



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 26 April 2018 at Ketley Community Centre commencing at 10:00am

PRESENT:

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

Councillor Dave Elliott
Councillor Laura Hodgkinson
Councillor Amrik Jhawar

Clerk: Emma Atwell

F18/1616 WELCOME

The Chairman welcomed everyone to the meeting.

F18/1617 APOLOGIES FOR ABSENCE

None

F18/1618 DECLARATIONS OF PECUNIARY INTERESTS

None declared

F18/1619 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD 22 MARCH 18

RESOLUTION: The minutes of the Finance Committee held on 22 March 2018 were proposed as an accurate record by Cllr Joy Francis, seconded by Cllr Anil Saini and unanimously approved by the Finance Committee.

F18/1620 MONTHLY BANK RECONCILIATION

The Clerk reported that as at 31 March 2018 the Parish Council bank statements were as follows:

National Savings	£81,353.31
Co-op current account	<u>£9,527.16</u>
Total	<u>£90,880.47</u>

There were currently £9,820.08 worth of unrepresented cheques leaving a balance of £81,060.39.

It was noted that £40,000 had been transferred to the National Savings account as resolved at the last committee meeting.

F18/1621 CO-OPERATIVE BANK ACCOUNT

The Clerk confirmed that all the changes to the Council's bank account had now been made. The authorised signatories on the account are Cllr M Evans, Cllr A Saini, Cllr L Hodgkinson, Cllr A Jhawar and Mrs E Atwell (Clerk). The Clerk reported that online banking is up and running and can only be accessed using the 'pocket token' and two layers of pin numbers. A debit card has been issued for the account and is locked in the safe.

F18/1622 ORDERS FOR THE PAYMENT OF MONEY

- (a) The Clerk presented a report on methods of payment following the changes to the Council's bank account. It was recommended that payment by cheque should only be used in future where there were no bank details available or it was more appropriate to present a cheque for example with grant awards or other one-off payments.

The Committee members unanimously agreed the report and RESOLVED that:

- i) Direct debits to be set up for payments to Telford & Wrekin Council, West Mercia Energy, Waterplus, Severn Trent, FCC Environment, Npower, Eon, Clarity Copiers, Information Commissioner and Microsoft**
- ii) Standing Orders to be set up for salary payments**
- iii) Faster payments can be used until direct debits and standing orders have been set up and where authorised for other payments in place of cheques.**
- iv) Where direct debits and standing orders are in place, invoices will not be presented at future Finance Committees for authorisation during 2018/19**
- v) Direct debits and standing order arrangements will be reviewed annually at the commencement of each new financial year.**

It was noted that these arrangements will enable the Council to take advantage of reduced charges by paying through direct debit and will ensure payments are made promptly, not incur any late payment charges and significantly reduce admin costs.

- (b) 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 11.04.18

Cheque No.	Supplier	Description	Cost Cod	Net	VAT	Total
301533	Misschiefcakes (Stacey Johnson)	Cupcake decorating workshop Easter event	5/96	£ 106.00	£ -	£ 106.00
TOTAL				£ 106.00	£ -	£ 106.00

Orders for payment as at 26.04.18

Payment	Chq No	Supplier	Description	Cost Cod	Net	VAT	Total
BACS		Clerk's Salary	April	1/1	£ 1,849.83	£ -	£ 1,849.83
BACS		Facilities Officer salary	April	6/608	£ 1,077.85	£ -	£ 1,077.85
BACS		Centre Co-ordinator salary	April	6/608	£ 1,374.36	£ -	£ 1,374.36
BACS		HM Revenue & Customs	April Centre Tax & NI	6/620	£ 1,263.77	£ -	£ 1,263.77
DD		Telford & Wrekin Council	Rent former Nursery School April	6/602	£ 83.33	£ 16.67	£ 100.00
DD		Telford & Wrekin Council	Burials	10/211	£ 59.00	£ -	£ 59.00
DD		Telford & Wrekin Council	Burials	10/211	£ 238.97	£ -	£ 238.97
DD		Telford & Wrekin Council	Burials	10/211	£ 118.00	£ -	£ 118.00
DD		Telford & Wrekin Council	Business Rates Garden of Rest	10/217	£ 832.24	£ -	£ 832.24
DD		Telford & Wrekin Council	Business Rates Ketley Community Centre	6/603	£ 4,368.00	£ -	£ 4,368.00
DD		Telford & Wrekin Council	Business Rates TACT building	6/603	£ 2,928.00	£ -	£ 2,928.00
Online		SALC	SALC Affiliation Fees	1/12	£ 1,452.72	£ -	£ 1,452.72
Online		Telford & Wrekin Services Ltd	Weekly site inspection March	6/609	£ 104.00	£ 20.80	£ 124.80
DD		Npower	Street lighting energy	2/30	£ 2,422.92	£ 484.58	£ 2,907.50
Online		Wrekin Drain Services	Drain blockage clearance TACT building	6/609	£ 155.00	£ 31.00	£ 186.00
Online		Amazon Business	Cleaning materials	6/605	£ 54.42	£ 10.88	£ 65.30
Online		Amazon Business	Stationery	1/8	£ 2.33	£ 0.47	£ 2.80
DD		West Mercia Energy inv 1479247	Electricity Community Centre	6/607	£ 267.91	£ 53.58	£ 321.49
DD		West Mercia Energy inv 1479209	Electricity Community Centre	6/607	£ 22.74	£ 1.14	£ 23.88
DD		West Mercia Energy inv 1479213	Electricity TACT	6/607	£ 101.48	£ 5.07	£ 106.55
DD		West Mercia Energy inv 1483293	Gas KCC	6/606	£ 353.41	£ 70.68	£ 424.09
DD		West Mercia Energy inv 1484023	Gas TACT	6/606	£ 286.84	£ 57.37	£ 344.21
DD		Information Commissioner	Data Protection Registration	1/12	£ 35.00	£ -	£ 35.00
DD		Clarity Copiers	Photocopying	1/8	£ 70.32	£ 14.06	£ 84.38
Online		Trade UK (Screwfix)	Paint, brushes and door furniture	6/609	£ 56.13	£ 11.20	£ 67.33
Online		Trade UK (B&Q)	Introduction fee for Elaine O'Brien	6/609	£ 6.67	£ 1.33	£ 8.00
Online		AGL Electrical	Fire alarm battery replacement	6/610	£ 58.00	£ 11.60	£ 69.60
Online		A Allmark	Painting exterior wall of Centre	6/609	£ 520.00	£ -	£ 520.00
Online		A Allmark	Painting of acoustic wall in Centre - Hall	6/609	£ 750.00	£ -	£ 750.00
Chq	301534	M Carr Esq	Painting & general maintenance KCC	6/609	£ 262.44	£ -	£ 262.44
Chq	301535	Shropshire Playing Fields Association	Grant award	4/70	£ 30.00	£ -	£ 30.00
Chq	301536	Ketley History Group	Grant award	4/70	£ 200.00	£ -	£ 200.00

Chq	301537	Friends of Ketley Paddock Mound	Grant award	4/70	£ 5,000.00	£ -	£ 5,000.00
Chq	301538	Sinclair United FC	Grant award	4/70	£ 500.00	£ -	£ 500.00
Chq	301539	Midland Air Ambulance	Collection	5/96	£ 69.31	£ -	£ 69.31
Chq	301540	Runtime	Backup website	1/14	£ 50.00	£ 10.00	£ 60.00
Online		Filmbankmedia	PVS Licence	6/625	£ 109.17	£ 21.83	£ 131.00
Online		Logan's Plumbing & Heating	Kitchen worktop refitting KCC Hall	6/609	£ 360.00	£ -	£ 360.00
Online		Eon	Street light repair K178	2/31	£ 76.66	£ 15.33	£ 91.99
Online		Eon	Street light repair K148	2/31	£ 76.66	£ 15.33	£ 91.99
Chq	301541	J Watson	Easter event arts & crafts workshop	5/96	£ 50.00	£ -	£ 50.00
Chq	301542	Jewson	Markers & equipment for GOR	10/215	£ 24.80	£ 4.95	£ 29.75
Online		Viking	Stationery	1/8	£ 53.78	£ 7.17	£ 60.95
Chq	301543	Cook Stars Stafford & Telford	Room hire refund - cancellation	6/614	£ 25.00	£ -	£ 25.00
Chq	301544	Samantha Rigby	Damage deposit return	6/614	£ 25.00	£ -	£ 25.00
TOTAL					£ 27,826.06	£ 865.04	£ 28,691.10

F18/1623 OVERVIEW OF BUDGET

The year end budget figures against the actuals for 2017/18 were circulated and discussed. No issues were raised and the budget for 2018/19 agreed. It was agreed that information for residents about the Council's spend would be included in the next issue of the newsletter.

F18/1624 END OF YEAR ACCOUNTS

The Clerk advised that the Internal Auditor would be carrying out the final inspection of the accounts on Thursday 3 May and the Annual Statements would be presented at full Council on Wednesday 9 May for approval.

F18/1625 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

The Clerk confirmed that replacement of sodium street lighting with LED lanterns is included in the budget for 2018/19. The Clerk will be meeting with Eon next month to review the existing contract and will raise the issue of dimmers.

F18/1626 INFORMATION ITEMS

The Clerk informed the Committee that NJC had reached agreement on the pay scales for 2018/19 and salaries would be increased from 1 April 2018 with backdated payment made in May.

The Clerk advised members that the fixed three year insurance contract expires on 31 May and alternative proposals are currently being obtained.

F18/1627 FUTURE AGENDA ITEMS

Update on GDPR.

F18/1628 TO CONFIRM THE DATE OF NEXT MEETING

The next meeting of the Finance Committee will take place on Thursday 24 May at 10:00am at Ketley Community Centre.

The meeting ended at 11:23am

Signed Date: 24 May 2018
Chairman of Ketley Parish Council Finance Committee