

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 22nd April 2015 commencing at 7pm

Present: Cllrs: P Wilkinson (Chair), D Cooper, G Fuller, S Hamilton and R Moss.

Absent: Cllrs R Appleyard, A Clarke.

In Attendance: Mrs L Welch (Parish Clerk)

126. Apologies for Absence

There were no apologies for absence.

127. Declarations of Interest

Cllr Moss declared a non pecuniary interest in items 12 Westfield Publications and Item 6 Schedule of Payments, as the Chair of the Big Local Steering Group.

128. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 18th March 2015 be agreed and signed as a correct record.

129. Monthly Accounts

Resolved:

- a) that the March monthly statement for the Current account be agreed;
- b) that the March monthly statement for the Guaranteed Investment account be agreed;
- c) that the March monthly statement for the Corporate Treasury account be agreed;
- d) that the petty cash imprest sheet for March be agreed.
- e) that weedkilling of the gravel behind the basket ball area be arranged once a year and included in the next specification for maintenance at Norton Hill Recreation Ground;
- f) that maintenance and litterpicking of the road way to Norwest Bowling Club also be included in the next specification.

130. Budget variation update

As per Financial Regulation 4.8, written explanations of the budget variations which were over 15% or £100 as at 31st March 2015 were received and noted.

131. Schedule of payments requiring authorisation

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

It was noted that one invoice was over £5000. Therefore, in accordance with Financial Regulation 4.1 it should be ratified by full Council.

- Resolved:**
- a) that the schedule of payments for April be agreed (attached as Appendix 1) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly;
 - b) that the Big Local payment to Somer Valley FM of £5230.75 be ratified by full Council on 11th May.

132. 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.

133. 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.

134. Earmarked Reserves

Details of funds to be transferred to Earmarked Reserves at the end of March 2015 were received and noted.

135. Report of Bad Debts 2011-15

As requested, a list of bad debts that had been written off over the 4-year term of the Council was received and noted.

- Resolved:** that in respect of the £261 bad debt from FC Norton Football team, a recorded delivery letter be sent stating that play is not authorised at the site until all debt is cleared, requesting the immediate return of the keys and advising them that the alarm code in the Pavilion is being changed.

136. Interim Audit Summary

The Observations and Recommendations of the Internal Auditor were received and noted.

- Resolved:**
- a) that the Committee was satisfied that the £100 cash for the Fun Day had been banked with the Fun Day income and that the receipts were not available.
 - b) that in accordance with the recommendation relating to the recording of income to the Trust and then the granting of that income by the Trust to the Parish Council, this procedure be

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reviewed. The Committee agreed that Trust income could be banked into the Parish Council bank account and accounted for within the Parish Council's accounts, with the income being reported to the Trust at its annual meeting.

137. Westfield Publications

The Committee discussed the quotation from Ignyte to produce a 28 page quarterly magazine on high quality paper with a glossy cover at a cost per quarter of £1000. Full editorial control would remain with the Parish Council.

Resolved: that the quotation of £1000 from Ignyte for a 28 page quarterly magazine on high quality paper with a glossy cover be accepted.

138. Equalities Policy 2015

Resolved: that the Equalities Policies be recommended to Parish Council for adoption.

139. Key Handler for Norton Hill Pavilion

As raised at a previous meeting, the Committee discussed the advantages and disadvantages of appointing a key handler to open and close at the Pavilion, instead of issuing keys to clubs.

Resolved: that whilst the bad debt from one of the Clubs was disheartening, this was the only experience of the Pavilion being used without payment and that the procedure would not be changed at this time, but would be reviewed in July.

140. Local Council Awards Scheme

The response from ALCA was noted; advising that CIL (Community Infrastructure Levy) would be awarded to Local Councils at 15%, which would rise to 25% on completion of a Neighbourhood Plan. With regard to the Neighbourhood Plan, it was suggested that Julian Mellor and Dominic Murphy of the Big Local be approached regarding assistance from a Consultant.

Since this was the last meeting of the four year term the Chairman thanked everyone for all their work, including the staff. The meeting closed at 7.45pm

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APPENDIX 1

Schedule of invoices for payment in APRIL							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
02/03/2015	Zurich	2015-16 insurance premium	4025/1	B#72	£2,441.29	£184.54	£2,625.83
24/03/2015	Apollo	Installation of Hosted Exchange	4027/1	B#76	£70.00	£14.00	£84.00
23/03/2015	Greensward	removal of graffitti at N/H Pavilion Tidy driveway to Norwest Bowls	various	B#75	£275.00	£55.00	£330.00
22/03/2015	Dominic Murphy	Big Local Plan final payment	4205/202	B#74	£200.00	£0.00	£200.00
17/03/2015	The Consortium	stationary	4023/1	B#78	£61.53	£12.31	£73.84
31/03/2015	Oval Commercial	Boardroom rental - March	4131/101	200855	£60.00	£12.00	£72.00
07/04/2015	Somer Valley FM	Big Local communications	4205/202	B#81	£5,203.75	£0.00	£5,203.75
01/04/2015	Ellis Whittam	Personnel advisor fee for 2015-16	4006/1	B#80	£750.00	£150.00	£900.00
31/03/2015	Westfield Methodist Church	Use of hall for APM	4131/101	200857	£30.00	£0.00	£30.00
03/03/2015	ALCA	Membership fee 2015-16	4024/1	B#81	£653.56	£0.00	£653.56
09/04/2015	Moneysoft	new Payroll software subscription for 2015-16	4006/1	B#86	£58.00	£11.60	£69.60
03/04/2015	Robert Wicke	Big Local Community Worker	4205/202	B#83	£1,918.47	£0.00	£1,918.47
14/04/2015	Norton Sports & Camping	Boules sets for Open Evening	4227/202	200856	£29.98	£6.00	£35.98
14/04/2015	WAGS	Grant for Flowers	4230/202	B#85	£1,000.00	£0.00	£1,000.00
13/04/2015	IAC Ltd	Internal Audit interim visit March	4057/1	B#87	£162.50	£32.50	£195.00
21/04/2015	Signefex (formerly Frome Signs)	banner for Boules evening	4227/202	B#88	£48.00	£9.60	£57.60
						TOTAL	£13,449.63
This amount plus regular scheduled monthly payment				Already paid in Year End payments run on 31st March			
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											
Apollo Technology	Remote Back-up (quarterly)	£0.00											
Apollo Technology	Hosted excahnge	£14.85											
Avon Pension Fund	Office staff	£1,065.65											
Bristol Wessex Water (DD)	NH Pavilion	£0.00											
Eclipse (DD)	Broadband	£19.95											
First Office	Photocopier & Maintenance (quarterly)	£0.00											
GPS Telecoms (DD)	Office phone and fax	£34.98											
Greensward	Ground maintenance	paid in March											
HMRC	Tax and NI office	£212.55											
Oval Commercial (SO)	Office Rental	£486.45											
Public Works Loans Board (DD)	Westhill Play Area	£0.00											
Salaries (BACS)	Office staff	£2,287.29											
Southern Electric	NH Pavilion	£0.00											
Southern Electric	Christmas Tree Lights	£0.00											
Total Gas and Power (DD)	NH Pavilion	£0.00											
Total		£4,121.72	£0.00	£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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