

KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE



Chairman: Councillor Anil Saini

Clerk to the Council: Alison Hinks

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Minutes of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 1 May 2014 at 12.30 pm at Ketley Community Centre

PRESENT:

Councillor Margaret Evans (Chairman)
Councillor Laura Hodgkinson
Councillor Anil Saini

Councillor David Elliott
Councillor Rajash Mehta

In Attendance: Alison Hinks, Parish Clerk.

F14/1027 WELCOME AND PUBLIC SESSION

The Chair welcomed Councillors to the meeting.

F14/1028 APOLOGIES FOR ABSENCE

No apologies received for the meeting.

F14/1029 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

F14/1030 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 27 MARCH 2013

The minutes of the Finance Committee held on 27 March 2014 were proposed as an accurate record by Cllr Saini, seconded by Cllr Hodgkinson and unanimously approved by the Finance Committee.

RESOLVED: The minutes were signed by the Chairman. All were in favour.

F14/1031 MONTHLY BANK RECONCILIATION

The Clerk reported as at 31 March 2014 the Parish Council's bank statements were as follows:

National Savings	£105,455.87
Co-op	£116,044.81
TOTAL	£243,707.75

F14/1032 ORDERS FOR THE PAYMENT OF MONEY.

Acceptance of the Orders for the Payment of Money was proposed by Cllr Evans, seconded by Cllr Saini, signed and accepted as follows:

Date	Cheq. No.	Description	Supplier	Net	Vat	Total
17.04.14	300530	Salary – April 2014	A Hinks	1004.97	0.00	1004.97
17.04.14	300531	Salary – April 2014	A Linton	918.04	0.00	918.04
17.04.14	300532	Salary – April 2014	S Ward	459.15	0.00	459.15
17.04.14	300533	Salary – April 2014	D Shepherd	88.34	0.00	88.34
01.05.14	300534	Upgrade to Fire Alarm System	Churchesfire Security Ltd	4365.00	873.00	5238.00
01.05.14	300535	Black Out Blinds	Blinds4Less UK Ltd	100.00	20.00	120.00
01.05.14	300536	New locks and pad locks	AW Locksmiths Ltd	135.00	0.00	135.00
01.05.14	300537	Gas	WME	1144.83	228.97	1373.80
01.05.14	300537	Electricity	WME	33.64	1.68	35.32
01.05.14	300537	Electricity	WME	119.49	5.97	125.46
01.05.14	300537	Electricity	WME	602.60	120.52	723.12
01.05.14	300538	Office expenses	WMS	24.48	4.90	29.38
01.05.14	300538	Office expenses	WMS	1.69	0.34	2.03
01.05.14	300538	Salt spreader	WMS	102.49	20.50	122.99
01.05.14	300538	OHP screen x 2	WMS	147.98	29.60	177.58

01.05.14	300538	Flip chart x 2	WMS	103.13	20.63	123.76
01.05.14	300538	Dishwasher	WMS	223.49	44.70	268.19
01.05.14	300538	Recycling bins	WMS	39.96	7.99	47.95
01.05.14	300538	Recycling bins	WMS	9.99	2.00	11.99
01.05.14	300538	Recycling bins	WMS	144.99	29.00	173.99
01.05.14	300538	Recycling bins/H&S poster	WMS	74.41	14.89	89.30
01.05.14	300538	Recycling bins	WMS	9.99	2.00	11.99
01.05.14	300538	Sack truck	WMS	102.38	20.48	122.86
01.05.14	300538	Padlock/yellow paint	WMS	45.94	9.19	55.13
01.05.14	300538	Coffee table	WMS	89.99	18.00	107.99
01.05.14	300539	Streetlight repair	Eon	41.09	8.22	49.31
01.05.14	300539	Streetlight repair	Eon	41.09	8.22	49.31
01.05.14	300540	Rent for KYC	T&W Council	83.33	16.67	100.00
01.05.14	300540	Rent for KYC	T&W Council	83.33	16.67	100.00
01.05.14	300541	H&S consultancy work	Salopian H&S Consultancy	283.55	0.00	283.55
01.05.14	300542	Wireless connection in KYC	Datapower Ltd	847.20	0.00	847.20
01.05.14	300543	Grit bins	T&W Council	299.96	0.00	299.96
01.05.14	300544	Streetlight electricity	npower	724.97	144.99	869.96
01.05.14	300544	Streetlight electricity	npower	2072.63	414.52	2487.15
01.05.14	300545	Replace outside light	Simon Bird	150.00	0.00	150.00
01.05.14	300546	Upgrade to security system	Vanguard alarms Ltd	3772.73	754.55	4527.28
01.05.14	300547	IT support – April 2014	TCAT	330.00	66.00	396.00
01.05.14	300548	ICCM subscription 2014-15	ICCM	90.00	0.00	90.00
01.05.14	300549	Grant application 2013-14	PODS	150.00	0.00	150.00
01.05.14	300550	Environmental maintenance 2013-14	T&W Council	6316.18	0.00	6316.18
01.05.14	300551	2013-14 pension underpayment	SCPF	200.00	0.00	200.00
01.05.14	300552	Newsletter – March 2014	N W Print Ltd	80.00	0.00	80.00
01.05.14	300553	Salary – April 2014	A Hinks	52.92	0.00	52.92
01.05.14	300553	Office expenses	A Hinks	40.77	0.00	40.77
01.05.14	300554	Salary – April 2014	A Linton	13.93	0.00	13.93
01.05.14	300555	Pension contribution – April 2014	SCPF	563.89	0.00	563.89
01.05.14	300556	PAYE – April 2014	HMRC	298.65	0.00	298.65

TOTAL

£29,532.39

RESOLVED that the payments listed above should be authorised in accordance with the Parish Council Standing Orders

The Clerk apologies for not sending out paperwork prior to the meeting and explained the problems being experienced with the IT server. Cllr Mehta suggested that the Parish Council formally write to TCAT to address the issues outstanding from the IT upgrade. He also suggested that another company is approached for a quote for IT support to ensure that the Parish Council are receiving value for money.

ACTION: The Clerk to write to TCAT for an update on the IT upgrade and obtain quotes for IT support from other service providers.

F14/1033 2013-14 YEAR END ACCOUNTS

The Parish Clerk apologies for not presenting the year end account to the meeting. Again this delay was due to the IT server failing.

ACTION: The Clerk to present the year-end accounts to the next meeting of the Finance Committee on 22 May 2014.

F14/1034 NEW STANDING ORDERS AND FINANCE REGULATIONS

The Clerk said that following the revision of national financial procedure for Parish and Town Council's allowing internet banking, SALC have arranged training on 16 June 2014 to advise Parish Councils on procedures around internet banking and what to include in Financial Regulations.

ACTION: The Clerk to present the revised Standing Orders and Financial Regulations at a future meeting of the Finance Committee.

F14/1035 CO-OP BANK ON-LINE BANKING

The Clerk said the Co-op Bank had confirmed that only signatories can have access to internet banking.

ACTION: The Clerk to speak to the Co-op Bank again to confirm that this is the case.

The Clerk expressed concern with the current management of the Co-op Bank and the balance currently held in the Co-op Bank.

ACTION: The Clerk to look into the process of transferring money to the National Savings account

Cllr Elliott asked if the new heating system had reduced the heating bills. The Clerk said that bills were currently more than with the old heating system.

ACTION: The Clerk to monitor all energy bills. The Clerk to put a notice in each room and write to Centre Users asking them not change the room stat.

F14/1036 INSURANCE

The Clerk said that the insurance renewal had not yet been received from Zurich. This will include additional insurance for loss of revenue for cancelled room bookings.

RESOLUTION: The Clerk to present this item to the next meeting of the Finance Committee on 22 May 2014.

F14/1037 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

- Radiator valves in Ketley Community Centre – The Centre Manager to obtain two further quote to ensure best value.
- Replacement sewing machine – The quote received from the TCAT lecturer for a replacement sewing machine was £400.

RESOLUTION: Cllr Elliot proposed that the money was given to the TCAT lecturer, which was seconded by Cllr Saini and unanimously approved by the Finance Committee.

- Hanging baskets – the Clerk asked if hanging baskets could be purchased for the front of the Community Centre.

RESOLUTION: Cllr Elliot proposed that 4 hanging baskets are purchased, that was seconded by Cllr Evans and unanimously approved by the Finance Committee.

Cllr Elliott suggested that the Parish Council look into the Community Centre being used as a film/photographic set.

F14/1038 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT

Nothing to report.

F14/1039 TO CONFIRM THE DATE OF FUTURE MEETINGS

- Thursday 22 May 2014 at 10.00 am at Ketley Community Centre. Cllrs Mehta and Hodgkinson presented their apologies to this meeting.

SignedDate Thursday 22 May 2014
Chairman of Ketley Parish Council Finance Committee