

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 17th February 2016 commencing at 7pm

Present: Cllr P Wilkinson (Chair), Cllrs K Docherty, R Hopkins, R Moss, A Seaman-Moss and P Williams (Vice-Chair)

Absent: D Cooper, B Wallbridge.

In Attendance: Mrs E Merko (Finance Officer)

113. Apologies for Absence

Apologies were received from Cllr Cooper who was unwell and Cllr Wallbridge.

114. Declarations of Interest

There were no declarations of interest.

115. Minutes

It was noted that the debt of FC Norton football team had been settled in full and all court proceedings halted.

Resolved: that the Minutes of the Finance & Personnel meeting held on 20th January 2016 be agreed and signed as a correct record.

116. Monthly Accounts

It was reported that having investigated alternative pension funds it was deemed that it was not financially viable to move the fund to an alternative pension scheme. It was agreed that the matter would be revisited once the 2016 Actuarial Assessment had been made.

Resolved:

- a) that the January monthly statement for the Current Account be agreed;
- b) that the January monthly statement for the Corporate Treasury account be agreed;
- c) that the January monthly statement for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest sheet for February be agreed.

117. Schedule of payments requiring authorisation

In accordance with item 5.2 of the Financial Regulations, the schedule of payments was circulated with the agenda. It was asked that a balance of spending on Neighbourhood Plan be included with future agendas.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: that the schedule of payments for February be agreed (attached as Appendices 1 and 2) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly.

118. Schedule of payments due on a regular basis

In accordance with item 5.6 of the Financial Regulations, a list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation was circulated with the agenda.

Resolved: that the schedule of payments be agreed (attached as Appendix 3) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

119. Training for Finance Officer

The request for financial support of the Finance Officer in professional development through AAT training was considered along with a draft Agreement for Refund of Training Fees.

- Resolved:**
- a) that the cost of the course plus AAT membership, examination and assessment fees as detailed in the report should be met by the Parish Council and paid for from reserves;
 - b) that the Agreement for Refund of Training Fees be agreed and signed once training was secured.

It was agreed to exclude the press and public on the grounds that in view of the confidential nature of the business to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

The meeting closed at 7.30pm

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APPENDIX 1

Schedule of invoices for payment in FEBRUARY							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
12/01/2016	AF Denning	installation and removal of lights on Christmas trees	4223/202	B#267	£998.00	£199.60	£1,197.60
25/01/2016	Lazy Days Landscaping	fix loose coping stones at Jubilee Green flower beds	4230/202	B#268	£152.00	£30.40	£182.40
25/01/2016	Lazy Days Landscaping	build ramp at new pedestrian gate at N/H Rec	4913/199	B#268	£480.00	£96.00	£576.00
21/01/2016	The Consortium	stationary	4023/1	B#270	£49.42	£9.89	£59.31
18/01/2016	Lamps & Tubes	festive lights - final payment	4223/202	B#271	£315.00	£63.00	£378.00
21/01/2016	Robin Moss	Chair's expenses	4101/102	200890	£118.72	£23.74	£142.46
31/01/2016	Greensward	replacement dog mess bin at WH moss/algae treatment at NH Move Youth Shelter play equipment works as per inspection	4062/307 4062/308 4064/308 4062/308	B#272	£2,255.00	£451.00	£2,706.00
30/01/2016	AF Denning	PAT testing at office, garage and pavilion	4018/1	B#267	£82.00	£16.40	£98.40
26/01/2016	Fireshield	Annual test of fire extinguishers at Norton Hill	4018/1	B#281	£38.80	£7.76	£46.56
29/01/2016	Worcester Research	Payment 1 in connection with NP Housing Needs Survey	4206/202	B#282	£2,525.00	£505.00	£3,030.00
	BANES	Temporary Event Notice fee	4232/202	200892	£21.00	£0.00	£21.00
02/02/2016	1415 Ltd	new Westfield flag for flagpole	4227/202	B#286	£116.00	£23.20	£139.20
15/02/2016	Flowers by Nicola	Deposit payment for hanging baskets	4230/202	B#292	£593.75	£0.00	£593.75
15/02/2016	Ignyte Media	Westfield Warbler Spring edition	4212/202	B#293	£1,000.00	£200.00	£1,200.00
17/02/2015	Matthew Lloyd	Delivery of Westfield Warbler	4206/202	200895	£300.00	£0.00	£300.00
						TOTAL	£10,670.68
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval							

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APPENDIX 2

BIG LOCAL: Schedule of invoices for payment in FEBRUARY					
<i>Big Local payments are administered by Westfield Parish Council as the Locally Trusted Organisation. Payments are made from the Big Local funds and are in no way connected to Parish Council funds.</i>					
Invoice Date	Supplier	Details	Nom code	Chq no	£ gross **
26.01.2016	S&B Kitchen	Xmas shopping voucher refund	580/0	B#269	£20.00
25/01/2016	Whisty Hall	Big Fund grant	580/0	B#280	£640.00
01/02/2016	Oval Commercial	Room rental for meetings	580/0	B#274	£24.00
04/02/2016	Helen Adams	CoppaFeel - Dragons' Den grant	580/0	B#283	£500.00
10/02/2016	Whitstones	Xmas shopping voucher refund	580/0	B#284	£20.00
	petty cash	for purchase of camera and accessories from Jessops	580/0	200894	£500.00
03/02/2016	Sue Hill Dance	Use of hall for Plan Review meeting	580/0	B#289	£76.20
20/01/2016	Radstock Working Men's Club	Hire of room for Partnership meeting	580/0	B#288	£25.00
10/02/2016	Radstock Cooperative	Xmas shopping voucher refund	580/0	B#287	£120.00
16/02/2016	Robert Wicke	Community Worker - Jan-Feb	580/0		£1,860.00
15/02/2016	Staples	stationary	580/0		£2.99
15/02/2016	Sarah Westell	Programme Coordinator - Jan-Feb	580/0	B#290	£720.00
					£4,508.19
<i>** VAT cannot be claimed on Big Local payments</i>					
Added since agenda was distributed					
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APPENDIX 3

Schedule of regular payments 2015-16 (payments are all NET)

Supplier	Details	April	May	June	July	August	September	October	November	December	January	February	March
Apollo Technology	IT Support (quarterly)	£0.00	£0.00	£286.75	£0.00	£286.75	£0.00	£0.00	£286.75	£0.00	£0.00	£286.75	
Apollo Technology	Remote Back-up (quarterly)	£0.00	£0.00	£90.00	£0.00	£90.00	£0.00	£0.00	£90.00	£0.00	£0.00	£90.00	
Apollo Technology	Hosted excahnge	£14.85	£0.00	£29.70	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	
Avon Pension Fund	Office staff	£1,065.65	£1,065.65	£1,065.65	£1,065.65	£1,305.77	£1,065.65	£1,065.65	£1,145.34	£1,075.60	£1,075.60	£1,075.60	
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£276.95	£0.00	£0.00	£0.00	£0.00	£0.00	
Eclipse (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	
First Office	Photocopier & Maintenance (quarterly)	£0.00	£211.24	£0.00	£0.00	£173.25	£0.00	£0.00	£180.60	£0.00	£0.00	£190.34	
GPS Telecoms (DD)	Office phone and fax	£34.98	£36.31	£26.50	£29.81	£29.31	£28.24	£25.97	£29.90	£26.97	£26.65	£26.98	
Greensward	Ground maintenance	paid in March	£1,645.41	£1,723.77	£1,882.95	£1,806.23	£1,804.59	£1,804.59	£1,644.59	£1,644.59	£1,644.59	£1,644.59	
HMRC	Tax and NI office	£212.55	£212.75	£212.55	£170.15	£460.66	£201.95	£84.15	£256.58	£187.71	£187.91	£187.91	
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	
Oval Commercial	Use of Boardroom	£0.00	£0.00	£120.00	£60.00	£60.00	£0.00	£130.00	£60.00	£160.00	£80.00	£125.00	
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00	£3,686.72	
Salaries (and expenses)	Office staff	£2,287.29	£2,258.09	£2,258.29	£2,300.69	£2,962.87	£2,268.86	£2,432.14	£2,532.82	£2,497.92	£2,883.28	£2,367.07	
Southern Electric	NH Pavilion	£0.00	£0.00	£85.54	£0.00	£0.00	£293.87	£0.00	£0.00	£104.40	£0.00	£0.00	
Southern Electric	Christmas Tree Lights	£0.00	£0.00	£20.96	£0.00	£0.00	£20.96	£0.00	£0.00	£19.99	£0.00	£0.00	
Total Gas and Power (DD)	NH Pavilion	£0.00	£8.36	£0.00	£0.00	£0.44	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Total		£4,121.72	£5,944.21	£6,426.11	£6,030.50	£11,383.25	£6,482.32	£6,063.75	£6,747.83	£6,238.43	£6,419.28	£10,202.21	£0.00

This amount plus one off payments

Highlight if over £5000 as this requires full Parish Council approval

added since agenda was distributed

this includes use by BANES which has been recharged

this includes use by Big Local which is recharged to the Big Local account

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