

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 February 2015 at 10.00 pm at Ketley Community Centre

PRESENT:

Councillor David Elliott
Councillor Laura Hodgkinson

Councillor Maggie Evans
Councillor Anil Saini

In Attendance: Alison Hinks, Parish Clerk.

F15/1250 WELCOME

The Chair welcomed Councillors to the meeting.

F15/1151 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Jhawar (personal) and Cllr Mehta (work commitment).

F15/1252 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

F15/1253 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 29 JANUARY 2015

The minutes of the Finance Committee held on 29 January 2015 were proposed as an accurate record by Cllr Elliott, seconded by Cllr Elliott and unanimously approved by the Finance Committee.

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

F15/1254 MONTHLY BANK RECONCILIATION

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

National Savings	£106,246.79
Co-op	£104,707.75
TOTAL	£210,954.54

F15/1255 ORDERS FOR THE PAYMENT OF MONEY.

Acceptance of the Orders for the Payment of Money was proposed by Cllr Elliott, seconded by Cllr Jhawar, signed and accepted as follows:

Cheq. No.	Description	Supplier	Cost Code	Net	Vat	Total
300754	IT Support – Feb 15	TCAT	1/14	330.00	66.00	396.00
300755	Office equipment	WMS	1/8	3.49	0.70	4.19
300755	Office equipment	WMS	1/8	6.38	1.28	7.66
300756	Window Cleaning	Ultra Clean	6/604	70.00	0.00	70.00
300757	Water Charges	Severn Trent Water	2/626	232.04	0.00	232.04
300757	Water Charges	Severn Trent Water	2/626	551.37	0.00	551.37
300758	Cut back trees - GOR	TWS	10/214	275.00	55.00	330.00
300759	Cleaning Material	Halls SMS	6/605	49.34	9.87	59.21
300759	Cleaning Material	Halls SMS	6/605	24.23	4.85	29.08
300760	H&S Consultancy	Salopian H&S Consultancy	5/94	550.00	0.00	550.00
300761	Printer	Primo IT	1/14	120.00	24.00	144.00
300761	Toner Cartridges	Primo IT	1/14	35.50	7.10	42.60
300762	UPS	DataPower Ltd	1/14	2143.00	428.60	2571.60
300763	Streetlight repair	Eon	2/31	73.17	14.63	87.80
300763	Streetlight repair	Eon	2/31	41.09	8.22	49.31
300764	Lock up - GOR	Clearview Security Ltd	10/214	80.00	16.00	96.00
300765	Professions Solicitors Fee - PM	Wellers Heldeys	3/61	766.50	153.30	919.80

300766	Computer	Stone Computers Ltd	1/14	574.00	114.80	688.80
300767	Rent for KYC	T&W Council	6/626	83.33	16.67	100.00
300768	Printer cartridges	Cartridge Save	1/14	216.47	43.29	259.76
300769	Electricity	WME	6/607	62.42	3.12	65.54
300769	Electricity	WME	6/607	233.27	11.66	244.93
300769	Electricity	WME	6/607	760.87	152.17	913.04
300770	Office expenses	Alison Hinks	1/8	39.14	0.00	39.14
300771	Salary – Feb 15	Alison Hinks	1/1	1265.73	0.00	1265.73
300772	Salary – Feb 15	Ann Linton	6/608	1038.12	0.00	1038.12
300773	Salary – Feb 15	Sue Ward	6/608	472.97	0.00	472.97
300774	Salary – Feb 15	Dave Shepherd	6/608	68.25	0.00	68.25
300775	Parish Pension – Feb 15	SCPF	1/3	320.08	0.00	320.08
300775	Centre Pension – Feb 15	SCPF	6/621	344.07	0.00	344.07
300776	PAYE – Feb 15	HMRC	1/2	491.07	0.00	491.07
300777	Solicitors Fees	Hedleys Solicitors	3/61	354.80	32.20	548.00
300778	Water	Severn Trent Water	10/213	51.86	0.00	51.86
300779	Maintenance	Fullwood Building	6/609	5265.00	0.00	5265.00
TOTAL					£18,317.04	

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

F15/1256 2014-15 BUDGET MONITORING

The Clerk went through the receipts and payments against each budget heading up to 23 February 2015 showing a projected overspend of £85,528. The Clerk then went through the Community Centre budget showing a project income to year-end at £37,900 and a projected spend to year-end at £114,893, with the Parish Council subsidising the Community Centre by a projected £76,376. The Parish Clerk pointed out that this is unsustainable particularly with the possibility of future budget cuts in 2016-17. The Finance Committee the looked in detail at the following cost code within the Community Centre budget:

626 Ketley Community Centre – spend to date £8,861.36 broken down as:

- £1,676.83 for running costs (eg. energy, rent)
- £7,486.40 for ad hoc costs (eg. maintenance)

609 Maintenance – spend to date £456,701.08

- £958.41 for running costs (eg. hygiene, PAT testing,)
- £2,226.11 for electricians (including putting up the new xmas lights)
- £1,944.00 for gas/plumbing services (including annual testing)
- £295.00 for locksmith
- £230.40 for drains
- £33,609.39 for building*

* £1,952.00 for Gary Overton

£13,310.00 for refurbishment of outbuildings by Fullwood Builders

£18,347.00 for other building work by Fullwood Builders

The Clerk said that a local dance and drama group had approached the Parish Council to sub-let the Youth Centre for exclusive use. The Clerk said that this would secure the future of the building and the car park that is needed for the development of the Paddock Mound. The Youth Centre is currently used for 2 hours a week by Ketley Youth Club and 2 hours a week by Young Carers. Cllr Evans said that the Parish Council need to look for a better deal for the Youth Centre to secure its future. Cllr Elliott said that the Parish Council must ensure that they keep the Youth Club happy. Cllr Saini asked if there were implications to the lease with T&W Council if the Youth Centre is sub let. Cllr Saini said that this must be discussed in private session at the end of the Full Council on 11 March 2015.

F15/1257 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

- Management Plan for Paddock Mound – The management plan and consultation will cost £7,000, which was approved by the Finance Committee.
- Footpaths from Woodside Road and Candleberry Meadow to Mountside – The Clerk reported that a number of people use this route as a quicker route to school. TWS have quoted £4,649.09 for this work, which was approved by the Finance Committee.
- Ketley Community Centre Roof – The Clerk went through the work that needs to be carried out on the roof at KCC. This work is a priority and Fullwood Builders have submitted a quote for the work amounting to

£19,000. Due to the estimated cost of the project three quotes need to be obtained from other builders. The Finance Committee agreed that T&W Council Building Services are asked to seek contractors for this work.

F15/1258 2014-15 GRANT REQUESTS

The Clerk presented the following grant applications to the Finance Committee:

Group:	Amount:	Current A/cs Balance	Outcome:
Ketley History Group	£350 for projector	£300	Agreed
Ketley Good Companions	£240 for rent	£49,659.69	Declined due to current bank balance
Ketley Youth Club	£400 for laptop	£9,537.30	Agreed
Silver Clouds Bingo Club	£200 for Christmas social event	No specified	Agreed
Friends of Ketley Paddock Mound	£600 – trees/plants, hire of KCC, wheelbarrows	£381.21	Agreed
Marks Pit Stop	£150 – Rent and food	££4,829.98	Declined – not based in Ketley
Telford Chin Woo	£250 – Class in Ketley	£59.28	Declined – not based in Ketley
Gower Heritage	Any amount - Stationary, printing, promotions	Not specified	Declined – not specific to Ketley
Telford Mind	Not specified	Not specified	Declined – not specific to Ketley

ACTION: The Finance Committee to propose the above grant recommendations to Full Council on 11 March 2015 for formal approval.

F15/1259 FINANCIAL REGULATIONS

The Clerk presented the revised Financial Regulations to the Finance Committee highlighting areas for agreement by the Finance Committee. The documents will be updated by the Clerk and presented to the Full Council on 11 March 2015.

RESOLUTION: Cllr Evans proposed the revised financial regulations, which were seconded by Cllr Elliott and unanimously agreed by the Finance Committee.

F15/1260 FINANCIAL RISK ASSESSMENT

The Clerk presented the financial risk assessment to the Finance Committee outlining all risk associated to finance related process and procedures of the Parish Council. This will be reviewed annually in line with the internal audit.

REOLUTION: Cllr Evans proposed the financial risk assessment as an accurate assessment, which was seconded by Cllr Saini and unanimously agreed by the Finance Committee.

F15/1261 INFORMATION ITEMS

Nothing to report.

F14/1262 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Nothing to report

F14/1263 TO CONFIRM THE DATE OF FUTURE MEETINGS

Thursday 24 February 2015 at 10.00 am at Ketley Community Centre.

The meeting finished at 12.10 pm.

SignedDate Thursday 26 March 2015
 Chairman of Ketley Parish Council Finance Committee