



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 25 January 2018 at Ketley Community Centre commencing at 10:00am

PRESENT:

Councillor Maggie Evans (Chairman)
Councillor Anil Saini
Councillor Joy Francis

Councillor Amrik Jhawar
Councillor Laura Hodgkinson

Acting Clerk: Emma Atwell

F18/1590 WELCOME

The Chairman welcomed everyone to the meeting.

F18/1591 APOLOGIES FOR ABSENCE

Councillor Dave Elliott (Illness) - accepted

F18/1592 DECLARATIONS OF PECUNIARY INTERESTS

None.

F18/1593 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD 23 NOVEMBER 17

RESOLUTION: The minutes of the Finance Committee held on 23 November were proposed as an accurate record by Cllr Jhawar, seconded by Cllr Saini and unanimously approved by the Finance Committee.

F18/1594 MONTHLY BANK RECONCILIATION

The Acting Clerk reported that as at 31 December 2017 the Parish Council bank statements were as follows:

National Savings	£41,159.35
Co-op current account	<u>£87,529.92</u>
Total	<u>£128,689.27</u>

There were currently £17,293.50 worth of unrepresented cheques, leaving a balance of £111,395.77

RESOLVED that following discussion all unanimously agreed that **£40,000** from the current account be transferred into the National Savings account

F18/1595 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 25.01.18

Chq No.	Supplier	Description	Cost Code	Net	VAT	Total
301461	Acting Clerk's Salary	January	1/1	£ 1,599.45	£ -	£ 1,599.45
301462	Facilities Officer salary	January	6/608	£ 1,000.21	£ -	£ 1,000.21
301463	Cleaner/Keyholder salary	January	6/608	£ 388.33	£ -	£ 388.33
301464	HM Revenue & Customs	January Centre Tax & NI	6/620	£ 1,018.32	£ -	£ 1,018.32
301465	Telford & Wrekin Council	Rent Youth Centre January	6/602	£ 83.33	£ 16.67	£ 100.00
301465	Telford & Wrekin Council	Burials	10/211	£ 630.53	£ -	£ 630.53
301465	Telford & Wrekin Council	Cremation	10/211	£ 59.00	£ -	£ 59.00
301466	EON	Street lighting annual main	2/33	£ 2,922.87	£ 584.57	£ 3,507.44
301466	EON	Street lighting repairs	2/31	£ 73.17	£ 14.63	£ 87.80
301466	EON	Street lighting repairs	2/31	£ 41.09	£ 8.22	£ 49.31
301466	EON	Street lighting repairs	2/31	£ 105.25	£ 21.05	£ 126.30
301466	EON	Street lighting repairs	2/31	£ 74.45	£ 14.89	£ 89.34
301467	West Mercia Energy inv 1445	Electricity Community Cen	6/607	£ 297.79	£ 59.56	£ 357.35
301467	West Mercia Energy inv 1445	Electricity Community Cen	6/607	£ 24.87	£ 1.24	£ 26.11
301467	West Mercia Energy inv 1445	Electricity TACT	6/607	£ 152.58	£ 30.52	£ 183.10
301467	West Mercia Energy inv 1450	Gas Community Centre	6/606	£ 259.97	£ 51.99	£ 311.96
301467	West Mercia Energy inv 1458	Gas Community Centre	6/606	£ 304.38	£ 60.88	£ 365.26
301467	West Mercia Energy inv 1451	Gas TACT	6/606	£ 192.20	£ 38.44	£ 230.64
301467	West Mercia Energy inv 1459	Gas TACT	6/606	£ 240.54	£ 48.11	£ 288.65
301468	Npower	Electricity supplied for stre	2/30	£ 2,476.79	£ 495.36	£ 2,972.15
301469	Trade UK (Screwfix)	Tools & equipment KCC	6/609	£ 32.14	£ 6.42	£ 38.56
301469	Trade UK (Screwfix)	Credit note letter box	6/609	-£ 16.66	-£ 3.33	-£ 19.99
301469	Trade UK (Screwfix)	Switches and door plates K	6/609	£ 25.42	£ 5.07	£ 30.49
301469	Trade UK (Screwfix)	Tools & equipment KCC	6/609	£ 97.75	£ 19.55	£ 117.30
301470	AGL Electrical	Testing outside sockets &	6/609	£ 44.00	£ 8.80	£ 52.80
301470	AGL Electrical	Pump and light repairs	6/609	£ 93.30	£ 18.66	£ 111.96
301471	Prince Personnel	Elaine O'Brien temporary a	6/608	£ 588.75	£ 117.75	£ 706.50
301471	Prince Personnel	Elaine O'Brien temporary a	6/608	£ 549.50	£ 109.90	£ 659.40
301471	Prince Personnel	Elaine O'Brien temporary a	6/608	£ 368.95	£ 73.79	£ 442.74
301471	Prince Personnel	Elaine O'Brien temporary a	6/608	£ 431.75	£ 86.35	£ 518.10
301472	Waterplus	Water supplies Community	6/617	£ 191.91	£ -	£ 191.91
301473	TWS	Weekly winter site inspect	10/218	£ 182.00	£ 36.40	£ 218.40
301473	TWS	Gritting Garden of Rest 25	10/218	£ 74.00	£ 14.80	£ 88.80
301474	Viking	Office & stationery supplie	1/8	£ 136.82	£ 21.99	£ 158.81
301475	Wilson Plumbing & Heating	Replaced domestic expans	6/609	£ 42.00	£ 8.40	£ 50.40
301475	Wilson Plumbing & Heating	Replaced circuit board on	6/609	£ 213.00	£ 42.60	£ 255.60
301475	Wilson Plumbing & Heating	Annual boiler services & ce	6/609	£ 390.00	£ 78.00	£ 468.00
301476	The Clean Machine	Cleaning supplies & sundri	6/605	£ 102.94	£ 20.60	£ 123.54
301477	P Griffiths	Locum Clerk duties	1/1	£ 150.00	£ -	£ 150.00
301478	M Bates	Refund of party booking 10	6/614	£ 80.00	£ -	£ 80.00
301479	M Garlapati	Refund of damage deposit	6/614	£ 25.00	£ -	£ 25.00
301480	S Freeman	Refund of damage deposit	6/614	£ 25.00	£ -	£ 25.00
301481	Clarity Copiers	Contract copy charges Nov	1/6	£ 176.12	£ 35.22	£ 211.34
301481	Clarity Copiers	Contract copy charges Dec	1/6	£ 253.55	£ 50.71	£ 304.26
301481	Clarity Copiers	Credit note copy charges	1/6	-£ 171.47	-£ 34.29	-£ 205.76
301481	Clarity Copiers	Colour toners - full set	1/6	£ 225.00	£ 45.00	£ 270.00
301481	Clarity Copiers	Colour toners - full set	1/6	£ 225.00	£ 45.00	£ 270.00
TOTAL				£ 13,359.32	£ 1,728.95	£ 15,088.27

It was noted that with effect from 1 October 2017 all utility bills related to the former nursery school are being recharged to TACT.

IT support charges from TCAT were discussed and the Acting Clerk confirmed that payments ceased on 30 November 2017 and no further payments were to be made. Richard Miller, IT Manager at TCAT has offered to carry out decommissioning work of the IT Room at TCAT's cost in recognition of the lack of support provided by the college over the period of the contract.

RESOLVED that the Acting Clerk is to progress the decommissioning of the IT Room with TCAT including the removal of associated cabling, servers and equipment.

F18/1596 OVERVIEW OF BUDGET

The updated budget for the current financial year was circulated and discussed. An under budget figure was noted in interments although the Acting Clerk did confirm that burials for December and January were up and payment had not yet been processed. Income from room hire is continuing to increase and has already exceeded expected budget figures for the year. There will be no further payments for IT support for the remainder of the financial year although there will be some further maintenance costs associated with renovation work of the decommissioned IT Room. It was generally noted that the current financial position against the budget was positive and the new format preferred.

F18/1597 COMMUNITY CENTRE INCOME REVIEW

The Acting Clerk presented a report to Councillors showing the total monthly income lost as a result of Groups not renewing bookings following the implementation of increased hire charges effective 1 January 2018. The report also showed income gained from new Groups and the additional charges resulting in an overall monthly increase of £402.25 and a significant increase when compared to January 2017.

F18/1598 THE CO-OPERATIVE BANK ACCOUNT

The Finance Committee members discussed the Parish Council's bank account facility, access to online banking, use of debit cards and payments. It was noted that the Parish Clerk & Responsible Financial Officer is unable to make any enquiries about the account or view the current position of the account without being an authorised signatory on the account.

Councillors also discussed petty cash and recommended that the amount held be increased up to a maximum limit of £200.00 in order to enable staff to make smaller purchases on behalf of the Council without incurring personal costs which must then be reclaimed at a later date.

RESOLVED the following actions

- i) Former Cllr Mrs Diane Picken be removed as an authorised signatory**
- ii) Cllrs Maggie Evans, Anil Saini and Laura Hodgkinson remain as authorised signatories**
- iii) Parish Council Chairman, Cllr Amrik Jhawar and Emma Atwell, Acting Parish Clerk & RFO be approved as authorised signatories**
- iv) The petty cash be increased from £50.00 to a maximum of £200.00**

F18/1599 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

None.

F18/1600 INFORMATION ITEMS

Cllr Maggie Evans advised that Friends of Ketley Paddock Mound were in the process of placing a number of orders including new benches to be procured through Telford & Wrekin Council. Invoices would be sent directly to the Parish Council and payment to be made from the budget allocated to the FKPM for 2017/18.

F18/1601 FUTURE AGENDA ITEMS

Grant award applications to be considered at the March 2018 meeting.

F18/1602 TO CONFIRM THE DATE OF FUTURE MEETINGS

The next meeting of the Finance Committee will take place on Monday 26th February at 2pm

The meeting ended at 10:55am

SignedDate: 26 February 2018
Chairman of Ketley Parish Council Finance Committee

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