

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 17th January 2018 commencing at 7.00pm

Present: Cllr Philip Wilkinson (Chair), and Cllrs Diana Cooper, Ron Hopkins and Pat Williams

Absent: Cllrs Kevin Docherty, Geoffrey Fuller and Lesley Mansell

In Attendance: Emily Merko (Finance Officer)

The meeting opened at 7pm

100. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs L Mansell and G Fuller.

101. DECLARATIONS OF INTEREST

There were no declarations of interest.

102. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 13th December 2017 be agreed and signed as a correct record.

103. BUDGET VARIATION UPDATE

The variances were noted.

104. MONTHLY ACCOUNTS

Resolved:

- a) that the December monthly statements for the Current Account be agreed;
- b) that the December monthly statements for the Corporate Treasury account be agreed;
- c) that the December monthly statements for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest sheet be agreed (attached as Appendix 1);
- e) that the debit card imprest sheet be agreed.

105. VERIFICATION OF BANK RECONCILIATIONS

The bank reconciliations had been checked against the bank statements and verified by a non-signatory.

106. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

In accordance with item 5.2 of the Financial Regulations, the updated schedules of payments were circulated at the meeting.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: that the schedule of payments for January be agreed (attached as Appendices 2-3) and that the BACS authorisation sheets and cheques be signed, within the meeting, accordingly.

107. 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 4) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

108. COMMUNITY INFRASTRUCTURE LEVY (CIL)

The CIL report was noted. There were no funds outstanding at the present time.

109. BUDGET AND PRECEPT 2018/9

There was discussion of the Telephone Box and whether any decision had been made on whether the box was the responsibility of the Parish Council. There had been a recent complaint from a resident about the build-up of rubbish. If the telephone box was not the responsibility of the Parish Council the budget line of £100 was questioned.

The Committee discussed the Grants budget in relation to the drop in grant applications in recent years.

The drop in the Parish Grant from B&NES and the effect of this on the Net Revenue Expenditure was noted.

Possible amendments to the second section of the Precept Leaflet ("Why we are increasing...") were discussed with a suggestion that the current and future implications of devolved services should be highlighted.

Resolved:

- a) to recommend that the budget of £100 for Telephone Box is discussed at Parish Council;
- b) to recommend to Parish Council that the grants budget be reduced to £17,000;
- c) notwithstanding the recommendations above, to recommend to Parish Council a precept figure of £184,000 for 2018/19 which represents a 1.41% increase on a Band D council tax property;
- d) that Cllr Hopkins draft some amendments to the precept leaflet which should then be recommended to Parish Council for approval.

110. FIXED ASSETS

The list for 2017 was reviewed and approved.

111. FINANCIAL RISK MANAGEMENT 2018

The Committee received and considered the strategy document and risk review summary, the Financial Risk Management Report and the Annual Review of the Insurance Schedule.

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Signed Dated

Westfield Parish Council

Resolved: to agree the documents and review again in 12 months' time.

The meeting closed at 7.45pm.

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Signed Dated

APPENDIX 1

WESTFIELD PARISH COUNCIL PETTY CASH												
MONTH SHEET												
January 2017-18 - 10												
IMPREST VALUE	DATE	DETAILS	TOTAL	Westfield Exhibition 4240/202 4022/1	printing & stationary 4023/1	consumables (Civic Exp) 4102/102	Parish Environment 4224/202	Postage 4022/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community plan 4226/202	Hospitality 4131/101
£100.00	20/07/2017	cash in hand	£100.00									
	20/07/2017	key cutting for water cabinet	£8.00				£6.67					
	07/09/2017	Key cutting for Pavilion	£10.40						£8.67			
	10/10/2017	Biscuits for Grants Committee	£1.00									£1.00
	23/11/2017	AA batteries	£6.00		£5.00							
	12/09/2017	Stationary for Westfield Exhibition	£9.98	£8.32								
	04/12/2017	Thank you folowers for Joan Pack - Westfield Exhibition	£13.50	£11.24								
	25/10/2017	Data stick for Westfield Exhibition	£15.99	£13.32								
	13/12/2017	Postage to return old copier toner	£2.90					£2.90				
		TOTAL (NET)	£57.12	£32.88	£5.00	£0.00	£6.67	£2.90	£8.67	£0.00	£0.00	£1.00
		VAT:	£10.65	£6.59	£1.00		£1.33		£1.73			
		Ongoing balance	£35.13									
		top-up required	£64.87									
												<i>previously reported</i>
Imprest Holder signature												
Counter signature												
Signed:			Signed:									
Date:			Date:									

Top-up
 As of September 2017 it is no longer possible to withdraw cash from the Co-op Bank via the Post Office.
 £70.00 to be withdrawn from cash machine using debit card and £5.13 to be paid back into the bank via the Post Office counter.

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Signed Dated

APPENDIX 2

Schedule of payments in JANUARY							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
14/12/2017	Bathford Nurseries	Christmas trees	4223/202	200962	£335.00	£67.00	£402.00
14/12/2017	C&F Fencing	Westhill gate closers replacement	4062/307	B#863	£964.00	£192.80	£1,156.80
19/12/2017	Apex Alarms	Annual alarm and emergency light service at Pavilion Annual CCTV Service	4062/308 4063/308	B#864	£230.00	£46.00	£276.00
15/01/2018	Trinity Methodist	Hall hire for Youth Connect (taken from PC grant)	4203/202	B#873	£300.00	£0.00	£300.00
15/01/2018	Trinity Methodist	Water used for hanging baskets	4230/202	B#874	£20.00	£0.00	£20.00
11/01/2018	Lamps & Tubes	Remaining 25% owed for installation and removal of Christmas lights	4223/202	B#879	£802.50	£160.50	£963.00
17/01/2018	Fireshield	Fire extinguisher annual service at Pavilion	4018/1	B#880	£89.70	£17.94	£107.64
						TOTAL	£3,225.44
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval							

already approved by Council

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APPENDIX 3

BIG LOCAL: Schedule of invoices for payment in JANUARY

*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	Chq no	Total (GROS)**
02/01/2018	Oval	Office rent January	B#875	£467.28
02/01/2018	Oval	Board room use December	B#875	£60.00
15/01/2018	Robert Wicke	Community Worker December/January	B#871	£1,410.00
15/01/2018	Sarah Westell	Programme Coordinator December/January	B#872	£540.00
17/01/2018	Angela Seaman-Moss	Minute-taker	B#877	£68.00
			TOTAL	£2,545.28
<i>** VAT cannot be claimed on Big Local payments</i>				
Added since agenda was distributed				
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APPENDIX 4

Schedule of regular payments 2017-18 (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	£286.75	£0.00	£0.00	£286.75	£0.00	£0.00	£286.75	£0.00	£0.00		
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00	£0.00	£0.00	£108.00	£0.00	£0.00	£108.00	£0.00	£0.00		
Apollo Technology	Hosted exchange	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£0.00			
Apollo Technology	Wireless access controller	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		
Avon Pension Fund	Office staff	£605.90	£605.90	£605.90	£605.90	£605.90	£605.90	£605.90	£670.72	£614.00	£614.00		
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£104.46	£0.00	£0.00	£0.00	£0.00	£0.00		
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£0.00	£0.00	£51.29	£0.00	£0.00	£0.00	£0.00	£0.00		
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£0.00	£22.57	£0.00	£0.00	£0.00	£0.00	£0.00	£33.70		
First Office Ricoh from Dec 2017	Photocopier & Maintenance	£0.00	£204.94	£0.00	£0.00	£297.58	£0.00	£231.09	£0.00	£17.81	£127.20		
GPS Telecoms (DD)	Office phone and fax	£27.96	£29.09	£29.77	£28.52	£29.24	£30.03	£28.78	£28.59	£28.38	£27.25		
Greensward	Ground maintenance	£1,834.57	£1,834.57	£1,834.73	£1,834.57	£1,834.73	£1,834.41	£1,834.41	£1,834.73	£1,834.57	£1,834.57		
HMRC	PAYE and NI	£244.17	£244.17	£244.37	£244.17	£244.17	£244.37	£244.17	£308.95	£250.97	£250.77		
KCOM (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95		
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£489.75		
Oval Commercial	Use of Boardroom	£0.00	£40.00	£60.00	£60.00	£40.00	£0.00	£60.00	£60.00	£40.00	£60.00		
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00	£3,686.72		
Net Salaries (and expenses)	Office staff	£2,439.12	£2,438.72	£2,410.36	£2,398.46	£2,398.46	£2,398.26	£2,398.46	£2,642.98	£2,429.53	£2,429.73		
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67	£0.00	£152.97	£0.00	£0.00	£0.00	£547.23	£0.00		
Southern Electric	Christmas Tree	£0.00	£0.00	£18.78	£0.00	£18.78	£0.00	£0.00	£0.00	£18.78	£0.00		
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		
Total		£5,672.97	£6,313.39	£5,818.83	£9,402.16	£6,693.58	£5,634.22	£5,924.06	£6,461.97	£6,287.67	£9,573.64	£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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