

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 30 April 2015 at 10.00 pm at Ketley Community Centre

PRESENT:

Councillor David Elliott
 Councillor Laura Hodgkinson
 Councillor Anil Saini

Councillor Maggie Evans
 Councillor Amrik Jhawar

In Attendance: Alison Hinks, Parish Clerk.

F15/1277 WELCOME

The Chair welcomed Councillors to the meeting.

F15/1178 APOLOGIES FOR ABSENCE

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

F15/1279 DECLARATIONS OF PECUNIARY INTERESTS

Nothing to report.

F15/1280 APPROVAL OF MINUTES OF FINANCE COMMITTEE HELD ON 26 MARCH 2015

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

F15/1281 MONTHLY BANK RECONCILIATION

The Clerk reported as at year end on 31 March 2015 the Parish Council's bank statements were as follows:

National Savings	£106,246.79
Co-op	<u>£127,454.42</u>
TOTAL	<u>£233,701.21</u>

Although, Telford & Wrekin Council paid the first instalment of the 2015-16 Precept payment into the Co-op Bank early and there are £59,573.88 of unpresented cheques making a realist year end figure of £117,510.83. The Parish Council have historically not spent money in the National Savings account, keeping this as their fund in the case of an emergency. With this in mind, the carry forward figure for the 2015-16 accounts is £11,264.04, which is significantly lower than previous years.

F15/1282 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
300816	Office supplies	WMS	1/8	35.11	7.03	42.14
300816	Equipment	WMS	6/613	5.67	1.13	6.80
300816	Office supplies	WMS	1/8	18.96	3.80	22.76
300817	Water charges	Severn Trent Water	10/213	51.86	0.00	51.86
300818	Solicitors fees	Wellers Hedleys	3/61	230.00	46.00	276.00
300819	PET charges	T&W Council	3/61	6250.00	0.00	6250.00
300820	Newsletter printing	N W Print Ltd.	5/93	150.00	30.00	180.00
300821	Annual maintenance contract	Vanguard Alarms Ltd	6/610	270.99	54.20	325.19
300822	H&S consultancy – March 2015	Salopian H&S Consultancy	5/94	567.10	0.00	567.10
300823	Newsletter distribution	C&V Leaflet Distribution	5/93	132.60	26.52	159.12
300824	Rent for KYC	T&W Council	6/626	83.33	16.67	100.00
300825	Electricity for streetlights	Npower Ltd	2/30	2678.11	535.62	3213.73

300825	Electricity for streetlights	Npower Ltd	2/30	1101.33	220.27	1321.60
300826	Grave digging	P&W Contracting	10/211	211.00	42.20	253.20
300827	Subscription	ICCM	1/12	90.00	0.00	90.00
300828	IT Support – April 2015	TCAT	1/14	330.00	66.00	396.00
300829	Gritting at GOR	TWS Ltd	10/215	355.40	71.08	426.48
300830	Supply missing values re: H&S inspection	Dapah Systems Ltd	6/609	325.00	65.00	390.00
300831	Data Protection	Information Commissioner	1/12	35.00	0.00	35.00
300832	Photocopying	WEA	1/8	344.33	0.00	344.33
300833	H&S consultancy – April 2015	Salopian H&S Consultancy	5/94	292.10	0.00	292.10
300834	Office Expenses	A Hinks	1/8	815.28	0.00	815.28
300835	Gas	WME	6/608	1068.42	213.68	1282.10
300835	Electricity	WME	6/607	36.11	1.81	37.92
300835	Electricity	WME	6/607	194.89	9.74	204.63
300835	Electricity	WME	6/607	510.17	102.03	612.20
300836	2014-15 Members Allowance	L Hodgkinson	1/6	250.00	0.00	250.00
300837	Salary – April 2015	A Hinks	1/1	1276.94	0.00	1276.94
300838	Salary – April 2015	E Linton	6/608	960.61	0.00	960.61
300839	Salary – April 2015	S Ward	6/608	472.97	0.00	472.97
300840	Salary – April 2015	D Shepherd	6/608	76.38	0.00	76.38
300841	Pension – April 2015	SCPF	1/3	363.99	0.00	636.99
300842	PAYE – April 2015	HMRC	1/2	411.18	0.00	411.18
TOTAL						£21,780.61

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

F15/1283 REVISED 2015-16 BUDGET

Due to a lower 2014-15 carry forward than anticipated, the Clerk said that the Finance Committee would have to present a revised budget to the Parish Council on 20 May 2015, making savings of £69,531. The following savings were identified:

1 Administration	Office Expenses	£ 1,000
	IT Support Contract	£ 2,000
4 Section 137 Grants	General	£ 500 – reduce to £1,000
	Community Events	£ 2,455
5 Projects	H&S	£ 950
	Marketing	£ 3,500
6 Community Centre	Window Cleaning	£ 165 – twice yearly
	Cleaning Materials	£ 300 – cheaper/less products
	Salaries	£ 1,000 – reduce D Shepherd hours
	Equipment	£ 5,000 – no new chairs/crockery/cutlery
	Signage	£ 2,000 – no new building signage
10 Garden of Rest	Repairs/Maintenance	<u>£20,000</u>
	AMOUNT	<u>£39,370</u>

The Finance Committee agreed that the following spend should remain in the budget

1 Administration	Salaries	£ 2,525 – apprentice needed to support reception
6 Community Centre	Maintenance	£20,000 – roof repairs urgently needed

This spend was seen as essential and would be funded via the National Savings account but must not exceed £20,000.

The Finance Committee were also in agreement that the Parish Council can no longer sustain the future of two buildings and support the Full Council's decision to look at renting out the Youth Centre to a private organisation and asking the Youth Club to move to the Community Centre.

The Finance Committee also discussed the following cost saving measures that need to be discussed with the Centre Manager:

- Radiator valves to be put on frost setting and turn up when the room is in use.
- Blinds to be opened so that lights don't have to be switched on. (Centre Manager to ensure that blind cords are long enough for the blinds to be opened.)
- An inventory of cleaning products kept and produces only ordered when down to the last item. A review of the number of cleaning products used and cleaning products to be purchased from £1 shop if they stock it.
- Centre staff to be reminded that they can not to take annual leave together so that Key Holder is used to

- cover at weekends and in an emergency with a view of reducing staff costs.
- Centre staff to sort out crockery and cutlery to ensure that there is 50 matching cups/saucers/plates/mugs in Hall kitchen and the remaining in Classroom kitchen as there is no budget to purchase new.
- Window cleaning only done twice a year to cut costs.
- Centre staff to wash down plastic chairs as there is no budget to purchase new chairs.
- T&W Council Building Services to be used for any repairs and maintenance of the Community Centre and jobs to be reported together unless an emergency.

F15/1284 2014-15 ANNUAL AUDIT OF ACCOUNTS

The Clerk reported that the annual internal audit had now been completed and the external audit paperwork completed and signed off by the internal auditor. The year-end accounts are to be approved at the Full Council meeting on 20 May 2015. As the receipts and payments for 2014-15 come to over the £200,000 threshold, Mazars have questioned if the Parish Council should change to income and expenditure accounts. The internal auditor has advised against this and suggested that the Parish Clerk formally write to Mazars to explain why the receipts and payments was so high this financial year and ask that this is reviewed 12 month's time.

F15/1285 EXPENDITURE RECOMMENDED FOR CONSIDERATION BY COUNCIL

Nothing to report

F15/1286 INFORMATION ITEMS

Nothing to report.

F14/1287 NOTIFICATION OF PRIVATE SESSION UNDER PUBLIC BODIES ACT 1960

Nothing to report

F14/1288 TO CONFIRM THE DATE OF FUTURE MEETINGS

Thursday 4 June 2015 at 10.00 am at Ketley Community Centre.

The meeting finished at 11.45 pm.

Signed
Chairman of Ketley Parish Council Finance Committee

Date: Thursday 4 June 2015