

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 26 June 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.

F14/1056 WELCOME

The Chair welcomed Councillors to the meeting.

F14/1057 APOLOGIES FOR ABSENCE

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

F14/1058 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

F14/1059 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 22 MAY 2014

The minutes of the Finance Committee held on 22 May 2014 were proposed as an accurate record by Cllr Elliott, seconded by Cllr Hodgkinson and unanimously approved by the Finance Committee.

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

F14/1060 MONTHLY BANK RECONCILIATION

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

National Savings	£105,455.87
Co-op	£117,350.96
TOTAL	£222,806.83

F14/1061 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
26.06.14	300574	Insurance 2014-15	Zurich Municipal	4788.26	287.30	5075.56
26.06.14	300575	Gas	WME	622.73	0.00	622.73
26.06.14	300576	IT Support – June 2014	TCAT	330.00	66.00	396.00
26.06.14	300576	IT Support – May 2014	TCAT	330.00	66.00	396.00
26.06.14	300577	Window Cleaning	Ultra Clean	70.00	0.00	70.00
26.06.14	300578	Half Year Annual Maintenance Contract	Eon	3061.89	612.38	3674.27
26.06.14	300579	Rent for KYC	T&W Council	83.33	16.67	100.00
26.06.14	300580	Reinstatement Assessment	TSR	1400.00	280.00	1680.00
26.06.14	300581	H&S Consultancy Fees – April/May 2014	Salopian H&S Consultancy	567.10	0.00	567.10
26.06.14	300582	Hygiene Contract 2014-15	1 st Class Hygiene Ltd	315.00	63.00	378.00
26.06.14	300583	Lockup at GOR	Clearview Security Ltd	570.00	114.00	684.00
26.06.14	300584	Recycling bins	WMS	119.88	23.98	143.86
26.06.14	300585	KCC maintenance	Gary Overton	1952.00	0.00	1952.00
26.06.14	300586	Electricity at GOR	npower	26.70	1.34	28.04
26.06.14	300587	Recycling at GOR	FFC Recycling (UK) Ltd	463.40	92.68	556.08
26.06.14	300587	Recycling at KCC	FFC Recycling (UK) Ltd	241.92	48.38	290.30

26.06.14	300588	Electrical repairs at GOR	Simon Bird	506.75	0.00	506.75
26.06.14	300588	Electrical maintenance at KCC	Simon Bird	318.73	0.00	318.73
26.06.14	300589	Recycling bins	WMS	7.79	1.56	9.35
26.06.14	300590	2013-14 Internal Audit	SDH Accounting	448.40	0.00	448.40
26.06.14	300591	Repairs to radiator valves at KYC	Dapah Systems Ltd	1745.00	349.00	2049.00
26.06.14	300592	Printer cartridges	Cartridge Save Ltd	322.70	64.54	387.24
26.06.14	300593	Locks at KYC	AW Locksmiths Ltd	90.00	0.00	90.00
26.06.14	300593	Fire door devices	AW Locksmiths Ltd	295.00	0.00	295.00
26.06.14	300594	Salary – June 2014	Alison Hinks	1057.89	0.00	1057.89
26.06.14	300594	Stamps	Alison Hinks	30.79	0.00	30.79
26.06.14	300595	Salary – June 2014	E A Linton	931.97	0.00	931.97
26.06.14	300596	Salary – June 2014	S Ward	459.15	0.00	459.15
26.06.14	300597	Salary – June 2014	D Shepherd	132.51	0.00	132.51
26.06.14	300598	PAYE – June 2014	HMRC	298.65	0.00	298.65
26.06.14	300599	Pension – June 2014	SCPF	333.89	0.00	333.89
TOTAL						£23,963.26

Cllr Jhawar said that a time limit needs to be put on the payment of invoices, as some of Garry Overton's invoices were over 2 years old.

ACTION: The Clerk to include a timescale on the date for payment of invoices in the new Financial Regulations.

Cllr Evans said that due to the invoices paid this month for the heating system in the Youth Centre, a new boiler for Ketley Youth Centre needs to be looked into.

ACTION: The Clerk to look into the cost of a new heating system at Ketley Youth Centre.

F14/1062 OVERVIEW OF PARISH COUNCIL ACCOUNTS

The Parish Clerk reported:

- cc 32 New Streetlights would be spent by year-end, as phase 2 of the upgrade would be commissioned over the summer period.
- cc 61 Environmental Project would be overspent by £6,616 as the environmental work undertaken in 2013-14 was invoiced late and presented in the 2014-15 budget.
- cc 609 KCC Maintenance has a projected overspend as the new fire alarm system and KCC signage ordered in 2013-14 was paid out of the 2014-15 budget.
- cc 610 KCC Security will be overspent by £3,773 as the new CCTV ordered in 2013-14 was paid out of the 2014-15 budget.
- cc 613 KCC Equipment budget is already spent by £1,195, which includes one off equipment purchases following the KCC refurbishment.
- cc 214 GOR Maintenance Contract no longer has budget set against it, although there is a spend to date of £590 for locking and unlocking the GOR.
- cc 215 Repairs budget has a small cost against it of £135 for new locks to the building. The upgrade of the building will be paid from the £7.5k project money in the PET contract.

F14/1063 DEBTORS REPORT

The Clerk presented the following debtors as at 31 March 2014:

	Invoice No.	Company	Contact	Amount
30.04.13	2013/16	Dog Training	Linda Holmes	65.00
31.05.13	2013/34	Dog Training	Linda Holmes	52.00
30.06.13	2013/55	Dog Training	Linda Holmes	48.75
31.07.13	2013/66	Dog Training	Linda Holmes	16.25
31.07.13	2013/69	Age UK Day Centre	P J Homer	24.00
30.09.13	2013/90	British Badge Collectors	Bernard Steward	12.00
31.11.13	2013/125	British Badge Collectors	Bernard Steward	12.00
31.12.13	2013/137	TMC	Jim Hakim	12.00
31.12.03	2013/142	Zumba	K Gromacka	72.00
31.01.14	2014/162	Dementia Group	Anne Johnson	294.00
26.03.14	2014/184	T&W Council	Sue Overton	721.00
31.03.14	2013/199	British Badge Collectors	Bernard Steward	12.00
31.03.14	2013/202	Indian Dancing Follow On	Venkat Panchavati	62.50

			TOTAL	1,403.50
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The Clerk reported that all the above is for room bookings at KCC. Linda Holmes, P J Homer and K Gromacka no longer use KCC so the debt will not be reclaimed. The Clerk will chase the other outstanding payments. Cllr Elliot said that independent centre users should be encouraged to pay on the night and if they default they should not be allowed to use the room the following week.

ACTION: The Clerk to include payment default to be included in the new terms and conditions of room hire at KCC.

F14/1064 2013-14 INTERNAL AUDIT

The Clerk went through the recommendations from the final audit report for 2013-14 received from the internal auditor:

Recommendation 1: Banking should ideally be carried out more regularly or a safe installed.

Finance Committee's Comments: *The Clerk to purchase a fire proof safe.*

Recommendation 2: Individual invoices and reimbursements should be signed/ initialled as checked by two council members prior to being paid. Currently a summary schedule only is checked and not the supporting documents.

Finance Committee's Comments: *The two cheque signees will sign/initial the cheque, cheque sub, invoice and summary of payments.*

Recommendation 3: An annual risk assessment should be presented and approved by Council. The risk assessment should include both financial, operational and physical risks.

Finance Committee's Comments: *The Clerk to undertake a financial risk assessment as part of the H&S working currently being undertaken.*

Recommendation 4: The Council's Budget for 2014/15 is revised by Council in the first quarter to reflect the significant change in revenue expectation with regard to TCAT rental income.

Finance Committee's Comments: *The Clerk presented to the Finance Committee on 22 May 2014 and Full Council on 11 June 2014 a revised budget for 2014-15.*

Recommendation 5: Consideration should also be given to splitting revenue rental receipts and expenditure between the "Parish Centre" and "Youth Centre" to enable improved budget monitoring by Council.

Finance Committee's Comments: *The Clerk to create a new cost code for KYC so that the Finance Committee can monitor the spend against this budget.*

Recommendation 6: Consideration should be given to ensuring Council independently performs periodic checks on the bank reconciliations presented by the Clerk; to verify their accuracy. It is further encouraged that councillors evidence their checks by initialling/signing the relating report and corresponding bank statements to support that the check has been carried out.

Finance Committee's Comments: *The Chairman to check the monthly bank reconciliation against the bank statement at every Finance Committee and initial paperwork as evidence.*

Recommendation 7: Council should consider whether the parish's iron gates are to be included on their current insurance policy, as they would be regarded as attractive to thieves and a significant loss to the community if stolen. As income relating to lettings continues to grow; business continuity may be another aspect of insurance cover to consider, to safe guard against loss of revenue.

Finance Committee's Comments: *The Clerk has updated the 2014-15 insurance schedule to include all risks for fencing and gates at GOR and Ketley Playing Field, 3rd party damage against streetlights, business continuity and a reinstatement cost for KCC and KYC.*

Recommendation 8: The Clerk seeks quotes from 3rd Party Payroll Processing Contractors for 2014-15 to present to Council to facilitate the independent processing and administration of Payroll. Reduction of perceived risk: This will introduce a segregation of duties and free up the Clerk's time.

Finance Committee's Comments: *The Clerk to continue to undertake payroll processing, although HMRC paperwork will be presented to Finance Committee and initialled by Councillors as evidence of the payment.*

Recommendation 9: Alternative quotes should be sought from contractors for the provision of an adequate IT back up/disaster recovery service for the Council in order to ensure best value is achieved.

Finance Committee's Comments: *The Clerk to seek quote from another IT support provider and present to a future Finance Committee.*

ACTION: The Finance Committee's comments will be presented to the Ketley Parish Council meeting on

9 July 2014.

F14/1065 NEW FINANCIAL REGULATIONS

The Clerk presented a draft copy of the new NALC Financial Regulations that need to be amended in line with practices at Ketley Parish Council. Once agreed by the Finance Committee they will be presented to Ketley Parish Council for formal adoption.

ACTION: Councillors to let the Clerk have their comments/amendments/approval by Friday 4 July 2014.

The Clerk updated the Finance Committee on the recent training attended to go through in detail the new Financial Regulations. The training pointed out the problems with auditing internet bank transfers and also that Clerks should not purchase items on behalf of the Parish Council, as these purchases are eligible for tax.

ACTION: The Clerk to look into a prepaid debit card in the name of the Parish Council for internet purchases.

F14/1066 ASSET REGISTER

The Clerk presented the revised Asset Register for 2014-15, which includes all fencing and gates at GOR and Ketley Playing Field and a reinstatement cost for KCC and KYC. Cllr Hodgkinson asked that the bus shelter entries include the street names for clarity.

ACTION: The Clerk to update the Asset Register to include street names and present to the next Ketley Parish Council meeting.

F14/1067 INSURANCE RENEWAL – BUILDING REINSTATEMENT

The Clerk went through report from TRS that has been carried out on Ketley Community Centre and Ketley Youth Centre to determine a reinstatement cost for each building. This is the cost if the building was to be rebuilt and for any debris to be removed from the site, not the market value cost of the building. These costs listed below have been revised on the Asset Register and insurance policy.

Ketley Community Centre: £976,800

Ketley Youth Centre: £637,200

F14/1068 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

- Upgrade to old toilet block – The Clerk went through the quotes received for this work and Councillors decided that references would be sort from the companies who supplied the middle two quotes. The reference must include if the company was timely, clean/tidy, full breakdown of the work, start/finish date.
- External painting at Youth Centre – The Clerk went through the quote received and Councillors decided to go with the quote received and for the work to start asap.
- Thermostat covers in Community Centre – The Clerk said that new thermostats were to be fitted which have a cover attached at £25 per thermostat.
- Microsoft 365 licenses – The Clerk said that £735 is outstanding which can only be made by bank transfer. Cllr Evans proposed that the Clerk is issued a cheque to pay for this service, which was seconded by Cllr Elliott and unanimously agreed by the Finance Committee.

Cllr Elliott said that Veolia and Pride in the Community monies should be applied for future work.

Cllr Saini asked if the Clerk could look into a signage board detailing each room available for hire. Cllr Hodgkinson said that the Parish Council should look into promotional signage on islands. Cllr Saini said that the Parish Council should also advertise the rooms available in the Shropshire Star and look into room hire with T&W Council and Shropshire Chamber of Commerce. Cllr Jhawar asked if New College, University of Wolverhampton and Shrewsbury College could use the building for outreach courses.

F14/1069 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT

- Co-op Bank – The Clerk went through a letter received from Chief Executive of the Co-op Bank updating customers on their plans for the future.
- Letter from Centre Manager – The Chairman went through a letter received from the Centre Manager, which would be acknowledged and shared with Resources Committee.

F14/1070 TO CONFIRM THE DATE OF FUTURE MEETINGS

- Thursday 17 July 2014 at 11.00 am at Ketley Community Centre.

SignedDate Thursday 17 July 2014
Chairman of Ketley Parish Council Finance Committee