

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 18th February 2015 commencing at 7pm

Present: Cllrs: P Wilkinson (Chair), D Cooper, G Fuller and R Moss.

Absent: Cllrs R Appleyard, A Clarke and S Hamilton.

In Attendance: Mrs L Welch (Parish Clerk) and Mrs T Stephens (Admin Asst)
1 member of the public

The member of the public wanted to bring to Councillors attention the lack of activity in reopening Westhill Road. He has rung Traffic Management in B&NES who advise that there is an extension to 8th March, and Halsall, who advise that the houses will be ready mid-April. There has been no correspondence from the developers and signs in the area have been laid flat, so do not give any information. The Club will be used as a polling station in May, so access is important

It was agreed that the Clerk should write to BANES, copying in the CEO of Curo to ask for residents to be brought up to date. Cllr Moss to contact the Somerset Guardian.

100. Apologies for Absence

Apologies for absence were received from Cllrs A Clarke who was unavailable and S Hamilton who was unwell.

101. Declarations of Interest

There were no declarations of interest.

102. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 21st January 2015 be agreed and signed as a correct record.

103. Monthly Accounts

Resolved:

- a) that the January monthly statement for the Current account be agreed;
- b) that the January monthly statement for the Guaranteed Investment account be agreed;
- c) that the January monthly statement for the Corporate Treasury account be agreed;
- d) that the petty cash imprest sheet for January be agreed.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

104. Schedule of payments requiring authorisation

In accordance with item 5.2 of the new Financial Regulations, the schedule of payments was circulated with the agenda. It was noted that all payments this month would be made by BACS.

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

Resolved: Clerk to contact Greensward to advise litter left on Norton Hill Rec area.

105. 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 2) and that the BACS authorisation sheet be signed within the meeting accordingly.

106. Noticeboards for Westfield

Cllrs received an update on spending for noticeboards.

107. Water supply to the hanging basket trees

Cllrs were advised that no one had tendered for the Flowers Contract yet and the closing date was next Monday (23rd February).

Resolved: (1) That the recommendation from the Environment and Development Committee that the quotes for the installation of a water supply for the hanging basket trees be accepted in the amount of £2,505.20 at Nightingale Way (to include the installation of the noticeboard) and £6,758.80 at Wesley Avenue.
(2) that if no tenders are received then the budgetary figure is removed from the specification and BANES be invited to tender, along with the person doing the work for Midsomer Norton, to be ascertained by Cllr Cooper.
(3) that Ron Hopkins be contacted to see if he could find a sponsor for the hanging basket trees and planters.

108. Local Council Award Scheme

The Committee discussed the former Quality Council scheme and the fact that as a Quality Council the Parish Council has, along with all other Quality Councils, been allocated Foundation status in the new scheme.

Resolved: to make an application to the Medium level of the scheme, either urgently, if it affects the CIL, or when feasible to do so.

109. CCTV policy

The draft policy was considered.

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Resolved: (1) to recommend the policy to the Parish Council for adoption.
(2) in accordance with item 2.04, the registered key holders to be the office staff, and to decide further keyholders after the elections in May

110. Elections 2015

Cllrs had no objections to the proposed polling stations at the Methodist Church and Westhill Sports and Community Centre.

The meeting closed at 7:35pm

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APPENDIX 1

Schedule of invoices for payment in FEBRUARY

Invoice Date	Supplier	Details	Nom code	ref no	£ net	VAT	£ gross
28/01/2015	Spectrum Form Design	Westfield Warbler printing	4212/202	B#15	£331.00	£0.00	£331.00
31/01/2015	Greensward	Harrow and spike Norton Hill pitch	4062/308	B#16	£150.00	£30.00	£180.00
30/01/2015	Lazy Days Landscaping	Erect noticeboard at Jubilee Gardens	4925/199	B#17	£390.00	£78.00	£468.00
27/01/2015	AF Denning Ltd	PAT testing at Council office and Pavilion	4018/1	B#18	£78.00	£15.60	£93.60
27/01/2015	AF Denning Ltd	final claim for Christmas tree lights	4223/202	B#18	£160.00	£32.00	£192.00
27/01/2015	AF Denning Ltd	final claim for lights at Mitchards Butcher	4223/202	B#18	£40.00	£8.00	£48.00
29/01/2015	Fireshield	Annual service of fire extinguishers	4018/1	B#19	£87.75	£17.55	£103.30
02/02/2015	Made For You	Dragon's Den winner	4205/202	B#21	£500.00	£0.00	£500.00
02/02/2015	Ev Robinson	Dragon's Den winner	4205/202	B#22	£500.00	£0.00	£500.00
02/02/2015	Radstock Museum	Dragon's Den winner	4205/202	B#23	£432.00	£0.00	£432.00
21/12/2014	Argos	fan heaters for office	4013/1	B#26	£18.98	£3.80	£22.78
18/02/2015	BANES	Temp Events Notice for Fun Day	4232/202	200851	£21.00	£0.00	£21.00
29/01/2015	BANES	Tree works at NH and WH Recreation grounds	4039/202	B#27	£1,470.00	£294.00	£1,764.00
31/01/2015	The Journal	Flowers contract advert	4224/202	B#28	£73.04	£14.61	£87.65
05/02/2015	The Consortium	stationary	4203/1	B#29	£22.39	£4.48	£26.87
09/02/2015	Zonkey	Big Local: creation of dev.myradstock.org.uk	4205/202	B#30	£30.00	£0.00	£30.00
10/02/2015	Robert Wicke	Community Worker for Big Local	4205/202	B#31	£630.00	£0.00	£630.00

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07/02/2015	Bristol Wessex Water	Water use at allotments (recharged to WAGS)	4012/303	B#32	£118.69	£0.00	£118.69
04/02/2015	Oval Commercial	Use of Boardroom Oct-Jan	4131/101	B#33	£375.00	£75.00	£450.00
03/02/2015	SWALLOW	Dragon's Den winner	4205/202	B#34	£500.00	£0.00	£500.00
02/02/2015	Dial a Ride	Dragon's Den winner	4205/202	B#35	£500.00	£0.00	£500.00
06/02/2015	The Community Bus	Dragon's Den winner	4205/202	B#36	£500.00	£0.00	£500.00
03/02/2015	Keynsham Mencap	Dragon's Den winner	4205/202	B#37	£500.00	£0.00	£500.00
09/02/2015	Zumbini (K Burt)	Dragon's Den winner	4205/202	B#38	£500.00	£0.00	£500.00
12/02/2015	Westhill Club	Dragon's Den winner	4205/202	B39	£500.00	£0.00	£500.00
						TOTAL	£8,998.89

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

Schedule of regular payments 2014 15

Supplier	Details	April	May	June	July	August	September	October	November	December	January	February
Accounting Solutions	Payroll Service	£20.00	£47.50	£35.00	£20.00	£25.00	£24.00	£82.50	£20.00	£31.25	£38.75	£20.00
Apollo Technology	IT Support (quarterly)	n/a	n/a	n/a	n/a	£376.75	£0.00	£0.00	£0.00	£286.75	£0.00	£180.00
Avon Pension Fund	Office staff	£921.54	£676.53	£816.62	£816.62	£816.62	£826.69	£826.69	£826.69	£1,008.07	£1,077.27	£995.74
Bristol Wessex Water (DD)	NH Pavilion	£261.53	£0.00	£0.00	£0.00	£306.52	£0.00	£0.00	£0.00	£0.00	£0.00	£215.39
C52 (DD)	IT Support	£57.00	£57.00	£57.00	£57.00	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled
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	£170.34	£0.00	£0.00	£163.45	£0.00	£178.91	£0.00	£0.00	£161.72	£0.00
GPS Telecoms (DD)	Office phone and fax	£25.56	£26.70	£29.79	£25.87	£25.30	£24.76	£29.71	£26.94	£26.70	£27.20	
Greensward	Ground maintenance	£1,549.58	£1,549.58	£1,629.58	£1,629.58	£1,629.58	£1,789.48	£1,629.58	£1,629.58	£1,629.58	£1,629.58	
HMRC	Tax and NI office	£568.36	£587.44	£404.69	£523.09	£434.49	£183.80	£184.00	£201.00	£222.68	£351.37	£222.89
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
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00
Salaries (BACS)	Office staff	£2,511.86	£2,590.30	£2,474.57	£2,356.17	£2,441.17	£1,649.69	£1,649.49	£1,632.49	£2,303.50	£2,457.70	£2,249.06
Southern Electric	NH Pavilion	£0.00	£0.00	£83.21	£0.00	£61.23	£0.00	£0.00	£64.59	£0.00	£0.00	£0.00
Southern Electric	Christmas Tree Lights	£0.00	£0.00	£20.39	£0.00	£17.95	£0.00	£0.00	£23.82	£0.00	£0.00	£0.00

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The Head Groundsman	Flowers contract	£1,500.00	£318.00	£318.00	£318.00	£318.00	£318.00	£318.00	£318.00	£318.00	£318.00	
Total Gas and Power (DD)	NH Pavilion	£0.00	£47.48	£0.00	£0.00	£0.05	£0.00	£0.00	£0.50	£0.00	£0.00	£10.20
Total		£7,921.83	£6,529.79	£6,375.25	£9,939.45	£7,122.51	£5,322.82	£5,405.28	£5,250.01	£6,332.93	£10,254.71	£4,379.73

This amount plus one off payments

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