



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

MINUTES of the Meeting of the Finance Committee of Ketley Parish Council held on Wednesday 25th January 2023 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
Assistant to the Clerk:
Elisabeth Bamford
Members of the Public: None

F22/069

WELCOME

The Chairman welcomed everyone to the meeting.

F22/070

APOLOGIES FOR ABSENCE

Apology received from Cllr K. Sahota. Apology noted.

F22/071

DISCLOSURE OF INTERESTS

None

F22/072

APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON WEDNESDAY 26TH OCTOBER 2022

It was resolved by the Committee that the minutes of the meeting held on Wednesday 26th October 2022 be adopted and that the Chairman sign these as a true record.

F22/073

BANKING ARRANGEMENTS

(i)

It was noted that the NS&I bank account currently has one signatory, Cllr M. Evans. The Clerk advised the Committee that paperwork to add more signatories had been sent to NS&I in October but not been actioned. The Clerk advised the Committee that another letter will be sent. Cllr J. Francis , Cllr S. Thiara and Cllr D. Elliott are the additional signatories as previously agreed.

(ii)

Discussion was held regarding the question of whether all Councillors should be signatories of the bank accounts after election. It was agreed by committee members that only the members of the Finance Committee should be signatories as they have a responsibility for the Council's financial affairs. It was noted that further discussion regarding all members of the Finance Committee to be signatories to take place after the election.



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F22/074 ORDERS FOR PAYMENT OF MONEY

The Committee reviewed, approved and signed the Orders for Payment as at 25th January 2023 (Appendix 1).

F22/075 REGULAR PAYMENTS

- (i) The Committee reviewed, approved and signed the payments effected by Direct Debit and Card payments as at 25th January 2023 (Appendix 2).
- (ii) The Committee reviewed and approved the payroll for January 2023.
- (iii) It was noted that the Committee needs to carry out random monthly checks at every meeting. It was agreed that today Cllr D. Elliott and Cllr M. Evans will undertake these checks.

F22/076 UPDATE ON CURRENT SPEND VS BUDGET

The budget verses spend was reviewed. It was noted that the spending verses budget for salaries is higher due to national salary increases, the services of the secondment officer, the Facilities officer final salary payment and previous services of the Locum Clerk. It was noted that £3,000 been allocated to cover the election costs.

F22/077 REPORT FROM THE SECONDMENT OFFICER

The Seconded Finance Officer gave an overview of the Finances. It was noted that bank reconciliation has been completed including the reconciliation for petty cash. It was noted that the auditor was satisfied with the work done so far although there are still some outstanding items that need addressing before the year end.

F22/078 AGENDA ITEMS FOR NEXT MEETING

- (i) Breakdown of cost of events
- (ii) Clerk to be notified of any items to be considered for inclusion.

F22/079 DATE OF NEXT MEETING

Wednesday 22nd February 2023 at 1.00pm
Wednesday 15th March 2023 at 1.00pm

It was noted that there were no items to be discussed in the Private Session.

The Chairman closed the meeting at 1:49 pm



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

Appendix 1 - Orders For Payment as at 25th January 2023
Finance Committee Meeting Item: F22/074

Appendix 2 - Direct Debit Payments and card payments 25th January 2023
Finance Committee meeting Item: F22/075 (i)

Signed: _____
Chairman

Date: 22nd February 2023



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

Appendix 1 - Orders For Payment as at 25th January 2023 Finance Committee Meeting Item: F22/074

| ID | Supplier | Description | Invoice | Net | VAT | Total | Comment |
|----|--------------------------------|--------------------------------------|---------------|----------------|---------------|-----------------|--------------|
| 1 | Gas fire | Annual Extinguisher service | 3807 | 180.00 | 0.0 | 180.00 | |
| 2 | Great Dawley Town Council | Secondment Officer placement | 20150943 | 1297.89 | 0.0 | 1297.89 | |
| 3 | EON | Street lighting maintenance contract | 126780 | 1827.48 | 365.50 | 2192.98 | |
| 4 | Gas Alarm systems | Routine service TACT building | KET001 | 327.00 | 0.0 | 327.00 | |
| 5 | Eon | Electricity Garden of Rest | 2290a7ac-0004 | 183.21 | 0.0 | 183.21 | |
| 6 | AMBEROL | Flower baskets | 000022311 | 1002.00 | 200.40 | 1202.40 | Veolia grant |
| 7 | ESPO | stationary | 6821755 | 86.01 | 17.20 | 103.21 | |
| 8 | Fran O'Boyle | Bus shelter painting | | 680.00 | 0.00 | 680.00 | |
| 9 | The Clean machine | Cleaning supplies | 101340 | 50.96 | 10.19 | 61.15 | |
| 10 | Shropshire County Pension Fund | Pension | | 781.98 | 0.0 | 781.98 | |
| 11 | HMRC | Tax and Insurance | | 3331.40 | 0.0 | 3331.40 | |
| | TOTAL | | | 9747.93 | 593.29 | 10341.22 | |

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 the Council or Finance Committee next meet in person.

Signed (1):

Signed (2):

Clerk:



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

Appendix 2 - Direct Debit Payments and card payments 25th January 2023 Finance Committee meeting Item: F22/075 (i)

| ID | Date | Supplier | Description | Reference | Net | VAT | Total |
|----|--------------|----------------------------|-----------------------------|--------------------|----------------|---------------|----------------|
| 1 | 27 January | NEST | Pension Contribution | | 256.21 | 0.0 | 256.21 |
| 2 | 1 January | Telford and Wrekin Council | GOR Rates | 80213883 | 91.00 | 0.0 | 91.00 |
| 3 | 5 January | Telford and Wrekin Council | Domain renewal | 4554142 | 7.49 | 1.50 | 8.99 |
| 4 | 19 January | West Mercia Energy | Community Centre Gas supply | 11302415 | 534.00 | 106.80 | 640.80 |
| 5 | 19 January | West Mercia Energy | TACT Gas supply | 11304217 | 260.20 | 52.04 | 312.24 |
| 6 | 13 January | Virgin Media | Broadband charges | 038486201/001/0123 | 87.50 | 17.50 | 105.00 |
| 7 | 17 January | 02 | Clerk mobile | 18237716 | 25.00 | 5.00 | 30.00 |
| | TOTAL | | | | 1261.40 | 182.84 | 1444.24 |

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 the Council or Finance Committee next meet in person.

Signed (1):

Signed (2):

Clerk: