



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

MINUTES of the Meeting of the Finance Committee of Ketley Parish Council held on Wednesday 28th September 2022 at Ketley Community Centre at 1:00pm.

Present:

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

Councillor Kuldip Sahota
Councillor Sukh Thiara

In Attendance:

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

F22/037

WELCOME

The Chairman welcomed everyone to the meeting.

F22/038

APOLOGIES FOR ABSENCE

No member absent.

F22/039

DISCLOSURE OF INTERESTS

None.

F22/040

APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON WEDNESDAY 27th JULY 2022

It was resolved by the Committee that the minutes of the meeting held on Wednesday 27th July 2022 be adopted and that the Chairman sign these as a true record.

F22/041

REGULAR PAYMENTS

The Committee reviewed and signed the payments effected by Direct Debit and Card payments for the period 30th July to 28th September 2022 (Appendix 1). It was noted that the signed payments would be presented to the full council meeting for inspection under agenda item C22/113/ii.

F22/042

ORDERS FOR PAYMENT OF MONEY

The Committee reviewed and signed the Orders for Payment (Appendix 2). It was noted that Cllr S. Thiara reviewed the quarterly checks. It was noted that the signed payments would be presented to the full council meeting for inspection under agenda item C22/113/i.

F22/043

UPDATE ON CURRENT SPEND VS BUDGET

- (i) The Clerk informed the Committee that the Scribe system had not previously been used to its full potential and other systems of accounting had been used in tandem. This had caused a backlog of work which the Clerk has been dealing with in conjunction with a team from Scribe. It was noted that the Clerk had regularly updated previous Chair Cllr S. Millward Thomas and current Chair Cllr E. Callear regarding the accounts.



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

Going forward, the Clerk informed the Council that all accounting would be completed using the Scribe system. The Clerk informed the Committee that bank reconciliations had been completed for April to June.

- (ii) It was noted that the booking system came online in June 2022. The Clerk informed the Committee that the booking system and the accounting system are currently incompatible, which is causing a delay in preparing the accounts for presentation. Scribe is to reconfigure the system and provide further training.
- (iii) It was noted that Cllr K. Sahota advised fellow members of the Councils financial responsibilities.
- (iv) It was noted that the budget verses spend was reviewed.
- (v) A discussion followed regarding spending budgets on events, with an assessment of spend per capita. It was noted that the Clerk is to investigate if the Council had received a grant for the Jubilee celebration.
- (vi) It was noted that the Committee would like to see a full budget breakdown for every future event that is planned.
- (vii) It was noted that £10,000 been budgeted for events, with £3,130 remaining to be spent on Halloween and Christmas events.
- (viii) The Clerk informed the Committee that forming a working group to review the Community Centre is being discussed at the next meeting of the full council.
- (ix) It was noted that the Committee is to receive budget forecasts at every meeting.

F22/044 INTERNAL AUDIT

- (i) It was noted that the internal audit report had been received. Cllr D. Elliott queried whether the Council had requested an extension. The Clerk advised the Committee that the Council had applied for extension and that permission had been given.
- (ii) It was noted that the previous Locum Clerk had not used the Scribe system for the VAT reclaim in the first quarter of 2022 and that there may be monies outstanding. It was noted that the Clerk is to apply to reclaim the remaining VAT.
- (iii) There was discussion on discounts to bookings in the Community Centre. Currently there is no authority given to the Centre Manager to do so. The Clerk advised the Committee that policy and guidelines on discounted rates are to be determined by the working group that is proposed to review the Community Centre.
- (iv) It was noted that there currently is not expenses policy in place and that the Clerk is to investigate further.
- (v) It was noted that the Centre Manager is to be invited to the Committee to discuss costs for future events and to receive guidance and authorisation of spend.



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

- (vi) It was noted that the TV screens are to go on the Asset list and the insurance. The Clerk informed the Committee that she had received one quote to install the big screen in the classroom, further quotes to be obtained.

F22/045 AGENDA ITEMS FOR NEXT MEETING

- (i) Invite Centre Manager - A breakdown of costs for events.
- (ii) Cost of gas and electricity
- (iii) Budget forecast
- (iv) Clerk to be notified of any items to be considered for inclusion

F22/046 DATE OF NEXT MEETING

Wednesday 26 October 2022 @ 1:00pm

Wednesday 23 November 2022 @ 1:00pm

The Chairman closed the meeting at 1:48 pm

Appendix 1 – Regular Direct Debit and Card Payments 28th September 2022 (Agenda item F22/041 and Council meeting Agenda item 22/113/ii)

ID	Supplier	Description	Reference	Net	VAT	Total
1	Virgin Media Business	Telephone & Internet	038486201/001/0922	87.50	17.50	105.00
2	NEST	Pension Contribution	N/A	237.98	0.00	237.98
3	TV Licensing	TV License Community Centre	4117711597	159.00	0.0	159.00
4	West Mercia Energy	Community Centre Electricity supply August	11259291	30.11	1.51	31.62
5	West Mercia Energy	Community Centre Gas supply August	11256620	91.76	4.59	96.35
6	West Mercia Energy	TACT Gas supply August	11254537	82.77	4.14	86.91
7	West Mercia Energy	Tact Electricity supply August	11262365	61.38	3.07	64.45
8	02	Clerk mobile phone	16077259	25.00	5.00	30.00
TOTAL				775.50	35.81	811.31

Appendix 2 – Orders for Payment as at 28th September (Agenda item F22/042 and Council meeting Agenda item C22/113i)

ID	Supplier	Description	Invoice	Net	VAT	Total
1	AG Building Improvements	Repairs to TACT roof	AGB1058	2720.00	0.0	2720.00
2	Jason Gough	IT Retainer	120365	50.00	10.00	60.00



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

	Computing Services					
3	Jason Gough Computing Services	IT support for GDPR Compliance	120330	200.00	40.00	240.00
4	Jason Gough Computing Services	Cloud Storage Office 365	120311	41.00	8.20	49.20
5	Clarity Copiers Ltd	Monthly Service Charge	41477	70.00	14.00	84.00
6	Viking	Office Supplies	9252942	61.74	12.35	74.09
7	HMRC	Tax and NIC	N/A	1073.97	0.0	1073.97
8	SCPF	Pension Contribution	N/A	739.48	0.00	739.48
9	Shropshire Printing	Parish Newsletter	10168908	203.00	3.00	206.00
TOTAL				5159.19	87.55	5246.74

Signed: _____
Chairman

Date: 26th October 2022