

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Monday 12th December 2011 commencing at 10.00am

Present: Chair of the Committee: Cllr R Moss (10.43 am)
Vice Chair: P Wilkinson

Councillors: A Clarke, G Fuller, S Hamilton and
T Pack

In Attendance: Mrs L J Welch (Parish Clerk)
Mrs B Burridge (Administrative)

Cllr P Wilkinson chaired the meeting until a delayed Cllr Moss arrived.

57. Apologies for Absence

There were no apologies for absence but Cllr R Moss would be arriving later and Cllr P Wilkinson would Chair the meeting until he arrived.

58. Declarations of Interest

Cllr T Pack - Trustee of Westhill Gardens Sports & Social Club –
Item 72 Premises – Westfield Parish Council;
Cllr G Fuller - Voluntary Worker with PEOPLE – Item 66 PEOPLE:
Cllr S Hamilton - Member of Westfield Methodist Church – Item 67 Notice
of Review – Polling Districts and Polling Places

59. Minutes

Resolved: That the Minutes and Confidential Minutes of the Finance & Personnel meeting held on 14th November 2011 be agreed and signed as a correct record.

60. Monthly Accounts

Members were presented with accounts for the month of October 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 October be agreed and signed off.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

- (2) That with regard to the Parish Council vehicles and the cost of fuel, staff be asked to look at whether a journey is needed or whether it can be condensed.

The Budget item was delayed until Cllr Moss arrived.

61. Football Pitch Conditions of Hire

Members received updated Conditions of Hire in respect of pitch hire at Norton Hill Recreation Ground Trust and Westhill Gardens Recreation Ground Trust.

Resolved: That these be adopted once the suggested amendments have been made as follows:-

Item 7. To read CRB checks and all other safeguarding compliance.

Item 10. Preference will be given to locally based teams – membership lists may be requested.

Item 12. Any team ignoring such cancellation or playing when the ground is unfit may be charged for any remedial work necessary, and/or have its seasonal tenancy terminated.

62. B&NES Gypsies, Travellers & Travelling Show people Site Allocations Development Plan Document (DPD) – Issues & Options Paper Consultation

Members received the above document from Bath and North East Somerset.

Resolved: That this document be noted.

63. Health & Safety

Members were asked to consider the Health and Safety Policy and documents outlining how Health and Safety is managed within the Parish Council.

Resolved: That the Health and Safety Policy and accompanying documents be adopted.

64. Dial a Ride

Members considered an application from Dial a Ride for a grant.

Resolved: That at this time we are not in a position to make a contribution.

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Signed Dated

Westfield Parish Council

65. PEOPLE

Members considered an application for a grant from PEOPLE.

Resolved: (1) To recommend to the Parish Council that a grant of £700 be given to PEOPLE, inviting them to come back to us again next year.

(2) That the Committee considers at a future meeting what it aims to achieve when making grants and a timetable for the consideration of grants.

Cllr Moss arrived at 10.43 and meeting continued with him in the Chair. The meeting resumed with the delayed Budget item.

66. Budgets

Members considered an update on the Budget.

Resolved: (1) That this be noted.

(2) That Cllr Hamilton liaises with Cllr Appleyard for some free bulbs to enable local volunteers to look after the flowerbed at the end of Longfellow Road.

(3) That it be noted that the Allotment lease was now in a position to be signed and that the plots were being allocated by the Westfield and Allotment Garden Society, the front plots being for people with disabilities, the centre for community use and the back for local residents on the waiting list.

67. Notice of Review – Polling Districts & Polling Places

Resolved: That the Notice of Review be noted and that a response highlighting the fact that there is a slight step at the entrance to the Methodist Church be made.

68. 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