

# 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](mailto:parishclerk@ketleyparishcouncil.co.uk)  
[www.ketleyparishcouncil.co.uk](http://www.ketleyparishcouncil.co.uk)

**Minutes of the meeting of the Finance Committee of Ketley Parish Council held on Thursday 23 October 2014 at 10.00 pm at Ketley Community Centre**

**PRESENT:**

Councillor Margaret Evans (Chairman)  
Councillor Amrik Jhawar

Councillor David Elliott  
Councillor Anil Saini

In Attendance: Alison Hinks, Parish Clerk.

**F14/1094 WELCOME**

The Chair welcomed Councillors to the meeting.

**F14/1095 APOLOGIES FOR ABSENCE**

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

**F14/1096 DECLARATIONS OF PECUNIARY INTERESTS**

Nothing to report.

**F14/1097 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 25 SEPTEMBER 2014**

The minutes of the Finance Committee held on 25 September 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 Chairman. All were in favour.**

**F14/1098 MONTHLY BANK RECONCILIATION**

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

National Savings	£105,455.87
Co-op	<u>£150,212.51</u>
TOTAL	<u>£244,851.67</u>

**F14/1099 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
23.10.14	300661	Legionella Risk Assessment	Qube Solution Services	435.00	87.00	522.00
23.10.14	300662	Pest Control - KYC	Dead Cert Pest Control	100.00	0.00	100.00
23.10.14	300663	Newsletter - Sept 14	N W Print Ltd	150.00	30.00	180.00
23.10.14	300664	Membership	SLCC	165.00	0.00	165.00
23.10.14	300665	Photocopying	WEA	151.33	0.00	151.33
23.10.14	300666	Alarm Replacement Battery	Churches Fires Security Ltd	170.00	34.00	204.00
23.10.14	300666	Alarm Call Out	Churches Fires Security Ltd	125.00	25.00	150.00
23.10.14	300667	Annual Boiler Inspections	Dapah Systems Ltd	560.00	112.00	672.00
23.10.14	300668	Streetlight repair	Eon	42.09	8.42	50.51
23.10.14	300669	Streetlight electricity	Npower	2749.40	549.89	3,299.29
23.10.14	300670	Stationery	WMS	16.99	3.40	20.39
23.10.14	300670	Kettles	WMS	99.96	19.99	119.95
23.10.14	300670	Stationery	WMS	6.08	1.22	7.30
23.10.14	300671	Water - GOR	Severn Trent	51.30	0.00	51.30
23.10.14	300671	Water - KCC	Severn Trent	116.27	0.00	116.27
23.10.14	300672	Rent - KYC	T&W Council	83.33	16.67	100.00
23.10.14	300673	Tools for FofKPM	T&W Council	310.63	62.13	372.76

23.10.14	300674	Security - GOR	Clearview Security Ltd	380.00	76.00	456.00
23.10.14	300675	H&S – Sept 14	Salopian H&S Consultancy	392.10	0.00	392.10
23.10.14	300676	H&S – Oct 14	Salopian H&S Consultancy	292.10	0.00	292.10
23.10.14	300677	Gift Voucher	Farm Foods	3000.00	0.00	3,000.00
23.10.14	300678	Wreath	Royal British Legion	30.00	0.00	30.00
23.10.14	300679	Planning Permission	T&W Council	55.00	0.00	55.00
23.10.14	300680	Stamps	Alison Hinks	22.88	0.00	22.88
23.10.14	300680	Salary – Oct 14	Alison Hinks	1243.59	0.00	1,243.59
23.10.14	300681	Salary – Oct 14	Ann Linton	949.40	0.00	949.40
23.10.14	300682	Salary – Oct 14	Sue Ward	472.97	0.00	472.97
23.10.14	300683	Pensions – Oct 14	SCPF	630.09	0.00	630.09
23.10.14	300684	Salary – Oct 14	Dave Shepherd	63.38	0.00	63.38
23.10.14	300685	PAYE – Oct 14	HMRC	423.03	0.00	423.03
23.10.14	300686	Building work – KCC/KYC	E Fullwood	13310.00	0.00	13,310.00
23.10.14	300687	Replacement bulbs	Simon Bird	57.38	0.00	57.38
<b>TOTAL</b>					<b>£27,680.02</b>	

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

#### **F14/1200 HALF YEARLY STATEMENT OF ACCOUNTS**

The Clerk went through the half yearly accounts highlighting overspend in the following areas:

Administration:

- 5 Mobile Phone – a new emergency contact mobile phone has been purchased
- 8 Office Expenses – will be double over budget
- 9 Internal Audit – audit now bigger so will cost more
- 11 Insurance – insurance updated in line with Asset Register
- 12 Subscriptions – now includes SLCC membership
- 14 Computer – Scribe accounts system not included in annual budget
- 32 New streetlights/upgrade – 2013-14 upgrades paid in 2014-15 budget
- 61 Environmental Project – 2013-14 environmental work paid in 2014-15 budget
- 70 Section 137 Grants General - £150 under spend in 2013-14 paid in 2014-15 budget
- 71 Section 137 Grants Christmas - £100 for refreshments not budgeted for
- 609 Community Centre Maintenance – upgrade to outbuildings and emergency repairs to KYC will take projected £15,000 over spent
- 610 Community Centre Security – new CCTV
- 612 Community Centre Waste – Signed up to T&W Council recycling
- 625 Community Centre Licenses – increase to cost of music licence
- 214 GOR Maintenance Contract – GOR lock up not accounted for
- 215 GOR Repairs/Maintenance – upgrade to buildings to include toilets

The Clerk reported that based on year end projections the Parish Council budget was projected to be -£108,811 over spent. The Parish Council had set a deficit budget of -£57,855 and the Co-op Bank balance currently stands at £150k. The Finance Committee went on to discuss cost saving measures including:

- costs associated to Ketley Youth Centre. Cllr Evans questioned if the Parish Council can afford to keep the Youth Centre. Cllr Saini said that the Parish Council should make every effort to keep this building and informed the Finance Committee of a recent meeting with Ketley Youth Club to discuss ways that the Parish Council can help young people to use the building. Cllr Saini suggested that the Parish Council appeals to the local community for assistance with running the Youth Centre and asked if the Parish Council should employ a person for 2 hours a week to work on projects for young people.
- costs associated to the Garden of Rest – Cllr Elliot suggested that the Parish Council look for volunteers to lock up the Garden of Rest.
- costs associated with the Newsletter – Cllr Elliot suggested that the Parish Council look for volunteers to distribute the newsletter.
- costs associated to the IT contract – The Clerk said that the Resources Committee have invited TCAT to their next meeting to discuss the current IT support contract.

#### **F14/1201 2013-14 INTERNAL AUDIT**

Deferred to next meeting.

#### **F14/1202 UPDATE TO TERMS OF REFERENCE FOR FINANCE COMMITTEE**

The Clerk went through the updated TOR for the Finance Committee with Councillors highlighting that any spend over £10k had to be approved by Full Council.

**RESOLUTION: Cllr Evans proposed the TOR are adopted by the Finance Committee, which was seconded by Cllr Elliott and unanimously agreed by the Finance Committee.**

**F14/1203 PURCHASING CARD**

The Clerk went through the conditions of the T&W Council purchasing card, which would cost the Parish Council £240 per year. The card would give the Parish Council more freedom to purchase items from other suppliers at cheaper rates.

**RESOLUTION: Cllr Saini proposed that the Parish Council buy into the T&W Council purchasing card scheme, which was seconded by Cllr Elliott and unanimously agreed by the Finance Committee.**

**F14/1204 ROOM HIRE CHARGES**

The Clerk informed the Finance Committee of a recent complaint received that the Friends of Paddock Mound are not charged for room hire although other community groups eg. History Group, Good Companions and Youth Club are charged. Cllr Elliott said that all Centre Users must be treated the same and of course, if the Parish Council call the meeting, there would not be charged.

**ACTION: The Clerk to inform Friend of Paddock Mound that they will be charged £6.50 per hour for the rooms that they hire for their monthly meetings.**

**F14/1205 KETLEY COMMUNITY CENTRE HALL**

The Clerk went through the T&W Council quote for sound proofing to the Hall. The cost of £10k- £12k was quoted. Councillors said that at this moment in time the Parish Council is unable to commit to this spend. Cllr Elliott suggested that stage curtains are purchased to pull along the glass.

**F14/1206 UPDATE ON BUILDING AT RED LAKE GARDNE OF REST**

The Clerk updated the Finance Committee on the proposed development of public toilets at Red Lake Garden of Rest, which can be installed under committed development, although this work should not be committed until February 2015 due to budget constraints.

**F14/1207 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL**

Nothing to report.

**F14/1208 INFORMATION ITEMS**

Nothing to report.

**F14/1209 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

Nothing to report.

**F14/1210 TO CONFIRM THE DATE OF FUTURE MEETINGS**

- Thursday 27 November 2014 at 10.00 am at Ketley Community Centre.

Signed .....Date Thursday 27 November 2014  
Chairman of Ketley Parish Council Finance Committee