

# 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 26 March 2015 at 10.00 pm at Ketley Community Centre**

**PRESENT:**

Councillor David Elliott  
Councillor Amrik Jhawar

Councillor Maggie Evans  
Councillor Anil Saini

In Attendance: Alison Hinks, Parish Clerk.

**F15/1264 WELCOME**

The Chair welcomed Councillors to the meeting.

**F15/1165 APOLOGIES FOR ABSENCE**

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

**F15/1266 DECLARATIONS OF PECUNIARY INTERESTS**

Nothing to report.

**F15/1267 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 29 JANUARY 2015**

**RESOLUTION:** The minutes of the Finance Committee held on 26 February 2015 were proposed as an accurate record by Cllr Elliott, seconded by Cllr Evans and unanimously approved by the Finance Committee.

**F15/1268 MONTHLY BANK RECONCILIATION**

The Clerk reported as at 27 February 2015 the Parish Council's bank statements were as follows:

National Savings	£106,246.79
Co-op	<u>£104,707.75</u>
TOTAL	<u>£210,954.54</u>

**F15/1269 ORDERS FOR THE PAYMENT OF MONEY.**

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

Cheq. No.	Description	Supplier	Cost Code	Net	Vat	Total
300780	Kettle	WMS	6/613	24.99	5.00	29.99
300780	Noticeboard	WMS	6/613	26.99	5.40	32.99
300781	Grave digging	P&W Contractors	10/211	235.00	47.00	282.00
300782	Banners	CAS	6/613	190.00	38.00	228.00
300783	Gritting - GOR	TWS	10/214	106.62	21.32	127.94
300783	Gritting - GOR	TWS	10/214	213.24	42.65	255.89
300783	Footpaths at Mountside	TWS	3/61	4649.09	929.82	5578.91
300784	Rates - GOR	T&W Council	10/217	696.00	0.00	696.00
300784	Rates - KCC	T&W Council	6/603	4224.00	0.00	4224.00
300784	Rates - KYC	T&W Council	6/626	2832.00	0.00	2832.00
300785	Web name hosting	J Roberts	1/14	4.99	1.00	5.99
300786	Pension deficit lump sum	SCPF	1/3	200.00	0.00	200.00
300787	Electricity - streetlights	Npower	2/30	5.63	1.14	6.77
300788	Lock - KCC	A W Locksmiths	6/609	50.00	0.00	50.00
300789	IT Support – March 2015	TCAT	1/14	330.00	66.00	396.00
300790	Grit Bin – Central Avenue	T&W Council	3/61	140.00	0.00	140.00
300791	Subscription – 2015-16	CommuniCorp	1/12	12.00	0.00	12.00

300792	Website design	Runtime UK Ltd	5/95	747.50	149.50	897.00
300793	Hygiene services	1 <sup>st</sup> Class Hygiene Ltd	6/609	312.00	62.40	374.40
300794	Electricity - GOR	Npower	10/516	36.03	1.80	37.83
300795	Rent - KYC	T&W Council	6/626	83.33	16.67	100.00
300796	Grant 2014-15	Ketley History Group	4/70	300.00	0.00	300.00
300797	Grant 2014-15	Ketley Junior Youth Club	4/70	400.00	0.00	400.00
300798	Grant 2014-15	Silver Clouds Bingo Club	4/70	200.00	0.00	200.00
300799	Grant 2014-15	Ketley Paddock Mound Group	4/70	600.00	0.00	600.00
300800	Recycling - GOR	FCC Recycling UK Ltd	10/214	177.05	0.00	177.05
300800	Recycling - KCC	FCC Recycling UK Ltd	6/612	341.08	0.00	341.08
300801	Gas	WME	6/606	1902.51	0.00	1902.51
300802	Salary – March 2015	A Hinks	1/1	1265.73	0.00	1265.73
300803	Salary – March 2015	A Linton	6/608	949.40	0.00	949.40
300804	Salary – March 2015	S Ward	6/608	472.97	0.00	472.97
300805	Salary – March 2015	D Shepherd	6/608	95.88	0.00	95.88
300806	Pension contributions – March 2015	SCPF	1/3	636.99	0.00	636.99
300807	Allowance – 2014-15	M Evans	1/6	200.00	0.00	200.00
300808	Allowance – 2014-15	A Jhawar	1/6	248.00	0.00	248.00
300809	Allowance – 2014-15	H Rhodes	1/6	200.00	0.00	200.00
300810	Allowance – 214-15	A Saini	1/6	1200.00	0.00	1200.00
300811	PAYE – March 2015	HMRC	1/2	538.60	0.00	538.60
300812	Office expenses	A Hinks	1/8	175.31	0.00	175.31
300813	Affiliation Fees 2015-16	SALC	1/12	1001.70	175.78	1177.48
300814	Water charges – 1 April 2015	Severn Trent Water	6/617	120.66	0.00	120.66
300815	Replacement columns/lights	Eon	2/32	14663.70	2932.74	17596.44
300815	Upgrade to street lights	Eon	2/32	12699.98	2540.00	15239.98
300815	Repairs to streetlights on Playing Field	Eon	2/31	1162.54	232.51	1395.05

**TOTAL** **£61,940.84**

**RESOLUTION: The payments listed above should be authorised in accordance with the Parish Council Standing Orders**

#### **F15/1270 2014-15 BUDGET MONITORING**

The Clerk went through the receipts and payments against each budget heading up to 25 March 2015. The accounts also show an accurate projection to year end with an anticipated overspend of £40,530. The Clerk said that Parish Council are continuing to use the Co-op Bank underspent to support the Parish Council budget. This cannot continue unless the National Savings reserves is used. It is good practice to keep 6 months spend in reserve, which is the balance held in the National Savings account.

1 Administration: year-end overspend = £47,627

- Office expenses over spent as supplies for community events currently being taken from this cost code
- NI and Pension over spent due to cleaning additional hours worked
- IT contract to be reviewed during 2015-16

2 Streetlighting: year-end spend = £46,097

- Energy and maintenance lower than budget set
- Repairs lower than budget set

3 Environmental Work: year-end spend = £29,658

: year-end income - £26,126

- Pride in the Community Budget needs to be carried forward to 2015-16

4 Section 137 Grants: year-end spend = £4,650

5 Projects: year-end spend = £7,949

- all areas underspent

6 Community Centre: year-end spend = £109,830

: year-end income = £34,973

- Gas/electricity not real spend as accounts were both in credit
- Maintenance overspent and in 2015-16 better value for money needed.

- Security overspent as new CCTV system installed
- Youth Centre cost £12,643 to run

The Clerk said that the Parish Council are meeting with The Arts Centre to discuss the possibility of them sub-letting Ketley Youth Centre as a minimal charge (outlined below). This would secure the building from development and also the car-park for people to use Paddock Mound. This would impact Ketley Youth Club who would have to move to Ketley Community Centre. The Clerk said that any future cut to the Precept would mean that the lease for Ketley Youth Centre would have to be terminated.

2014-15 running costs for Ketley Youth Centre:

-rent	£1,200 py
-rates	£2,832 py
-water	£1,060 py
-electricity	£ 340 py
-gas	<u>£1,911 py</u>
	<u>£7,642 py</u>

The Clerk said that this charge would increase each year depending on spend for the previous year. Cllr Elliott said that the Parish Council should not subsidise the Arts Centre and the Youth Club were the Parish Council's top priority, although recognised that the Parish Council needs to secure the future of the building for their plans for the Paddock Mound. Cllr Saini said that the building would be used regularly if the Arts Centre signed a sub-lease.

7 VAT: year-end income -= £26,775

8 Precept: year-end income = £114,484

9 Interest: year-end income = £1,037

10 Garden of Rest: year-end spend = £8,184  
: year-end income = £8,184  
-Does not include PET maintenance

**F15/1271 2014-15 ANNUAL AUDIT OF ACCOUNTS**

The Clerk reported that the annual audit paperwork had been received from Mazars. The internal auditor was visiting the Parish Council on 28 April 2015 to finalise the 2014-15 internal audit and year-end account.

**F15/1272 STREETLIGHTING MAINTENANCE CONTRACT 2015-16**

The Clerk went through the new 1 year lease from Eon for the parish Council's streetlight maintenance at a cost of £5,845.74. The Parish Council is currently half way through an upgrade programme due to be completed at the end of 2015-16 and reminded that Finance Committee that they had previously decided to continue with Eon until this upgrade was completed.

**RESOLUTION: Cllr Evans proposed that the Parish Council sign up to the new Eon contract, which was seconded by Cllr Elliott and unanimously approved by Finance Committee**

**F15/1273 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL**

Nothing to report

**F15/1274 INFORMATION ITEMS**

Nothing to report.

**F14/1275 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

Nothing to report

**F14/1276 TO CONFIRM THE DATE OF FUTURE MEETINGS**

Thursday 30 April 2015 at 10.00 am at Ketley Community Centre.

The meeting finished at 10.55 pm.

Signed .....Date Thursday 30 April 2015  
Chairman of Ketley Parish Council Finance Committee