***FINANCE COMMITTEE MINUTES***

**MINUTES** of the Wrockwardine Wood & Trench Parish Council Finance Committee Meeting held on Monday 11th September 2017 at the Parish Council Centre, Church Road, Wrockwardine Wood at 6pm

**PRESENT: Cllr’s. Mrs S.A. Watkins (Chair), C.F. Smith (Vice Chair) and J. Thompson**

**17/950 Welcome** The Chair welcomed all present.

**17/951 Apologies** were received from Councillor Ms H. Smith (another appointment).

**17/952 Disclosable Pecuniary Interests**

 Councillor J. Thompson declared an interest in item 7: Broadway Avenue bollards.

**17/953 Minutes of the previous meeting**

 **RESOLVED:** The Committee agreed to accept the minutes of the previous meeting on the

 12th June 2017.

**17/954** **Budget Information**

The Clerk was unable to distributed copies of the budget update due to problems with the new computer system. The Clerk agreed to forward an update to councillors in the next few days.

**17/955 Christmas Lights update**

The Clerk explained that she had approached Donnington and Muxton Parish Council to see if they had any surplus Christmas lights we could purchase but they don’t have any available.

It is necessary to book electricians to provide Christmas lighting earlier in the year as their diaries fill up quickly for this period. The Clerk has had difficulty finding a local company to supply and install Christmas lights for this year and suggested that the Committee revisit the issue at the beginning of next year and purchase lights for the tree in school grounds only for this year.

**RESOLVED** that the Committee agreed for the Clerk to purchase a set of outdoor lights for the tree in school grounds and have them installed by a qualified electrician up to a value of £500.

**17/956 Broadway Avenue bollards**

Councillors were asked to consider further recommendations to eliminate parking problems

 in Broadway Avenue. Road names have recently been moved to the edge of the grass

 verges and bollards installed either end of the grass verges on Broadway Avenue and

 surrounding roads. Councillors asked the Clerk to get a quote for additional bollards for

 the verges from the PET Team budget.

**17/957 Telford Priory School**

 An email has been received from the Business Manager of Telford Priory School to ask for

 the Parish Councils support at their open day in the 30th September 2017. The school

 suggested that the Parish Council could either run a stall or make a donation for the school

 to provide an activity.

 **RESOLVED** that the Committee agreed to give a donation of £100 to support the Telford

 Priory Schools open day.

**17/958 Annual Insurance**

 A letter had been received by the Clerk for the renewal of the Parish Council’s insurance

 which is due on the 1st October 2017. The Clerk advised the Committee that this is the 3rd

 year of a 3 year contract with Arriva to provide insurance and that she would be seeking

 new quotes in the next financial year.

**17/959 Grant requests**

 To consider a grant application from Telford Visually Impaired Group

**RESOLVED –** that the Committee agreed to award a grant of £150 to Telford Visually

Impaired Group towards the hire of venues and guest speakers.

 To consider a grant application from Wrockwardine Wood Toddler Group

 **RESOLVE**D – that the Committee agreed to award a grant of £150 to Wrockwardine Wood

 Toddler Group towards a Christmas Party for the group.

**17/960 Date & Venue of the next meeting**

 Monday 5th December at 6pm in the Parish Meeting Room.

**17/961 Private Session - Exclusion of Press and Public**

 *Public Bodies (Admissions to Meetings) Act 1960. To Resolve that in view of the confidential*

 *nature of the business about to be transacted which will involve the likely disclosure of*

 *exempt information as defined in the Public Bodies (Admission to Meeting) Act 1960, the*

 *public and press will be temporarily excluded from the meeting and asked to withdraw.*

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**17/962 The Caretaker’s contract**

The Clerk reminded the Committee that the annual review of the caretaker’s contract is

 due at the end of September. The Clerk notified the Committee that the brownies and youth

 club groups ceased at the end of term in July. It was suggested that hours of cleaning

 should be reduced to 4 hours per week to reflect the decline in bookings.

 A 20p per hour increase in the caretakers cleaning wage was agreed in September 2016

 and the clerk plans to implement the rise immediately including any outstanding back pay.

 Meeting finished 6.40pm.

**Signed*…………………………………………… Date ……………………………… Chair.***