

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Wednesday 20<sup>th</sup> April 2016 commencing at 7pm

**Present:** Cllr P Wilkinson (Chair), Cllrs D Cooper, K Docherty and R Hopkins

**Absent:** R Moss, A Seaman-Moss, B Wallbridge and P Williams

**In Attendance:** Mrs E Merko (Finance Officer)

**138. Apologies for Absence**

Apologies were received from Cllrs Moss and Wallbridge who were not available and from Cllrs Seaman-Moss and Williams who were unwell.

**139. Declarations of Interest**

There were no declarations of interest.

**140. Minutes**

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 23<sup>rd</sup> March 2016 be agreed and signed as a correct record.

**141. Budget variation update**

The report on budget variances was noted.

**142. Monthly Accounts**

**Resolved:**

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

**143. 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 noted that there were two additional payments for reimbursement of expenses to be made which had been omitted. The reimbursement payments would be made as soon as possible outside of the meeting and reported at the next meeting.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**Resolved:** that the schedule of payments made on 31<sup>st</sup> March as well as the payments for April be agreed (attached as Appendices 1-3) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly.

**144. 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 4) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

**145. Verification of bank reconciliations**

In accordance with item 2.2 of the Financial Regulations, the bank reconciliations had been verified against the bank statements by Cllr Docherty and were confirmed as correct.

**146. Earmarked Reserves**

The report of funds to be carried over to earmarked reserves was approved.

**147. Camerton Athletic FC**

The team's decision to close was noted as well as the satisfactory settlement of the team's debt to the Parish Council.

**148. Data protection and risk assessment**

The policy and risk assessment were reviewed and confirmed as satisfactory.

**Resolved:** to recommend the data protection policy and risk assessment to full Council for approval.

**149. Equalities Policy 2016**

The policy was reviewed.

**Resolved:** to recommend the policy to full Council for approval.

**150. Confidential Reporting Policy**

The amendments to the policy as suggested at the last meeting were approved as satisfactory.

**Resolved:** to recommend the policy to full Council for approval.

The meeting closed at 7.35pm

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

APPENDIX 1

<b>Schedule of invoices for payment in APRIL</b>							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
21/03/2016	Trophies of Radstock	Chain of Office	4102/102	B#328	£312.50	£62.50	£375.00
22/03/2016	Zurich	Parish Council insurance 2016-17	4025/1	B#331	£2,753.29	£55.41	£2,808.70
03/03/2016	ALCA	ALCA/NALC subscription 2016/17	4024/1	B#334	£702.29	£0.00	£702.29
31/03/2016	The Journal	advert for NP consultations	4206/202	B#335	£134.99	£27.00	£161.99
29/03/2016	Southwest Foundation	part payment towards consultations	4206/202	B#336	£700.00	£0.00	£700.00
	Moneysoft	payroll software renewal	4006/1	B#337	£60.00	£12.00	£72.00
15/04/2016	Suez	Legionella testing	4018/1	B#348	£291.67	£58.33	£350.00
04/04/2016	Worcester Research	Housing Needs Survey and postage	4206/202	B#345	£3,832.00	£766.40	£4,598.40
12/04/2016	The Consortium	presents for NP logo designers	4206/202	B#344	£60.21	£12.04	£72.25
15/04/2016	Trinity Methodist Church	Hall for NP Consultation	4206/202	B#343	£30.00	£0.00	£30.00
	Diana Cooper	Trees, plants, shrubs and sundries for flowers in public places	4230/202	200899	£61.04	£12.21	£73.25
						<b>TOTAL</b>	<b>£6,760.18</b>
This amount plus regular scheduled monthly payment							
Added since agenda was distributed						paid on 1st April 2016	
Highlight if over £5000 as this requires full Parish Council approval							

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

APPENDIX 2

<b>Schedule of invoices paid on 31st MARCH - YEAR-END</b>							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
24/03/2016	HMRC	PAYE against Chair's Allowance	515/0	B#326	£120.00	£0.00	£120.00
24/03/2016	Robin Moss	Balance of Chair's Allowance	4101/102	200898	£117.17	£0.00	£117.17
29/02/2016	Greensward (Feb)	Grounds maintenance in February	4039/307 4039/308	B#329	£1,644.59	£328.92	£1,973.51
18/03/2016	Greensward (March)	Grounds maintenance in March dispose of gas bottle from Westhill Rec Dispose of garden waste from Westhill Rec	4039/307 4039/308 4062/307 4062/307	B#329	£1,744.59	£348.92	£2,093.51
14/03/2016	Viking	stationary	4023/1	B#327	£8.98	£1.80	£10.78
24/03/2016	SSE	electricity for festive lights on lamposts	4223/202	B#330	£45.30	£9.05	£54.35
30/03/2016	Oval Commercial	additional use of boardroom in February	4131/101	B#332	£20.00	£4.00	£24.00
30/03/2016	Oval Commercial	use of boardroom in March	various	B#332	£100.00	£20.00	£120.00
26/03/2016	Lazy Days	raised beds around trees at Jubilee Green	4227/202	B#333	£280.00	£56.00	£336.00
						<b>TOTAL</b>	<b>£4,849.32</b>
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 4

Schedule of regular payments 2016-17 (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											
Apollo Technology	Remote Back-up (quarterly)	£0.00											
Apollo Technology	Hosted excahnge	£14.85											
Avon Pension Fund	Office staff	£1,170.92											
Bristol Wessex Water (DD)	NH Pavilion	£0.00											
First Office	Photocopier & Maintenance (quarterly)	£0.00											
GPS Telecoms (DD)	Office phone and fax	£26.36											
Greensward	Ground maintenance	£0.00											
HMRC	Tax and NI office	£236.78											
KCOM (was Eclipse) (DD)	Broadband	£19.95											
Oval Commercial (SO)	Office Rental	£486.45											
Oval Commercial	Use of Boardroom	£0.00											
Public Works Loans Board (DD)	Westhill Play Area	£0.00											
Salaries (and expenses)	Office staff	£2,321.59											
Southern Electric	NH Pavilion	£0.00											
Southern Electric	Christmas Tree Lights	£1.27											
Total Gas and Power (DD)	NH Pavilion	£0.00											
<b>Total</b>		<b>£4,278.17</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
This amount plus one off payments													
Highlight if over £5000 as this requires full Parish Council approval added since agenda was distributed													

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