



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 4 October 2018 at Ketley Community Centre commencing at 10:00am

PRESENT:

Councillor Maggie Evans (Chairman)
Councillor Joy Francis
Councillor Laura Hodgkinson

Councillor Dave Elliott
Councillor Amrik Jhawar

Clerk: Emma Atwell

F18/1661 WELCOME

The Chairman welcomed everyone to the meeting.

F18/1662 APOLOGIES FOR ABSENCE

Cllr H Rhodes (Borough Council business) - accepted

F18/1663 DECLARATIONS OF PECUNIARY INTERESTS

None declared

F18/1664 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD 30 AUGUST 2018

RESOLUTION: The minutes of the Finance Committee held on 30 August 2018 were proposed as an accurate record by Cllr A Jhawar, seconded by Cllr D Elliott and unanimously approved by the Finance Committee.

F18/1665 MONTHLY BANK RECONCILIATION

The reconciliated figures for month end August and September were presented to the Committee.

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

National Savings	81,353.31
Co-op current account	150,054.79
Petty Cash	154.88
Total	<u>£231,562.98</u>

There were currently £145.30 worth of unrepresented cheques and £292.25 unrepresented receipts leaving a balance of £231,709.93.

It was noted that the second precept payment had been credited to the account in September and at the end of 6 months, the finances were healthy.

F18/1666 ORDERS FOR THE PAYMENT OF MONEY

Acceptance of the Orders for the Payment of Money was proposed by Cllr J Francis, seconded by Cllr A Jhawar, 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 04.10.18							
Payment	Chq No	Supplier	Description	Cost Code	Net	VAT	Total
Online		PKF Littlejohn	External audit	1/10	£ 600.00	£ 120.00	£ 720.00
Online		Eon	Street lighting maintenance contract	2/33	£ 1,239.49	£ 247.90	£ 1,487.39
Online		ICCM	Cemetery management training	1/15	£ 135.00	£ 27.00	£ 162.00
Online		SDH Accounting	Internal audit	1/9	£ 521.80	£ -	£ 521.80
Online		The Clean Machine Direct Ltd	Cleaning materials	6/605	£ 71.18	£ 14.24	£ 85.42
Online		The Clean Machine Direct Ltd	Dispensers	6/613	£ 40.65	£ 8.14	£ 48.79
Online		Amazon business	Larder fridge	6/613	£ 108.32	£ 21.67	£ 129.99
Online		Amazon business	Paper shredder	1/8	£ 127.49	£ 25.50	£ 152.99
Online		Amazon business	Stationery	1/8	£ 1.66	£ 0.33	£ 1.99
Online		Amazon business	Safety sign	5/94	£ 1.99	£ -	£ 1.99
Online		Wrekin Drain Services	Drain clearance KCC	6/609	£ 155.00	£ 31.00	£ 186.00
Online		Logan's Plumbing & Heating	New toilet and kitchenette KCC	6/609	£ 7,175.00	£ -	£ 7,175.00
Online		GS Fencing	Boundary fencing at the Garden of Rest	10/215	£14,625.00	£ -	£14,625.00
TOTAL					£ 24,802.58	£ 495.78	£ 25,298.36

The Clerk confirmed that the drain blockage on the car park had now been cleared but it was noted that this particular drain has historical blocking issues and would be monitored.

F18/1667 OVERVIEW OF BUDGET

The budget for the first half of financial year 2018/19 was circulated for review. The Clerk highlighted a number of points in the budget. Recharges for utilities on the TACT building is going into code 626 Ketley Youth Centre and will be reallocated accordingly. The Council overbudgeted for the internal audit on the basis that an independent Data Protection Officer would be required as part of the GDPR regulations. The monies refunded to the Council for the PET Scheme has covered the cost of the boundary fencing at the Garden of Rest, works on the kitchenette and ladies toilet facility with £4,000 ear marked for clearing the Round Pool on Paddock Mound. The remaining significant expenditures are £12,000 for street light LED replacement and £3,000 for Farmfoods vouchers to be issued at Christmas, otherwise going into the second half of the year, the figures are on budget.

F18/1668 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

There were no items put forward.

F18/1669 AGENDA ITEMS FOR NEXT MEETING

- i. External audit
- ii. Review of NS&I Investment Account
- iii. 2019/20 Budget setting

F18/1670 TO CONFIRM THE DATE OF NEXT MEETING

The next meeting of the Finance Committee will take place on Wednesday 7 November at 10:00am at Ketley Community Centre.

The meeting ended at 10:34am

Signed Date: 7 November 2018
Chairman of Ketley Parish Council Finance Committee