



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

MINUTES of the Meeting of the Finance Committee of Ketley Parish Council held on Wednesday 26th July 2023 at Ketley Community Centre at 1:00pm.

Present:

Councillor Joy Francis (Acting Chair)
Councillor Dave Elliott
Councillor Amrik Jhawar
Councillor Ranbir Sahota

In Attendance:

Clerk: Shelley Everton
Members of the Public: None

F23/022

WELCOME

Cllr J. Francis agreed to chair the meeting and welcomed everyone.

F23/023

APOLOGIES FOR ABSENCE

Apologies received from Councillor M. Cartwright.
Apologies accepted.

F23/024

DISCLOSURE OF INTERESTS

None.

F23/025

APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON WEDNESDAY 28th JUNE 2023.

Proposed by Cllr Jhawar

Seconded by Cllr Evans

All in favour.

It was resolved by the Committee that the minutes of the meeting held on Wednesday 28th June 2023 be adopted and that the Chairman of the meeting sign these as a true record.

F23/026

ORDERS FOR PAYMENT OF MONEY

(i) The Committee reviewed, approved and signed the Orders for Payment as at 26th July 2023 (Appendix 1).

Proposed by Cllr J. Francis

Seconded by Cllr D. Elliott

All Councillors in favour.

(ii) The Committee reviewed, approved and signed the Additional Orders for payment as at 26th July 2023 (Appendix 2).

Proposed by Cllr D. Elliott

Seconded by Cllr A. Jhawar

All Councillors in favour.



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

F23/027 REGULAR PAYMENTS

- (i) No Card Payments were made this month.
- (ii) Monthly checks were carried out by Cllr A. Jhawar and Cllr R. Sahota.

F23/028 REVIEW OF CHRISTMAS LIGHTS

The Clerk advised the Councillors that the contract for the Christmas lights is due to end this year. The Cllrs discussed the contracts and possible alternatives and have requested that the Community Centre Manager look for quotes regarding a new contract.

F23/029 TACT

The Clerk confirmed that we are still waiting for advice from Legal regarding the next action to take. The Councillors asked that this remain on the Agenda on a monthly basis so it can be discussed until an answer is received.

F23/030 AGENDA ITEMS FOR NEXT MEETING

- (i) Information for the TACT building.
- (ii) Clerk to be notified of any items to be considered for inclusion.

F23/031 DATE OF NEXT MEETING

Wednesday 27th September 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 26th July 2023

Finance Committee Meeting Item: F23/026 (i)

Appendix 2 – Additional Orders for payment as at 26th July 2023

Finance Committee Meeting Item: F23/026 (ii)

Signed: _____
Chairman

Date: 27th September 2023

Appendix 1

Orders For Payment as at 26th July 2023

Finance Committee Meeting Item: F23/026 (i)

ID	Supplier	Description	Invoice	Net	VAT	Total	Comment
1	Ecofix	Servicing of Gas items	402	452.30	0.00	452.30	
2	Amazon	Toner Cartridge	204-1925168-6078729	15.01	3.00	18.01	
3	Amazon	Fabric Glue	204-1695807-5929938	4.58	0.92	5.50	
4	Amazon	Vertical Blind Accessories	204-8834350-1785968	9.16	1.83	10.99	
5	HMRC	Tax and National Insurance		1628.75	0.00	1628.75	
6	Shropshire County Pension Fund	Staff Pensions		1313.21	0.0	1313.21	
7	Staff	Salaries		5575.75	0.00	5575.75	
	TOTAL			8998.76	5.75	9004.51	

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

Additional Orders For Payment as at 26th July 2023

Finance Committee Meeting Item: F23/026 (ii)

ID	Supplier	Description	Invoice	Net	VAT	Total	Comment
1	The Clean Machine	Cleaning Products	106626	75.42	15.07	90.49	
2	Jason Gough	Monthly IT Retainer	121986	50.00	10.00	60.00	
3	Telford and Wrekin Council	Grant reclaim COL06	4572158	1455.80	0.00	1455.80	
	TOTAL			1581.22	25.07	1606.29	

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: