



KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

MINUTES of the meeting of the Finance Committee of Ketley Parish Council held on Wednesday 7 November 2018 at Ketley Community Centre commencing at 10:00am

PRESENT:

Councillor Maggie Evans (Chairman)
Councillor Joy Francis

Councillor Laura Hodgkinson
Councillor Amrik Jhawar

Clerk: Emma Atwell

F18/1671 WELCOME

The Chairman welcomed everyone to the meeting.

F18/1672 APOLOGIES FOR ABSENCE

Cllr D Elliott (funeral) and Cllr H Rhodes (absent)

F18/1673 DECLARATIONS OF PECUNIARY INTERESTS

None declared

F18/1674 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD 4 OCTOBER 2018

RESOLUTION: The minutes of the Finance Committee held on 4 October 2018 were proposed as an accurate record by Cllr L Hodgkinson, seconded by Cllr A Jhawar and unanimously approved by the Finance Committee.

F18/1675 MONTHLY BANK RECONCILIATION

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

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

| | |
|-----------------------|--------------------|
| National Savings | 81,353.31 |
| Co-op current account | 95,911.39 |
| Petty Cash | 35.78 |
| Total | <u>£177,300.48</u> |

There were no unrepresented cheques or receipts so the total balance is £177,300.48

F18/1676 ORDERS FOR THE PAYMENT OF MONEY

Acceptance of the Orders for the Payment of Money was proposed by Cllr L Hodgkinson, 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 07.11.18 | | | | | | | |
|-----------------------------------|--------|----------------------------|---|-----------|-------------------|---------------|-------------------|
| Payment | Chq No | Supplier | Description | Cost Code | Net | VAT | Total |
| CHQ | 301555 | Farmfoods Limited | Christmas Vouchers | 4/71 | £ 3,000.00 | £ - | £ 3,000.00 |
| CHQ | 301556 | Poppy Appeal | Poppy wreath for Remembrance | 5/96 | £ 18.50 | £ - | £ 18.50 |
| Online | | Julie Watson | Halloween event Arts & Crafts | 5/96 | £ 100.00 | £ - | £ 100.00 |
| Online | | Julie's Magical Experience | Halloween event disco & games | 5/96 | £ 130.00 | £ - | £ 130.00 |
| Online | | Amazon business | 2 x custom made stamps for Garden of Rest | 1/8 | £ 19.80 | £ - | £ 19.80 |
| Online | | Amazon business | Paid on by BACS date stamp | 1/8 | £ 9.27 | £ 1.86 | £ 11.13 |
| Online | | Amazon business | Entered stamp for invoices | 1/8 | £ 5.62 | £ 1.13 | £ 6.75 |
| TOTAL | | | | | £ 3,283.19 | £ 2.99 | £ 3,286.18 |

Farmfoods vouchers were discussed and self seal envelopes requested for use this year. **RESOLVED that the Clerk ensure an adequate supply available**

F18/1677 OVERVIEW OF BUDGET

The budget for the current financial year to the period ending 31 October was circulated for review. It was noted that both the cost of Farmfoods vouchers (£3k) and contribution to the work on the Round Pool at Paddock Mound (£4k) will come out in November and an invoice for the LED streetlighting project (£12k) is expected for payment in December. Room hire is still above budgeted figures and as yet no window cleaning has been carried out this year.

F18/1678 FINAL EXTERNAL AUDIT REPORT

- (i) The Clerk circulated a copy of the certificate issued from PKF Littlejohn confirming that the External Audit had been completed and the accounts for 2017/18 signed off. The Clerk will ensure any recommendation including review of the NS&I Investment Account identified as part of the audit are actioned.
- (ii) The Clerk advised that an expression of interest had been received from SDH Accounting to act once again as the Council's internal auditor. A copy of the letter was circulated. The request was discussed and it was **RESOLVED that Sue Hackett of SDH Accounting be appointed as the Internal Auditor for 2018/19. Clerk to confirm and make the necessary arrangements to facilitate the auditor.**

F18/1679 DRAFT BUDGET FOR 2019/20

The Clerk circulated a letter from the Principal Accountant at Telford & Wrekin Council which confirmed the Tax Base for Band D equivalents and the Council Tax Support Grant for the next financial year 2019/20. Also circulated was the proposed budget figures for 2019/20 alongside the actual spend and receipts for 2017/18, and the total spending and receipts to date for the current financial year. The draft budget for consideration took account of inflation and rising costs of utilities, materials and staffing as well as the proposed roll out of the LED streetlighting replacement programme, increased community and youth engagement, replacement of the Class Room floor, installation of new boundary signs, further improvements at the Garden of Rest, new furniture and marketing for the Community Centre. Using the figures provided by TWC, the Clerk circulated a spreadsheet which gave a broad indication of the effect that the reduced CTS Grant and increased tax base would have for the next financial year. The Committee members discussed the proposed budget and after careful consideration it was unanimously **RESOLVED to recommend 0% increase plus £5,000 to the next meeting of full Council**

F18/1680 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

- (i) No items had been put forward from the Resources Committee.
- (ii) An email from Cllr Shaun Davies, Telford & Wrekin Council Leader was circulated to the Committee for consideration. The request for a donation of

£5,000 towards refurbishment of the accommodation at Princess Royal Hospital was discussed. The Committee **RESOLVED to recommend that the Parish Council does not contribute a donation at this time due to budget constraints, questions around what happens to the pot if the refurbishment does not go ahead and SaTH Trust's own budget for the work.**

F18/1681 AGENDA ITEMS FOR NEXT MEETING

The Clerk to be advised of any items for the next agenda

F18/1682 TO CONFIRM THE DATE OF NEXT MEETING

The next meeting of the Finance Committee will take place on Thursday 6 December at 10:00am at Ketley Community Centre.

The meeting ended at 10:44am

Signed Date: 6 December 2018
Chairman of Ketley Parish Council Finance Committee

DRAFT