



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

**MINUTES of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 6 December 2018 at Ketley Community Centre commencing at 10:00am**

**PRESENT:**

Councillor Joy Francis (Vice Chairman)  
Councillor Hilda Rhodes  
Councillor Dave Elliott

Councillor Laura Hodgkinson  
Councillor Amrik Jhawar

**Clerk:** Emma Atwell

**F18/1683 WELCOME**

The Vice Chairman welcomed everyone to the meeting in the absence of the Chairman

**F18/1684 APOLOGIES FOR ABSENCE**

Cllr M Evans (prior commitment) - accepted

**F18/1685 DECLARATIONS OF PECUNIARY INTERESTS**

None declared

**F18/1686 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD 7 NOVEMBER 2018**

**RESOLUTION:** The minutes of the Finance Committee held on Wednesday 7 November 2018 were proposed as an accurate record by Cllr L Hodgkinson, seconded by Cllr A Jhawar and unanimously approved by the Finance Committee.

**F18/1687 MONTHLY BANK RECONCILIATION**

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

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

National Savings	81,353.31
Co-op current account	89,179.03
Petty Cash	<u>200.03</u>
Total	<u>£170,732.37</u>

There were unrepresented cheques of £3,040.00 leaving a total balance of £167,692.37. It was noted that the figures are healthy going into the final quarter of the current financial year.

**F18/1688 ORDERS FOR THE PAYMENT OF MONEY**

Acceptance of the Orders for the Payment of Money was proposed by Cllr J Francis, seconded by Cllr H Rhodes, 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 06.12.18							
Payment	Chq No	Supplier	Description	Cost Code	Net	VAT	Total
Online		Julie's Shines Ltd	Window cleaning KCC	6/604	£ 80.00	£ -	£ 80.00
Online		Viking	Postage stamps	1/8	£ 130.89	£ 2.98	£ 133.87
Online		Derek Parton	Emergency light and alarms testing KCC & TACT	6/609	£ 210.00	£ -	£ 210.00
Online		Derek Parton	Light sensors and floodlight installation KCC	6/609	£ 178.50	£ -	£ 178.50
Online		GS Fire	Fire extinguisher annual service KCC	6/609	£ 120.00	£ -	£ 120.00
Online		GS Fire	Fire extinguisher annual service TACT	6/609	£ 100.00	£ -	£ 100.00
Online		The Clean Machine	Cleaning materials and supplies	6/605	£ 39.94	£ 7.99	£ 47.93
Online		Lollipop Pony Parties	Christmas event entertainment	5/96	£ 95.00	£ -	£ 95.00
Online		Matthew J Richards	Piano tuning at Meadows for 100 years event	5/97	£ 50.00	£ -	£ 50.00
Online		Meg Morley	Pianist for 100 years event at Meadows	5/97	£ 250.00	£ -	£ 250.00
Online		CDP Printing & Graphics	Printing for 100 years event at Meadows	5/97	£ 40.00	£ -	£ 40.00
Online		CDP Printing & Graphics	KPC signage	6/613	£ 40.00	£ 8.00	£ 48.00
Online		CDP Printing & Graphics	Logo design work for boundary signage	3/63	£ 75.00	£ 15.00	£ 90.00
Online		CDP Printing & Graphics	Printing of November Parish Newsletter	5/93	£ 250.00	£ -	£ 250.00
Online		Julie's Magical Experience	Christmas event disco & games	5/96	£ 150.00	£ -	£ 150.00
Online		Eon	Street light repair	2/31	£ 73.17	£ 14.63	£ 87.80
Online		Amazon business	Cable protector - rubber	5/94	£ 6.87	£ 1.37	£ 8.24
Online		Amazon business	2019 wall calendar	1/8	£ 1.92	£ 0.38	£ 2.30
Online		Amazon business	Decorations for 100 years event at Meadows	5/97	£ 2.46	£ 0.49	£ 2.95
Online		Amazon business	Decorations for 100 years event at Meadows	5/97	£ 17.98	£ -	£ 17.98
Online		Amazon business	Refreshments for 100 years event at Meadows	5/97	£ 1.66	£ 0.34	£ 2.00
Online		Amazon business	Certificate frame for 100 years event	5/97	£ 2.71	£ -	£ 2.71
Online		Amazon business	Decorations for 100 years event at Meadows	5/97	£ 2.41	£ 0.48	£ 2.89
Online		Amazon business	Stationery for 100 years event at Meadows	5/97	£ 2.48	£ 0.50	£ 2.98
Online		Amazon business	Decorations for 100 years event at Meadows	5/97	£ 10.69	£ 2.15	£ 12.84
Online		Amazon business	Decorations for 100 years event at Meadows	5/97	£ 1.46	£ 0.29	£ 1.75
Online		Amazon business	Decorations for 100 years event at Meadows	5/97	£ 4.78	£ 0.96	£ 5.74
Online		Amazon business	Decorations for 100 years event at Meadows	5/97	£ 3.32	£ 0.67	£ 3.99
Online		Amazon business	Christmas event children's gifts	5/96	£ 40.00	£ 8.00	£ 48.00
Online		Amazon business	Christmas event children's gifts	5/96	£ 40.00	£ 8.00	£ 48.00
Online		Amazon business	Christmas event refreshments	5/96	£ 10.00	£ 2.00	£ 12.00
Online		Amazon business	Decorations for Christmas event	5/96	£ 6.30	£ 1.26	£ 7.56
Online		Amazon business	Decorations for Christmas event	5/96	£ 2.79	£ -	£ 2.79
Online		Amazon business	Decorations for Christmas event	5/96	£ 1.31	£ 0.26	£ 1.57
<b>TOTAL</b>					<b>£ 2,041.64</b>	<b>£ 75.75</b>	<b>£ 2,117.39</b>

The Clerk advised that a grant award had been made in respect of the 100 years film screening event at Meadows Primary School and that the Parish Council had also contributed towards the total cost from the Youth Budget. It was noted that repairs to street lights had reduced following the roll out of LED phase 2. The Clerk confirmed that the Parish Council are responsible for maintaining the fabric of the former Infants School building which included fire extinguishers and emergency lighting. The Committee discussed the extensive use of Amazon and agreed it was essential to ensure the Clerk purchases necessary items from the most cost efficient supplier.

#### **F18/1689 OVERVIEW OF BUDGET**

The budget for the current financial year to the period ending 30 November was circulated for review. The Committee Members discussed the budget and it was noted that room hire income is still on track to achieve the ambitious target of £40,000. The Garden of Rest has already exceeded the budget for memorials and reservations with interments set to increase once again over the Winter period. The Clerk confirmed that window cleaning has now taken place and a rolling quarterly programme put in place.

#### **F18/1690 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL**

No items were put forward from the Events Committee

**F18/1691 AGENDA ITEMS FOR NEXT MEETING**

- (i) Sponsorship by local businesses
- (ii) Grant awards

**F18/1692 TO CONFIRM THE DATE OF NEXT MEETING**

The next meeting of the Finance Committee will take place on Thursday 3 January 2019 at 10:00am at Ketley Community Centre.

The meeting ended at 10:35am

Signed ..... Date: 3 January 2019  
Chairman of Ketley Parish Council Finance Committee

DRAFT