

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 23rd November 2016 commencing at 7.00pm

Present: Cllr Wilkinson (Chair), Cllrs D Cooper, K Docherty, R Hopkins, L Mansell and P Williams.

Absent: G Fuller

In Attendance: Mrs L Welch (Clerk) and Mrs E Merko (Finance Officer)

69. APOLOGIES FOR ABSENCE

Apologies were received from Cllr G Fuller.

70. DECLARATIONS OF INTEREST

There were no declarations of interest.

71. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 19th October 2016 be agreed and signed as a correct record.

72. MONTHLY ACCOUNTS

Resolved:

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

73. 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. A quote for a replacement wireless internet access point was circulated as the current access point had reached the end of its life and was no longer working.

Resolved:

- a) that the schedule of payments for November be agreed (attached as Appendices 1-2) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly;
- b) that the quote of £206 plus £1.99 per month (36 months) for a replacement access point package be approved and accepted.

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Westfield Parish Council

Cllr Mansell arrived at 7.10pm.

74. 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.

75. BUDGET 2017-18

The draft budget was discussed and extra items as well as some reduced costs for next year were noted.

76. FENCING AT NORTON HILL TENNIS COURTS

Resolved: that the new fencing being a capital item the cost should be paid out of the Rolling Capital Reserve.

77. STANDING ORDERS AND DIRECT DEBITS

The arrangements for standing orders and direct debits were noted.

78. DATA PROTECTION RISK ASSESSMENT

The Committee discussed whether encryption hardware was necessary.

Resolved: a) that three databases holding details of snow wardens, allotments holders and suppliers should be stored on encrypted data sticks (to be purchased);
b) to investigate the storage of the data sticks in a fire-proof safe.

79. CONFIDENTIAL MATTERS

It was resolved that, under Section 100A(4) of the Local Government Act, 1972, the press and public would be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

80. BENCHMARKING

Resolved: a) that the Clerk's position be benchmarked in order to evaluate the Admin and Finance Officer's positions;
b) that the benchmarking form be approved.

81. AVON PENSION FUND

The report of the actuary was discussed with particular regard to whether it was prudent to pay the full three years' deficit in a lump sum. It was asked

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Westfield Parish Council

whether a representative of the Avon Pension Fund might be able to attend a future meeting to explain the deficit calculation.

Resolved: that the sum of £16,600 representing the deficit for the years 2017-2020 be paid in April 2017 giving the Parish Council a saving of £1100 over those years.

The meeting closed at 7.50pm.

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APPENDIX 1

Schedule of invoices for payment in NOVEMBER							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
01/11/2016	Oval Commercial	Boardroom for NP meeting	4206/202	B#511	£20.00	£4.00	£24.00
01/11/2016	Ignyte Media Ltd	Warbler - winter edition	4212/202	B#512	£1,000.00	£200.00	£1,200.00
20/10/2016	1st Office	Staples for photocopier	4026/1	B#514	£55.00	£11.00	£66.00
21/10/2016	Kelvin Hawkins	Boiler service at Pavilion	4018/1	B#515	£120.00	£24.00	£144.00
	SWALLOW	Chair's Allowance grant	4101/102	200927	£100.00	£0.00	£100.00
	Teddy Bear Nursery	Chair's Allowance grant	4101/102	200928	£100.00	£0.00	£100.00
	St Peter's Church	Chair's Allowance grant	4101/102	200932	£100.00	£0.00	£100.00
	Community Bus	Chair's Allowance grant	4101/102	200929	£100.00	£0.00	£100.00
	PEOPLE	Chair's Allowance grant	4101/102	200930	£100.00	£0.00	£100.00
	Trinity Methodist, Westfield	Chair's Allowance grant	4101/102	200931	£100.00	£0.00	£100.00
	Midsomer Norton and Radstock Silver Band	Parish Council Grant	4203/202	B#518	£1,500.00	£0.00	£1,500.00
	MSN & Radstock Dial a Ride	Parish Council Grant	4203/202	B#517	£1,000.00	£0.00	£1,000.00
	Musicians South West CIC	Parish Council Grant	4203/202	B#519	£420.00	£0.00	£420.00
	Norton Radstock Chess Club	Parish Council Grant	4203/202	200923	£200.00	£0.00	£200.00
	PEOPLE	Parish Council Grant	4203/202	200924	£800.00	£0.00	£800.00
	Radstock Museum	Parish Council Grant	4203/202	200925	£1,000.00	£0.00	£1,000.00
	St Nicholas Church	Parish Council Grant	4203/202	200926	£2,000.00	£0.00	£2,000.00
	SWALLOW	Parish Council Grant	4203/202	200918	£1,000.00	£0.00	£1,000.00
	SWAN Advice Network	Parish Council Grant	4203/202	200919	£800.00	£0.00	£800.00
	Teddy Bear Nursery	Parish Council Grant	4203/202	200920	£1,000.00	£0.00	£1,000.00
	The Community Bus	Parish Council Grant	4203/202	200921	£1,000.00	£0.00	£1,000.00
	The West of England MS Therapy Centre	Parish Council Grant	4203/202	B#520	£300.00	£0.00	£300.00
	Westfield Ladies Choir	Parish Council Grant	4203/202	B#521	£850.00	£0.00	£850.00
	Westhill Sports and Community Centre	Parish Council Grant	4203/202	200922	£1,000.00	£0.00	£1,000.00
	WISH	Parish Council Grant	4203/202	B#522	£1,000.00	£0.00	£1,000.00
03/11/2016	Greensward	repairs to youth shelter	4062/308	B#516	£65.00	£13.00	£78.00
		Vertidrain football pitches	4062/308		£600.00	£120.00	£720.00
		clear litter from telephone box	4062/307		£20.00	£4.00	£24.00
15/11/2016	Robert Wilkinson	Delivery of Westfield Warbler	4212/202	B#529	£311.99	£3.00	£314.99
11/11/2016	Royal British Legion	2 x poppy wreaths	4203/202	200934	£44.00	£0.00	£44.00
07/11/2016	Viking	stationary	4023/1	B#530	£49.72	£9.94	£59.66
		stamps	4022/1		£112.00	£0.00	£112.00
18/11/2016	Ammerdown Estate	Christmas trees	4223/202	B#533	£500.00	£0.00	£500.00
19/11/2016	Lazy Days	weeding around Christmas tree	4224/202	B#532	£60.00	£12.00	£72.00
22/11/2016	Wellington Signs	print onto snowwarden vests	4227/202	B#536	£40.00	£8.00	£48.00
					TOTAL	£17,876.65	
This amount plus regular scheduled monthly payment							
Added since agenda was distributed					already paid		
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 NOVEMBER

*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	Total (GROS)**
01/11/2016	Oval Commercial	Office rent - November	580/0	B#510	£467.28
16/11/2016	Rob Wicke	Community Worker Oct/Nov	580/0	B#534	£2,115.00
23/11/2016	Sarah Westell	Plan Ccoordinator Oct/Nov	580/0	B#535	£900.00
				TOTAL	£3,482.28
** VAT cannot be claimed on Big Local payments					
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 2016-17 (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				
Apollo Technology	Remote Back-up (quarterly)	£0.00	£90.00	£0.00	£0.00	£90.00	£0.00	£0.00	£108.00				
Apollo Technology	Hosted excahnge	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85				
Avon Pension Fund	Office staff	£1,170.92	£1,170.92	£1,170.92	£1,200.64	£1,178.37	£1,178.37	£1,178.37	£1,261.31				
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£301.62	£0.00	£0.00				
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£23.95	£0.00	£0.00	£26.08	£0.00	£0.00				
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£26.30	£0.00	£66.30	£0.00	£0.00	£0.00				
First Office	Photocopier & Maintenance	£0.00	£206.01	£0.00	£0.00	£197.56	£0.00	£0.00	£202.33				
GPS Telecoms (DD)	Office phone and fax	£26.36	£26.27	£26.97	£28.69	£27.04	£26.00	£26.69	£26.52				
Greensward	Ground maintenance	£0.00	£1,834.73	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57				
HMRC	Tax and NI office	£236.78	£236.98	£236.98	£264.50	£242.82	£243.02	£242.82	£305.83				
KCOM (was Eclipse) (DD)	Broadband	£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				
Oval Commercial	Use of Boardroom	£0.00	£60.00	£80.00	£0.00	£120.00	£0.00	£60.00	£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				
Salaries (and expenses)	Office staff	£2,321.59	£2,320.34	£2,311.34	£2,395.42	£2,332.95	£2,332.75	£2,332.95	£2,601.22				
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67	£0.00	£98.47	£0.00	£0.00	£93.90				
Southern Electric	Christmas Tree Lights	£1.27	£0.00	£18.78	£0.00	£0.00	£18.78	£0.00	£0.00				
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.44	£0.00	£0.00	£0.00	£0.00	£0.00	£6.16				
Total		£4,278.17	£6,753.69	£6,344.73	£9,931.79	£6,996.08	£6,482.44	£6,196.65	£7,307.84	£0.00	£0.00	£0.00	£0.00
This amount plus one off payments													
Highlight if over £5000 as this requires full Parish Council approval													
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