

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 20th May 2015 commencing at 7pm

- Present:** Cllrs: D Cooper, K Docherty, R Moss, P Williams and P Wilkinson
- Also attending:** Cllrs: G Fuller and R Hopkins
- Absent:** Cllr B Wallbridge
- In Attendance:** Mrs L Welch (Parish Clerk), Mrs E Merko (Finance Officer)

1. Election of Chair of the Committee

Cllr Wilkinson was nominated and seconded.

Resolved: That Cllr Wilkinson be elected Chair of the Finance and Personnel Committee for 2015/16.

2. Election of Vice Chair of the Committee

Cllr Williams was nominated and seconded.

Resolved: That Cllr Williams be elected Vice Chair of the Finance and Personnel Committee for 2015/16.

3. Apologies for Absence

Apologies were received from Cllr Wallbridge.

4. Declarations of Interest

Cllr Moss declared a non-pecuniary interest as Chair of the Big Local Steering Group. Cllr Wilkinson declared a non-pecuniary interest in item 12 as the current distributor of the newsletter was his grandson.

5. Minutes

It was reported that no payment or correspondence had yet been received from FC Norton. It was requested that contact be made one more time by telephone to investigate the issues and that if this was not successful to look to take the issue to the Small Claims court.

Resolved: that the Minutes of the Finance & Personnel meeting held on 22nd April 2015 be agreed and signed as a correct record.

6. Monthly Accounts

Minutes are draft until agreed at the next meeting.

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Westfield Parish Council

- Resolved:**
- a) that the April monthly statement for the Current Account be agreed;
 - b) that the April monthly statement for the Guaranteed Investment account be agreed;
 - c) that the April monthly statement for the Corporate Treasury account be agreed;
 - d) that the petty cash imprest sheet for May be agreed.

7. Annual Return for 2014-15

It was noted that the Internal Auditor had found a discrepancy of £741.52 between the accounts and the financial statements. This was being investigated with the Council's accountants and a full set of corrected figures would be presented to Council on 1st June 2015.

Resolved: to recommend the Annual Return figures to Council once any necessary adjustments had been made.

8. Year-End Accounts

The Year-End accounts were received and noted. There was a query as to whether new Councillors should approve the accounts as these Councillors had not been present during the preceding year. However, it was confirmed that it was correct that the Council sitting at the time of approval was authorised to approve the accounts.

The healthy balance on the Rolling Capital Fund was noted and discussion of capital project plans would take place during the course of the year.

9. Schedule of payments requiring authorisation

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

Reference was made to return of the £1300 bond money to the fun fair. Cllr Fuller who had inspected the pitch before and after the event was very happy to recommend the return of all the bond money. It was requested that a letter of thanks be sent to Shaun Rogers for the care that was taken by the fun fair.

It was further noted that the Fun Fair had afforded Norton Hill Trust £1020 in unbudgeted income and that the E&D Committee may wish to consider how this could be spent and make a request to the Trust accordingly.

The Committee considered a request from the E&D Committee that income received from the Big Local LTO Management Fee should be used to build up a "Community Fund" for projects such as the Fun Day, the Christmas Fair and possible future events such as a Christmas Party.

- Resolved:**
- a) that the schedule of payments for May be agreed (attached as Appendix 1) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly;
 - b) that the income from the Fun Fair be reported to E&D Committee;

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- c) that a letter of thanks be sent to Shaun Rogers Fun Fairs;
- d) that the Council create a Community Fund in which would budgeted all income from Big Local LTO Management fee;
- e) that a further sum of £3000 originally budgeted for a grant to MSNR Carnival be made to the Community Fund by virement.

10. 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.

11. Grant Funding 2015/16

The Grants Criteria and application form for 2015/16 were considered.

Resolved: a) to remove reference to vehicles being given low priority;
b) to agree the grants criteria for 2015/16.

12. Newsletter distribution

A quotation from Ignyte for distribution of the new newsletter was considered. It was noted that the cost would be double the amount that is paid to the current distributor. It was suggested that, as the new newsletter would be bigger (and heavier), the current fee should be increased.

Resolved: a) not to accept the quotation from Ignyte for distribution of the newsletter.
b) to increase the fee paid to the current distributor to £300 from September 2015.

13. Westfield Action Plan 2015/16

The draft action plan was considered and agreed. The plan would be revisited when considering the budget for 2016/17.

Resolved: that the Action Plan be agreed and displayed on the Parish Council website.

The meeting closed at 7.50pm

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APPENDIX 1

Schedule of invoices for payment in MAY							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
29/04/2015	Westfield Parish Council	Fun Day Petty cash	4232/202	200858	£300.00	£0.00	£300.00
30/04/2015	DCK Beavers	Year-End closedown plus mileage	4058/1	B#94	£213.45	£42.69	£256.14
01/05/2015	SAGE	Payroll services - April only	4006/1	DD	£2.41	£0.49	£2.90
30/04/2015	Lazy Days	hard standing at time capsule	4234/202	B#96	£1,980.00	£396.00	£2,376.00
05/05/2015	Community Heartbeat	electrode pads for defibrillator	4018/1	B#97	£53.00	£10.60	£63.60
12/05/2015	SignEfix	backing for noticeboard at Jubilee Gardens	4925/199 4227/202	B#98	£118.00	£23.60	£141.60
30/04/2015	Greensward	Play Inspection report actions and extra weedkilling	4062/308	B#107	£145.00	£29.00	£174.00
12/05/2015	Rob Wicke	Big Local Community Worker	580/0	B#101	£1,440.00	£0.00	£1,440.00
20/04/2015	Oakus Ltd	installation of watering systems at hanging basket trees - 60% complete	4224/202	B#105	£4,397.28	£879.46	£5,276.74
11/05/2015	ALCA	Good Councillor's Guide	4102/102	B#106	£10.00	£0.00	£10.00
13/05/2015	Accounting Solutions	Preparation of year-end accounts	4058/1	B#94	£325.00	£65.00	£390.00
19/05/2015	Westfield Parish Council	Petty cash	n/a	200859	£56.54	£0.00	£56.54
19/05/2015	Norton Hill Rec Trust	transfer of Fun Fair fee to Trust	1019/603	B#109	£1,020.00	£0.00	£1,020.00
19/05/2015	Shaun Rogers Fun Fair	return of bond money	1034/308	B#108	£1,300.00	£0.00	£1,300.00
15/05/2015	Sarah Westell	Big Local Community Worker	580/0	B#110	£630.00	£0.00	£630.00
						TOTAL	£13,437.52
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 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										
Apollo Technology	Remote Back-up (quarterly)	£0.00	£0.00										
Apollo Technology	Hosted excahnge	£14.85	£0.00										
Avon Pension Fund	Office staff	£1,065.65	£1,065.65										
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00										
Eclipse (DD)	Broadband	£19.95	£19.95										
First Office	Photocopier & Maintenance (quarterly)	£0.00	£211.24										
GPS Telecoms (DD)	Office phone and fax	£34.98	£36.31										
Greensward	Ground maintenance	paid in March	£1,645.41										
HMRC	Tax and NI office	£212.55	£212.75										
Oval Commercial (SO)	Office Rental	£486.45	£486.45										
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00										
Salaries (BACS)	Office staff	£2,287.29	£2,258.09										
Southern Electric	NH Pavilion	£0.00	£0.00										
Southern Electric	Christmas Tree Lights	£0.00	£0.00										
Total Gas and Power (DD)	NH Pavilion	£0.00	£8.36										
Total		£4,121.72	£5,944.21	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
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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