

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Monday 19<sup>th</sup> September 2011 commencing at 10.00am

**Present:** Chair of the Committee: Cllr R Moss  
Chair of the Council: Cllr R Appleyard (10.20 am)  
Councillors: Mrs A Clarke, G Fuller, T Pack and P  
Wilkinson (Vice Chair of Committee)

**In Attendance:** Mrs L J Welch (Parish Clerk)  
Mrs H Franklin (Finance Officer)

**Also Present:** Mr S Collins – Midsomer Norton & District Carnival Association

Councillor P Wilkinson took the Chair.

A decision was taken to bring Item 13(c) Midsomer Norton & District Carnival Association forward as Mr Steve Collins, Chair of this Association was present to address the Committee.

### 8. Apologies for Absence

There were no apologies for absence.

### 9. Declarations of Interest

The Chair of the Council, Councillor R Appleyard declared an interest in respect of Item 13 Grants / donations requests, Midsomer Norton & District Carnival Association, being of Vice President of the Association.

### 10. Grants/Donation Requests

Mr S Collins, Chair of the Midsomer Norton & District Carnival Association made a short presentation to the Committee of the type of activities carried out by the Carnival Association and the organisations that it supports off of the back of the events in runs. Ideally the Carnival Association would be looking for a three year funding package of £5,000 per year if not for this year then perhaps from the next financial year. Mr Collins advised that the Carnival Association had also contacted both Midsomer Norton and Radstock Town Councils but as yet had not received a response from either.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

## Westfield Parish Council

Mr Collins advised that it would be grateful to receive any funding which Westfield Parish Council were prepared to give and in return would be more than happy to publicise the Council wherever possible and use the Council's logo on its correspondence.

Mr Collins answered questions from Councillors.

- Resolved:**
- a) That it be recommended to the Parish Council that the £2,618 set aside in the Budget prepared by Bath & N E Somerset Council be granted to the Midsomer Norton & District Carnival Association for this financial year;
  - b) That consideration in the longer term be given to a 3 year funding agreement to the Midsomer Norton & District Carnival Association with a further meeting being arranged when the support of the other Councils was known.

### 11. Calendar of Meetings

Members were asked to consider and agree a Calendar of Meetings.

- Resolved:** That for the time being and until the outcome of the Task Group Meetings is resolved, the Finance & Personnel Committee meets on a fortnightly basis with the next three meetings being agreed as follows:
- Monday 10<sup>th</sup> October 2011 at 10 am in the Oval Office;
  - Monday 31<sup>st</sup> October 2011 at 10 am in the Oval Office;
  - Monday 14<sup>th</sup> November 2011 at 10 am in the Oval Office.

### 12. Monthly Accounts

Members were presented with accounts for the last five months together with the Petty Cash Reconciliation book to agree and sign off. Members were advised that accounts in future would be presented on a monthly basis.

- Resolved:** That the monthly accounts as presented together with the Petty Cash Reconciliation from April to August 2011 be agreed and signed off.

The Chair of the Council, Councillor R Appleyard arrived at 10.20 am.

### 13. Budgets

Members considered Budget papers as submitted with the Agenda together with Budget papers as prepared and presented at the meeting by the Chair of the Finance & Personnel Committee.

The Chair of the Finance & Personnel Committee explained Budget figures to the Committee with discussions following on the main items of concern:

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Signed ..... Dated .....

## Westfield Parish Council

- Football income in respect of Norton Hill & Westhill pitches;
- Use of electricity and shower facilities at Norton Hill Pavilion;
- Level of Grant Funding.

- Resolved:**
- a) That comparison hire charges be obtained in respect of pitch hire;
  - b) That the cost of separately metering the use of electricity and showers be investigated at Norton Hill Pavilion;
  - c) That the cost of installing depressed switches for lighting at Norton Hill Pavilion be investigated;
  - d) That individual Grant Funding headings be deleted and put into one overall Grant Budget as proposed by Councillor R Moss, seconded by Councillor T Pack and agreed by the Committee;
  - e) That a report be brought back to Full Council for a decision to be made as to whether the Council administers the Grants process internally or with the use of an external organisation.

### 14. Grants/Donation Requests

The Committee considered funding applications in respect of the following organisations:

- a) St Nicholas Church – The Committee felt that this issue should have been resolved by Bath & N E Somerset Council during the Reorganisation process;

**Resolved:** To recommend to the Parish Council that in the spirit of the Reorganisation Order an amount of £1,414 (this being 25% of the final amount) be donated as the final year of funding to St Nicholas Church, because the graveyard is used by the people of Westfield.

- b) Midsomer Norton & Radstock Silver Band – It was agreed to respond to this organisation stating that it would be happy to consider proposals to support events in Westfield Parish as they arise.

- a) Donation – Poppy Appeal for Wreaths at Remembrance Day

**Resolved:** a) To recommend to the Parish Council that two wreaths be ordered for the Radstock and Midsomer Norton commemorations.

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Signed ..... Dated .....

**Westfield Parish Council**

**15. Miners Welfare Trust in Midsomer Norton, Radstock & Westfield**

The Committee discussed the background to the Trusts and how they had been dealt with in the Re-organisation. It was agreed to seek clarity in the requested meeting with Vernon Hitchman and Tim Richens of Bath and North East Somerset Council.

Once the Trusteeship of Westhill and Norton Hill Grounds had been clarified with the Charity Commission, it should be possible to access Trust Funds. This would be put back on the next agenda.

**16. Norwest Bowls Club Lease**

**Resolved:** That the Clerk writes a report on the Conditions within the lease and that the Chair of the Council and the Clerk initiate a meeting with the Bowls Club to introduce Westfield Parish Council.

**17. Preparations for Christmas OAP's Party, venue and organisation, purchase and erection of tree and lights at Westfield Shops**

**Resolved:** That this year the OAP's party be not held, but that, possibly within the Parish Plan, an understanding of the needs and target group be established.

**Resolved:** That it be recommended to the Parish Council that a rooted Christmas tree be purchased, positioned on the public ground to the right of the local Westfield Shops. Quotes for the tree and planting to be brought back to the Finance and Personnel Committee. The electric point to be funded by the BANES Ward Initiative.

**Resolved:** That 8 equal length trees be purchased to go above the local shops and that the tree holder above the Pharmacy be lowered in line with the others.

**18. 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 .....