

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 27 November 2014 at 10.00 pm at Ketley Community Centre

PRESENT:

Councillor David Elliott
Councillor Laura Hodgkinson

Councillor Maggie Evans
Councillor Anil Saini

In Attendance: Alison Hinks, Parish Clerk.

F14/1226 WELCOME

The Chair welcomed Councillors to the meeting.

F14/1127 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Jhawar (prior commitment) and Cllr Mehta (work commitment).

F14/1228 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

F14/1229 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 27 NOVEMBER 2014

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

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

F14/1230 MONTHLY BANK RECONCILIATION

The Clerk reported as at 28 November 2014 the Parish Council's bank statements were as follows:

National Savings	£105,455.87
Co-op	<u>£132,121.08</u>
TOTAL	<u>£226,549.94</u>

F14/1231 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
18.12.14	300611	Office Supplies	A Hinks	150.60	0.00	150.60
18.12.14	300612	Newsletter – Dec 14	N W Print Ltd	150.00	30.00	180.00
18.12.14	300613	Acoustic Boards	CAS	4605.86	921.17	5527.03
18.12.14	300614	Replacement pipework	Dapah Systems Ltd	405.00	81.00	486.00
18.12.14	300615	GOR lock up – Nov 14	Clearview Security Ltd	400.00	80.00	480.00
18.12.14	300616	Electricity	npower	34.35	1.72	36.07
18.12.14	300617	Rent for KYC	T&W Council	83.33	16.67	100.00
18.12.14	300618	H&S Consultancy	Salopian H&S Consultancy	292.10	0.00	292.10
18.12.14	300619	Office supplies	WMS	18.44	3.69	22.13
18.12.14	300620	IT Support – Dec 14	TCAT	330.00	66.00	396.00
18.12.14	300621	Gas	WME	2047.22	0.00	2047.22
18.12.14	300622	2 nd half yearly streetlight maintenance contract	Eon	3061.69	612.34	3674.03
18.12.14	300623	Waste collect	FCC Recycling UK Ltd	224.64	44.93	269.57
18.12.14	300624	Salary – Dec 14	A Hinks	1243.59	0.00	1243.59
18.12.14	300625	Salary – Dec 14	E A Linton	1030.64	0.00	1030.64
18.12.14	300626	Salary – Dec 14	S Ward	472.97	0.00	472.97

18.12.14	300627	Salary – Dec 14	D Shepherd	52.00	0.00	52.00
18.12.14	300628	PAYE – Dec 14	HMRC	472.88	0.00	472.88
18.12.14	300629	Pension – Dec 14	SCPF	654.96	0.00	654.96
18.12.14	300630	Building maintenance	Fullwood Building Contractors	4365.69	0.00	4365.69

TOTAL **£21,953.48**

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

F14/1232 2015-16 BUDGET

The Clerk went through the proposed budget for 2015-16, which showed a projected income of £180,931 and a projected spend of £238,503, showing a projected shortfall of £57,572. The Parish Council has a projected 2014-15 carry forward of £57,572 which should cover the shortfall in the 2015-16. The Clerk reported the following:

- 1 Administration – set at £45,547
 - 3 new cost codes included:
 - Purchasing Card £240
 - HR contract £1995
 - Christmas Lights £1000
- 2 Streetlighting – set at £36,000
 - survey of all streetlights to be undertaken in 2015-16 and Ketley Playing Field pathway lights need to be repaired
- 3 Environmental Work – set at £33,00
 - 1 new cost code:
 - Paddock Mound £8000
- 4 Section 137 Grants – set at £7,280
 - 1 new cost code:
 - Community Events £2180
 - Christmas Vouchers increased to £3,600
- 5 Projects – set at £11,600
 - Increase to Newsletter due to cost for circulating £3,000
- 6 Community Centre – set at £80,556
 - 1 new cost code:
 - signage £2,000
 - Projected income of £30,000
- 7 VAT - projected at £20,000
- 8 Precept – set at £112,958 (no increase to Council Tax)
- 9 Interest – projected at £973
- 10 Garden of Rest – set at 24,520
 - 1 new cost code:
 - winter gritting £2,800
 - Includes £20,000 to upgrade the building

The Clerk then went through the areas for possible savings for 2015-16:

- Cheaper IT support contract
- Cheaper insurance premium
- Cheaper plumber/electrician
- Cheaper cleaning materials
- Cheaper newsletter circulation
- Cllr Elliot suggested that the Parish Council pay for the gate to be installed on the resident's boundary at the GOR.
- The Clerk to investigate grant from Veolia and Western Power for GOR building refurbishment.
- The Clerk to investigate second hand furniture and crockery from local hotels and TCAT.
- The Clerk to purchase red and blue Christmas lights in 2015-16.
- The Clerk to look into moving money into the National Savings account from the Co-op Account.
- The Clerk to provide a breakdown of money costings for the last 2 years to compare spend.

ACTION: Cllr Hodgkinson proposed that the above budget is recommended to Full Council, which was seconded by Cllr Saini and unanimously agreed by the Finance Committee.

F14/1233 2013-14 INTERNAL AUDIT

Deferred to the next meeting.

F14/1234 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

- Intruder Alarm and CCTV Maintenance Contract - The Clerk went through the quote received from Vanguard call-out and maintenance amounting to
CCTV annual maintenance - £120
Alarm annual maintenance - £80
Call out - £55 per visit

RESOLUTION: The Finance Committee unanimously agreed the above costs.

- IT Server Back-up via a USP – The Clerk said that this was needed for when there is a power cut, amounting to £2,143 for equipment and installation.

RESOLUTION: The Finance Committee unanimously agreed the above costs.

- Replacement tools following break-in at KYC – The Clerk reported that the Parish Council insurance does not cover contractor's tools.

ACTION: The Clerk to inform the builders that the Parish Council will be unable to replace the tools.

F14/1235 INFORMATION ITEMS

Nothing to report.

F14/1236 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

NALC/SALC Clerks National Salary Award – The Clerk reported that the annual pay award for Clerk had been confirmed as 1% from 1 January 2015 with a one-off payment of £100 in December 2014.

F14/1237 TO CONFIRM THE DATE OF FUTURE MEETINGS

- Thursday 29 January 2015 at 10.00 am at Ketley Community Centre.

SignedDate Thursday 29 January 2015
Chairman of Ketley Parish Council Finance Committee