

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Wednesday 23<sup>rd</sup> September 2015 commencing at 7pm

**Present:** Cllr R Moss in the Chair, Cllrs D Cooper, K Docherty, R Hopkins,  
A Seaman-Moss.

**Absent:** Cllrs P Wilkinson, P Williams and B Wallbridge.

**In Attendance:** Mrs L Welch (Parish Clerk)

It was agreed that Cllr Moss would chair this meeting in the absence of the Chair and Vice Chair of the Committee.

**41. Apologies for Absence**

Apologies were received from Cllrs Wilkinson and Williams who were on leave and from Cllr Wallbridge.

**42. Declarations of Interest**

There were no declarations of interest.

**43. Minutes**

**Resolved:** that, with the amendment of Cllr Williams as Vice Chair instead of Cllr Cooper, the Minutes of the Finance & Personnel meeting held on 22<sup>nd</sup> July 2015 be agreed and signed as a correct record.

**44. Monthly Accounts**

**Resolved:**

- a) that the July and August monthly statements for the Current Account be agreed;
- b) that the July and August monthly statements for the Guaranteed Investment account be agreed;
- c) that the July and August monthly statements for the Corporate Treasury account be agreed;
- d) that the petty cash imprest sheet for September be agreed.
- e) that the separation of the Big Local Funds into its own bank account be put back on the agenda.

**45. 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 August and September be agreed (attached as Appendices 1-4) and that the BACS

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Signed ..... Dated .....

**Westfield Parish Council**

authorisation sheet and cheques be signed, within the meeting, accordingly.

**46. 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 5) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

**47. Co-op bank accounts**

**Resolved:** that the Clerk and Finance Officer be added to the account as “Authorised Account Persons” as per the bank’s new regulations and that the forms be completed accordingly.

**48. Fixed Rate Deposit Account**

**Resolved:** that a discussion with David Seviour of St James’s Place Wealth Management takes place prior to a decision on whether to move the funds.

**49. Annual Return 2014-15**

It was noted that the external auditor had signed off the Annual Return with no comments. The Committee congratulated the staff in the office.

**50. Westfield Action Plan 2015/16**

The action plan was reviewed and agreed.

**51. Bad debt**

It was reported that Court papers had been served on the football team owing money for pitch hire from 2014/15. The team had 14 days in which to respond to the letter and 4 months in which to avoid a Court judgement regarding the debt. A further offer to send a cheque with the first instalment of the payment had been made but at the time of the meeting neither a cheque nor keys had been received. The matter would continue to be chased.

**52. Purchase of a new device**

A quote for an I5 Acer Travelmate was received, for projecting plans at E&D meetings.

**Resolved:** to purchase the device as recommended by Apollo and to further request a quote for it to be incorporated as part of the office network, such costs to be put to the Committee Chair and Vice Chair for final decision.

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**53. Storage Options**

The current archiving arrangements were noted along with a possible long term archiving solution in the form of hiring the archive room on the first floor of the Oval Office at £75 pcm. Current arrangements whereby Oval Office allow a few boxes in the archive room free of charge would suffice for several years.

**54. Flowers in Public Places**

**Resolved:** to accept the quote from Flowers by Nicola in the amount of £47.50 each to include supply, installation, watering system check, regular feed and inspection and removal at the end of the season.

There being no further business the meeting closed at 7.30pm

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Signed ..... Dated .....

APPENDIX 1

Schedule of invoices for payment in AUGUST							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
31/07/2015	SignEfex	thank you signs for flower beds	4230/202	B#147	£156.00	£31.20	£187.20
05/08/2015	Society of Local Council Clerks	2015-16 subscription to SLCC and ILCM	4024/1	B#148	£242.00	£0.00	£242.00
22/07/2015	Trophies of Radstock	Front Garden comp cups and engra	4227/202	B#151	£69.88	£13.98	£83.86
05/08/2015	Lazy Days	Putting up and taking down hanging baskets weeding around Christmas tree tidy shrub bed by Methodist church	4230/202 4224/202	B#154	£490.00	£98.00	£588.00
12/08/2015	MSN & Radstock Silver Band	Performance at Westfield Fun Day	4232/202	B#160	£200.00	£0.00	£200.00
11/08/2015	ALCA	Being a Good Councillor Training	4005/1	B#161	£200.00	£0.00	£200.00
31/07/2015	SignEfex	backing for Nightingale Way noticeboard	4227/202	B#147	£98.00	£19.60	£117.60
12/08/2015	Lamps & Tubes	Christmas lights Year 1 hire agreement (installation fee to follow)	4223/202	B#165	£1,860.00	£372.00	£2,232.00
						<b>TOTAL</b>	<b>£3,850.66</b>
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 AUGUST**

*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
01/08/2015	Rob Wicke	Community Worker fee July	580/0	B#153	£1,741.25	£0.00	£1,741.25
03/08/2015	Youth Forum	Grant for BBQ to consult on youth work in Radstock&Westfield	580/0	B#164	£100.00	£0.00	£100.00
						<b>TOTAL</b>	<b>£1,841.25</b>
** VAT cannot be claimed on Big Local payments							
Added since agenda was distributed							
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APPENDIX 3

**Schedule of invoices for payment in SEPTEMBER**

Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
31/08/2015	Greensward	repair fort at Westhill Play area	4062/307	B#166	£95.00	£19.00	£114.00
		weed and rubbish clearance behind Pavilion and garage	4062/308		£90.00	£18.00	£108.00
		play inspection actions	4062/307 4062/308		£292.95	£58.59	£351.54
		Play inspection actions for swings at Norton Hill	4062/308		£1,355.00	£271.00	£1,626.00
01/04/2015	Ellis Whittam	Employment cover insurance	4006/1	B#167	£22.50	£0.00	£22.50
20/08/2015	Matthew Lloyd	Delivery of Westfield Warbler	4212/202	200865	£300.00	£0.00	£300.00
02/09/2015	Viking	stationary	4023/1	B#168	£71.15	£14.23	£85.38
22/08/2015	Bristol Water	Water at Allotments (to be recharged to WAGS)	4012/303	B#169	£303.13	£0.00	£303.13
09/09/2015	ALCA	Chairing Effective Meetings training	4005/1	B#177	£45.00	£0.00	£45.00
10/08/2015	Ignyte	Westfield Warbler - Autumn	4212/202	B#182	£1,000.00	£0.00	£1,200.00
17/09/2015	Westfield Parish Council	Petty Cash top-up		200867	£54.83	£0.00	£54.83
17/09/2015	BANES	Temp Events License for Xmas Lights Switch On	4223/202	200866	£21.00	£0.00	£21.00
22/09/2015	BANES	For testing of the lampposts prior to erection of Christmas Lights	4223/202	200868	£240.00	£48.00	£288.00
16/09/2015	SLCC	Charitable Trusts training	4005/1	B#183	£285.00	£57.00	£342.00
23/09/2015	Signefex	No Dogs signs for two play areas	4062/308 4062/307	B#185	£114.00	£22.80	£136.80
23/09/2015	Coffee Shot	Ward Councillor's Initiative grant for banners	4235/202	200869	£305.00	£0.00	£305.00
						<b>TOTAL</b>	<b>£5,303.18</b>
This amount plus regular scheduled monthly payment							
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APPENDIX 4

**BIG LOCAL: Schedule of invoices for payment in SEPTEMBER**

*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
01/09/2015	Rob Wicke	Big Local Community Worker	580/0	B#178	£1,492.50	£0.00	£1,492.50
10/09/2015	Yeo Valley HQ	Big Local Away Day	580/0	B#180	£672.00	£134.40	£806.40
15/09/2015	Sarah Westell	Big Local Community Worker	580/0	B#179	£974.85	£0.00	£974.85
19/09/2015	Shila Brown	Away Day facilitator	580/0		£736.80	£0.00	£736.80
						<b>TOTAL</b>	<b>£4,010.55</b>
<i>** VAT cannot be claimed on Big Local payments</i>							
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## APPENDIX 5

### 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						
Apollo Technology	Remote Back-up (quarterly)	£0.00	£0.00	£90.00	£0.00	£90.00	£0.00						
Apollo Technology	Hosted excahnge	£14.85	£0.00	£29.70	£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						
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£276.95						
Eclipse (DD)	Broadband	£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						
GPS Telecoms (DD)	Office phone and fax	£34.98	£36.31	£26.50	£29.81	£29.31	£28.24						
Greensward	Ground maintenance	paid in March	£1,645.41	£1,723.77	£1,882.95	£1,806.23	£1,804.59						
HMRC	Tax and NI office	£212.55	£212.75	£212.55	£170.15	£460.66	£201.95						
Oval Commercial (SO)	Office Rental	£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						
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00						
Salaries (BACS)	Office staff	£2,287.29	£2,258.09	£2,258.29	£2,300.69	£2,962.87	£2,268.86						
Southern Electric	NH Pavilion	£0.00	£0.00	£85.54	£0.00	£0.00	£293.87						
Southern Electric	Christmas Tree Lights	£0.00	£0.00	£20.96	£0.00	£0.00	£20.96						
Total Gas and Power (DD)	NH Pavilion	£0.00	£8.36	£0.00	£0.00	£0.44	£0.00						
<b>Total</b>		<b>£4,121.72</b>	<b>£5,944.21</b>	<b>£6,426.11</b>	<b>£6,030.50</b>	<b>£11,383.25</b>	<b>£6,482.32</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
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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