

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Monday 13th February 2012 commencing at 10.00am

Present: Chair of the Committee: Cllr R Moss (10.35 am)
Vice Chair: P Wilkinson (In the Chair)
Councillors: A Clarke, G Fuller and T Pack

In Attendance: Cllr B Wallbridge
Mrs L J Welch (Parish Clerk)
Mrs H Franklin (Finance Officer)

86. Apologies for Absence

Apologies for Absence were received and accepted from the Chair of Council, Councillor R Appleyard who has a prior meeting commitment and Councillor S Hamilton who is on holiday. Apologies for lateness due to traffic were received from Councillor R Moss.

87. Declarations of Interest

Councillor T Pack declared a personal interest in Item 16 Feasibility Study on the future office at Westfield Parish Council as a member of Westhill Sports & Social Club.

88. Minutes

Resolved: That the Minutes and Confidential Minutes of the Finance & Personnel meeting held on 6th February 2012 be agreed and signed as a correct record.

89. Matters Arising from the Minutes

There were no Matters Arising.

90. Monthly Accounts

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

A few queries were raised in respect of some of the expenditure and the understanding of how the information is input into the Omega Financial system. In particular the difference in the figures submitted in the quarterly

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Signed Dated

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report and the figures produced from the Omega system also the amount being spent on IT equipment.

Members were also mindful that there not be any unnecessary spending during the remainder of this financial year.

- Resolved:**
- 1) That the monthly accounts as presented together with the Petty Cash Reconciliation for December be agreed and signed off;
 - 2) That RBS Software Solutions be contacted to find out if the Transaction Detail column within Omega could be increased to allow more detail to be displayed.

91. Press & Media Policy

Members considered a draft policy to define the roles and responsibilities within Westfield Parish Council for working with the press and media.

Resolved: That the Press & Media Policy be recommended to Council for adoption.

92. Queen's Diamond Jubilee Celebrations

Members were asked to consider the recommendation from the Environment & Development Committee of 9th January 2012 in respect of the provision of 8 No. Union flags and poles for the above celebrations.

Resolved: Members had reservations with the cost implications of such a proposal and that the decision therefore be deferred to Council with further consideration being given to the following suggestions:-

- a) That a cost be sourced for the provision of bunting;
- b) That a cost be sourced for the provision of Jubilee Mugs for the children of the two Westfield Schools.

93. Complaints Procedure

Members considered the introduction of a Complaints Procedure Policy.

Resolved: That the introduction of a Complaints Procedure Policy be recommended to full Council for adoption.

94. Grants 2012/13 Criteria for Funding

Members considered the criteria for Grant Funding.

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Resolved: That the criteria for Grant Funding be recommended to Council for adoption.

95. St Nicholas Church, Radstock

Members considered a funding request.

- Resolved:**
- 1) That the Council do not commit to any long term funding agreement with St Nicholas Church, Radstock;
 - 2) That an amount of £1,500 be recommended to Council as a donation from the 2012/13 Budget with any further donations being considered on an annual basis.

Councillor R Moss arrived at 10.35 am. Councillor P Wilkinson remained In The Chair.

96. Dog Control Orders Consultation

Resolved: That this item be removed from the Agenda as Bath & N E Somerset Council could not pursue this consultation at the present time.

97. 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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