

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 Anil Saini

Councillor Amrik Jhawar

In Attendance: Alison Hinks, Parish Clerk.

F14/1211 WELCOME

The Chair welcomed Councillors to the meeting.

F14/1112 APOLOGIES FOR ABSENCE

Apologies were received and accepted by Cllr Evans (hospital appointment), Cllr Hodgkinson (college) and Cllr Mehta (work commitment).

F14/1213 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

F14/1214 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 23 OCTOBER 2014

The minutes of the Finance Committee held on 23 October 2014 were proposed as an accurate record by Cllr Saini, seconded by Cllr Elliott and unanimously approved by the Finance Committee.

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

F14/1215 MONTHLY BANK RECONCILIATION

The Clerk reported as at 31 October 2014 the Parish Council's bank statements were as follows:

National Savings	£105,455.87
Co-op	<u>£122,167.24</u>
TOTAL	<u>£227,623.11</u>

F14/1216 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
15.10.14	300688	Xmas Lights	Blachere Illuminations	1186.20	237.24	1423.44
27.11.14	300689	Stationery	WMS	1.60	0.32	1.92
27.11.14	300689	Stationery	WMS	5.05	1.01	6.06
27.11.14	300690	Rent - KYC	T&W Council	83.33	16.67	100.00
27.11.14	300691	Printer cartridges	Cartridge World	39.43	7.88	47.31
27.11.14	300692	Lock-up @ GOR	Clearview Security Ltd	390.00	78.00	468.00
27.11.14	300693	Cleaning materials	Halls SMS	61.39	12.28	73.67
27.11.14	300693	Cleaning materials	Halls SMS	9.02	1.80	10.82
27.11.14	300693	Cleaning materials	Halls SMS	4.40	0.88	5.28
27.11.14	300693	Cleaning materials	Halls SMS	70.61	14.12	84.73
27.11.14	300694	Fire alarm battery	Churches Fire Security Ltd	192.70	38.54	231.24
27.11.14	300695	PAT testing	Salop PAT Testing	90.45	0.00	90.45
27.11.14	300696	Ketley Estates Sale Catalogue	Ketley History Group	8.95	0.00	8.95
27.11.14	300697	Waste collection - KCC	FCC Recycling (UK) Ltd	224.64	44.93	269.57
27.11.14	300697	Waste collection - GOR	FCC Recycling (UK) Ltd	430.30	86.06	516.36
27.11.14	300698	Water - KYC	Severn Trent Water	551.37	0.00	551.37

27.11.14	300699	Newsletter distribution	Alison Hinks	600.00	120.00	720.00
27.11.14	300700	Window cleaning	Ultra Clean	70.00	0.00	70.00
27.11.14	300700	Window cleaning	Ultra Clean	70.00	0.00	70.00
27.11.14	300601	Office expenses	Alison Hinks	196.24	0.00	196.24
27.11.14	300602	Salary – Nov 14	Alison Hinks	1243.39	0.00	1243.39
27.11.14	300603	Salary – Nov 14	Ann Linton	1036.91	0.00	1036.91
27.11.14	300604	Salary – Nov 14	Sue Ward	472.97	0.00	472.97
27.11.14	300605	Salary – Nov 14	Dave Shepherd	52.00	0.00	52.00
27.11.14	300606	PAYE – Nov 14	HMRC	476.90	0.00	476.90
27.11.14	300607	Parish Pension – Nov 14	SCPF	313.19	0.00	313.19
27.11.14	300607	Centre Pension – Nov 14	SCPF	343.68	0.00	343.68
27.11.14	300608	Xmas Lights	Simon Bird	1600.00	0.00	1600.00
27.11.14	300609	Preparation of Paddock Mound Lease	Headleys Solicitors	200.00	0.00	200.00
27.11.14	300610	Building work and maintenance	Karl Fullwood	469.08	0.00	469.08

TOTAL

£11,153.53

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

F14/1217 2014-15 STATEMENT OF ACCOUNTS

Deferred to the next meeting

F14/1218 2015-16 BUDGET

The Clerk said that T&W Council had confirmed that Ketley Parish Council will have a £5230 decrease in their Council Tax Grant for 2015-16. Although there has been an increase of 40 new homes in Ketley over the last 12 months giving the Parish Council an increase in the Precept, there will still be an overall decrease in the Precept of £1,526 if the Parish Council chooses to not increase the Council Tax payment for Ketley residents.

The Clerk went through the proposed budget for 2015-16, which showed a projected income of £176,931 and a projected spend of £211,285, showing a projected shortfall of £36,354. The Parish Council has a projected 2014-15 carry forward of £40,243 which should cover the shortfall in the 2015-16, although it is bad practice to set a deficit budget. The Clerk said that if the Parish Council continues to set a deficit budget the Parish Council would eventually run out of money carry forward. The Clerk said that T&W Council could possibly reduce the Council Tax grant future in 2016-17 and long-term savings need to be looked into. The Clerk then went through the areas for possible savings for 2014-15:

- New IT support contract
- New streetlighting maintenance contract
- New security contract
- New fire alarm/emergency lighting contract
- Cheaper plumber/electrician
- Stop GOR lock ups
- Reduce the number of euro bins at GOR
- Reduce the number of Newsletter to twice a year

ACTION: The Finance Committee discuss the proposed budget in more details at the December 2014 meeting.

F14/1219 2013-14 INTERNAL AUDIT

Deferred to the next meeting.

F14/1220 2014-15 INTERNAL AUDIT

The Clerk said that the Parish Council had received an expression of interest from Sue Hackett, the internal auditors previously used before, quoting £400 for the 2014-15 internal audit of accounts.

RESOLUTION: Cllr Elliott proposed the Sue Hackett is appointed as the 2014-15 internal auditor, which was seconded by Cllr Saini and unanimously approved by the Finance Committee.

F14/1221 PURCHASING CARD

The Clerk proposed that the credit limit on the purchasing card is £2,000 with a £1,200 limit for one off purchases.

RESOLUTION: Cllr Elliott proposed the above credit limit, which was seconded by Cllr Saini and unanimously approved by the Finance Committee.

F14/1222 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

- Fire Alarm Maintenance Contract - The Clerk went through the two quotes received from local companies for call-out and maintenance of the fire alarm system, fire extinguishers and emergency lighting. Cllr Jhawar gave the name of another local company to also be considered.

- Streetlight Replacement Programme – The Clerk went through the proposed phase 2 costs for replacing concrete sleeved streetlights with LEA and steel posts, amounting to £25,886. This is £886 over the amount put in the budget.
- Replacement tools following break-in at KYC – The Clerk said that she had been approached by Fullwood Builders to ask if the Parish Council would replace the tools that were stolen in the recent break-in. Cllr Jhawar said that the builders should have insured the tools themselves.

ACTION: The Clerk to approach Zurick to see if they tools are covered on the Parish Council's insurance.

F14/1223 INFORMATION ITEMS

Nothing to report.

F14/1224 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Nothing to report.

F14/1225 TO CONFIRM THE DATE OF FUTURE MEETINGS

- Thursday 18 December 2014 at 10.00 am at Ketley Community Centre.

SignedDate Thursday 18 December 2014
Chairman of Ketley Parish Council Finance Committee