



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

MINUTES of the Meeting of the Finance Committee of Ketley Parish Council held on Wednesday 22nd June 2022 at Ketley Community Centre at 1:00pm.

Present:

Councillor Joy Francis (Chair)
Councillor Dave Elliott
Councillor Kuldip Sahota

Councillor Sukh Thiara
Councillor Hilda Rhodes (Non-member)

In Attendance:

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

F22/015

WELCOME

The Chairman welcomed everyone to the meeting.

F22/016

APOLOGIES FOR ABSENCE

None received. Cllr M. Evans absent.

F22/017

DISCLOSURE OF INTERESTS

None.

F22/018

APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON WEDNESDAY 25th MAY 2022.

Cllr S. Thiara proposed, Cllr K. Sahota seconded, and it was resolved that the minutes of the meeting held on Wednesday 25th May 2022 be adopted and that the Chairman sign these as a true record.

F22/019

BANKING ARRANGEMENTS

The Locum advised Councillors that there had been no further progress in considering options for placing funds with other financial organisations in light of other priorities. This matter would be progressed at earliest opportunity.

F22/020

SERVICE PROVIDERS TO THE COUNCIL

- (i) The Locum advised Councillors that the review of current suppliers is progressing. Meetings were taking place with alternative providers to discuss requirements and future options for telephone and internet and printing and photocopying facilities. Reviews on other utilities would progress at appropriate times.
- (ii) Cllr D. Elliott proposed that the Facilities Officer review the electrical supply setup on his return to work. It was agreed that this would be undertaken. The Locum advised that to date, no increase had been seen in the electricity and gas bills but it was thought that this is partly mitigated by the current warm weather reducing demand.
- (iii) The Clerk advised that Councillors that a representative from Telford & Wrekin Council is visiting the site in the next week to discuss the TACT building.
- (iv) The Locum advised Councillors that attempts were being made to invite a representative from Telford & Wrekin Council to undertake an assessment of the



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

Centre building to understand what could be done to address future climate action needs.

F22/021 REGULAR PAYMENTS

Councillors noted the payments effected by Direct Debit for the period 1st to 22nd June 2022 (Appendix 1).

F22/022 ORDERS FOR PAYMENT OF MONEY

Councillors noted and reviewed the Orders for Payment (Appendix 2).
It was noted that some of the payments had been made previously and Councillors agreed to payment of the invoices remaining outstanding.

F22/023 FINANCIAL CONTROLS

- (i) The Locum advised Councillors that delays in completing the accounts to 31 March 2022 had been experienced and that a detailed transaction review had been undertaken to understand and address the issue. The Locum advised Councillors that there had been a material increase in the number of Centre room booking transactions over the last twelve months.
- (ii) The Locum advised Councillors that as a result of these delays and the need for the internal auditor to complete his review, the deadline to submit the AGAR Return by 30th June 2022 may not be met. In light of that situation, a request to the external auditors to seek a brief extension would be required.
- (iii) The Locum advised Councillors that challenges in completing the reconciliations had been experienced and that he was looking at a process to enhance the recording of cash, cheque and card payments between receipt at the Centre and deposit in the bank account.
- (iv) The Locum noted with Councillors that arrangements remained in place for Councillors to undertake independent reviews of the Council's transactions, including staff payments and they were encouraged to take advantage of that opportunity.
- (v) The Locum presented draft Income & Expenditure Accounts and Balance Sheet which were noted.

F22/024 INTERNAL AUDIT

- (i) The Locum advised Councillors that the audit report would be presented to Councillors on receipt.

F22/025 AGENDA ITEMS FOR NEXT MEETING

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

F22/026 DATE OF NEXT MEETING

Wednesday 27th July 2022 @ 1:00 pm

1:47 pm Cllr H. Rhodes gave her apologies and left the meeting.

The Chairman closed the meeting at 1:53 pm



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

Appendix 1 – Regular Payments 1st to 22nd June 2022 (Agenda item F22/021)

ID	Supplier	Description	Reference	Net	VAT	Total
1	FCC Recycling UK	GoR Waste Collection & Duty of Care Admin Fee	1433611	52.23	10.45	62.68
2	FCC Recycling UK	Centre Waste Collection & Duty of Care Admin Fee	1433610	47.87	9.57	57.44
3	Telford & Wrekin Council	GoR Business Rates	80213883	91.00	0.00	91.00
4	Telford & Wrekin Council	Centre Business Rates	80258520	378.00	0.00	378.00
5	Fasthosts	Linux PHP Service Charge	65809494	6.28	1.26	7.54
6	Virgin Media Business	Telephone & Internet	038486201/001/0522	87.95	17.59	105.54
7	NEST	Pension Contribution	N/A	157.36	0.00	157.36
8	Telford & Wrekin Council	Grit Bins Charge 12 refills	4533815	159.96	0.00	159.96
9	Waterplus	Centre Water Drainage Services	INV06288647	30.22	0.00	30.22
10	Waterplus	TACT Water Drainage Service	INV06291815	89.63	0.00	89.63
11	Telford & Wrekin Council	TACT Rent	4533235	83.33	16.67	100.00
TOTAL				1,183.83	56.54	1,239.37

Appendix 2 – Orders for Payment as at 22nd June (Agenda item F22/022)

ID	Supplier	Description	Invoice	Net	VAT	Total
1	The Clean Machine Direct Ltd	Cleaning Materials	INV-093715	49.40	9.88	59.28
2	Digital ID Limited	ID Brooches and Lanyards	0000516497	47.93	9.59	57.52
3	HMRC	TAX & NIC	N/A	2,998.69	0.00	2,998.69
4	Shropshire County Pension Fund	Pension Contribution	N/A	801.23	0.00	801.23
5	E.ON Energy Solutions Ltd	Street Lightning Maintenance Contract	125056	1,827.48	365.50	2,192.98
6	Gas Alarms Systems Ltd	Gas Alarm in TACT	442178	1,886.28	377.26	2,263.54
TOTAL				7611.01	762.23	8,373.24



KETLEY PARISH COUNCIL

FINANCE COMMITTEE

Signed:
Chairman

Date: 27th July 2022