



# KETLEY PARISH COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE AGENDA

MINUTES of the Finance & General Purposes Committee of Ketley Parish Council held on Wednesday 09 July 2025 at Ketley Community Centre at 7:00pm.

**PRESENT:** Cllr. Helen Barker  
Cllr. Eileen Callear  
Cllr. Nick Heath  
Cllr. Hilda Rhodes  
*Ex-Officio – Cllr. Sam Millward Thomas*

**CLERK:** Shelley Anthony  
**DEPUTY CLERK:** Zara Purvis  
**PUBLIC:** 3 Member(s) of the Public

The acting Chair opened the meeting at: 7 PM

**FGP25/001**

### **WELCOME**

Councillor Eileen Callear welcomed everyone to the meeting in the Chair, Councillor Amrik Jhawar's, absence

**FGP25/002**

### **APOLOGIES FOR ABSENCE**

Apologies have been received from Councillor Dave Elliott due to illness, Councillor Maggie Evans due to personal reasons, and Councillor Amrik Jhawar due to a clash in meetings with Telford and Wrekin Councils Planning Committee Meeting  
All Councillors acknowledged and accepted the apologies

*Councillor Eileen Callear proposed that we suspend standing orders to allow for a Public Session due to three members of the public being present at the meeting.*

**PROPOSED BY COUNCILLOR Eileen Callear**

**SECONDED BY COUNCILLOR Nick Heath**

**ALL COUNCILLORS IN FAVOUR**

### **PUBLIC SESSION**

- (i) A resident who resides on Quarry Lane has previously requested a litter bin due to the build up of litter.  
The Clerk confirmed that Councillor Joy Francis had been in touch following their visit to her and a litter bin has been requested by the Clerk from Telford and Wrekin Council. She is now just awaiting confirmation that this has been installed  
Councillor Helen Barker is also aware of the litter build up as she walks the route in question frequently so will also keep an eye out for when the bin is installed
- (ii) A resident of Quarry Lane was selling their house, however their buyers were refused their mortgage due to the road being unadopted. As the road is unadopted, if an individual was to injure themselves on the uneven road surface, the resident would like to know if they would be held liable  
Councillor Helen Barker advised that usually with unadopted roads, there is shared responsibility between all residents, but this information can usually be found on the deeds for the property  
Councillor Eileen Callear suggested that the residents in attendance at the meeting try to arrange for a residents meeting for all those who live on the unadopted road  
Councillor Hilda Rhodes advised that the Clerk may be able to secure some additional information regarding this to pass onto the resident  
Councillor Sam Millward Thomas suggested that the Clerk liaise with the Highways Team at Telford and Wrekin Council as they may hold some information pertaining to this  
Councillor Helen Barker advised that she is aware of the current signage, but will liaise with the relevant team to update the signage to show that Quarry Lane is a no through road
- (iii) Resident who lives in Ketley Town advised that there was a speed indicator device placed before the S-bend on Waterloo Road (Overdale to Ketley way) which has since been removed and would like to know why  
The Clerk confirmed that this was placed by Telford and Wrekin Council, and not the Parish, so she has requested details as to why this was removed
- (iv) A resident has previously reported some vandalism on the painted brick bus shelter near to Sinclair Gardens, when will this be removed?  
The Clerk confirmed that this has been reported and should be gone within the next week



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- FGP25/003 DISCLOSURE OF INTERESTS**  
No pecuniary interests disclosed by any Councillors in attendance
- FGP25/004 FINANCE MINUTES**  
Councillors received and agreed the minutes of the Finance Committee Meeting held on Wednesday 23 April 2025  
**PROPOSED BY COUNCILLOR Hilda Rhodes**  
**SECONDED BY COUNCILLOR Nick Heath**  
**ALL COUNCILLORS IN FAVOUR**  
It was **RESOLVED** that the minutes of the meeting held on Wednesday 23 April 2025 be adopted and that the Councillor Eileen Callear sign these as a true record in absence of the Chair
- FGP25/005 RESOURCES MINUTES**  
Councillors received and agreed the minutes of the Resources Committee Meeting held on Wednesday 12 March 2025  
**PROPOSED BY COUNCILLOR Nick Heath**  
**SECONDED BY COUNCILLOR Hilda Rhodes**  
**ALL COUNCILLORS IN FAVOUR**  
It was **RESOLVED** that the minutes of the meeting held on Wednesday 23 April 2025 be adopted and that the Councillor Eileen Callear sign these as a true record in absence of the Chair
- FGP25/006 COMMUNITY CENTRE REPORT**  
Councillors received and noted the Community Centre Manager's report
- FGP25/007 FINANCE**  
(i) Councillors noted the current state of Council's finances  
(ii) Councillors noted the reconciliation for both April and May 2025
- FGP25/008 FINANCE – PAYMENTS**  
(i) Councillors inspected and authorised the orders for payment incurred in delivering Parish Council Services  
**PROPOSED BY COUNCILLOR Nick Heath**  
**SECONDED BY COUNCILLOR Hilda Rhodes**  
**ALL COUNCILLORS IN FAVOUR**  
Councillors inspected and authorised the additional orders for payment incurred in delivering Parish Council Services  
**PROPOSED BY COUNCILLOR Nick Heath**  
**SECONDED BY COUNCILLOR Hilda Rhodes**  
**ALL COUNCILLORS IN FAVOUR**  
(ii) Councillors inspected and authorised the card payments incurred in delivering Parish Council Services  
**PROPOSED BY COUNCILLOR Nick Heath**  
**SECONDED BY COUNCILLOR Hilda Rhodes**  
**ALL COUNCILLORS IN FAVOUR**
- FGP25/009 TRANSFER OF FUNDS**  
(i) Councillors authorised two retrospective transfers of funds from the savings account to the current account  
**PROPOSED BY COUNCILLOR Nick Heath**  
**SECONDED BY COUNCILLOR Helen Barker**  
**ALL COUNCILLORS IN FAVOUR**  
(ii) Councillors authorised a transfer of funds from the savings account to the current account  
**PROPOSED BY COUNCILLOR Nick Heath**  
**SECONDED BY COUNCILLOR Helen Barker**  
**ALL COUNCILLORS IN FAVOUR**



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### **FGP25/010 PLANNING APPLICATIONS**

- (i) There are no planning applications and enforcements for Councillors to currently consider with Telford & Wrekin Council
- (ii) There are no additional planning applications advised post publication of the agenda for Councillors to consider

### **FGP25/011 PA SYSTEM FOR USE IN ALL MEETINGS**

Councillors reviewed the report and agreed that they would like to accept **QUOTE C** for a PA system for use in all meetings, with the purchase of one additional microphone that was not included within the original quote

**PROPOSED BY COUNCILLOR Helen Barker**

**SECONDED BY COUNCILLOR Hilda Rhodes**

**ALL COUNCILLORS IN FAVOUR**

### **FGP25/012 COMMUNITY CENTRE SEATING**

Councillors received an update from the Clerk following conversations with the Community Centre staff – including storage, manageability, and cost

Councillor Eileen Callear suggested that we look at costings for seat pads for use by the public instead of purchasing all new chairs when the ones we have are still in good condition. The Clerk will look at the cost of these and bring this item back to the September meeting for Councillors consideration

### **FGP25/013 BRANDING FOR THE PARISH COUNCIL**

Councillors discussed and agreed on purchasing six branded tablecloths and two roller banners. As the colour purple is used for the newsletter and the previously purchased branded pens, Councillors agreed to stay with purple for Ketley's branding

The Clerk will look at some different logo designs for Ketley and provide these to Councillors for their consideration prior to any branded materials being ordered

**PROPOSED BY COUNCILLOR Hilda Rhodes**

**SECONDED BY COUNCILLOR Helen Barker**

**ALL COUNCILLORS IN FAVOUR**

### **FGP25/014 RESIDENTS BENCH REQUEST**

Following the residents request for a memorial bench to be placed in Ketley, Councillors discussed this further following the update from the family

Councillors agreed that Paddock Mound may be the most suitable place in which the bench could be situated, and the Clerk is to ask the family if this is a location in which they would consider placing a bench

If the family is to be agreeable with this suggestion, the Clerk is to arrange a meeting with Telford and Wrekin Council, the Friends of Ketley Paddock Mound, and the three Councillors who sit on the Friends Committee, to ensure that all three parties are also agreeable with a bench being placed

**PROPOSED BY COUNCILLOR Hilda Rhodes**

**SECONDED BY COUNCILLOR Nick Heath**

**ALL COUNCILLORS IN FAVOUR**

### **FGP25/015 COMMUNITY GOVERNANCE REVIEW**

Councillors reviewed and finalised the Ketley Parish Council response to the Community Governance Review. After Councillors discussed the response, it was decided that this is to also include how residents and Councillors alike feel as though Millenium Village should be part of the Ketley boundary, and not within the boundary of Oakengates as residents and Councillors feel this makes no sense

**PROPOSED BY COUNCILLOR Helen Barker**

**SECONDED BY COUNCILLOR Nick Heath**

**ALL COUNCILLORS IN FAVOUR**

### **FGP25/016 AGENDA ITEMS FOR NEXT MEETING**

To advise the Clerk of items to be considered for inclusion in the agenda.



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**FGP25/017**      **PLANNED DATES OF FORTHCOMING MEETINGS**

<b>Full Council Meeting</b>	Wednesday 10 September 2025	7 PM
<b>Finance &amp; General Purposes Committee</b>	Wednesday 08 October 2025	7 PM

The acting Chair closed Public Session at: 8:07 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.**

**PROPOSED BY COUNCILLOR Helen Barker**  
**SECONDED BY COUNCILLOR Hilda Rhodes**  
**ALL COUNCILLORS IN FAVOUR**

The acting Chair closed Private Session at: 8:14 PM

**Signed** \_\_\_\_\_ **Date** Wednesday 08 October 2025  
**Chair**