

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 18th March 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 E Merko (Finance Officer)
There were no members of the public

111. Apologies for Absence

Apologies for absence were received from Cllr A Clarke who was unavailable.

112. Declarations of Interest

There were no declarations of interest.

113. Minutes

It was asked whether the new Foundation Level of the Local Council Award Scheme affected the Council's status with regard to CIL funding. An answer had not yet been received but the Clerk continued to investigate.

Resolved: that the Minutes of the Finance & Personnel meeting held on 18th February 2015 be agreed and signed as a correct record.

114. Monthly Accounts

Resolved:

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

115. Schedule of payments requiring authorisation

In accordance with item 5.2 of the Financial Regulations, the schedule of payments was circulated with the agenda.

The Committee asked if there was a timescale for completion of the works to install the automatic watering system at the two hanging basket trees. It was confirmed that cheque payment has been sent to Bristol Water the previous week and that confirmation of a start date was awaited.

It was noted that one invoice was over £5000. Therefore, in accordance with Financial Regulation 4.1 it should be ratified by full Council.

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- Resolved:** a) that the schedule of payments for March be agreed (attached as Appendix 1) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly;
- b) that the Big Local payment to Somer Valley FM of £5230.75 be ratified by full Council on 7th April.

116. 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 and cheques be signed within the meeting accordingly.

117. Year-End additional payments schedule

It was proposed and agreed that final invoices for 2014/15 should be signed and paid outside of the meeting on 31st March.

- Resolved:** that Cllrs Wilkinson and Fuller be authorised to sign final payments for Financial Year 2014-15 outside of the meeting on 31st March.

118. Annual Creditors and Bad Debt Reports

The Committee received reports in respect of outstanding creditors and debtors of the Parish Council.

It was noted that Camerton Athletic football team was making payments in instalments as agreed previously at this Committee. It was suggested that teams that use the pitch on an ad hoc basis should only have keys for each game and return them afterwards.

There was discussion of the distribution of keys to football teams and whether it would be better management for a Council representative to open up and lock up for each game. It was asked that the issue be discussed at a future meeting.

It was requested that a list of bad debts that had been written off over the 4-year term of the Council be calculated as a percentage of the turnover and presented to the next meeting as an indication of the Council's financial management.

- Resolved:** a) to continue to chase outstanding payments and ask for payment by the end of March if possible;
- b) to request the return of Pavilion keys by FC Norton and to make arrangements for giving keys for each match to be returned afterwards;

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- c) to put the item of a key handler for Norton Hill Pavilion on the agenda for a meeting before the start of the next football season;
- d) to compile a list of written off debts from 2011-2015 to present at the next meeting of the Committee.

119. Review of the Treasury Management Policy 2015

It was proposed and agreed that revenue reserve should remain at four months to be reviewed next year.

Resolved: that the Treasury Management Policy be amended as above and referred to Parish Council for adoption.

120. Guaranteed Investment Account

The Committee received details of alternative Fixed Rate Deposit accounts. It was agreed that any investment needed to be flexible; therefore the accounts which did not allow access to the money for 6 or 12 month periods were not suitable. The Committee was wary of the unknown bank Aldermore and felt that the on-line-only management of the account was risky. It was requested that the Internal Auditor be asked for advice on an internet-only account and on whether he had knowledge of Aldermore.

It was felt that the most prudent option would be for the investment to remain in the Co-operative Fixed Rate Deposit account and be reviewed at the time of its next maturity.

Resolved: to keep the investment with Cooperative Bank until the next maturity date.

121. Code of Corporate Governance

Resolved: that the Code of Corporate Governance be referred to Parish Council for adoption.

122. Annual Review of the Effectiveness of the Internal Control Environment

Resolved: that the Internal Control document be referred to Parish Council for adoption.

123. Annual Review 2014/15

Resolved: that the Annual Review be recommended to the Annual Parish Meeting.

124. Local Council Award Scheme

The Committee received three draft policies for consideration. The policies were required for achievement of Quality level of the new Local Council Award Scheme.

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It was suggested that, as well as compliance on employment the Equalities Policy could also include details such as access at recreation grounds, allotments etc and in consideration of grant applications.

It was clarified that the Model Publication Scheme of the Information Commissioner's Officer should be considered for adoption, un-changed; to be accompanied by the table of information to be published showing how the Parish Council complies with the scheme.

It was suggested that the Parish Council's role as Locally Trusted Organisation for the Big Local be added to the Community Engagement policy.

Resolved: that the Equalities, Freedom of Information and Community Engagement policies, with the amendments detailed above, be referred to Parish Council for adoption.

125. Grants feedback

The Committee received a letter from Wansdyke Play Association detailing how it had spent the money that had been underspent from the 2013-14 grant.

Resolved: that this letter be noted.

The meeting closed at 7.55pm

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APPENDIX 1

Schedule of invoices for payment in MARCH							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
15/02/2015	Amanda Watts	Big Local Dragon's Den refreshments	4205/202	B#49	£150.00	£0.00	£150.00
16/02/2015	Prattens Social Club	Dragon's Den grant	4205/202	B#70	£500.00	£0.00	£500.00
16/02/2015	The Consortium	stamps	4022/1	B#50	£155.00	£0.00	£155.00
24/02/2015	Frome Sign Company	title for noticeboard	4925/199	B#51	£45.00	£9.00	£54.00
03/03/2015	Oval Commercial	use of Boardroom in February	4131/101	B#54	£60.00	£12.00	£72.00
23/02/2015	Slingsby	Noticeboard for WAGS	4039/303 4925/199	B#55	£922.00	£184.40	£1,106.40
16/12/2014	PC World	Fax modem	4021/1	B#57	£14.16	£2.83	£16.99
24/02/2015	Bristol Water	Standpipe supplies for automatic watering systems at Wesley Ave and Nightingale Way	4224/202	200852	£996.00	£198.40	£1,195.20
19/02/2015	The Notice Board Company	Noticeboard for Nightingale Way	4925/199	B#58	£1,138.00	£227.60	£1,365.60
05/03/2015	Robert Wicke	Big Local Community Worker	4205/202	B#59	£1,230.00	£0.00	£1,230.00
04/03/2015	Apex Alarms	Installation of CCTV at NH Rec	4227 & 4233/202	B#60	£4,865.00	£973.00	£5,838.00
06/03/2015	SWALLOW	Re-sending Dragon's Den payment	4205/202	B#67	£500.00	£0.00	£500.00
16.03.15	Sarah Westell	Big Local Community Worker	4205/202	B#71	£1,368.60	£0.00	£1,368.60
11/03/2015	Apex Alarms	replace battery in garage alarm	4062/308	B#60	£22.50	£4.50	£27.00
17/03/2015	Frome Sign Company	stickers for CCTV signs & No Sky Lantern signs	various	B#51	£73.00	£14.60	£87.60
16/03/2015	Somer Valley FM	Big Local communications	4205/202	B#69	£5,203.75	£0.00	£5,203.75
						TOTAL	£18,870.14
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	March
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	£346.19
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	£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	£0.00
C52 (DD)	IT Support	£57.00	£57.00	£57.00	£57.00	Cancelled	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	£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	£29.97	
Greensward	Ground maintenance	£1,549.58	£1,549.58	£1,629.58	£1,629.58	£1,629.68	£1,789.48	£1,629.58	£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	£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	£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	£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	£2,859.32
Southern Electric	NH Pavilion	£0.00	£0.00	£83.21	£0.00	£61.23	£0.00	£0.00	£64.59	£0.00	£0.00	£63.31	£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	£20.39	£0.00
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	£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	£0.00
Total		£7,921.83	£6,529.79	£6,375.25	£9,939.45	£7,122.61	£5,322.82	£5,405.28	£5,250.01	£6,332.93	£10,254.71	£6,460.93	£4,910.59
This amount plus one off payments													
Highlight if over £5000 as this requires full Parish Council approval													
added since agenda was distributed						includes Chair's Allowance and travel costs							

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