



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 24 May 2018 at Ketley Community Centre commencing at 10:00am

PRESENT:

Councillor Maggie Evans
Councillor Joy Francis

Councillor Dave Elliott

Clerk: Emma Atwell

F18/1629 WELCOME

The Chairman welcomed everyone to the meeting.

F18/1630 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

Cllr J Francis proposed Cllr M Evans as Chairman, seconded by Cllr D Elliott.

RESOLVED that Cllr M Evans be appointed Chairman of the Finance Committee for the municipal year 2018/19

Cllr M Evans proposed Cllr J Francis as Vice Chairman, seconded by Cllr D Elliott.

RESOLVED that Cllr J Francis be appointed Vice Chairman of the Finance Committee for the municipal year 2018/19

F18/1631 APOLOGIES FOR ABSENCE

Cllr A Jhawar (work commitment) - accepted
Cllr L Hodgkinson (Absent) and Cllr H Rhodes (Absent)

F18/1632 DECLARATIONS OF PECUNIARY INTERESTS

None declared

F18/1633 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD 26 APRIL 18

RESOLUTION: The minutes of the Finance Committee held on 26 April 2018 were proposed as an accurate record by Cllr D Elliott, seconded by Cllr J Francis and unanimously approved by the Finance Committee.

F18/1634 MONTHLY BANK RECONCILIATION

The Clerk reported that as at 30 April 2018 the Parish Council bank statements were as follows:

National Savings	81,353.31
Co-op current account	67,152.02
Petty Cash	<u>168.60</u>
Total	<u>£148,673.93</u>

There were currently £6,486.50 worth of unrepresented cheques leaving a balance of £142,187.43.

It was noted that bank reconciliations will be more up to date in future following the change of meetings to the first week of the month.

F18/1635 ORDERS FOR THE PAYMENT OF MONEY

Acceptance of the Orders for the Payment of Money was proposed by Cllr Evans, seconded by Cllr Francis, 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 24.05.18							
Payment	Chq No	Supplier	Description	Cost Co	Net	VAT	Total
BACS		Clerk's Salary	May	1/1	£ 1,918.06	£ -	£ 1,918.06
BACS		Facilities Officer salary	May	6/608	£ 1,121.63	£ -	£ 1,121.63
BACS		Centre Co-ordinator salary	May	6/608	£ 1,334.01	£ -	£ 1,334.01
BACS		HM Revenue & Customs	May Centre Tax & NI	6/620	£ 1,331.88	£ -	£ 1,331.88
DD		Telford & Wrekin Council	Rent former Nursery School May	6/602	£ 83.33	£ 16.67	£ 100.00
DD		Clarity Copiers	Photocopying	1/8	£ 71.32	£ 14.26	£ 85.58
Online		AGL Electrical	Replace and wire in outside light	6/609	£ 47.02	£ 9.40	£ 56.42
Chq	301545	GM Carr Esq	Painting & general maintenance KCC	6/609	£ 379.08	£ -	£ 379.08
Chq	301546	AY Fabrications	Removal of bus shelter	6/609	£ 220.00	£ 44.00	£ 264.00
Online		Scribe	End of year accounts training	1/15	£ 210.00	£ 42.00	£ 252.00
Online		Paul Burdick	Scribe training travel costs	1/15	£ 63.90	£ -	£ 63.90
Online		Wilson Plumbing & Heating	Water heater repairs KCC	6/609	£ 65.00	£ 13.00	£ 78.00
Online		1st Class Hygiene	Sanitary unit servicing	6/612	£ 315.00	£ 63.00	£ 378.00
Online		1st Class Hygiene	Air freshener unit servicing	6/605	£ 215.60	£ 43.12	£ 258.72
Online		1st Class Hygiene	CREDIT NOTE FOR EARLY PAYMENT	6/612	-£ 37.14	-£ 7.43	-£ 44.57
Online		Npower	Street lighting	2/30	£ 376.39	£ 75.28	£ 451.67
Online		Logan's Plumbing & Heating	Disabled toilet works KCC	6/609	£ 6,600.00	£ -	£ 6,600.00
TOTAL					£ 14,315.08	£ 313.30	£ 14,628.38

It was noted that unfortunately the Council had been unsuccessful in securing a grant for the works undertaken on the disabled toilet, but confirmed monies had been set aside in the budget for additional facilities. The original plans for a further disabled toilet are to be revised to reduce the cost and in its place will be a single ladies cubicle and tea point.

F18/1636 OVERVIEW OF BUDGET

The budget for 2018/19 was circulated for review. It was noted that the electricity contract for the Garden of Rest had now been terminated and TACT are recharged for all utilities pertaining to the former Infants school. It was also observed that monies have been set aside in the budget for upgrading street lights.

F18/1637 STREET LIGHTING CONTRACT

The Clerk advised that following a meeting with Eon, revised maintenance contracts had been proposed. Subject to upgrading 66 sodium lanterns which would be obsolete in 2019, the annual maintenance charge would be significantly reduced. LED lights can be either dimmable or non-dimmable. Dimmable bulbs come at a higher cost but would offer lower energy use, however due to the additional controls, parts would require replacements after 5 years. After discussion it was **RESOLVED to instruct Eon to replace 66 sodium lights with non-dimmable LED's and upgrade additional lights as and when necessary. Clerk to sign new maintenance contract on behalf of the Council to take advantage of the reduction in cost created by one year warranty on new LED lights.**

F18/1638 INSURANCE CONTRACT

The Clerk advised that the Council's insurance expires on 31 May 2018 and the Long Term Agreement with Zurich is ended. The Committee considered four quotes – one from Zurich and three provided by Came & Co. After review and discussion of the quotes it was **RESOLVED that a new three year agreement with Inspire through Came & Co was the most appropriate and cost effective for the Council's needs. The Clerk to make the necessary arrangements to ensure cover is in place from 1 June 2018.**

F18/1639 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

None

F18/1640 AGENDA ITEMS FOR NEXT MEETING

Budget considerations for the Garden of Rest following eventual closure

F18/1641 TO CONFIRM THE DATE OF NEXT MEETING

The next meeting of the Finance Committee will take place on Thursday 5 July at 10:00am at Ketley Community Centre.

The meeting ended at 10:37am

Signed Date: 5 July 2018
Chairman of Ketley Parish Council Finance Committee

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