

KETLEY PARISH COUNCIL

TELFORD, SHROPSHIRE



Chairman: Councillor Anil Saini

Clerk to the Council: Alison Hinks

Ketley Community Centre
Holyhead Road
Ketley
Telford
TF1 5AN
01952 612035 or 07778 941042
parishclerk@ketleyparishcouncil.co.uk
www.ketleyparishcouncil.co.uk

Minutes of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 22 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 Amrik Jhawar

In Attendance: Alison Hinks, Parish Clerk.

F14/1040 WELCOME

The Chair welcomed Councillors to the meeting.

F14/1041 ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF FINANCE COMMITTEE

RESOLUTION: Cllr Jhawar proposed Cllr Maggie Evans as Chairman of the Finance Committee, which was seconded by Cllr Elliott and unanimously agreed by the Finance Committee.

RESOLUTION: Cllr Jhawar proposed Cllr Anil Saini as Vice Chairman of the Finance Committee, which was seconded by Cllr Evans and unanimously agreed by the Finance Committee.

F14/1042 APOLOGIES FOR ABSENCE

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

F14/1043 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

F14/1044 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 1 MAY 2014

The minutes of the Finance Committee held on 1 May 2014 were proposed as an accurate record by Cllr Evans, seconded by Cllr Saini and unanimously approved by the Finance Committee.

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

F14/1045 MONTHLY BANK RECONCILIATION

The Clerk reported as at 30 April 2014 the Parish Council's bank statements were as follows:

National Savings	£105,455.87
Co-op	<u>£140,963.56</u>
TOTAL	<u>£246,419.43</u>

F14/1046 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
22.05.14	300557	Signage	Sign Express	1147.00	229.40	1376.40
22.05.14	300558	Photocopying	WEA	111.58	0.00	111.58
22.05.14	300559	GOR Locking/Unlocking	Clearview Security Ltd	590.00	118.00	708.00
22.05.14	300560	Cleaning Materials	Halls SMS	94.84	18.97	113.81
22.05.14	300560	Cleaning Materials	Halls SMS	5.23	1.05	6.28
22.05.14	300561	Sewing Machine	Sally Warner	429.00	0.00	429.00
22.05.14	300562	Radiator Leak	Dapah Systems Ltd	70.00	14.00	84.00
22.05.14	300562	Radiator Leak	Dapah Systems Ltd	120.00	24.00	144.00
22.05.14	300563	Audit Visit	SDH Accounting	60.40	0.00	60.40
22.05.14	300564	Affiliation Fees 2014-15	SALC	1081.08	0.00	1081.08
22.05.14	300565	Electricity Charges April 2014	WME	175.72	35.14	210.86

22.05.14	300565	Electricity Charges April 20147	WME	46.77	2.34	49.11
22.05.14	300565	Electricity Charges April 2014	WME	15.12	0.76	15.88
22.05.14	300566	Hanging Baskets	M Evans	60.00	0.00	60.00
22.05.14	300567	Salary – May 2014	A Hinks	1057.89	0.00	1057.89
22.05.14	300567	Office Expenses	A Hinks	64.42	0.00	64.42
22.05.14	300568	Salary – May 2014	A Linton	931.97	0.00	931.97
22.05.14	300569	Salary – May 2014	S Ward	459.15	0.00	459.15
22.05.14	300570	Salary – May 2014	D Shepherd	201.92	0.00	201.92
22.05.14	300571	Parish Pension – May 2014	SCPF	255.27	0.00	255.27
22.05.14	300571	Centre Pension – May 2014	SCPF	308.62	0.00	308.62
22.05.14	300572	PAYE – May 2014	HMRC	298.65	0.00	298.65
TOTAL						£8,028.29

F14/1047 OVERVIEW OF PARISH COUNCIL ACCOUNTS

The Parish Clerk reported:

- The Co-op Bank is experiencing further problems and suggested looking at the Unity Bank.
- Gas payments have decreased from approximately £1130 pm to £770 pm by just turning down the thermostats. It was suggested that lockable thermostats are purchased to stop centre users from changing the temperature.
- To increase room bookings for birthday parties the Centre Manager should advertise caterers, party entertainers, etc.
- The Centre Manager to look into organising a Table Top Sale.
- The Centre Manager should encourage local tradesmen to advertise their services in the Community Centre free of charge.
- The Centre Manager to arrange for the snooker table to be fixed asap.

F14/1048 2013-14 YEAR END ACCOUNTS

The Parish Clerk presented the year-end accounts to the Finance Committee showing an overall carry forward balance of £183,335

ACTION: The Clerk to present the year-end accounts and Mazars paperwork to the Ketley Parish Council Meeting on 11 June 2014.

F14/1049 2013-14 INTERNAL AUDIT

The internal audit of the 2013-14 accounts has been completed, although the formal written report has not yet been received from the internal auditor. The following points were raised at her last meeting:

- Debtors report should be presented at year end
- IT contract costs are high compare to other P&TC audited
- Bank reconciliation and invoices need to be signed when cheques are being approved and signed.
- Safe needs to be purchased.
- Financial risk assessment needs to be undertaken.
- Fixed asset register needs to be updated following refurbishment of the building.
- June 2013 uncashed cheque needs to be signed off.
- Split cost code between Community Centre and Youth Centre.
- Revise 2014-15 budget in line with changes to income.
- Present annual figures as Excel charts.

RESOLUTION: The Chairman to sign off the 2013-14 External Audit paperwork at the Ketley Parish Council meeting on 11 June 2014.

F14/1050 REVISED 2014-15 BUDGET

The Clerk presented the revised budget for 2014-15, which has been amended to take into consideration the decrease of room hire costs amounting to £28,500 per year. This is due to TCAT Positive Pathways no longer using the Youth Centre from September 2014 and WEA no longer using office space at the Community Centre from September 2014. This has created a deficit budget of £57,855.

ACTION: The Clerk to update the 2014-15 budget on the Scribe Accounts System accordingly.

Councillors expressed concern that room bookings need to be increased and suggested that a deposit to taken for all room bookings. Cancellations will not be charged up to 48 hours before the booking. Councillors said that the Youth Centre needs to be upgraded and re-promoted over the summer period.

Cllr Evans said that the Clerk should move forward with the phase 2 streetlight upgrade.

F14/1051 INSURANCE RENEWAL

The Clerk went through proposals to upgrade the Parish Council's insurance schedule in line with the upgraded building, including:

Streetlight impact damage - £767

Garden of Rest Gates and Fences for all risks – additional £65

Playing Field Gates for all risks - £47

Cllr Jhawar asked the Clerk gets written confirmation of the statement 'impact damage' for her records.

RESOLUTION: Cllr Evans proposed that the Parish Council increase the insurance schedule as outlined about, which was seconded by Cllr Jhawar and unanimously agreed by the Finance Committee.

F14/1052 ENERGY PRICES

The Clerk went through the energy price quotes received from Utility Wise, an energy price comparison company.

The quotes given were as follows:

- Gas - WME current rate 2.716 pkw – Utility Wise new rate 2.857 pkw
- Electric – WME current rate 11.529 – Utility Wise new rate 10.865 pkw

Utility Wise prices were based on a 36-month contract. WME renew their prices annually.

Cllr Elliott suggested speaking to WME to fix the price for 2 years. Cllr Jhawar said that there was no sufficient change to the prices to move energy supplier and the Finance Committee agreed to stay with the WME.

F14/1053 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

Nothing to report

F14/1054 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT

Nothing to report.

F14/1055 TO CONFIRM THE DATE OF FUTURE MEETINGS

- Thursday 26 June 2014 at 11.00 am at Ketley Community Centre.

SignedDate Thursday 26 June 2014
Chairman of Ketley Parish Council Finance Committee