



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

MINUTES of the Meeting of the Finance Committee of Ketley Parish Council held on Wednesday 26th October 2022 at Ketley Community Centre at 1:00pm.

Present:

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

In Attendance:

Clerk: Jane Lees
Seconded Finance Officer:
Shelley Everton
Members of the Public: None

F22/047

WELCOME

The Chairman welcomed everyone to the meeting.

F22/048

APOLOGIES FOR ABSENCE

Councillor Sukh Thiara, Councillor Kuldip Sahota, Councillor Hilda Rhodes

F22/049

DISCLOSURE OF INTERESTS

None.

F22/050

APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON WEDNESDAY 28TH SEPTEMBER 2022

It was resolved by the Committee that the minutes of the meeting held on Wednesday 28th September 2022 be adopted and that the Chairman sign these as a true record.

F22/051

ORDERS FOR PAYMENT OF MONEY

The Committee reviewed and signed the Orders for Payment (Appendix 1). It was noted that the signed payments would be presented to the full council meeting for inspection under agenda item C22/164(i). Cllr D. Elliott noted the Eon invoice for the Garden of Rest needed investigation before paying as the Council had removed the electricity supply.

F22/052

REGULAR PAYMENTS

The Committee reviewed and signed the payments effected by Direct Debit and Card payments for the period 28th September - 9th November 2022 (Appendix 2). It was noted that the signed payments would be presented to the full council meeting for inspection under agenda item C22/164 (ii).

(i) The committee reviewed and approved the payroll for October 2022.



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F22/053 UPDATE ON CURRENT SPEND VS BUDGET

- (i) It was noted that the budget verses spend was reviewed. The Clerk informed the Committee that she was currently looking at the budget forecast for the year 22/23. In a few areas the budget forecast showed overspend and the need to use earmarked reserves. The Chair and Vice Chair are meeting the Clerk the following week to work on the budget for the year 23/24. The Clerk intends to present the Budget at the December Council Meeting.

F22/054 REPORT FROM THE SECONDMENT OFFICER

- (i) The Seconded Finance Officer gave an overview of the Finances. The situation is improving with new safeguarding measures and procedures put in place.

F22/055 AGENDA ITEMS FOR NEXT MEETING

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

F22/056 DATE OF NEXT MEETING

Wednesday 23rd November 2022 at 1:00pm
Wednesday 25th January 2023 at 1:00pm
Wednesday 22nd February 2023 at 1.00pm
Wednesday 15th March 2023 at 1.00pm

The Chairman closed the meeting at 1:41 pm

Appendix 1 – Regular Direct Debit and Card Payments 9th November 2022 (Agenda item F22/052 and Council meeting Agenda item 22/164(i))

Appendix 2 – Orders for Payment as at 28th September (Agenda item F22/051 and Council meeting Agenda item C22/164(ii))

Signed: _____
Chairman

Date: 25th January 2023



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Appendix 1 – Regular Direct Debit and Card Payments 9th November 2022 (Agenda item F22/052 and Council meeting Agenda item 22/164/ii)

Direct Debit Payments and card payments 9th November 2022 Council Meeting Item:F22/052

ID	Date	Supplier	Description	Reference	Net	VAT	Total
1	1 November	FCC Recycling UK	GoR Waste Collection & Duty of Care Admin Fee	1442884	50.17	12.52	62.69
2	1 November	FCC Recycling UK	Centre Waste Collection & Duty of Care Admin Fee	1433610	45.95	11.48	57.43
3	1 November	Telford & Wrekin Council	GoR Business Rates	80213883	91.00	0.00	91.00
4	1 November	Telford & Wrekin Council	Centre Business Rates	80258520	378.00	0.00	378.00
5	3 October	Fasthosts	Linux PHP Service Charge	69047549	6.28	1.26	7.54
6	3October	Virgin Media Business	Telephone & Internet	038486201/001/1022	87.50	17.50	105.00
7	28 October	NEST	Pension Contribution	N/A	237.98	0.00	237.98
8	24 October	Homebase	Paint for bus shelters		46.00	0.0	46.00
9	30 September	Waterplus	TACT water supply	0281010615	95.17	0.0	95.17
10	30 September	Waterplus	Community Centre water supply	0333002719	33.97	0.0	33.97
11	03 October	02	Clerk mobile phone	16606238	25.00	5.0	30.00
	TOTAL				1080.35	64.43	1144.78

RESOLUTION: The payments listed above should be authorised in accordance with the Parish Council Standing Orders and Financial Regulations. Signed authorisation will be provided when Council or Finance Committee next meet in person.

Signed (1):

Signed (2):

Clerk:



KETLEY PARISH COUNCIL

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Appendix 2 – Orders for Payment as at 28th September (Agenda item F22/051 and Council meeting Agenda item C22/164(i))

Orders For Payment as at 9TH November 2022

Council Meeting Item: F22/051

ID	Supplier	Description	Invoice	Net	VAT	Total	Comment
1	SJH & SONS CONSTRUCTION	Deposit for work on wall around flowerbed	578	4000.00	0.0	4000.00	Authorised C22/144
2	A G Building Improvements Ltd	Repair to office door	AGB1082	50.00	0.0	50.00	
3	Ecofix	Repair to leaking cylinder	279	90.00	0.0	90.00	
4	Clarity	4 x invoices	41682/41551/41520/41473/41472	345.34	69.07	414.41	
5	TCM	Cleaning supplies	098974	67.60	13.52	81.12	
6	Jason Gough Computing Services Ltd	Set up new officer laptop	1204455	109.00	21.80	130.80	
7	Telford and Wrekin Council	Occupational Health Referral	4546052	95.00	0.0	95.00	
8	Clarity	Machine Collection	41696	250.00	50.00	300.00	
9	Layton Chantry	D.J. Halloween event	436336	135.00	0.0	135.00	
10	SALC	Training	1684	60.00	0.0	60.00	
11	EON	Electricity at the Garden of Rest	KI-2290A7AC-0003	858.95	42.95	901.90	
12	Staffordshire Pension Fund	Pension		739.48	0.0	739.48	
13	HMRC	Payroll October Tax and National Insurance		1707.77	0.0	1707.77	
TOTAL				8508.14	197.34	8705.48	

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Signed (1):

Signed (2):

Clerk: