



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 5 July 2018 at Ketley Community Centre commencing at 10:00am

PRESENT:

Councillor Maggie Evans (Chairman)
Councillor Joy Francis
Councillor Hilda Rhodes

Councillor Dave Elliott
Councillor Laura Hodgkinson
Councillor Amrik Jhawar

Clerk: Emma Atwell

F18/1642 WELCOME

The Chairman welcomed everyone to the meeting.

F18/1643 APOLOGIES FOR ABSENCE

None

F18/1644 DECLARATIONS OF PECUNIARY INTERESTS

None declared

F18/1645 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD 24 MAY 18

RESOLUTION: The minutes of the Finance Committee held on 24 May 2018 were proposed as an accurate record by Cllr D Elliott, seconded by Cllr M Evans and unanimously approved by the Finance Committee.

Cllr J Francis joined the meeting at 10.03am

F18/1646 MONTHLY BANK RECONCILIATION

The reconciliated figures for month end May and June were presented to the Committee.

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

| | |
|-----------------------|--------------------|
| National Savings | 81,353.31 |
| Co-op current account | 53,419.90 |
| Petty Cash | <u>87.49</u> |
| Total | <u>£134,860.70</u> |

It was noted that the change in meeting date to the beginning of each month enables councilors to have an accurate picture of the current financial situation.

F18/1647 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 05.07.18 | | | | | | | |
|-----------------------------------|--------|-------------------|--------------------------------|-----------|-------------------|-----------------|-------------------|
| Payment | Chq No | Supplier | Description | Cost Code | Net | VAT | Total |
| Online | | SALC | Staff training | 1/15 | £ 65.00 | £ - | £ 65.00 |
| Online | | The Clean Machine | Cleaning materials | 6/605 | £ 38.26 | £ 7.66 | £ 45.92 |
| Online | | GS Fire | Recharge fire extinguishers | 6/609 | £ 35.00 | £ - | £ 35.00 |
| Online | | AY Fabrications | Relocate signs and remove mesh | 6/609 | £ 300.00 | £ 60.00 | £ 360.00 |
| Online | | Water plus | Water charges KCC | 6/617 | £ 256.67 | £ - | £ 256.67 |
| Online | | Amazon business | Cleaning materials | 6/605 | £ 17.30 | £ 3.46 | £ 20.76 |
| Online | | Amazon business | Cleaning materials | 6/605 | £ 13.50 | £ 2.70 | £ 16.20 |
| Online | | Amazon business | Cleaning materials | 6/605 | £ 28.60 | £ 5.72 | £ 34.32 |
| Online | | Eon | Street lighting repairs | 2/31 | £ 73.17 | £ 14.63 | £ 87.80 |
| Online | | Eon | Street lighting repairs | 2/31 | £ 73.17 | £ 14.63 | £ 87.80 |
| Online | | Eon | Street lighting repairs | 2/31 | £ 202.00 | £ 40.40 | £ 242.40 |
| Online | | Eon | Street lighting repairs | 2/31 | £ 76.66 | £ 15.33 | £ 91.99 |
| CHQ | 301547 | Jewson | Maintenance materials | 6/609 | £ 151.46 | £ 30.29 | £ 181.75 |
| CHQ | 301547 | Jewson | Maintenance materials | 6/609 | £ 21.31 | £ 4.26 | £ 25.57 |
| CHQ | 301548 | Houghton School | Donation for 50 x chairs | 6/613 | £ 25.00 | £ - | £ 25.00 |
| CHQ | 301549 | I Stokes | Maintenance labour charges | 6/609 | £ 130.00 | £ - | £ 130.00 |
| TOTAL | | | | | £ 1,507.10 | £ 199.08 | £ 1,706.18 |

Councillors queried the purchase of cleaning materials from several sources and the Clerk advised that in order to get the best value it was necessary to shop around which all agreed. The Clerk went on to explain the costs for making alterations to the signage and removal of mesh at the front of the building. The members agreed that the signs had been significantly improved as a result of the changes and that the Centre name can be seen from both directions as opposed to neither. The mesh it was explained had originally been in place to prevent footballs going across the road when it had been a school and was therefore no longer required. It had opened up the front and looks more inviting from the road. All agreed that additional furniture was required now the Centre was taking larger party bookings and commercial business. The Clerk mentioned that TACT had purchased a number of chairs which were no longer required. It was **RESOLVED that the Clerk would discuss with TACT and obtain a figure if they would consider selling them on**

F18/1648 OVERVIEW OF BUDGET

The budget for 2018/19 was circulated for review. It was noted that room hire was on budget and the original figure set for plot reservations in the Garden of Rest had already exceeded the budget. There was some concern expressed about the scattering or burying of ashes in the cemetery without permission. CCTV was discussed and it was **RESOLVED that the Clerk would put up signs at the Garden of Rest advising about permissions**. Sinking headstones were also mentioned and the Clerk advised this was the responsibility of the grave owner and they would be contacted in due course. Generally all agreed the budget was in good order for the end of quarter one and that there was sufficient monies in the budget for planned expenditure on improvements to the Centre, cemetery and street lighting.

F18/1649 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

i. Boundary fencing at the Garden of Rest

The Facilities Management Officer had obtained three quotes for the work. The quotes were discussed at length and the height, materials and labour costs and quality were noted. Having reviewed the quotes it was **RESOLVED to award the contract to GS Fencing** with a view to starting the work over the Summer. Work to be overseen by the FMO.

ii. Toilet and kitchen facility

The Facilities Management Officer had obtained three quotes for the work which would include a new single Ladies cubicle and a small kitchenette facility alongside

the existing Gents toilet opposite the Rowley Room. The quotes were discussed at length and after much consideration it was **RESOLVED to award the contract to Logan's Plumbing & Heating** as not only was it the best price but the quality of the workmanship was in evidence with the new disabled toilet and baby change facility. The FMO will oversee the work.

iii. Access ramp

The Clerk advised that the access ramp which would be installed at the side entrance up to the Rowley Room would be bespoke and therefore it was not possible to obtain three quotes in this instance. The quote from AY Fabrications who are specialists in sheet metal presented good value and would enable those less mobile, in wheelchairs or with pushchairs to access the Rowley Room therefore increasing opportunities to hire out the room. The ramp would be fitted over the existing steps so could be removed at a later date if required. Previous work carried out by the company for the Council included removal of the bus shelter and relocation of signage and therefore the quality of workmanship was in evidence. It was **RESOLVED to award the contract the AY Fabrications** with the work to be overseen by the FMO.

The Chairman suspended the meeting at 10:27am

Fran O'Boyle, mural artist, addressed the Committee to discuss the planned work on the mural and to listen to ideas. He advised that with an additional £750 the completed wall would be in considerably more detail. Members put forward their suggestions and were satisfied that there would be sufficient local imagery contained within the mural.

The Chairman reconvened the meeting at 10:35am

iv. Mural project

Following discussions with the mural artist it was **RESOLVED to contribute an additional £750 towards completion of the project**

F18/1650 AGENDA ITEMS FOR NEXT MEETING

The Clerk to be advised of any items to be included prior to the next meeting

F18/1651 TO CONFIRM THE DATE OF NEXT MEETING

The next meeting of the Finance Committee will take place on Thursday 30 August at 10:00am at Ketley Community Centre.

The meeting ended at 10:46am

Signed Date: 30 August 2018
Chairman of Ketley Parish Council Finance Committee