



# KETLEY PARISH COUNCIL

## FINANCE COMMITTEE

**MINUTES of the Meeting of the Finance Committee of Ketley Parish Council held on Wednesday 25<sup>th</sup> May 2022 at Ketley Community Centre at 1:00pm.**

**Present:**

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

Councillor Kuldip Sahota  
Councillor Sukh Thiara  
Councillor Eileen Callear Non-member

**In Attendance:**

**Clerk:** Jane Lees  
**Locum to the Council:** Chris Maclean  
**Assistant to the Clerk:** Elisabeth Bamford  
**Members of the Public:** None

**F22/001**

**WELCOME**

Cllr J. Francis welcomed everyone to the meeting.

**F22/002**

**APOLOGIES FOR ABSENCE**

None.

**F22/003**

**DISCLOSURE OF INTERESTS**

None.

**F22/004**

**APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON WEDNESDAY 24<sup>th</sup> MARCH 2021.**

Councillors noted the amount of time that had passed since the meeting on 24<sup>th</sup> March 2021 and agreed that in view of the time passed the minutes of the meeting be noted. It was resolved by the Committee that the Chairman sign these as a noted record.

**F22/005**

**BANKING ARRANGEMENTS**

- (i) The Finance Committee reviewed current banking arrangements and considered future options for the spread of financial risk. It was noted that the Council currently use the Co-Operative Bank, with the balance currently standing at £230k. The NSI is used as a saving and investment instrument, with the balance currently standing at £85k. It was noted that the Clerk is to investigate other high street banks to compare offers.
- (ii) Councillors noted that the current authorised signatories on the Co-Operative Bank account is Cllr D. Elliot, Cllr M. Evans, Cllr J. Francis, and Cllr H. Rhodes. Having reviewed current arrangements, Councilors agreed to leave the signatories unchanged.
- (iii) Councillors noted that the current authorised signatory for the NSI is Cllr M. Evans. Councillors agreed that a further signatory be added to the account and it was resolved that Cllr S. Thiara be added as a signatory.
- (iv) Councillors noted that any correspondence to the financial institutions required to be countersigned by authorised signatories as required by the account terms.



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### **F22/006 SERVICE PROVIDERS TO THE COUNCIL**

- (i) Councillors noted the list of suppliers currently providing services to the Parish Council. It was noted that the list had been compiled to commence a review of each service to ensure value for money offerings.
- (ii) Councillors reviewed each area listed and noted the current offerings in place and the areas where reviews would be prioritized.
- (iii) The list would be updated as reviews progress and developments and updates would be provided at future meetings.

### **F22/007 REGULAR PAYMENTS**

Councillors considered the list of payments effected by Direct Debit which had been presented at the Council meeting on 11<sup>th</sup> May 2022. Discussion was held on whether the list should be presented to both the Finance Committee and full Council.

**It was agreed that the list be presented at both the Committee and Council.**

### **F22/008 ORDERS FOR PAYMENT OF MONEY**

The Locum to the Council proposed to Councillors that in view of the amount that needed to be paid to the Centre Manager to reimburse for purchases, that this be undertaken by a BACS payment rather than through Petty Cash. It was noted and agreed that this would be treated as an exception and discussions would be held to ensure that, where possible, purchases be made on an account directly with the Parish Council. Councillors noted that the invoices for the purchases were in name of the Parish Council.

1:45 pm Cllr M. Evans expressed her apologies and left the meeting to meet another commitment.

The Orders for Payment were reviewed as detailed in Appendix1.

**Cllr K. Sahota proposed, Cllr S. Thiara seconded, and it was resolved by the Committee that the invoices and refund be paid.**

### **F22/009 FINANCIAL CONTROLS**

- (i) The Locum to the Council advised Councillors that enhanced financial controls would be in place once the planned adoption of the Scribe Bookings platform was in place. This would enable the Accounts platform to see all Centre invoices issued and factor these into the financial reports without the need for separate and time consuming input.
- (ii) Whilst there had been delays in re-establishing full reconciliation reports these would shortly be in place for Councillors to note and review.
- (iii) Councillors noted that independent checks of the Council's payments and payroll are in place and that these be continued. Whilst the process of obtaining prior Councillor approval of the payroll before payment of salaries is in place the Locum to the Council would discuss the best arrangements for this with the internal auditor.

### **F22/010 INTERNAL AUDIT**

The Locum to the Council advised councillors that work on the year end progresses. Recognising the timing of this, an extraordinary meeting of Council would be required to approve the documents that need to be submitted to the external auditors.

### **F22/011 RESERVES POLICY AND ALLOCATION**

It was noted that £42k has been earmarked to cover works required in the Garden of Rest. In the last year, Council resolved to earmark a further £5k each year to establish a sinking fund to cover future costs of the Garden of Rest, once sales of plots had ended



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### F22/012 INSURANCE

- (i) Councillors reviewed the levels of cover for the Parish Council.
- (ii) Councillors noted that the level of Fidelity cover had been increased and would be maintained.
- (iii) The Locum to the Council advised Councillors that it was planned to obtain independent advice on the values of the buildings within the Parish Council's cover to ensure adequate levels of cover.

### F22/013 AGENDA ITEMS FOR NEXT MEETING

Clerk to be notified of any items to be considered for inclusion.

### F22/014 DATE OF NEXT MEETING

Wednesday 22<sup>nd</sup> June 2022 @ 1:00 pm

The Chairman closed the meeting at 2:09 pm

### Appendix 1 – Orders for Payment as 25<sup>th</sup> May 2022

ID	Supplier	Description	Invoice	Net	VAT	Total
1	The Clean Machine Direct Ltd	Cleaning Materials	INV-094733	59.54	11.91	71.45
2	Citron hygiene	Sanitary disposal	CN30181483	145.53	29.11	174.64
3	Event Furniture Hire Ltd	Furniture Hire	924	640.00	128.00	768.00
4	Hammonds Catering Services	Event Catering	101899	1,350.00	270.00	1,620.00
5	Christian Smith	Refund of purchases	N/A	166.05	33.22	199.27
<b>TOTAL</b>				<b>2,361.12</b>	<b>472.24</b>	<b>2,833.36</b>

Signed: .....  
Chairman

Date: 22<sup>nd</sup> June 2022