

# 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 29 January 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.

### F15/1238 WELCOME

The Chair welcomed Councillors to the meeting.

### F15/1139 APOLOGIES FOR ABSENCE

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

### F15/1240 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

### F15/1241 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 18 DECEMBER 2014

The minutes of the Finance Committee held on 18 December 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.**

### F15/1242 MONTHLY BANK RECONCILIATION

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

National Savings	£105,455.87
Co-op	<u>£115,229.46</u>
TOTAL	<u>£220,685.33</u>

### F15/1243 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
300631	Gas	WME	6/606	1,173.48	234.70	1,408.18
300632	Stationery	WMS	1/8	4.30	0.86	5.16
300632	Stationery	WMS	1/8	5.07	1.02	6.09
300632	Stationery	WMS	1/8	5.56	1.11	6.67
300632	Stationery	WMS	1/8	3.09	0.62	3.71
300632	Microwave	WMS	6/613	44.99	9.00	53.99
300633	PET Contract	T&W Council	4/61	16,666.00	0.00	16,666.00
300634	Website design	Runtime UK Ltd	5/95	747.50	149.50	897.00
300635	IT support – Nov 14	TCAT	1/14	330.00	66.00	396.00
300635	IT support – Jan 15	TCAT	1/14	330.00	66.00	396.00
300635	IT support – Oct 14	TCAT	1/14	330.00	66.00	396.00
300636	Fire alarm/emergency lighting service	Churchesfires Security Ltd	6/610	150.00	30.00	180.00
300636	Fire extinguisher service	Churchesfires Security Ltd	6/610	494.13	98.83	592.96
300637	Photocopying	WEA	1/8	111.13	0.00	111.13
300638	Streetlight repair	Eon	2/31	62.85	12.57	75.42
300638	Streetlight repair	Eon	2/31	41.09	8.22	49.31
300638	Streetlight repair	Eon	2/31	41.09	8.22	49.31

300639	Electricity - KCC	npower	6/607	2,737.63	547.53	3,285.16
300640	Christmas lights	Simon Bird	6/609	100.00	0.00	100.00
300641	Annual subscription	Open Spaces Society	1/12	45.00	0.00	45.00
300642	Insurance for HR contract	Ellis Whittam	1/8	30.00	0.00	30.00
300642	HR contract – year 1	Ellis Whittam	1/8	1,895.00	379.00	2,274.00
300643	Lock ups at GOR	Clearview Security Ltd	10/214	460.00	92.00	552.00
300644	Rent for KYC	T&W Council	6/602	83.33	16.67	100.00
300645	Waste collection 5.12.14–5.12.14 at GOR	FCC UK Ltd	10/214	16.55	3.31	19.86
300645	Waste collection 5.12.14-31.03.15 at GOR	FCC UK Ltd	10/214	281.35	56.27	337.62
300646	Office expenses	A Hinks	1/8	51.58	0.00	51.58
300647	Salary – Jan 15	A Hinks	1/1	1,315.90	0.00	1,315.90
300648	Salary – Jan 15	A Linton	6/608	1,078.14	0.00	1,078.14
300649	Salary – Jan 15	S Ward	6/608	472.97	0.00	472.97
300650	Salary – Jan 15	D Shepherd	6/608	104.00	0.00	104.00
300651	Parish pension – Jan 15	SCPF	1/3	335.78	0.00	335.78
300651	Centre pension – Jan 15	SCPF	6/621	356.31	0.00	356.31
300652	PAYE – Jan 15	HMRC	1/2	546.70	0.00	546.70
300753	H&S building work	Fullwood Building Contractors	6/609	7555.00	0.00	7555.00

**TOTAL**

**£39,852.95**

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

#### **F15/1244 2014-15 BUDGET MONITORING**

The Clerk went through the receipts and payments against each budget heading up to 26 January 2015 showing a projected overspend of £85,018. The Clerk then went through the Community Centre budget showing a project income to year-end at £37,689 and a projected spend to year-end at £118,725, with the Parish Council subsidising the Community Centre by a projected £81,036. The Parish Clerk pointed out that this is unsustainable particularly with the possibility of future budget cuts in 2016-17. The Finance Committee decided that the following actions should be brought into place:

- advertising banners to be removed from the front of the building as they look unprofessional
- bin to be removed from the front of the building and brought out on collection days
- photographs of the rooms to be displayed in parish noticeboards
- computers to be rented out by the hour
- TLC to offer discount for room hire charges
- New building sign to be installed

#### **F15/1245 2013-14 INTERNAL AUDIT**

The Finance Committee reviewed the 2013-14 Internal Audit recommendations as follows:

- (i) *Banking should be carried out more regularly or a safe installed*  
Council's Comments: Safe installed.
- (ii) *Individual invoices and reimbursements should be signed/initialised as checked by two council members prior to being paid*  
Council's Comments: Councillors now initial invoices along with chequebook stub.
- (iii) *An annual risk assessment should be presented and approved by Council.*  
Council's Comments: Clerk to present to Finance Committee on 24 February 2015.
- (iv) *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*  
Council's Comments: Budget updated and presented to Council.
- (v) *Consideration should also be given to splitting revenue rental receipts and expenditure between Parish Centre and Youth Centre to enable improved budget monitoring by Council*  
Council's Comments: Budget cost code set up for Youth Centre showing all receipt and payments associated to this budget.
- (vi) *Consideration should be given to ensuring Council independently perform periodic checks on the bank reconciliation presented by the Clerk to verify accuracy. It is further encouraged that the councillors evidence their checks by initialling/signing the relating report and corresponding bank statements to support that the check has been carried out*  
Council's Comments: To be introduced at the Finance Committee on 24 February 2015.
- (vii) *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*  
Council's Comments: Clerk undertook a total review of assets on the insurance policy and updated asset register in line with this.

- (viii) *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*  
Council's Comments: The Clerk undertook a review of the insurance schedule and included this on the premium.
- (ix) *The Clerk seeks quotes from third party payroll processing contractors for 2014-15 to present to Council to facilitate the independent processing and administration*  
Council's Comments: The Clerk to continue with this role.
- (x) *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*  
Council's Comments: The Finance Committee has decided to delay this for 12 months until the IT upgrade is completed.

**F15/1246 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL**

- Roofs at Ketley Community Centre/Ketley Youth Centre – The Clerk said that the builders have show photographs of the state of the roof on both buildings and urgent work is needed particularly at the Community Centre as there was small leaks appearing. The Clerk said that T&W Council surveyor is currently going through the work the Chris Corfield quoted for. The Clerk reported that T&W Council offer a project management service for a small charge to oversee future building work. Councillors agreed that T&W Council should be approached to manage the work to the roof and as a trial of this service.
- Grave digging at Red Lake Garden of Rest – The Clerk an incident at the GOR where the current gravedigger removed and used memorial stones from a neighboring grave. The Finance Committee agreed that this was total unacceptable. The Clerk has obtained quotes from another company costing £211 for a new single grave dig, £235 for a new double grave dig and £59 for a cremation remains dig. The Parish Council will be invoiced monthly for work undertaken and the Parish Council will pay the cost. This will be a saving for the family as the undertaker usually charges the family for the dig.
- Grit bins in Ketley – The Clerk has been contact by T&W Council as a resident has asked that a new grit bin be installed on Central Avenue, Ketley. This does not fall in line with T&W Council policy. The Finance Committee agreed that this could be paid for by the Parish Council and will let the Clerk know of any other areas that need a grit bin.
- Increase to the number of recycling bins at Ketley Community Centre – The Clerk said that recycling in the Community Centre has taken off and there is a need for two further recycling bins. The Finance Committee agreed to one more bin for paper/card and one more bin for plastic/glass/cans. Cllr Saini said that the Parish Council should consider a 'Keep Ketley Clean' campaign.
- Management Plan for Paddock Mound – The Clerk said that she has approached a Environmental Maintenance Consultancy to put together a management plan for the next 10 years including the make up of the site, the annual surveys needed and an action plan for future development. This will cost in the region of £5,000. The Finance Committee said that this was expensive but was needed for the management of the site.
- Website – The Parish Clerk said that work has begun on the website by Runtime Ltd at a cost of £1,500. The company will also be looking into marketing material for the Community Centre.

**F15/1247 INFORMATION ITEMS**

- Reduction in Energy Prices from West Mercia Energy – The Clerk reported that West Mercia Energy have reduced their energy rates by around 1%.
- The Pension Regulator Update on Automatic Enrolment – The Clerk reported the recent pension changes to automatic enrolment would take effect from 1 April 2016. The Clerk will be looking into this over the next 12 months.
- Chairman and Councillors Annual Allowance – The Clerk reported that she is currently working on how best to pay Councillors allowances to ensure that TAX is paid if appropriate. The Clerk will report findings to the next meeting.

**F14/1236 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960**

Nothing to report

**F14/1237 TO CONFIRM THE DATE OF FUTURE MEETINGS**

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

The meeting finished at 11.30 am.

Signed .....Date Thursday 29 January 2015

Chairman of Ketley Parish Council Finance Committee