



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

MINUTES of the Meeting of the Finance Committee of Ketley Parish Council held on Wednesday 22nd February 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 Eve
Members of the Public: None

F22/080

WELCOME

The Chairman welcomed everyone to the meeting.

F22/081

APOLOGIES FOR ABSENCE

Apologies received from Councillors K. Sahota, S. Thiara and H. Rhodes
Apologies accepted.

F22/082

DISCLOSURE OF INTERESTS

None

F22/083

APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON WEDNESDAY 25TH JANUARY 2023

It was resolved by the Committee that the minutes of the meeting held on Wednesday 25th January 2023 be adopted and that the Chairman sign these as a true record.

F22/084

TERMS OF REFERENCE REVIEW

- (i) The Cllrs reviewed the current Terms of reference and agreed to accept them subject to the suggested wording being amended. The amended minutes will be taken to the full council for reference.

Proposed by Councillor Francis
Seconded by Councillor Evans
All in favour

F22/085

ORDERS FOR PAYMENT OF MONEY

The Committee reviewed, approved and signed the Orders for Payment as at 22nd February 2023 (Appendix 1).

F22/086

REGULAR PAYMENTS

- (i) The Committee reviewed, approved and signed the payments effected by Direct Debit and Card payments as at 22nd February 2023 (Appendix 2).
(ii) The Committee reviewed and approved the payroll for February 2023.



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

- (iii) Monthly checks were carried out by Cllr J. Francis.

F22/087 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 also noted that there was an increase in spend for utility bills, however, the budget for this has been increased for the next financial year.

F22/088 BREAKDOWN OF COST OF EVENTS

The Seconded Finance Officer gave an overview of the Events breakdown showing that this was within budget this year. The Councillors discussed how to ensure more people attend the events that are organized, it was agreed that increased promotion on Social Media, within the Newsletter and to local schools and Community Groups will increase attendance.

F22/089 AGENDA ITEMS FOR NEXT MEETING

- (i) Energy saving ideas.
- (ii) Investigation into who is responsible for TACT building meters.
- (iii) Clerk to be notified of any items to be considered for inclusion.

F22/090 DATE OF NEXT MEETING

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 1:30 pm

Appendix 1 - Orders For Payment as at 22nd February 2023
Finance Committee Meeting Item: F22/085

Appendix 2 - Direct Debit Payments and card payments 22nd February 2023
Finance Committee meeting Item: F22/086



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

Signed: _____
Chairman

Date: 15th March 2023

Appendix 1

Orders For Payment as at 22nd February 2023

Finance Committee Meeting Item: F22/085

ID	Supplier	Description	Invoice	Net	VAT	Total	Comment
1	The Clean Machine	Cleaning supplies	102042	56.82	11.36	68.18	
2	Great Dawley Town Council	Secondment Officer placement	20150953	1809.18	0.0	1809.18	
3	Wrennals	TACT building lights	384518863	5352.30	1070.45	6422.75	
4	Wrennals	Community Centre lights upgrade	00413	271.50	54.30	325.8	
5	AG Building Improvements	Installation of screen	112	1262.17	0.0	1262.17	
6	SALC	Training for Clerk	1797	30.00	0.0	30.00	
7	Ecofix	Heating call-out TACT building	336	100.00	0.0	100.00	
8	Jason Gough Computer services	Toner for photocopier	120944	565.11	113.02	678.13	
9	Jason Gough Computer services	Callout for printer issues	120945	50.00	10.00	60.00	
10	Jason Gough Computer services	Monthly IT Retainer	121031	50.00	10.00	60.00	
11	Jason Gough Computer services	Cloud Storage	120992	43.00	8.60	51.60	
12	Amazon	Screamer alarm	11233	72.29	14.46	86.75	
13	Amazon	Calculator	6396727	10.81	2.16	12.97	
14	Amazon	Yearly Prime subscription	3276838	80.00	16.00	96.00	
15	Scribe	Annual subscription	3650	417.60	83.52	501.12	
16	Gallagher	Insurance addition for screens	521324102	27.51	0.0	27.51	
17	SJH and Sons	Final payment for wall repair	585	4995.00	0.0	4995.00	
18	SLCC	Filca training for clerk	QL202556-1	120.00	24.00	144.00	
19	Shropshire County Pension Fund	Pension		781.98	0.0	781.98	
20	HMRC	Tax and Insurance		1857.86	0.0	1857.86	
21	Wrekin Services	CCTV Repair	3192	225.00	45.00	270.00	
	TOTAL			18178.13	1462.87	19641.00	

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:

Appendix 2

Direct Debit Payments and card payments 22ND FEBRUARY 2023

Finance Committee meeting Item:F22/086

ID	Date	Supplier	Description	Reference	Net	VAT	Total
1	28 February	NEST	Pension Contribution		256.21	0.0	256.21
2	01 February	Telford and Wrekin Council	GOR Rates	80213883	91.00	0.0	91.00
3	01 February	Telford and Wrekin Council	Rent for TACT Building	203863	83.33	16.67	100.00
4	30 January	Community Centre	Training course first aid	203863	70.00	0.0	70.00
5	01 February	West Mercia Energy	Community Centre Electricity supply	11302415	34.06	1.70	35.76
6	01 February	West Mercia Energy	TACT Electricity supply	11304217	129.77	6.49	136.26
7	01 February	West Mercia Energy	Community Centre Electricity supply	11305958	303.67	60.73	364.40
8	13 February	Virgin Media	Broadband charges	038486201/001/0223	88.22	17.64	105.86
9	17 February	02	Clerk mobile	187772559	25.00	5.00	30.00
10	02 February	Fasthosts	Domain	1144089	6.28	1.26	7.54
11	26 January	Royal Mail	Postage		14.45	0.0	14.45
12	26 January	Royal Mail	Postage		6.85	0.0	6.85
13	31 January	Waterplus	Water supplies Community Centre		36.79	0.0	36.79
14	31 January	Waterplus	Water supplies TACT Building	0281010615	95.18	0.0	95.18
	TOTAL				1240.81	109.49	1350.30

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):