Following the departure of the current Clerk the Council was required to appoint a Proper officer and Responsible Financial Officer (RFO) for the period up to when the new Clerk started in post. Following a poor response to the recent recruitment, councillors agreed that the Community & Marketing Manager be asked to take up the duties of Proper Officer and RFO until a new Clerk was in post.

**RESOLVED - That the following recommendations be agreed by Finance Committee and ratified by Full Council:-**

- a) that temporary Administrative support and evening/weekend keyholder support remain in place until a new Clerk is appointed
- b) that the current temporary Cleaner/Keyholder and Evening/Weekend keyholder posts be reviewed when the Parish Clerk was in post
- c) that the Assistant Parish Clerk be paid for additional hours worked during the absence of Facilities Officer
- d) that following successful completion of a probationary period, the current Assistant Clerk post be re-titled Community & Marketing Manager and payscale be increased to Scp. 26 on NJC payscale from 1 November 2017
- e) that, following completion of probationary period, the Facilities Officer post payscale be increased to Scp. 20 on NJC payscale from 1 December 2017

#### **F17/1587 INFORMATION ITEMS**

None

#### **F17/1588 FUTURE AGENDA ITEMS**

#### **F17/1589 TO CONFIRM THE DATE OF FUTURE MEETINGS**

The December meeting would not take place, cheques would be signed on 14 December. Next meeting Thursday 25 January, 2018 at 10.00 am at Ketley Community Centre.

The meeting ended at 10.23 am

Signed .....Date: 25 January 2018  
Chairman of Ketley Parish Council Finance Committee