

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Monday 9<sup>th</sup> January 2012 commencing at 10.00am

**Present:** Chair of the Committee: Cllr R Moss  
Vice Chair: P Wilkinson

Councillors: R Appleyard ( SO43) G Fuller (SO43)  
and T Pack

**In Attendance:** Mrs L J Welch (Parish Clerk)  
Mrs H Franklin (Finance Officer)

**72. Apologies for Absence**

Apologies for Absence were received and accepted from Councillor A Clark who is unwell.

**73. Declarations of Interest**

There were no Declarations of Interest..

**74. Minutes**

**Resolved:** That the Minutes and Confidential Minutes of the Finance & Personnel meeting held on 12<sup>th</sup> December 2012 be agreed and signed as a correct record.

**75. Matters Arising from the Minutes**

There were no Matters Arising.

**76. Monthly Accounts**

Members were presented with accounts for the month of November together with the Petty Cash Reconciliation book to agree and sign off.

**Resolved:** (1) That the monthly accounts as presented together with the Petty Cash Reconciliation for November be agreed and signed off;

(2) That the high expenditure cost at Avon Door & Lock be flagged up to the Outside Staff.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

**Westfield Parish Council**

**77. Precept 2012/13**

Members were asked to consider and recommend to the Parish Council a Precept for 2012/13. Lengthy discussions followed mainly due to the inaccuracies of Bath & N E Somerset Council in calculating the Tax Base figure.

Members were very concerned that that the new Tax Base figure advised by Bath & N E Somerset Council would mean an unacceptable increase in the Precept figure which had been calculated by the Parish Council based on the figure previously provided by Bath & N E Somerset Council.

- Resolved:**
- 1) That reluctantly and following recalculations, the increase in Precept for Westfield Parish Council be 9.42% ( approx. 5.75% increase in the Westfield Parish Council budget and 3.75% resulting from B&NES miscalculations), thus giving a Precept figure of £170,818 to be recommended to the Parish Council;
  - 2) That the savings in order to achieve this Precept be achieved by:
    - a) reducing the proposed input into cash flow reserves from £7,000 to £4,000 – the outcome of this being that it will take 6 years instead of 3 years to bring the cash flow reserves up to the recommended level;
    - b) reducing the input into the rolling capital fund to £5,500, meaning the expected rolling capital fund at 31.3.13 will be £13,355 instead of £22,855, and year on year the fund will grow more slowly;
    - c) reducing the annual grants budget by £1,000 from £14,710 to £13,710;
  - 3) That the minor amendments to the budget in the Clerks report be adopted and that the £18,769 unspent funds relating to Westhill Recreation Ground be put into an earmarked fund if not spent by the year end, with any expenditure of this money being authorised by the Committee;
  - 4) That for 2013/14 items such as inflation and the Avon Pension Scheme increases, together with the uncertain outcome of the delivery of outside services will be pressures for that year's budget
  - 5) That Bath & N E Somerset Council be advised that due to their mistake and the lateness in supplying the necessary

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Signed ..... Dated .....

**Westfield Parish Council**

information this had had an undesirable effect and incurred extra costs to this Council.

**78. Draft Precept Leaflet**

**Resolved:** That the draft Precept leaflet with a few amendments as agreed be recommended to Council.

**79. Financial Risk Management**

Members considered the following documents:

- Draft Risk Management Strategy;
- Financial Risk Assessments (review of effectiveness and internal control);
- Risk Register
- Annual Review of the Insurance Schedule

**Resolved:** That the documents be adopted and that the cost effective mitigation of risk of some items be reviewed during the new insurance tendering process.

**80. Draft Trust Policy**

Members considered the draft Trust Policy.

**Resolved:** To adopt the Trust Policy which states:

- 1) That all income relating to Norton Hill and Westhill Recreation Grounds is banked into the relevant Trust Funds Bank Account (with Nat West);
- 2) That with the agreement of the Trusts, at the end of March every year the financial year's total income is transferred from the Trust Bank Account into the Parish Council Bank Account in the form of a grant to the Parish Council to offset the costs of running the services at the site;
- 3) That the Parish Council may request funding for one-off projects at the sites, which should be considered by the Trust.

**81. Avon Pension Fund**

**Resolved:** That the consultation on the proposed increases to employee contribution rates and changes to scheme accrual rates be noted.

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Signed ..... Dated .....

**Westfield Parish Council**

**82. Confidential Business**

**Resolved:** In accordance with the confidential nature of the business to be transacted, the press and public should be excluded during consideration of the next agenda Items.

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Signed ..... Dated .....