



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 30 August 2018 at Ketley Community Centre commencing at 10:00am

PRESENT:

Councillor Maggie Evans (Chairman)
Councillor Joy Francis

Councillor Dave Elliott
Councillor Amrik Jhawar

Clerk: Emma Atwell

F18/1652 WELCOME

The Chairman welcomed everyone to the meeting.

F18/1653 APOLOGIES FOR ABSENCE

Cllr H Rhodes (Borough Council business) and Cllr L Hodgkinson (absent)

F18/1654 DECLARATIONS OF PECUNIARY INTERESTS

Cllr M Evans declared an interest in Friends of Ketley Paddock Mound

F18/1655 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD 5 JULY 2018

RESOLUTION: The minutes of the Finance Committee held on 5 July 2018 were proposed as an accurate record by Cllr A Jhawar, seconded by Cllr D Elliott and unanimously approved by the Finance Committee.

F18/1656 MONTHLY BANK RECONCILIATION

The reconciliated figures for month end July were presented to the Committee.

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

National Savings	81,353.31
Co-op current account	51,153.21
Petty Cash	<u>200.00</u>
Total	<u>£132,706.52</u>

There were currently £1,265.00 worth of unrepresented cheques and £211.75 unrepresented receipts leaving a balance of £131,653.27.

The Committee then carried out a mini audit of the accounts verifying that the closing balance of the bank statement on 31 July 2018 was in fact £51,153.21 as presented in the reconciliation report from the Clerk and the Chairman initialled the bank statement accordingly. The Committee carried out a random check on invoices signed off for online payment on 31 July 2018 which the Chairman ticked alongside the bank statement. A check was also carried out on the last cash receipts paid into the bank on 27 July 2018 totalling £422.13, the PO credit shown on the bank statement on 30 July was initialled by the Chairman.

F18/1657 ORDERS FOR THE PAYMENT OF MONEY

Acceptance of the Orders for the Payment of Money was proposed by Cllr M Evans, seconded by Cllr J 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 31.07.18							
Payment	Chq No	Supplier	Description	Cost Code	Net	VAT	Total
Online		SALC	Staff training	1/15	£ 25.00	£ -	£ 25.00
Online		The Clean Machine	Cleaning materials	6/605	£ 38.81	£ 7.78	£ 46.59
Online		TWS	Installation of dipping platform (KPM)	3/62	£ 1,056.00	£ 211.20	£ 1,267.20
Online		Scribe	Annual accounts & cemetery licence	1/14	£ 530.00	£ 106.00	£ 636.00
Online		Eon	Street lighting repairs	2/31	£ 73.17	£ 14.63	£ 87.80
Online		Amazon business	Cleaning materials	6/605	£ 30.00	£ 6.00	£ 36.00
Online		Amazon business	Decoration for Summer event	5/96	£ 19.98	£ -	£ 19.98
Online		Amazon business	Decoration for Summer event	5/96	£ 1.51	£ 0.30	£ 1.81
Online		Amazon business	Disposable glasses	5/96	£ 5.07	£ 1.02	£ 6.09
Online		Amazon business	Decoration for Summer event	5/96	£ 6.30	£ 1.26	£ 7.56
Online		CDP Printing	July Ketley Parish Newsletters	5/93	£ 400.00	£ -	£ 400.00
Online		CDP Printing	Replacement signage	5/95	£ 80.00	£ 16.00	£ 96.00
CHQ	301550	S Price	Newsletter delivery	5/93	£ 135.00	£ -	£ 135.00
CHQ	301551	Meadows Primary School	Contribution to Archive Film Project	5/97	£ 350.00	£ -	£ 350.00
CHQ	301552	Embrace Physical Education Ltd	Summer event outdoor activities	5/96	£ 120.00	£ 24.00	£ 144.00
TOTAL					£ 2,870.84	£ 388.19	£ 3,259.03

Orders for Payment as at 30.08.18							
Payment	Chq No	Supplier	Description	Cost Code	Net	VAT	Total
Online		AY Fabrications	Access ramp	6/609	£ 2,380.00	£ 476.00	£ 2,856.00
Online		The Clean Machine	Cleaning materials	6/605	£ 55.22	£ 11.04	£ 66.26
Online		Leah Jones	Face painting - Summer event	5/96	£ 100.00	£ -	£ 100.00
Online		Exotic Zoo	Exotic Zoo - Summer event	5/96	£ 150.00	£ -	£ 150.00
Online		Eon	Street lighting repairs	2/31	£ 73.17	£ 14.63	£ 87.80
Online		Amazon business	Cleaning materials	6/605	£ 1.65	£ 0.33	£ 1.98
Online		Amazon business	Cleaning materials	6/605	£ 5.66	£ 1.13	£ 6.79
Online		Amazon business	Stationery	1/8	£ 15.21	£ 3.04	£ 18.25
Online		Amazon business	Stationery	1/8	£ 15.21	£ 3.04	£ 18.25
Online		Amazon business	Stationery	1/8	£ 2.30	£ 0.46	£ 2.76
Online		Amazon business	Stationery	1/8	£ 4.16	£ 0.83	£ 4.99
Online		Fran O'Boyle	Mural project contribution	5/96	£ 750.00	£ -	£ 750.00
Online		Wrekin Services Ltd	CCTV camera and installation	6/610	£ 302.00	£ 60.40	£ 362.40
CHQ	301553	Julie Watson	Art & Craft workshop - Summer event	5/96	£ 135.00	£ -	£ 135.00
CHQ	301554	Telford & Wrekin Council	Mayor's Charity donation	5/96	£ 60.90	£ -	£ 60.90
TOTAL					£ 4,050.48	£ 570.90	£ 4,621.38

The Clerk confirmed that the CCTV in the reception area has been installed after it was picked up as part of the risk assessment for health, safety and security. All agreed it was essential and was a very reasonable cost. It was noted by the Committee that the access ramp was an excellent addition to the Centre and presented good value for money. Consideration to installing a wheelchair push button to open the door was suggested to further improve the access for those with mobility issues or pushchairs. **RESOLVED that the Clerk would obtain quotes for the purchase and installation of door access buttons.**

F18/1658 OVERVIEW OF BUDGET

The budget for 2018/19 was circulated for review. It was noted that the refund of £26,565 from the PET Scheme had been received from Telford & Wrekin Council in respect of materials and apprentice costs. Room hire is currently on target to exceed the budget set of £40,000 and reservations at the Garden of Rest are already well over the figure anticipated for the year. Work on the Class Room floor had not been included in the budget as it was expected that the cost would be met

from the Telford 50 Legacy fund, however this work is essential and the cost will need to be found from savings elsewhere in the current budget which is the Committee considered healthy for month five.

F18/1649 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

i. Ketley Paddock Mound Service Level Agreement

The Clerk advised the members that the Paddock Mound SLA had been discussed by Resources Committee in their meeting on Tuesday evening. A copy of the agreement was issued and the Clerk drew their attention to the obligations of the Parish Council which Resources recommended are reviewed. Resources felt that clarification of the management and funding amount was necessary as was the support from the PET. The Finance Committee supported the recommendations that the SLA should be reviewed by all parties of the agreement at the next Quarterly meeting along with the bus stop mural suggestion and any other Paddock Mound costs which have been identified by any of the parties. **RESOLVED that the Clerk will ensure that all items are included on the agenda.**

ii. Salary Reviews

The Committee received the recommendations from Resources and a copy of the information on salary calculations using the National Agreement was presented. After discussion the Finance Members agreed to support the recommendation that a revised salary for the Clerk increasing by one scale point from 1 October 2018 and a new range of SCP33-36 effective 1 April 2019 was put forward to the next meeting of the Full Council and that all other salaries to be reviewed effective 1 April 2019 in line with room hire. **RESOLVED that the Clerk include the recommendations on the agenda for the Full Council meeting on 12 September 2018.**

F18/1659 AGENDA ITEMS FOR NEXT MEETING

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

F18/1660 TO CONFIRM THE DATE OF NEXT MEETING

The next meeting of the Finance Committee will take place on Thursday 4 October at 10:00am at Ketley Community Centre.

The meeting ended at 10:52am

Signed Date: 4 October 2018
Chairman of Ketley Parish Council Finance Committee