



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 22 March 2018 at Ketley Community Centre commencing at 10:00am

PRESENT:

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

Councillor Dave Elliott

Clerk: Emma Atwell

F18/1603 WELCOME

The Chairman welcomed everyone to the meeting.

F18/1604 APOLOGIES FOR ABSENCE

Councillor Amrik Jhawar (Annual Leave) and Cllr Laura Hodgkinson (Absent)

F18/1605 DECLARATIONS OF PECUNIARY INTERESTS

Cllr M Evans – Friends of Ketley Paddock Mound, Ketley History Group and Sinclair FC. Cllr D Elliott – Ketley History Group

F18/1606 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD 25 JANUARY 18

RESOLUTION: The minutes of the Finance Committee held on 25 January 2018 were proposed as an accurate record by Cllr Joy Francis, seconded by Cllr Anil Saini and unanimously approved by the Finance Committee.

F18/1607 MONTHLY BANK RECONCILIATION

The Clerk reported that as at 28 February 2018 the Parish Council bank statements were as follows:

National Savings	£41,353.31
Co-op current account	<u>£60,332.45</u>
Total	<u>£101,685.76</u>

There were currently £13,222.94 worth of unrepresented cheques and £1,612.00 unrepresented receipts, leaving a balance of £90,074.82.

RESOLVED that following discussion all unanimously agreed that £40,000 from the current account be transferred into the National Savings account before the year end 31 March 2018.

F18/1608 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 22.03.18

Cheque No.	Supplier	Description	Cost Co	Net	VAT	Total	Cheque value
301499	Clerk's Salary	March	1/1	£ 2,396.68	£ -	£ 2,396.68	
301500	Facilities Officer salary	March	6/608	£ 1,289.33	£ -	£ 1,289.33	
301501	Centre Co-ordinator salary	March	6/608	£ 1,367.27	£ -	£ 1,367.27	
301502	Cleaner/Keyholder salary	March	6/608	£ 48.00	£ -	£ 48.00	
301503	Telford & Wrekin Council	Rent Youth Centre March	6/602	£ 83.33	£ 16.67	£ 100.00	
301503	Telford & Wrekin Council	Burials	10/211	£ 727.09	£ -	£ 727.09	£ 827.09
301504	Viking	stamps	1/8	£ 47.84	£ 0.58	£ 48.42	
301505	Marmax	Benches for Ketley Paddock Mound	3/62	£ 846.90	£ 169.38	£ 1,016.28	
301506	CDP printing and graphics	Newsletters	5/93	£ 250.00	£ -	£ 250.00	
301507	Clerks and Councils direct	clerks and councils subscription	1/12	£ 12.00	£ -	£ 12.00	
301508	Jewson	Drilling and screws KCC	6/609	£ 122.18	£ 24.43	£ 146.61	
301508	Jewson	wood KCC	6/609	£ 470.33	£ 94.07	£ 564.40	
301508	Jewson	skirtings KCC	6/609	£ 46.32	£ 9.26	£ 55.58	£ 766.59
301509	West Mercia Energy inv 1469574	Electricity Community Centre	6/607	£ 270.33	£ 54.07	£ 324.40	
301509	West Mercia Energy Inv 18771	Credit note	6/607	-£ 332.10	£ -	-£ 332.10	
301509	West Mercia Energy inv 1469665	Electricity Community Centre	6/607	£ 25.36	£ 1.27	£ 26.63	
301509	West Mercia Energy inv 1469592	Electricity TACT	6/607	£ 110.06	£ 5.50	£ 115.56	
301509	West Mercia Energy inv 1474982	Gas KCC	6/606	£ 351.97	£ 70.39	£ 422.36	
301509	West Mercia Energy inv 1474980	Gas TACT	6/606	£ 308.11	£ 61.62	£ 369.73	£ 926.58
301510	Trade UK (Screwfix)	Door handle, decorators, sanitary silicone	6/609	£ 70.12	£ 14.01	£ 84.13	
301511	Midland News Association	Shropshire Internet	5/93	£ 37.50	£ 7.50	£ 45.00	
301512	Prince Personnel	Elaine O'Brien hourly pay	6/608	£ 353.25	£ 70.65	£ 423.90	
301512	Prince Personnel	Elaine O'Brien hourly pay	6/608	£ 573.05	£ 114.61	£ 687.66	
301512	Prince Personnel	Introduction fee for Elaine O'Brien	6/608	£ 2,353.57	£ 470.71	£ 2,824.28	£ 3,935.84
301513	S Price	Newsletter deliveries	5/93	£ 121.05	£ -	£ 121.05	
301514	FCC Environment	Waste collection charge KCC	6/612	£ 242.32	£ 48.46	£ 290.78	
301514	FCC Environment	Duty of care administration charge GOR	10/214	£ 54.00	£ 10.80	£ 64.80	
301514	FCC Environment	Duty of care administration charge KCC	6/612	£ 54.00	£ 10.80	£ 64.80	£ 420.38
301515	Telford & Wrekin Services Ltd	Weekly site inspection February	6/609	£ 104.00	£ 20.80	£ 124.80	
301516	Water Plus	Water charges TACT	6/617	£ 280.47	£ -	£ 280.47	
301517	Eon	Street Light repairs	6/607	£ 41.07	£ 8.22	£ 49.29	
301517	Eon	Street Light repairs	6/607	£ 35.74	£ 7.15	£ 42.89	
301517	Eon	Street Light repairs	6/607	£ 76.66	£ 15.33	£ 91.99	
301517	Eon	Street Light repairs	6/607	£ 35.57	£ 7.11	£ 42.68	£ 226.85
301518	Misschiefcakes	Easter event cake decorating workshop	6/614	£ 24.00	£ -	£ 24.00	
301519	Clarity Copiers	Copying contract	1/8	£ 73.48	£ 14.70	£ 88.18	
301519	Clarity Copiers	Copying contract	1/8	£ 68.50	£ 13.70	£ 82.20	
301519	Clarity Copiers	Termination of HP111 printer contract	1/8	£ 192.00	£ -	£ 192.00	£ 362.38
301520	npower	Electricity	6/607	£ 161.97	£ 8.10	£ 170.07	
301521	SALC	General data protection regulation	6/610	£ 10.00	£ -	£ 10.00	
301522	HM Revenue & Customs	March Centre Tax & NI	6/620	£ 1,910.42	£ -	£ 1,910.42	
301523-532	Members Allowances	2017/18 (Annual)	1/6	£ 2,960.00	£ -	£ 2,960.00	
TOTAL				£ 8,548.62	£ 528.75	£ 9,077.37	

RESOLVED that a list of regular payments will be presented at the next meeting for approval to set up as direct debit, standing order or BACS to reduce the number of cheque payments.

F18/1609 OVERVIEW OF BUDGET

The budget figures for the remainder of the financial year were circulated and discussed. It was noted that the recent newsletter had generated the sale of reservations in the Garden of Rest and delivery of the newsletter was now more cost effective. Confirmed that the final version of the newsletter is approved by the Events Committee. Miscellaneous income cost code has been used for petty cash but will be run as a separate entry next financial year on the advice of the internal auditor. The Clerk confirmed that the HR Contract with Ellis Whitam was not renewed and has generated a further saving.

F18/1610

FINANCIAL MANAGEMENT CONTROL IMPROVEMENTS

The Clerk re-presented the report and recommendations from the Internal Auditor that was agreed by all Councillors at the last full Council meeting. The Committee discussed the recommendations and all agreed that Finance meetings should take place closer to full Council in the new municipal year. Meetings will be held on the Thursday before Council at 10:00am and a new schedule of meetings to go to the AGM. **RESOLVED that the Finance Committee will meet the week before full Council in 2018/19.**

It was noted that Friends of Ketley Paddock Mound have their own bank account and the recommendation of the auditor was that if the Council wishes to give the Friends a grant, it should be made in the same way as all grants and not managed by the Council on their behalf as this affects claims for VAT and causes complications with the accounts.

To ensure tighter management control in the next financial year, the Committee are advised to carry out quarterly random inspections on the accounts initialling bank statements and other documents to demonstrate payments and receipts have been traced through the system. All invoices for payment should be countersigned by both authorised signatories of the cheques. **RESOLVED that the Clerk is to include quarterly inspections on future agendas.**

F18/1611

GRANT APPLICATIONS

The Clerk presented a summary of all the applications which had been received:
Wellington Cottage Care - £150 for art equipment
Sinclair FC - £500 for pitch drainage
Ketley History Group - £200 for catalogue printing and Ancestry membership
Silver Clouds Bingo & Social Club - £300 for Christmas party in Bridgnorth
Shropshire Fields Association - £30 to support children's play

Ketley Parish Council have allocated £1000 for community grants and the Committee discussed the applications and felt that neither the request from Wellington Cottage Care nor Silver Clouds met the criteria. The grant for SFA was recommended as was the application from Sinclair FC.

Cllrs M Evans and D Elliott left the room at 11:12am prior to any discussion on the remaining applications including Friends of Ketley Paddock Mound.

It was noted that the History Group currently have 11 members and did not require access to international Ancestry. The Committee heard that Ketley Paddock Mound will require a donation of at least £4,000 for 2018/19 to support essential works through the EU grant and Telford & Wrekin Council.

The remaining Finance Committee members discussed the applications and voted to support both the History Group and the Paddock Mound and recommended the full grant of £200 be awarded to the KHG and a grant of £5,000 for FoKPM

Cllrs M Evans and D Elliott returned to the room at 11:20am after conclusion of this item.

RESOLVED that

- i) the recommendations of the Finance Committee be approved at the next full Council meeting on Wednesday 11 April**
- ii) The Clerk to review forms and criteria for 2018/19**
- iii) The Clerk to promote Grant Applications in the Parish Newsletter**
- iv) The Clerk to ensure Grant Applications are considered at February Finance Committee in 2019**

F18/1612 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

Fencing, footpath and planting works in the Garden of Rest. Drainage issues to be investigated further.

F18/1613 INFORMATION ITEMS

The Clerk advised the Committee that a number of contracts were approaching the end and currently being reviewed to identify savings including waste, maintenance, utilities and website hosting.

F18/1614 FUTURE AGENDA ITEMS

Any items to be forwarded to the Clerk prior to the next meeting.

F18/1615 TO CONFIRM THE DATE OF NEXT MEETING

The next meeting of the Finance Committee will take place on Thursday 26th April at 10:00am at Ketley Community Centre.

The meeting ended at 11:34am

Signed Date: 26 April 2018
Chairman of Ketley Parish Council Finance Committee