



# KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE

**MINUTES of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 3 January 2019 at Ketley Community Centre commencing at 10:00am**

**PRESENT:**

Councillor Maggie Evans (Chairman)  
Councillor Hilda Rhodes  
Councillor Dave Elliott

Councillor Laura Hodgkinson  
Councillor Amrik Jhawar

**Clerk:** Emma Atwell

**F18/1693 WELCOME**

The Chairman welcomed everyone to the meeting and wished all a happy new year

**F18/1694 APOLOGIES FOR ABSENCE**

Cllr J Francis (hospital appointment) - accepted

**F18/1695 DECLARATIONS OF PECUNIARY INTERESTS**

None declared

**F18/1696 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD 6 DECEMBER 2018**

**RESOLUTION:** The minutes of the Finance Committee held on Thursday 6 December 2018 were proposed as an accurate record by Cllr L Hodgkinson, seconded by Cllr A Jhawar and unanimously approved by the Finance Committee.

**F18/1697 MONTHLY BANK RECONCILIATION**

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

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

|                       |                    |
|-----------------------|--------------------|
| National Savings      | 81,353.31          |
| Co-op current account | 78,398.35          |
| Petty Cash            | <u>112.27</u>      |
| Total                 | <u>£159,863.93</u> |

There were no unrepresented cheques or receipts. The Committee noted that the accounts were in good order.

**F18/1698 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 03.01.19 |        |                                |  |           |                 |                 |                 |
|-----------------------------------|--------|--------------------------------|--|-----------|-----------------|-----------------|-----------------|
| Payment                           | Chq No | Supplier                       | Description                                    | Cost Code | Net             | VAT             | Total           |
| Online                            |        | The Clean Machine Direct Ltd   | Cleaning materials and supplies                | 6/605     | £ 74.24         | £ 14.85         | £ 89.09         |
| Online                            |        | Linda Pelling Entertainments   | Christmas event entertainment                  | 5/96      | £ 50.00         | £ -             | £ 50.00         |
| Online                            |        | Amazon business                | Lever arch dividers for GOR records            | 1/8       | £ 8.25          | £ 1.65          | £ 9.90          |
| Online                            |        | Amazon business                | A-Z file and laminating pouches                | 1/8       | £ 9.45          | £ 1.90          | £ 11.35         |
| Online                            |        | Amazon business                | A4 coloured punch pockets for GOR records      | 1/8       | £ 16.23         | £ 3.24          | £ 19.47         |
| Online                            |        | Amazon business                | Index dividers                                 | 1/8       | £ 1.49          | £ 0.30          | £ 1.79          |
| Online                            |        | Amazon business                | Lever arch files for GOR records               | 1/8       | £ 14.73         | £ 2.95          | £ 17.68         |
| Online                            |        | Amazon business                | Clear punched pockets for KCC                  | 1/8       | £ 1.15          | £ 0.23          | £ 1.38          |
| Online                            |        | Amazon business                | Stationery items for GOR and KCC               | 1/8       | £ 25.62         | £ 5.13          | £ 30.75         |
| Online                            |        | Amazon business                | Replacement reception pen KCC                  | 1/8       | £ 2.72          | £ 0.55          | £ 3.27          |
| Online                            |        | Amazon business                | Reception desk diary                           | 1/8       | £ 4.99          | £ 1.00          | £ 5.99          |
| Online                            |        | Denmans                        | Replacement light bulbs                        | 6/609     | £ 39.63         | £ 7.93          | £ 47.56         |
| Online                            |        | Mike Beaman Heating & Plumbing | Annual boiler service & safety checks KCC/TACT | 6/609     | £ 290.00        | £ 58.00         | £ 348.00        |
| Online                            |        | Screwfix (Trade UK)            | Replacement toilet seats KCC                   | 6/609     | £ 31.65         | £ 6.33          | £ 37.98         |
| Online                            |        | Screwfix (Trade UK)            | Replacement bib taps                           | 6/609     | £ 14.99         | £ 3.00          | £ 17.99         |
| Online                            |        | Screwfix (Trade UK)            | Plumbing fixtures                              | 6/609     | £ 2.82          | £ 0.56          | £ 3.38          |
| <b>TOTAL</b>                      |        |                                |  |           | <b>£ 587.96</b> | <b>£ 107.62</b> | <b>£ 695.58</b> |

It was noted that an old style toilet seat had broken and been replaced with a soft close version to provide a longer life. An additional seat was purchased for stock. The Committee discussed the extensive use of Amazon again agreeing that it was essential to ensure the Clerk purchases necessary items from the most cost efficient supplier.

#### **F18/1699 OVERVIEW OF BUDGET**

The budget for the current financial year to the period ending 31 December was circulated for review. The Committee Members noted that savings made on the new window cleaning contract and the reduction in street light repairs following the roll out of the first phase of LED lantern replacements. Cemetery maintenance costs in the new financial year was discussed and the Clerk advised that Telford & Wrekin Council are in the process of providing a quote from idverde who will replace TWS from 1 April 2019. Further issues were raised around the policy management of the cemetery and it was agreed to discuss the matters at the next full Council meeting in private session.

#### **F18/1700 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL**

The Clerk advised that Eon had completed 65 of the 66 street light in the first phase, but K37 has a rotten pole and requires complete replacement with a metal column. The lantern forms part of the original cost but there is an additional charge of £607.37 plus VAT for replacement of the pole. The Committee all agreed that the replacement of the pole was essential and **RESOLVED that the Clerk arrange for the work to go ahead and an invoice to be issued for payment accordingly.**

#### **F18/1701 AGENDA ITEMS FOR NEXT MEETING**

Grant applications

#### **F18/1702 TO CONFIRM THE DATE OF NEXT MEETING**

The next meeting of the Finance Committee will take place on Thursday 7 February 2019 at 10:00am at Ketley Community Centre.

The meeting ended at 10:56am

Signed ..... Date: 7 February 2019  
Chairman of Ketley Parish Council Finance Committee