

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Monday 10<sup>th</sup> October 2011 commencing at 10.00am

**Present:** Chair of the Committee: Cllr R Moss  
Chair of the Council: Cllr R Appleyard (10.29 am)  
Councillors: Mrs A Clarke, G Fuller, T Pack and P  
Wilkinson (Vice Chair of Committee)

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

### 22. Apologies for Absence

There were no apologies for absence.

### 23. Declarations of Interest

Councillor T Pack declared a personal and prejudicial interest in respect of Item 27, Deeds & Declarations of Trust at Norton Hill Recreation Ground and Westhill Gardens Recreation and Pleasure Ground as a Trustee of Westhill Gardens Sports Club.

### 24. Minutes

**Resolved:** a) That the Minutes of the Finance & Personnel meeting held on 24<sup>th</sup> May 2011 be signed as a correct record;  
b) That the Minutes of the Finance & Personnel meeting held on 19<sup>th</sup> September 2011 be signed as a correct record;

### 25. Monthly Accounts

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

**Resolved:** That the monthly accounts as presented together with the Petty Cash Reconciliation for September be agreed and signed off.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**26. Budgets**

Members considered updated Budget papers.

**Resolved:** a) That the submitted papers be noted;

Noted: That the Chair of the Finance & Personnel Committee is to meet Vernan Hitchman and Tim Richens of Bath & N E Somerset Council regarding anomalies on the 2011/12 budget.

**27. Deeds and declaration of Trust at Norton Hill Recreation Ground and Westhill Gardens Recreation and Pleasure Ground**

Members received a verbal report from Councillor T Pack.

**Resolved:** That the verbal report of Councillor T Pack be noted.

**28. Standing Orders**

**Resolved:** That the Standing Orders pertinent to Westfield Parish Council and based on the template from the National Association of Local Councils be recommended for adoption by Council.

**29. Financial Regulations**

**Resolved:** That the Financial Regulations based on the template from The National Association of Local Councils be recommended for adoption by Council but with the following amendments:

- a) Contracts (Item 11.1(b)) be reduced from £60,000 to £35,000;
- b) Contracts (Item 11.1(f)) be amended to read; two Members of the Council, one of whom being the Chair or Vice Chair of Council and the other being the Chair or Vice Chair of Finance & Personnel.

The Chair of Council, Councillor R Appleyard arrived at 10.29 am.

**30. Scheme of Delegation**

**Resolved:** That the Scheme of Delegation be recommended for adoption by Council.

**31. Internal Auditors**

**Resolved:** That Internal Audit & Compliance Limited be appointed as internal auditors for the current financial year ending 31<sup>st</sup> April

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

**Westfield Parish Council**

2012 and that the Letter of Engagement circulated with the agenda be agreed.

**32. Football Charges**

- Resolved:**
- a) That a package of charges be considered for the season 2012/13;
  - b) That there be a review of charges for Commercial organisations;
  - c) That a Press Release be prepared advertising the football facilities at both Norton Hill and Westhill;

**33. 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 .....