

# 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 25 September 2014 at 11.00 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.

### F14/1081 WELCOME

The Chair welcomed Councillors to the meeting.

### F14/1082 APOLOGIES FOR ABSENCE

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

### F14/1083 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

### F14/1084 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 17 JULY 2014

The minutes of the Finance Committee held on 17 July 2014 were proposed as an accurate record by Cllr Elliott, seconded by Cllr Jhawar and unanimously approved by the Finance Committee.

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

### F14/1085 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	<u>£ 88,343.50</u>
TOTAL	<u>£193,799.37</u>

### F14/1086 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
25.09.14	300337	IT Support – Aug and Sept 14	TCAT	660.00	132.00	792.00
25.09.14	300338	H&S Signage	WMS	135.34	27.07	162.41
25.09.14	300338	H&S Signage	WMS	129.68	25.94	155.62
25.09.14	300338	Stationery	WMS	30.08	6.02	36.10
25.09.14	300339	Electricity - streetlights	npower	2719.50	543.90	3263.40
25.09.14	300340	Electricity - GOR	npower	35.62	0.00	35.62
25.09.14	300341	Window cleaning	Ultra Clean	70.00	0.00	70.00
25.09.14	300342	Air freshener	1 <sup>st</sup> Class Hygiene Ltd	215.60	43.12	258.72
25.09.14	300343	Faulty element in water heater	Dapah Systems Ltd	290.00	58.00	348.00
25.09.14	300344	Recycling	T&W Council	109.00	21.80	130.80
25.09.14	300345	Jet drains	S P Holding Services Ltd	192.00	38.40	230.40
25.09.14	300346	Rent for KYC	T&W Council	83.33	16.67	100.00
25.09.14	300347	External Audit	Mazars	600.00	120.00	720.00
25.09.14	300348	Lockups at GOR	Clearview Security Ltd	410.00	823.00	492.00
25.09.14	300348	Lockups at GOR	Clearview Security Ltd	390.00	78.00	468.00
25.09.14	300349	H&S Consultancy	Salopian H&S Consultancy	292.10	0.00	292.10
25.09.14	300350	Regional Conference	SLCC	79.00	15.80	94.80

25.09.14	300651	Waste collection - KCC	FCC Recycling (UK) Ltd	224.64	44.93	269.57
25.09.14	300651	Waste collection - GOR	FCC Recycling (UK) Ltd	430.30	86.06	516.36
25.09.14	300652	Cleaning materials	Halls SMS	54.03	10.81	64.84
25.09.14	300652	Cleaning materials	Halls SMS	17.06	3.41	20.47
25.09.14	300653	Overspend on KCC Refurbishment	T&W Council	430.59	0.00	430.59
25.09.14	300654	Salary – Sept 2014	A Hinks	1513.21	0.00	1513.21
25.09.14	300654	Office Expenses – Sept 2014	A Hinks	45.52	0.00	45.52
25.09.14	300655	Salary – Sept 2014	E A Linton	931.96	0.00	931.96
25.09.14	300656	Salary – Sept 2014	S Ward	459.15	0.00	459.15
25.09.14	300657	Salary – Sept 2014	D Shepherd	69.41	0.00	69.41
25.09.14	300658	Parish Pension – Sept 2014	SCPF	396.46	0.00	396.46
25.09.14	300658	Centre Pension – Sept 2014	SCPF	308.62	0.00	308.62
25.09.14	300659	PAYE – Sept 2014	HMRC	574.43	0.00	574.43
25.09.14	300660	Leaking sink/blocked toilet	A T Plumbing & Heating	90.00	0.00	90.00
<b>TOTAL</b>					<b>£13,340.56</b>	

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

- The Clerk highlighted that despite being given a one-increment pay rise as at 1 October 2014, this had not been added monthly to her salary. September 2014 salary includes 11 months back pay.

#### **F14/1087 OVERVIEW OF PARISH COUNCIL ACCOUNTS**

The Parish Clerk reported:

- Administration - payments projected correctly with half the budget remaining for the next 6 months of the year.
- Streetlighting - £49,517 remaining in the budget, which is for the upgrade to streetlight. The Clerk to arrange a meeting with Eon to ensure that this project is moving forward.
- Environmental Work - £6,616.14 spent in this budget due to the last payment for environmental work undertake in 2013-14.
- Section 137 Grants – This budget will be spent toward the end of the 2014-15 financial year.
- Projects - £12,932.18 of this budget available to spend.
- Community Centre – Income has already reached the estimated but this is due to TCAT's income for 4 months of the year. Payments are in-line with estimate.
- VAT – One quarter already claimed.
- Precept – The second half of the 2014-15 precept will be created to the accounts at the beginning of October 2014.
- Banking – The National Savings interest has will be created to the account at the end of January 2015.
- Garden of Rest – Income is in line with estimates. The payments budget set for 2014-15 is nearly already spent. This is due to the costs associated to lock ups, which was not budgeted for.

#### **F14/1088 2013-14 EXTERNAL AUDIT**

The Clerk reported that Mazars, the external auditor, had returned the annual return paperwork. There were no action points raised from the audit although a copy of the internal audit was sent to Mazars with the original documentations. The notice of completion of the 2013-14 audit has been displayed on Parish notice boards and an update on the internal audit will be presented to a future meeting of the Finance Committee.

#### **F14/1089 UPGRADE TO KETLEY YOUTH CENTRE**

The Clerk went through the proposed action plan to upgrade Ketley Youth Centre:

	<b>Estimated Cost</b>
New heating system	£30,000.00
Painting/upgrade woodwork	£ 6,000.00
New carpet in snooker room	£ 1,200.00
New flooring in small kitchen*	£ 500.00
New flooring in coffee bar area*	£ 1,200.00
Clean carpets throughout*	£ 300.00
Replace doors and general tidy up	£ 500.00
Cover notice boards	£ 1,000.00
Roofing/room pointing*	£ 3,000.00
H&S Signage	£ 500.00
Sandblast & Seal stonework	£ 3,000.00

Upgrade kitchen	£ 500.00
	£47,700.00

The Clerk said that new flooring, carpet cleaning and roof repairs need to be undertaken asap as they are all H&S issues.

**RESOLUTION: The Finance Committee agreed unanimously that this work should be carried out.**

**ACTION: The above proposes for upgrading Ketley Youth Centre to be presented to the next meeting of Ketley Parish Council on 8 October 2014.**

#### **F14/1090 ROOM BOOKINGS AND ASSOCIATED COSTS FOR KETLEY COMMUNITY CENTRE**

The Clerk presented the current room booking for Ketley Community Centre and Ketley Youth Centre and associated costs for both:

Weekly/Monthly income:

Current weekly income for KCC	£453.50
Current weekly income for KYC	£ 26.00
Current monthly income for KCC	£ 80.00
Current monthly income for KYC	£ 0.00

Weekend Birthday Party / Social Event Weekend Room Bookings

January – March	5	£ 125.00
April – June	14	£ 350.00
July – September	14	£ 350.00

The increase is probably due to the new poster being displayed at the community centre.

The Community Centre's income will be down **£24,500 pa**, or **£16,333 pro rata for 2014-15** as TCAT left the building part way through the year.

The Community Centre operates between 9 am – 9 pm+ Monday to Friday and ad hoc over the weekend.

**(Current Income)**

Potential income for KCC:

Per room per day	£ 150.00	
5 rooms per day	£ 750.00	
5 rooms per week	£ 5,250.00	( £453.50)
Per academic year	£204,750.00	

Potential Income needed for KYC:

Per day	£ 150.00	
Per week	£ 1,050.00	( £26.00)
Per academic year	£40,950.00	

Annual Cost to run both buildings:

£45,181.00 (This is excluding maintenance.)		
Both buildings per month	£ 3,765	(£2,170.84)
Both buildings per week	£ 868.86	
Both buildings per day	£ 124.12	
Each room per day	£ 20.69	
Each room per hour (between 9am – 9 m)	£ 1.72	

Essential costs for 2013-14 were:

Salaries excluding PAYE	£20,706.00
Energy and water rates	£13,337.75
Non domestic rates	<u>£ 6,923.70</u>
Totalling	<u>£40,968.00</u>

Annual maintenance costs for 2013-14 was £8,048. This was essential maintenance only and did not include anything relating to the refurbishment.

Cost cuts already taken place include:

- refurbishment
- new windows/heating system
- new signage to promote the building
- new website to promote the building

- Enrolment day to encourage people to go on courses
- Increase in charges for current users in line with 2014 prices
- New IT suite
- Changing cleaning suppliers
- Reviewed energy costs
- Installed water meters
- Refurbishment of out buildings to be rented

Cllr Elliott said that the income for KYC is low but the Parish Council must monitor this over a period of time. Cllr Evans said that the Parish Council need to be realistic about the future of KYC and perhaps look at the possibility of the Youth Club sub-letting KYC from the Parish Council. Cllr Jhawar said that the Parish Council should look at the possibility of hiring out the snooker room to raise income. Cllr Saini said that the primary concern is the continuation of a youth club for the young people of Ketley and KYC needs to be used by young people.

**ACTION: The Clerk to arrange for the Chairman to meet with Ketley Youth Club to discuss the continued use of KYC and developing activities for young people in Ketley.**

**F14/1091 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL**

- SLCC Membership – The Clerk asked the Finance Committee to agree to an annual membership for SLCC costing £165.00. The Clerk said that this is a Clerk network offering advice and support to Clerks.  
**RESOLUTION: The Finance Committee unanimously agreed to financially support this proposal.**
- Christmas Lights – The Clerk put forward asked the Finance Committee to consider purchasing Christmas lights for KCC and KYC and a Christmas tree for outside of KCC, amounting to around £2,000. Additional electrical work would also need to be undertaken to ensure safety.  
**RESOLUTION: The Finance Committee unanimously agreed to financially support this proposal.**
- Digital Projector – The Clerk said that the projector currently available for hire at KCC/KYC is old and out of date and asked the Finance Committee to agree to purchase a portable projector and screen which could be hired out to Centre Users, amounting to £1,000.  
**RESOLUTION: The Finance Committee unanimously agreed to financially support this proposal.**
- Tree surgery at Red Lake GOR – The Clerk said that a tree at Red Lake GOR needs to be cut back and reshaped at a cost of £275.  
**RESOLUTION: The Finance Committee unanimously agreed to financially support this proposal.**
- Upgrade to building at Red Lake GOR – The Clerk went through proposals to upgrade the building at Red Lake GOR. The PET is based in the building, which does not have a toilet or hot running water. This is a condition of employment. The building is also used to store the PET equipment. The building has not been upgraded for many years. Cllr Saini suggested that public toilets are installed at the GOR so that people who use Paddock Mound can also use this facility.  
**ACTION: The Clerk to look at installing public toilets at Red Lake GOR and to report back to the next Finance Committee on 23 October 2014.**

**F14/1092 INFORMATION ITEMS**

- The Clerk reported that West Mercia Energy have confirmed that energy prices have been fixed for the next quarter from September 2014 as follows:
- Gas – 4.1%
- Electricity – 2.3%

**F14/1093 TO CONFIRM THE DATE OF FUTURE MEETINGS**

- Thursday 23 October 2014 at 10.00 am at Ketley Community Centre.

Signed .....Date Thursday 23 October 2014  
Chairman of Ketley Parish Council Finance Committee