

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 21st October 2015 commencing at 7pm

Present: Cllr P Wilkinson (Chair), Cllrs D Cooper, K Docherty, A Seaman-Moss and P Williams (Vice-Chair)

Absent: R Hopkins, R Moss and B Wallbridge.

In Attendance: Mrs L Welch (Parish Clerk) and Mrs E Merko (Finance Officer)

55. Apologies for Absence

Apologies were received from Cllrs Hopkins, Moss and Wallbridge.

56. Declarations of Interest

There were no declarations of interest.

57. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 23rd September 2015 be agreed and signed as a correct record.

58. Budget variation update

The report on budget variances was noted.

59. Monthly Accounts

Resolved:

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

60. Schedule of payments requiring authorisation

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

Resolved: that the schedule of payments for October be agreed (attached as Appendices 1 and 2) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

61. 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 3) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

62. 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. However, it was noted that as Cllr Cooper was now a bank signatory she could no longer perform this task. Cllr Docherty was therefore appointed to verify the bank statements in future.

63. Budget 2015/16

The issue of vandalism at Norton Hill Recreation Ground was discussed. It was suggested that security lighting could reduce incidents at the basketball / petanque courts.

Resolved: a) to investigate the options and cost for security lighting;
b) to consult with the residents of Upper Court;
c) if necessary, to add the cost of security lighting to next year's budget.

64. Annual Review of Fees and Charges

It was agreed that a small increase should be added to the pitch hire fees to reflect the rising cost of maintenance and utilities at the grounds.

Resolved: a) that the pitch hire fees be increased by 2%;
b) that the allotments' fee be frozen as there were no direct costs associated with the grounds;
c) that the rental fee from Norwest Bowls club continue as per the lease agreement.

65. Grants 2015/6

Councillors Wilkinson, Williams and Cooper were appointed as the Grants sub-Committee. The Committee would meet on Tuesday 27th October and would report their recommendations for grant awards to the Parish Council on 2nd November.

66. Fixed Rate Deposit Account

The advice of St James Place was received. It was noted that the account with Nationwide was preferable in terms of interest and in terms of reducing risk.

Resolved: that the funds set aside for fixed rate investment (£43,225.90) should be invested in the Nationwide Business Fixed Rate account for a fixed term of six months for review in April 2016.

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67. Landscape Contract at the Trust Grounds

Resolved: that the specifications for the work on the Trust Grounds be agreed and put out for tender in December.

68. Bad Debt – FC Norton football team

The Committee heard that an initial payment of £50 had been received from FC Norton towards the debt of £296. The keys to the Pavilion had also been returned. The next instalment payment had been promised shortly. An “admission form” which was part of the court process was also required from the team to be sent to the Parish Council. This would be chased.

69. Training policy and statement of intent for councillors and employees

The policy was reviewed.

Resolved: that the policy be adopted. The next review would be in 2018.

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 is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

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APPENDIX 1

Schedule of invoices for payment in OCTOBER							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
-	Norton Hill Recreation Ground	transfer pitch hire fees from FC Norton (chq mistakenly made out to Westfield Parish Council)		B#186	£50.00	£0.00	£50.00
-	Norton Hill Recreation Ground	transfer pitch hire fees from Meadow Rangers (chq mistakenly made out to Westfield Parish Council)		B#187	£204.00	£0.00	£204.00
30/09/2015	Greensward	repair bench at Norton hill Rec	4062/308	B#193	£95.00	£19.00	£114.00
06/10/2015	The Consortium	stationary	4023/1	B#194	£82.67	£16.54	£99.21
06/10/2015	The Consortium	stationary	4023/1	B#194	£5.49	£1.10	£6.59
15/10/2015	Wiltshire Assoc of Local Councils	App fee for LCAS - Quality status	4024/1	B#200	£64.00	£12.80	£76.80
14/10/2015	AF Denning	Elec inspection and certificates at Norton Hill Pavilion	4014/308	B#199	£126.00	£25.20	£151.20
21/10/2015	Westfield PC	Petty cash for Christmas Fair	4232/202	200870	£100.00	£0.00	£100.00
						TOTAL	£801.80
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

BIG LOCAL: Schedule of invoices for payment in OCTOBER

*Big Local payments are administered by Westfield Parish Council as the Locally Trusted Organisation.
Payments are made from the Big Local funds and are in no way connected to Parish Council funds.*

Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT**	£ gross
01/10/2015	Robert Wicke	Community Worker Sept	580/0	B#197	£1,485.00	£0.00	£1,485.00
16/10/2015	Robert Wicke	Community Worker 1-16 Oct	580/0	B#197	£690.00	£0.00	£690.00
16/10/2015	Sarah Westell	Community Worker Sept-Oct	580/0	B#198	£645.00	£0.00	£645.00
16/10/2015	Sarah Westell	glowsticks	580/0	B#198	£100.00	£0.00	£100.00
13/10/2015	Inspire Embroidery	Logo jumpers	580/0	B#201	£86.50	£0.00	£86.50
						TOTAL	£3,006.50
** VAT cannot be claimed on Big Local payments							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval							

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APPENDIX 3

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	£286.75	£0.00	£286.75	£0.00	£0.00					
Apollo Technology	Remote Back-up (quarterly)	£0.00	£0.00	£90.00	£0.00	£90.00	£0.00	£0.00					
Apollo Technology	Hosted excahnge	£14.85	£0.00	£29.70	£14.85	£14.85	£14.85	£14.85					
Avon Pension Fund	Office staff	£1,065.65	£1,065.65	£1,065.65	£1,065.65	£1,305.77	£1,065.65	£1,065.65					
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£276.95	£0.00					
Eclipse (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95					
First Office	Photocopier & Maintenance (quarterly)	£0.00	£211.24	£0.00	£0.00	£173.25	£0.00	£0.00					
GPS Telecoms (DD)	Office phone and fax	£34.98	£36.31	£26.50	£29.81	£29.31	£28.24	£25.97					
Greensward	Ground maintenance	paid in March	£1,645.41	£1,723.77	£1,882.95	£1,806.23	£1,804.59	£1,804.59					
HMRC	Tax and NI office	£212.55	£212.75	£212.55	£170.15	£460.66	£201.95	£84.15					
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45					
Oval Commercial	Use of Boardroom	£0.00	£0.00	£120.00	£60.00	£60.00	£0.00	£130.00					
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00					
Salaries	Office staff	£2,287.29	£2,258.09	£2,258.29	£2,300.69	£2,962.87	£2,268.86	£2,432.14					
Southern Electric	NH Pavilion	£0.00	£0.00	£85.54	£0.00	£0.00	£293.87	£0.00					
Southern Electric	Christmas Tree Lights	£0.00	£0.00	£20.96	£0.00	£0.00	£20.96	£0.00					
Total Gas and Power (DD)	NH Pavilion	£0.00	£8.36	£0.00	£0.00	£0.44	£0.00	£0.00					
Total		£4,121.72	£5,944.21	£6,426.11	£6,030.50	£11,383.25	£6,482.32	£6,063.75	£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													
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