

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Wednesday 21<sup>st</sup> January 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 present.

**86. Apologies for Absence**

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

**87. Declarations of Interest**

Cllr Moss declared a non-pecuniary interest in item 6 Schedule of Payments requiring authorisation as the Chair of the Big Local, Radstock & Westfield.

**88. Minutes**

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 17<sup>th</sup> December 2014 be agreed and signed as a correct record.

**89. Monthly Accounts**

With the Guaranteed Investment account coming up for renewal it was suggested that the market should be investigated for better deals but to keep the current arrangement if it is still the best available option.

**Resolved:**

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

**90. Budget variation update**

As per Financial Regulation 4.8, written explanations of the budget variations which were over 15% or £100 as at 31<sup>st</sup> December 2014 were received and noted.

**91. Schedule of payments requiring authorisation**

Minutes are draft until agreed at the next meeting.

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

## Westfield Parish Council

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 January be agreed (attached as Appendix 1) and that the BACS authorisation sheet be signed, within the meeting, accordingly.

### 92. 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.

### 93. 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 Cooper and were confirmed as correct.

### 94. Precept

The Committee considered the draft Precept calculations based on the budget which had been approved at the Parish Council meeting on 1<sup>st</sup> December 2014.

There was discussion of the Earmarked Reserves for play equipment. It was agreed that half of the earmarked reserve should be spent on additional play equipment for the Westhill play area in 2015/16.

There was discussion of the likely withdrawal of the Parish Grant from BANES in 2016/17. Councillors were pleased to learn that more than half of the grant would be accounted for by the number of new houses that had been built in Westfield.

The Council was congratulated on being able to maintain a 0% increase in the Band D equivalent of the precept for a third year. The Clerk was thanked for her time and expertise in preparing the calculations.

The draft Precept leaflet was also considered and agreed with no amendments.

**Resolved:**

- a) to agree the Precept in the amount of £171,810, (£96.79 Band D equivalent) for 2015/16 and to forward it for approval by full Council on 2<sup>nd</sup> February 2015;
- b) to agree the Precept leaflet and to forward it for approval by full Council on 2<sup>nd</sup> February 2015;
- c) to recommend to full Council that additional play equipment for Westhill play area be investigated.

### 95. Financial Risk Management 2015

The Committee received and considered the strategy document, the Financial Risk Management Report and the Annual Review of the Insurance Schedule.

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

## Westfield Parish Council

It was asked that the impact of the risk of Loss of money through theft/misappropriation (ref 306) should be changed to Low.

**Resolved:** to agree the documents and make the change detailed above.

### 96. Fixed Assets

The list of fixed assets was received and considered, noting in particular new items which had been added in 2014. It was confirmed that Parish Councils are not required to depreciate the value of assets over time.

**Resolved:** that the list of Fixed Assets be recommended for approval to the Parish Council.

### 97. s.106 contributions for developments in Westfield

The Committee received and discussed the table of s.106 contributions. It was decided that the Parish Council should look to anticipate contributions in the future and ensure that it is involved in the process of deciding how money is spent if it is to be for a purpose which would be within its responsibility.

### 98. Pitch Hire at Norton Hill and Westhill Recreation Grounds

The Committee received a request for an extension on payment of the Pitch Hire fee and considered the reasons given. It was reported that instalment payments had already been made towards the outstanding payment. The Committee received a report on the charging of VAT on pitch hire and considered whether VAT should be added to the current fee for hire of the pitch.

**Resolved:**

- a) that Camerton Athletic FC be allowed to continue to make payments in instalments towards its pitch hire fee;
- b) that VAT should be added to the cost of pitch hire if the conditions for exemption are not met;
- c) that for 2015/16 clubs should be given the option to pay for blocks of 10 bookings in advance in order to meet with VAT exemption regulations. The clubs will be informed accordingly.

### 99. Payroll

The proposal for Westfield Parish Council to take over administration of its own Payroll was approved.

**Resolved:** that the Parish Council purchases SAGE One Payroll software at a cost of £5pcm + VAT.

It was agreed to exclude the press and public on the grounds that in view of the confidential nature of the business to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

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



## 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		
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		
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		
Bristol Wessex Water (DD)	NH Pavilion	£261.53	£0.00	£0.00	£0.00	£306.52	£0.00	£0.00	£0.00	£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			
First Office	Photocopier & Maintenance (quarterly)	£0.00	£170.34	£0.00	£0.00	£163.45	£0.00	£178.91	£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			
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			
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		
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		
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		
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		
Southern Electric	NH Pavilion	£0.00	£0.00	£83.21	£0.00	£61.23	£0.00	£0.00	£64.59	£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		
The Head Groundsman	Flowers contract	£1,500.00	£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			
<b>Total</b>		<b>£7,921.83</b>	<b>£6,529.79</b>	<b>£6,375.25</b>	<b>£9,939.45</b>	<b>£7,122.51</b>	<b>£5,322.82</b>	<b>£5,405.28</b>	<b>£5,250.01</b>	<b>£6,332.93</b>	<b>£8,098.26</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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