

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 17 July 2014 at 11.00 pm at Ketley Community Centre

PRESENT:

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

Councillor David Elliott
Councillor Amrik Jhawar

In Attendance: Alison Hinks, Parish Clerk.

F14/1071 WELCOME

The Chair welcomed Councillors to the meeting.

F14/1072 APOLOGIES FOR ABSENCE

Apologies were received and accepted by Cllr Mehta (work commitment).

F14/1073 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

F14/1074 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 26 JUNE 2014

The minutes of the Finance Committee held on 26 June 2014 were proposed as an accurate record by Cllr Hodgkinson, seconded by Cllr Elliott and unanimously approved by the Finance Committee.

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

F14/1075 MONTHLY BANK RECONCILIATION

The Clerk reported as at 4 July 2014 the Parish Council's bank statements were as follows:

National Savings	£105,455.87
Co-op	£106,296.33
TOTAL	£211,752.20

F14/1074 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
17.07.14	300301	Replacement room thermostats	Dapah	460.00	92.00	552.00
17.07.14	300301	Underpayment on invoice 07.04.14	Dapah	45.00	0.00	45.00
17.07.17	300302	Photographs	Infocus Photography	350.00	70.00	420.00
17.07.17	300303	Replacement snooker table cloth	Thurston	286.00	57.20	343.20
17.07.14	300304	Scribe 2000 Annual Software Licence	Scribe 2000 Ltd	462.50	92.50	555.00
17.07.17	300305	GOR lock-up/open-up	Clearview Security Ltd	390.00	78.00	468.00
17.07.14	300306	H&S consultancy – June 2014	Salopian H&S Consultancy	292.10	0.00	292.10
17.07.17	300307	June 2014 Newsletter	NW Print Ltd	180.00	36.00	216.00
17.07.14	300308	Streetlight repair	Eon	73.17	14.63	87.80
17.07.14	300309	Rent for KYC – July 2014	T&W Council	83.33	16.67	100.00
17.07.14	300310	Music Licence for 2014	PRS for Music	731.52	146.30	877.82
17.07.14	300311	Financial Regulations Training	SALC	30.00	0.00	30.00
17.07.14	300312	Stamps	A Hinks	20.18	0.00	20.18
17.07.14	300312	Salary – July 2014	A Hinks	1059.69	0.00	1059.69
17.07.14	300313	Salary – July 2014	A Linton	931.76	0.00	931.76
17.07.14	300314	Salary – July 2014	S Ward	459.15	0.00	459.15

17.07.15	300315	Salary – July 2014	D Shepherd	66.26	0.00	66.26
17.07.14	300316	PAYE – July 2014	HMRC	297.05	0.00	297.05
17.07.14	300317	Pension – July 2014	SCPF	793.89	0.00	793.89
TOTAL						£7,614.90

The Clerk highlighted:

- Dapah had calculated the VAT payment wrong on the June 2014 invoice; hence the Parish Council owed them £45.00.
- SCPF were underpaid by £230 in June 2014, which is included in the July 2014 payment.

The Clerk said that August salary payments would have to be paid w/c 11 August 2014 and asked signatories to come into the office to sign the cheques.

The Clerk said that 1st Class Hygiene had not received the cheque approved in June 2014. A new cheque was reissued and the June 2014 cheque would be cancelled.

F14/1075 OVERVIEW OF PARISH COUNCIL ACCOUNTS

The Parish Clerk reported:

- Actual Community Centre income is £17,176.50, the amount estimated for the whole year. Although, TCAT have now left the Youth Centre so the income levels will drop.
- Actual GOR income is £2186.50, nearly half the anticipated income for the whole year. Although this income will not cover the GOR maintenance costs.
- Streetlight expenditure is lower as the upgrade costs have not yet been charged to this cost code.
- Environmental maintenance expenditure is low, as the REP team contract costs have not yet been charged to this account.

F14/1076 NEW FINANCIAL REGULATIONS

At the last meeting the Clerk circulated a copy of the draft new Financial Regulation for comment. Cllr Elliot presented the following comments:

- Section 1.5 - should state the exact date the policy should be reviewed.
- The date of the salary budget review should be in line with when the Finance Committee starts to plan next years budget.
- Banking arrangements are currently being reviewed and should be reflected in the new policy.
- The policy states that financial references should be sort for signatories. The Clerk to clarify this with the internal auditor.

F14/1077 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

- Upgrade to heating system in Ketley Youth Centre – Dapah has provided a quote in the region of £30,000, which includes mains hot water cylinder and two boilers.
ACTION: The Clerk to put together an action plan for further upgrade work needed in Ketley Youth Centre, to be represented to a future meeting of the Finance Committee.
- 2 x litter bins at TMC – Cllr Saini proposed that following a request from the TMC two bins are purchased for dog fowl. The Clerk to liaise with David Churm regarding location and order from the same supplies as T&W Council. Signage should be displayed to say 'donated by KPC'. The emptying should be undertaken by TMC.
RESOLUTION: Finance Committee agreed to purchase 2 bins for TMC.
- Book case to display memorabilia from the school – Cllr Elliott proposed that the Parish Council purchase an old book case/cabinet for the reception area. Cllr Saini said that the Ketley History Group should maintain this.
RESOLUTION: Finance Committee agreed to purchase old display cupboard.
- Sale Catalogue – Cllr Elliott proposed that the Parish Council purchase a copy of the Ketley Sale Catalogue put together following the recent Ketley History Group open day.
RESOLUTION: Finance Committee agreed to purchase a copy one produced.

F14/1078 INFORMATION ITEMS

- The Clerk reported that Virgin Media line rental would be increased by £4 per month.

F14/1079 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT

- Letter from Centre Manager – The Chairman went through a letter received from the Centre Manager, which will be discussed at the Full Council Meeting.
ACTION: The Clerk to write the Centre Manager to advise that this letter will be discussed at Full Council on 10 September 2014.

F14/1080 TO CONFIRM THE DATE OF FUTURE MEETINGS

- Thursday 25 September 2014 at 11.00 am at Ketley Community Centre.

SignedDate Thursday 25 September 2014
Chairman of Ketley Parish Council Finance Committee