

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Monday 28th May 2013 commencing at 10.00am

Present: Chair of the Committee: Cllr R Moss
Councillors: A Clarke, G Fuller (10.30 am) and P Wilkinson

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

Councillor R Moss took the Chair.

1. Election of Chair of the Committee

Nominations for Chair of the Committee were received for Councillor P Wilkinson as proposed by Councillor R Moss and seconded by Councillor A Clarke. There were no other nominations

Resolved: That Councillor P Wilkinson be elected as Chair of the Finance & Personnel Committee for 2013/14

Councillor P Wilkinson took the Chair.

2. Election of Vice Chair of the Committee

Nominations for Vice Chair of the Committee were received for Councillor R Moss as proposed by Councillor P Wilkinson and seconded by Councillor A Clarke. There were no other nominations.

Resolved: That Councillor R Moss be elected as Vice Chair of the Finance & Personnel Committee for 2013/14

3. Apologies for Absence

Apologies for absence/lateness were received and accepted with the reasons given from:

- Cllr R Appleyard who had a previous meeting;
- Cllr S Hamilton who is away on holiday.

4. Declarations of Interest

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Councillor R Moss declared a non-pecuniary interest in respect of Agenda Item 12 Westhill and Norton Hill Play Areas – programmed development due to his association with The Big Local.

5. Minutes

Resolved: That the Minutes of the Finance & Personnel meeting held on 19th March 2013 be agreed and signed as a correct record.

6. Monthly Accounts

Resolved: That the monthly accounts for the Current, Guaranteed Investment and Corporate Treasury Accounts for March and April as presented be agreed together with the Petty Cash Imprest sheets for December 2012/January/February 2013 and March/April 2013.

7. Financial Reports of the Trusts

Members considered a report in respect of the above and were also updated regarding the ongoing issues and progress in respect of access to the two dormant NatWest Accounts.

Resolved:

- 1) That the Report and progress in respect of the two dormant NatWest Accounts be noted;
- 2) That contact be made with the Charity Commission to expedite access to the dormant NatWest Accounts.

8. Westfield Parish Road Sweeping

Members considered a report and communication in respect of the cost implications for providing the above service. The Environment & Development Committee had recommended that to meet the required standards the figures were not cost effective.

Resolved: That based on the figures provided it was agreed that this service was not cost effective but that further information be obtained particularly from Paulton Parish Council to ascertain whether they subsidise this facility.

9. Year End Accounts 2012-13

Members considered the Year End Accounts for 2012/13.

Resolved:

- 1) That contact be made with Bath & N E Somerset Council to ask about their intentions to repay the potential one third asset share of the £10k loan to the Leigh House Trust which had

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been administered by Norton Radstock Town Council before its demise together with a timescale;

- 2) That investigations be made with B&NES about the possibility of the £18,769 set aside in respect of the Westhill Play area being drawn upon to offset the ongoing maintenance problems associated with the original installation;
- 3) That the Year End Accounts for 2012/13 as submitted be recommended to the Parish Council for agreement.

10. Annual Return 2012/13

Resolved: That Section 1 and 2 of the Annual Return for the year ended 2012/13 as submitted be recommended to the Parish Council for agreement.

11. Grant Criteria

Resolved: That the Grants Criteria for 2013/14 as submitted be agreed.

12. Westhill and Norton Hill Play Areas – programmed development

Members considered a recommendation from the Environment & Development Committee to agree the renovation of the Norton Hill Play Area.

Resolved: That the following Recommendations from the Environment & Development Committee be agreed in principle:

- (i) To invite Jeremy Dymond of Bath & N E Somerset Council to help consult local school children about what they would like at the play area;
- (ii) To build up Parish Council funding and seek grant funding over the next two years to a level of £40,000 which should allow £15,000 for surfacing and £25,000 for play equipment;
- (iii) At the appropriate time to go out to the local manufacturers for their play area designs to meet the aspirations of the local children

13. Area of hard standing next to the Tennis Court at Norton Hill Recreation Ground

Members considered recommendations from the Environment & Development Committee regarding the proposed potential use of this site which despite recent weed clearance was rapidly reverting back and needed to be addressed urgently.

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During discussions Members were reminded that this area was one of the proposed potential Hub sites.

Resolved: 1) That preference be given to obtaining funding of between £10,000 and £15,000 for the entire area, perhaps via Quartet for the following:

- (a) Pétanque court;
- (b) Benches/raised beds (using stone from behind the Pavilion);
- (c) Table Tennis Table;
- (d) Basket Ball Hoop
- (e) Tarmacing

2) That consideration would need to be given to amending the landscape contract next year to include these improvements

14. Confidential Business

Resolved: That in view of the confidential nature of the business about to be transacted the press and public be excluded

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Signed Dated