



# KETLEY PARISH COUNCIL

## FINANCE COMMITTEE AGENDA

To all Members of the Finance Committee

Cllr. Elliott  
Cllr. Francis

Cllr. Heath  
Cllr. Jhawar

Cllr. Rhodes  
Cllr. Sahota

Dear Councillors

**You are summoned to a meeting of Ketley Parish Council's Finance Committee on Wednesday 25 September 2024 commencing at 1 PM at Ketley Community Centre for the purpose of transacting the following business.**

Signed: Shelley Anthony, Clerk to the Council  
Date: Wednesday 18 September 2024

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| <b>F24/041</b> | <b>WELCOME</b>   |
| <b>F24/042</b> | <b>APOLOGIES FOR ABSENCE</b><br>To be received and accepted or noted.  |
| <b>F24/043</b> | <b>DISCLOSURE OF INTERESTS</b><br>All interests, pecuniary or personal, in relation to items on the agenda to be declared and recorded.                      |
| <b>F24/044</b> | <b>FINANCE MINUTES</b><br>To approve the minutes of the last Finance Committee Meeting held on Wednesday 24 July 2024. <b>APPENDIX A</b>                     |
| <b>F24/045</b> | <b>ORDERS FOR PAYMENT OF MONEY</b>   |
| (i)            | To approve and authorise the payment of costs incurred in delivering Parish Council services. <b>APPENDIX B</b>  |
| (ii)           | To inspect and authorise card payments incurred in delivering Parish Council Services. <b>APPENDIX C</b>   |
| <b>F24/046</b> | <b>SALARY</b><br>To agree and sign off on Salary payments for September 2024 <b>APPENDIX D</b>   |
| <b>F24/047</b> | <b>BANK TRANSFER</b><br>Councillors to authorise transfer of funds from deposit account to current account.  |
| <b>F24/048</b> | <b>TERMS OF REFERENCE</b><br>To review and agree the terms of reference for Finance Committee and provide a recommendation to Full Council <b>APPENDIX E</b> |
| <b>F24/049</b> | <b>FINANCIAL REGULATIONS – AMMENDMENT DISCUSSION</b><br>Councillors to discuss the current thresholds for the authority to pay. <b>APPENDIX F</b>            |
| <b>F24/050</b> | <b>AGENDA ITEMS FOR NEXT MEETING</b><br>To advise the Clerk of items to be considered for inclusion in the agenda.   |
| <b>F24/051</b> | <b>DATE OF NEXT FINANCE COMMITTEE MEETING</b><br>Wednesday 23 October 2024   |
- 1 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.

**Orders For Payment September 2024**  
**Finance Committee Item F24/045 (i)**  
**Appendix B**

ID	Supplier	Description	Invoice	Power to spend	Net	VAT	Total
1	Amazon Business	Replacement Hoover Parts	GB416X2GABEY	LGA (Miscellaneous Provisions) 1976, s.19	18.47	3.69	22.16
2	PC Electrical Contractors UK Ltd	Outside Defib fitting	669	LGA (Miscellaneous Provisions) 1976, s.19	195.00	39.00	234.00
3	JB Plumbing	Replace taps and repair Isolator tap	1244	LGA (Miscellaneous Provisions) 1976, s.19	400.00	0.00	400.00
4	Filmbank Media	Public Video Screening Licence	FMA696	LGA (Miscellaneous Provisions) 1976, s.19	141.67	28.33	170.00
5	Moneysoft	Payroll Software	E104916	LGA 1972 S.112(2)	86.00	17.20	103.20
6	HMRC	Tax & NI payments	September	LGA 1972 S.112(2)	2454.77	0.00	2454.77
7	Shropshire County Pension Fund	Pension Payments	September	LGPSR 2013	2110.96	0.00	2110.96
8	Salary	Staff Salary	September	LGA 1972 S.112(2)	8197.52	0.00	8197.52
	<b>TOTAL</b>				<b>13604.39</b>	<b>88.22</b>	<b>13692.61</b>

Invoices in Bold have been paid – listed for ratification.

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 Full Council or Finance Committee next meet in person.

Signed (1) \_\_\_\_\_

Signed (2) \_\_\_\_\_

Clerk \_\_\_\_\_ Date \_\_\_\_\_