

WESTFIELD PARISH COUNCIL

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

Present: Cllr P Wilkinson (Chair), Cllrs D Cooper (Vice Chair), K Docherty, R Hopkins, P Williams.

Absent: Cllrs R Moss, A Seaman-Moss and B Wallbridge.

In Attendance: Mrs L Welch (Parish Clerk)

24. Apologies for Absence

Apologies were received from Cllrs Moss and Seaman-Moss who were on leave and from Cllr Wallbridge.

25. Declarations of Interest

Cllr Williams declared an interest in item 13 Town and Parish Council representative on the Avon Pension Fund, as a recipient of an APF pension.

26. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 17th June 2015 be agreed and signed as a correct record.

27. Monthly Accounts

Resolved:

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

28. Budget variation update

The report on budget variances was noted. The Committee discussed the decision to have the Westfield Warbler produced by Ignyte, which will take the newsletter over budget this year. A contract had been received from Ignyte for a 36 month period with no break clauses except where there is a breach of contract which has not been rectified within 60 days. The Committee discussed the risk implications. Whilst the Committee was happy with the 36 month contract period, in the extremely unlikely event that the agreement went disastrously wrong it was a long time for both parties to be tied in and therefore a break clause appeared to be wise.

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Resolved that the Clerk raises this matter with Ignyte and asks that they suggest a solution, and the contract be signed accordingly.

29. 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 June be agreed (attached as Appendices 1 and 2) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly.

30. 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.

31. Payments in August

Resolved: that Cllrs Phil Wilkinson and Pat Williams be authorised to approve a schedule of payments in August, outside of a meeting, to be reported to F&P in September.

32. Grants 2014-15

The feedback on grants received was discussed.

Resolved: that those groups which had not spent the full grant be allowed to keep the grant, ring fenced for the purposes outlined in the report.

33. Review of Big Local LTO procedures

The Committee received the report of the Finance Officer and found the separation of the Big Local payments in the payments schedule very helpful.

Resolved: that it was preferable, for the reasons outlined in the report, not to open new bank accounts for Big Local funds.

34. Flowers in Public Places

Following a full discussion on the disappointing flower displays in Westfield this year, the Committee considered the options available.

Resolved: (1) That Norton Green Farm Nursery's offer to supplement the hanging baskets around the local shops with larger trailing begonias free of charge, if they can source them, be accepted. However if they cannot source them then an e mail should go to all Councillors next week suggesting that to avoid the

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embarrassment of the hanging baskets around the local shops that they be removed and replaced with flags and asking for their views. The Clerk to act on the consensus of opinion from Councillors in response to the e mail.

(2) that the offer from Norton Hill Farm Nursery for free flowers to add height to the square planter be accepted.

(3) that the quote from Lazy Days for the cutting back of the holly tree be accepted, with the request that they also weed around the Christmas Tree at the same time.

(4) that a quote for all hanging baskets from Acre Nurseries for next year be brought to the September meeting so that an early booking can be made for next year.

35. Security at Norton Hill Pavilion

This item is reported under Part 2 (confidential) of the minutes.

36. Bad debt

It was noted that the sums of money owed by FC Norton football team had still not been paid. An update on correspondence with the team was reported which included a request to use the pitch for the 2015-16 season.

Resolved: that the Parish Council does not respond to the request until the debt has been paid.

37. Avon Pension Fund Committee

Resolved: that a vote be cast on behalf of the Parish Council for Cheryl Kirby.

38. Grievance and Disciplinary procedures

Resolved: that the policies be agreed.

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 JULY							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
27/05/2015	Oakus Ltd	Tarmacking the BMX track at Westhill Rec	4064/307	B#129	£2,034.00	£406.80	£2,440.80
26/06/2015	Consortium	stationary	4023/1	B#130	£54.73	£10.95	£65.68
01/07/2015	The Head Groundsman	fix leak in watering system at shop	4230/202	B#131	£140.00	£0.00	£140.00
03/07/2015	The Head Groundsman	install irrigation at hanging basket	4224/202	B#131	£580.00	£0.00	£580.00
01/07/2015	Robert Wicke	Big Local Community Worker	580/0	B#132	£1,496.50	£0.00	£1,496.50
31/05/2015	Argos	Digital camera	4036/1	B#136	£39.58	£7.91	£47.49
14/06/2015	Argos	camera memory card	4036/1	B#136	£3.95	£0.79	£4.74
30/06/2015	The Journal	Fun Day advert	4232/202	B#137	£135.00	£27.00	£162.00
13/07/2015	RBS	Accounting software and support	4027/1	B#138	£345.00	£69.00	£414.00
13/07/2015	Oval Commercial	Boardroom rental	4131/101	B#139	£60.00	£12.00	£72.00
10/10/2015	Radical Youth Project	Big Local grant	580/0	B#140	£3,000.00	£0.00	£3,000.00
13/07/2015	Information Commissioner's Office	Data protection registration 15-16	4024/1	200862	£35.00	£0.00	£35.00
15/07/2015	Sarah Westell	Big Local Community Worker	580/0	B#141	£750.00	£0.00	£750.00
17/07/2015	Oakus Ltd	2nd payment for installation of irrigation at hanging basket trees	4227/202	B#129	£2,931.52	£586.30	£3,517.82
16/07/2015	Grant Thornton UK LLP	Annual Return fee 2014-15	4056/1	B#145	£400.00	£80.00	£480.00
						TOTAL	£13,206.03
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 JULY							
<i>Big Local payments are administered by Westfield Parish Council as the Locally Trusted Organisation.</i>							
<i>Payments are made from the Big Local funds and are in no way connected to Parish Council funds.</i>							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT**	£ gross
01/07/2015	Robert Wicke	Big Local Community Worker	580/0	B#132	£1,496.50	£0.00	£1,496.50
10/10/2015	Radical Youth Project	Big Local grant	580/0	B#140	£3,000.00	£0.00	£3,000.00
15/07/2015	Sarah Westell	Big Local Community Worker	580/0	B#141	£750.00	£0.00	£750.00
						TOTAL	£5,246.50
<i>** VAT cannot be claimed on Big Local payments</i>							
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								
Apollo Technology	Remote Back-up (quarterly)	£0.00	£0.00	£90.00	£0.00								
Apollo Technology	Hosted excahnge	£14.85	£0.00	£29.70	£14.85								
Avon Pension Fund	Office staff	£1,065.65	£1,065.65	£1,065.65	£1,065.65								
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00								
Eclipse (DD)	Broadband	£19.95	£19.95	£19.95	£19.95								
First Office	Photocopier & Maintenance (quarterly)	£0.00	£211.24	£0.00	£0.00								
GPS Telecoms (DD)	Office phone and fax	£34.98	£36.31	£26.50	£29.81								
Greensward	Ground maintenance	paid in March	£1,645.41	£1,723.77	£1,882.95								
HMRC	Tax and NI office	£212.55	£212.75	£212.55	£170.15								
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45	£486.45								
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£0.00								
Salaries (BACS)	Office staff	£2,287.29	£2,258.09	£2,258.29	£2,300.69								
Southern Electric	NH Pavilion	£0.00	£0.00	£85.54	£0.00								
Southern Electric	Christmas Tree Lights	£0.00	£0.00	£20.96	£0.00								
Total Gas and Power (DD)	NH Pavilion	£0.00	£8.36	£0.00	£0.00								
Total		£4,121.72	£5,944.21	£6,306.11	£5,970.50	£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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