

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 23rd March 2016 commencing at 7pm

Present: Cllr P Wilkinson (Chair), Cllrs D Cooper, K Docherty, R Hopkins and A Seaman-Moss.

Absent: E Jackson, R Moss, B Wallbridge and P Williams.

In Attendance: Mrs E Merko (Finance Officer)

122. Apologies for Absence

Apologies were received from Cllrs Moss and Jackson who had another meeting, Cllr Williams who was unwell and Cllr Wallbridge.

123. Declarations of Interest

There were no declarations of interest.

124. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 17th February 2016 be agreed and signed as a correct record.

125. Monthly Accounts

Resolved:

- a) that the February monthly statement for the Current Account be agreed;
- b) that the February monthly statement for the Corporate Treasury account be agreed;
- c) that the February monthly statement for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest sheet for March be agreed.

126. 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 schedules of payments for March 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

127. 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.

128. Year-End additional payments schedule

Resolved: that Cllrs Wilkinson and Cooper would sign a list of payments outside of the meeting, to be made on 31st March to tie up year-end creditors.

129. Neighbourhood Plan income and expenditure summary

The current spend analysis was noted.

130. Annual Creditors and Bad Debt Reports

The list of creditors was noted and the bad debt report was approved. The Bad Debt report would be revisited should any debts remain outstanding.

131. Review of the Treasury Management Policy

Resolved: that the Treasury Management policy be agreed and recommended to Parish Council.

132. Fixed Rate Savings Account

Resolved: that the funds be reinvested in the Nationwide Fixed Rate Savings account for another 6 months.

133. Code of Corporate Governance

Resolved: that the Code of Corporate Governance be agreed and recommended to Parish Council.

134. Annual Review of the Effectiveness of the Internal Control Environment

It was noted that it had not previously been possible to arrange for duplicate statements to be sent to the Chair but that this would be re-investigated.

Resolved: that the Review be agreed and recommended to Parish Council.

135. Internal Audit 2015-16

The Internal Audit arrangements and interim report of the Internal Auditor were noted and it was confirmed that the recommendations were being actioned.

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136. Big Local LTO fee

The restriction on the LTO fee was noted. The request for financial support for office space for Big Local had been withdrawn.

Resolved: a) that funds in the Community Fund should only become available to spend once the corresponding Big Local funds had been spent;

137. New policies

It was suggested that details of who would undertake internal; investigations should be incorporated into section 4 of the Confidential Reporting policy.

Resolved: a) that the Expenses and Anti-fraud policies be agreed and recommended to Parish Council;
b) that the Confidential Reporting policy be revised and resubmitted to F&P for consideration.

The meeting closed at 7.35pm

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APPENDIX 1

Schedule of invoices for payment in MARCH

Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
01/02/2016	Nigel Ferguson	annual renewal of domain name and website hosting	4210/202	B#301	£100.00	£0.00	£100.00
11/01/2016	BANES	daffodil bulbs	4230/202	B#301	£300.00	£60.00	£360.00
23/02/2016	Bristol Wessex Water	Water at allotments Aug-Feb (re-charged to WAGS)	4012/303	B#303	£72.17	£0.00	£72.17
29/02/2016	Signefex	No Under 12s signs at two play areas	4062/308 4062/307	B#304	£715.00	£143.00	£858.00
29/02/2016	C&R Fencing Ltd	Realign gate and handrail at new ramp - NH Rec	4913/199	B#305	£666.00	£133.20	£799.20
	Musicians South West	GRANT	4203/202	B#308	£360.00	£0.00	£360.00
	PEOPLE	GRANT	4203/202	B#309	£500.00	£0.00	£500.00
	SWALLOW	GRANT	4203/202	B#310	£1,000.00	£0.00	£1,000.00
	Teddy Bear Nursery	GRANT	4203/202	B#311	£600.00	£0.00	£600.00
	Trinity Methodist Church	GRANT	4203/202	B#312	£1,000.00	£0.00	£1,000.00
	Wansdyke Play Association	GRANT	4203/202	B#313	£250.00	£0.00	£250.00
	Westhill Sports and Community Centre	GRANT	4203/202	B#314	£1,000.00	£0.00	£1,000.00
	WISH	GRANT	4203/202	B#315	£1,000.00	£0.00	£1,000.00
09/03/2016	Glasdon UK Ltd	Westfield gateway sign	4914/199	B#317	£892.87	£178.57	£1,071.44
11/03/2016	Apex Alarms	Fix emergency lights at Pavilion	4062/308	B#318	£376.00	£75.20	£451.20
15/03/2016	Screen2Print	laminare NP maps	4206/202	B#319	£18.00	£3.60	£21.60
13/03/2016	Argos	bungee ropes for safety mats at NH Rec	4062/308	B#320	£5.93	£1.19	£7.12
14/03/2016	Viking	Stationary	4023/1	B#322	£66.83	£13.37	£80.20
16/03/2016	Spectrum Form Design	Pre-housing needs survey letter	4206/202	B#323	£178.00	£0.00	£178.00
22/03/2016	Matthew Lloyd	Delivery of Westfield Warbler	4212/202	200896	£300.00	£0.00	£300.00
22/03/2016	Westfield PC	Petty cash for Fun Day	4232/202	200897	£200.00	£0.00	£200.00
16/03/2016	Screen2Print	laminare NP posters	4206/202	B#319	£15.00	£3.00	£18.00
23/03/2016	Groundworks UK	return of NP grant monies remaining	1035/202	B#325	£4,817.00	£0.00	£4,817.00
						TOTAL	£15,043.93
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 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	£286.75	£0.00	£0.00	£286.75	£0.00
Apollo Technology	Remote Back-up (quarterly)	£0.00	£0.00	£90.00	£0.00	£90.00	£0.00	£0.00	£90.00	£0.00	£0.00	£90.00	£0.00
Apollo Technology	Hosted excahnge	£14.85	£0.00	£29.70	£14.85	£14.85	£14.85	£14.85	£14.85	£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	£1,145.34	£1,075.60	£1,075.60	£1,075.60	£1,075.60
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£276.95	£0.00	£0.00	£0.00	£0.00	£0.00	£150.72
Eclipse (DD)	Broadband	£19.95	£19.95	£19.95	£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	£211.24	£0.00	£0.00	£173.25	£0.00	£0.00	£180.60	£0.00	£0.00	£190.34	£0.00
GPS Telecoms (DD)	Office phone and fax	£34.98	£36.31	£26.50	£29.81	£29.31	£28.24	£25.97	£29.90	£26.97	£26.65	£26.98	£26.20
Greensward	Ground maintenance	paid in March	£1,645.41	£1,723.77	£1,882.95	£1,806.23	£1,804.59	£1,804.59	£1,644.59	£1,644.59	£1,644.59	£1,644.59	£1,644.59
HMRC	Tax and NI office	£212.55	£212.75	£212.55	£170.15	£460.66	£201.95	£84.15	£256.58	£187.71	£187.91	£187.91	£187.71
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	£486.45	£486.45
Oval Commercial	Use of Boardroom	£0.00	£0.00	£120.00	£60.00	£60.00	£0.00	£130.00	£60.00	£160.00	£80.00	£125.00	£120.00
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00
Salaries (and expenses)	Office staff	£2,287.29	£2,258.09	£2,258.29	£2,300.69	£2,962.87	£2,268.86	£2,432.14	£2,532.82	£2,497.92	£2,883.28	£2,367.07	£2,328.43
Southern Electric	NH Pavilion	£0.00	£0.00	£85.54	£0.00	£0.00	£293.87	£0.00	£0.00	£104.40	£0.00	£0.00	£94.02
Southern Electric	Christmas Tree Lights	£0.00	£0.00	£20.96	£0.00	£0.00	£20.96	£0.00	£0.00	£19.99	£0.00	£0.00	£20.29
Total Gas and Power (DD)	NH Pavilion	£0.00	£8.36	£0.00	£0.00	£0.44	£0.00	£0.00	£0.00	£0.00	£0.00	£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	£6,747.83	£6,238.43	£6,419.28	£10,202.21	£6,168.81

This amount plus one off payments

Highlight if over £5000 as this requires full Parish Council approval

added since agenda was distributed

this includes use by BANES which has been recharged

this includes use by Big Local which is recharged to the Big Local account

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