



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

MINUTES of the Meeting of the Finance Committee of Ketley Parish Council held on Wednesday 27th July 2022 at Ketley Community Centre at 1:00pm.

Present:

Councillor Joy Francis (Chair)
Councillor Dave Elliott
Councillor Maggie Evans

Councillor Hilda Rhodes (Non-member)

In Attendance:

Clerk: Jane Lees
Assistant to the Clerk: Elisabeth Bamford
Members of the Public: None

F22/027

WELCOME

The Chairman welcomed everyone to the meeting.

F22/028

APOLOGIES FOR ABSENCE

Apologies received from Cllr Sukh Thiara and Cllr Kuldip Sahota. Apologies noted.

F22/029

DISCLOSURE OF INTERESTS

None.

F22/030

APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON WEDNESDAY 22 JUNE 2022

Cllr D. Elliott proposed, Cllr J. Francis seconded, and it was resolved that the minutes of the meeting held on Wednesday 22nd June 2022 be adopted and that the Chairman sign these as a true record.

Cllr D. Elliott asked for an updated regarding the electricity meters and added that it is the supplier that needs to remove them. The Clerk advised the Committee that she has been in touch with West Mercia Energy and that the work can be done by an electrician. It was noted that the Clerk is to investigate further as it may be Western Power that is the supplier rather than West Mercia Energy. It was noted that the Clerk is to investigate if Western Power offers any small communities grants.

F22/031

REGULAR PAYMENTS

The Committee noted the payments effected by Direct Debit for the period 1st to 27th July 2022 (Appendix 1).

The Committee noted that the notice to end the current agreement with Clarity Photocopier have been sent and that the photocopier will be removed at the end of October. It was noted that Cllr J. Francis and Cllr M. Evans signed the contract for the new photocopier.



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F22/032 ORDERS FOR PAYMENT OF MONEY

The Committee noted and reviewed the Orders for Payment (Appendix 2). It was noted that away of displaying the invoices for easier access is to be investigate by the Clerk.

F22/033 FINANCIAL CONTROLS

- (i) It was noted the Committee would monitoring the Council's income and expenditure against budget.
- (ii) It was noted that the Committee is to review and verifying bank reconciliations and payments made on behalf of the Council.
- (iii) It was noted that one or two members of the Committee is to review every month invoices received, direct debits and salary payments.
- (iv) It was noted that the above mentioned changes would be reported to and agreed at next full council meeting.

F22/034 INTERNAL AUDIT

The Clark advised the Committee that the yearend has been submitted on the 15th of July and notification of receipt received but not further information received.

Cllr J. Francis informed the Committee that the Locum had not passed on necessary banking details and codes to the Clerk and that those accounts details were still in the former Clerks name, it has now been sorted. It was noted that the new codes are to be given to the current Chairman of the Parish Council.

F22/035 AGENDA ITEMS FOR NEXT MEETING

- (i) A breakdown of costs for events.
- (ii) Christmas lights cost update
- (iii) Cost of gas and electricity
- (iv) Clerk to be notified of any items to be considered for inclusion

F22/036 DATE OF NEXT MEETING

No meeting in August
Wednesday 28 Sep 2022 @ 1:00pm

The Chairman closed the public part of the meeting at 1:33 pm

Notification of Private Session under Schedule 12a, Local Government Act 1972, the following items are likely to disclose exempt information in relation to establishment and contractual matters and that pursuant to provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.



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The Chairman closed the meeting at 1:41 pm

Appendix 1 – Regular Payments 1st to 27th July 2022 (Agenda item F22/031)

ID	Supplier	Description	Reference	Net	VAT	Total
1	FCC Recycling UK	GoR Waste Collection & Duty of Care Admin Fee	1442884	60.95	12.19	73.14
2	FCC Recycling UK	Centre Waste Collection & Duty of Care Admin Fee	1433610	55.84	11.17	67.01
3	Telford & Wrekin Council	GoR Business Rates	80213883	91.00	0.00	91.00
4	Telford & Wrekin Council	Centre Business Rates	80258520	378.00	0.00	378.00
5	fasthosts	Linux PHP Service Charge	66090891	6.28	1.26	7.54
6	Virgin Media Business	Telephone & Internet	038486201/001/0722	87.50	17.50	105.00
7	NEST	Pension Contribution	N/A	237.98	0.00	237.98
8	Waterplus	Centre Water Drainage /Services	INV0333002719	96.22	0.00	96.22
9	Telford & Wrekin Council	TACT Rent	4533235	83.33	16.67	100.00
10	West Mercia Energy	TACT Gas supply April/MAY	11215464	194.64	9.73	204.37
11	Telford and Wrekin Council	Ollie Bronze Support package	4538405	80.00	00	80.00
12	West Mercia Energy	Community Centre Gas supply	18625	392.47	19.62	412.09
13	West Mercia Energy	Community Centre Electricity supply	18625	499.66	77.11	576.77
14	Waterplus	Tact water drainage/services	0281010615	120.64	0.0	120.64
TOTAL				2384.51	165.25	2549.76

Appendix 2 – Orders for Payment as at 27th July (Agenda item F22/031 / 32)



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ID	Supplier	Description	Invoice	Net	VAT	Total
1	Viking	Fan	7254726	27.37	5.47	32.84
2	Clean Machine Direct	Cleaning Supplies	Inv-096587	55.29	11.06	66.35
3	HMRC	Tax and NIC	N/A	2504.53	0.00	2504.53
4	SCPF	Pension Contribution	N/A	739.48	0.00	739.48
5	SALC	Training	1557	30.00	0.00	30.00
6	Viking	Office Stationary	7241800	105.88	21.18	127.06
7	Viking	Office Stationary	7247355	57.14	10.59	67.73
8	Viking	Office Stationary	7260660	14.56	2.91	17.47
9	Sutton Maddock	Van Hire for Screen	47513	81.58	16.32	97.90
10	David Harbinson	Pest Control Tact Building	0674629	95.00	0.0	95.00
11	Deanos Convenient meals	Jubilee event catering	00004	112.50	0.0	112.50
12	Ecofix	Replacement tank in toilet	253	122.59	0.0	122.59
13	Ecofix	Service of boilers	252	385.00	0.0	385.00
14	SALC	Clerk Training	1584	75.00	0.0	75.00
15	Charm	HR Advice	C22/07/1420	32.50	6.50	39.00
TOTAL				4438.42	74.03	4512.45

Signed: _____
Chairman

Date: 28th September 2022