

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Monday 23rd April 2012 commencing at 10.00am

Present: Chair of the Committee: Cllr R Moss
Vice Chair: Cllr P Wilkinson
Councillors: R Appleyard, A Clarke, G Fuller, and
T Pack

In Attendance: Mrs L J Welch (Parish Clerk)
Mrs H Franklin (Finance Officer)

124. Apologies for Absence

Apologies for absence were received and accepted with the reasons given from Councillor Mrs S Hamilton due to family matters.

125. Declarations of Interest

There were no declarations of interest made.

126. Minutes

Resolved: That the Minutes and Confidential Minutes of the Finance & Personnel meeting held on 12th March 2012 be agreed and signed as a correct record.

127. Matters Arising from the Minutes

There were no Matters Arising.

128. Monthly Accounts

Members were presented with accounts for the month of February and March together with the Imprest Cash Reconciliation submission to agree and sign off.

A few queries were raised in respect of some of the entries, namely:

- Quantity of line marking paint used;
- Utility usage at Norton Hill Pavilion, specifically that the meter readings all appeared to be estimated;

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

- Dismay that maintenance was required to swings that were fairly new;
- Repairs to the hedge trimmer which should be added to the inventory;
- Pension payments in respect of recent redundancies

- Resolved:**
- 1) That the offer of Councillor T Pack to read the meters at Norton Hill Pavilion two per week until the end of the season be accepted;
 - 2) That in the next Municipal year an Agenda item be included as to whether Westfield Parish Council can adopt their own policy in respect of redundancy or whether they have an obligation to follow the Bath & N E Somerset Council redundancy policy;
 - 3) That the monthly accounts as presented together with the Imprest reconciliation for February and March be agreed and signed off.

129. Minutes of a meeting of the Westfield Hub

The Chair of the Council, Councillor R Appleyard advised members that he had met with the Architect

Resolved: That the Minutes of the Westfield Hub be noted.

130. Football Hire Charges

Members considered a further report in respect of a package of charges for both Norton Hill Recreation Ground and Westhill Gardens Recreation Ground Trust. It was considered that the 10% inflation figure imposed on these charges was perhaps too high and should be calculated at 5% in the first year.

- Resolved:**
- 1) That the inflation figure from 1st April 2013 be worked out on a CPI basis rather than a set percentage;
 - 2) That the amount of £858.15 be deducted from the estimated annual utility usage previously provided by the new supplier to offer a more realistic figure;
 - 3) That the utility figure be calculated over an 8 month period rather than twelve months; this being the football season;
 - 4) That the revised charges be brought back to a future meeting of the Committee.

131. Treasury Management

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(a) Investment/Savings Account

Members considered a report in respect of the above.

- Resolved:** 1) That approximately £10,000 be retained in the current account from month to month, with the Finance Officer moving funds from the Savings Account to retain this level each month;
- 2) That a savings account be set up for immediate access, where funds can be transferred to the current account each month;
- 3) That a guaranteed investment account be set up for 6 months in the amount of £42,000 in the first instance, with the matter coming back to Committee once the year end accounts are finalised.

(b) Treasury Management Policy

Members considered a draft policy in respect of the above.

Resolved: That the draft policy be recommended to the full Parish Council for agreement.

132. Environment & Development Committee Budget

Members considered a report in respect of the Environment & Development Committee having delegated authority to operate its own budget as recommended at the recent Finance & Personnel meeting.

Resolved: That whilst no objection was raised to the Environment & Development Committee having their own Budget that ultimately any financial decisions remain with this Committee and that the spending powers of the Environment & Development Committee be more specific and brought back to the next meeting.

133. Banking – Facsimile/Emails instructions

Members considered a report in respect of the above as recommended by the Internal Auditor.

Members expressed their concerns over the apparent lack of security in respect of this type of banking system, due to a lack of password in the faxes.

Resolved: That the Internal Auditor be advised that the Council prefers to remain with the current banking system in view of the lack of security measures with facsimile instructions.

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134. Annual Review of the effectiveness of the system of internal control

Members considered a report in respect of the above.

Resolved: That this report be agreed and recommended to Council.

135. Norwest Bowls Club Lease

Members considered a letter submitted by the Norwest Bowls Club.

The Chair of the Council, Councillor R Appleyard advised that following a positive meeting with the Club the position had slightly changed.

- Resolved:**
- 1) That the progression with the finalisation of the lease be noted;
 - 2) That the Club be advised to contact Sport England in respect of possible financial support with regards to maintenance costs.

136. Westhill Recreation Ground – play area equipment

Members considered an updated report together with responses received from Bath & N E Somerset Council and Janes Pond.

- Resolved:**
- 1) That although this Council is still disappointed with the responses received from Bath & N E Somerset Council and Janes Pond in respect of the quality of the equipment, this Council draw a line under the issues and move on;
 - 2) That Westfield Parish Council does not accept that the £18,769 is a debt of this Council but in fact a liability of Norton Radstock Town Council;
 - 3) That with regard to the vandalism of the Birds Nest swing the Insurance Company be contacted to ascertain whether it would be viable to make a claim taking into account the excess and possible increase in premium in doing so.

137. Confidential Business

Resolved: In accordance with the confidential nature of the business to be transacted, the press and public should be excluded during consideration of the next agenda Items.

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Signed Dated