

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Monday 22nd October 2012 commencing at 10.00am

Present: Chair of the Committee: Cllr R Moss
Vice Chair: Cllr P Wilkinson

Councillors: R Appleyard and G Fuller

In Attendance: Mrs L J Welch (Parish Clerk)
Mrs H Franklin (Finance Officer)
Mr S Collins, Chair Midsomer Norton & District Carnival
Association (for Public Comments)

Before the commencement of the meeting one minutes silence was held in respect of Councillor T Pack.

Public Comments

Mr S Collins, Chair of the Midsomer Norton & District Carnival Association addressed Members in consideration of a three year funding agreement. Mr Collins thanked Westfield Parish Council for its support and advised that this year the Carnival Association had been able to support other local organisations/causes by donating in excess of £10,000 which with the sustained support of Westfield Parish Council could continue to grow. The Carnival Association is keen to acknowledge the support received by Westfield Parish Council and to this end has ensured that the Parish Council logo has been displayed on letter headings and all publicity material. The Carnival Association was also pleased to be able to support the Parish Council with the provision of Marshals at its Christmas lights switch on.

Mr Collins advised that the Carnival Association would have liked to have formed a partnership with all three Councils but unfortunately had not been supported by either of the other two local Councils.

Questions followed with regards to the perceived name being that of 'Midsomer Norton' Carnival when no funding is received from this quarter and that perhaps consideration could be given to this matter being addressed.

Mr Collins explained that a complete name change would not be straightforward as the Carnival Association is a Limited Company and a Registered Charity but the possibility of incorporating a 'tag line' be taken back to the Committee.

Mr Collins was thanked for his presentation and advised that consideration would be given to the Carnival Associations application during the Grant Funding process.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

47. Apologies for Absence

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

- Councillor S Clark who is unwell;
- Councillor S Hamilton who is also unwell.

48. Declarations of Interest

Declarations of Pecuniary Interests were received from:

- Cllr R Appleyard – Agenda Item 5, Grant Funding Midsomer Norton & District Carnival Association and as a member of Westfield Allotment & Garden Society who had also submitted an application for grant funding.

49. Minutes

Resolved: That the Minutes of the Finance Personnel meeting held on 10th September 2012 be agreed and signed as a correct record.

50. Matters Arising from the Minutes – Councillor Training

Members received costings and dates for the Being a Good Councillor training as requested.

Resolved: That Members be consulted to ascertain interest in this training; but in any case this not be taken up until after the co-option/election process has taken place to ensure that this is available to everyone.

51. Grant Funding – Midsomer Norton & District Carnival Association

This item was discussed under Public Comments.

Resolved: (a) That the points raised from the previous discussions be taken into account during the Grant Funding process;

(b) That this Council commits grant funding to March 2015 only.

52. Monthly Accounts

There were discussions relating to rates payable on Outside Services and the landscape Contract with Bath & N E Somerset Council.

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Resolved: That the monthly accounts as presented for August and September together with the Petty Cash reconciliation for June, July, August and September be agreed and signed off.

53. Quarterly Financial Update

Resolved: That the quarterly statement of receipts and payments and budget comparison as at 30th September 2012 be agreed as a good working basis for the Budget process for 2013-14.

54. Bank Signatories

Resolved: That a request for an additional bank signatory be included in the Weekly Email with a preference for daytime availability.

55. Disposal of Assets

Members considered a report incorporating the income and expenditure in respect of the administration time and costs associated with this process.

Resolved: That the outcome of the report be noted.

56. Westhill Recreation Ground – creation of wild flowers beds

Members considered a report in respect of the creation of wild flower beds at Westhill Gardens.

- Resolved:**
- (a) That the creation of a wild flower bed at Westhill Gardens be agreed with the cost of £284.90 being approved as a one off payment this year;
 - (b) That the ongoing cost of maintaining the wild flower bed at Westhill Gardens be built into the Outside Maintenance Contract for future years and delegated to the Environment & Development Committee budget.

57. Christmas Party

Members considered a report with regards to the above.

- Resolved:**
- (a) That Radstock Town Council be contacted in respect of arrangements for this year's Christmas party with an update being reported to full Council;
 - (b) That the possibility of Westfield holding its own Christmas party in the future, possibly via an organisation such as Age UK be built into the budget programme for next year.

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58. Grant Funding

Members considered a report in respect of Grant Funding for 2012-13.

Resolved: That a working group consisting of the Chair and Vice Chair of the Finance & Personnel Committee together with the Chair of Council be delegated to give more consideration to the grant applications received, with the recommendations being reported to full Council on 5th November 2012.

59. Additional Contract Cost – Litter Picking

Members considered a report in respect of the above.

Resolved: (a) That the extra cost associated with these works be discussed as part of the Budget process;

(b) That the comments of the Environment & Development Committee be sought.

60. Recycling for your Village or Parish

Members considered a communication from Devizes Textiles in respect of a location for a textile and shoe recycling bank.

Resolved: That this offer be refused due to the potential for creating general untidiness and the possibility of fly tipping.

61. Winter Maintenance – Snow Warden Scheme 2012-13

Members considered the purchase of grit spreaders for the above scheme.

Resolved: (a) That a recommendation to the Environment & Development Committee be sought in respect of the management of the Snow Warden Scheme and the need for a third gritter;

(b) That the purchase of one Turbocast 300 Grit Spreader (with no extras) at a cost of £953.10 be agreed;

(c) That upon receipt of a response from the Environment & Development Committee consideration, if required, be given to the purchase of a third grit spreader.

62. Formal Consultation, Traffic Regulation Order – Phase Two School Safety Improvements (Tanner Close)

Resolved: That on behalf of the Environment & Development Committee and due to the time restrictions of this consultation, the recommendations of Bath & N E Somerset Council as part of the

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Traffic & Safety programme of works, the proposed No Waiting At Any Time around the junction of Tanner Close and Wells Road to improve visibility be agreed.

63. 2013-14 Budget – Initial Consideration

Members were advised that the Budget process in respect of 2013-14 had commenced.

Members were advised of the improvements to be carried out by Bath & N E Somerset Council to the flower beds located at Ruskin Road.

- Resolved:** (a) That any input on this process be welcomed and that the Chair and Vice Chair of the Finance & Personnel Committee meet with the Parish Clerk to progress this process;
- (b) That extra funding be allowed for 'visible' budget heads with regards to flower bed planting/Pit path improvements and that where possible costings be obtained.

64. Wreaths for Remembrance Sunday Service

Resolved: That the purchase of two wreaths from The Royal British Legion be approved for Remembrance Services at Radstock and Midsomer Norton.

65. Feedback Report – Reduction in Working Hours

Resolved: That the Feedback Report in respect of the reduction in working hours be agreed.

The meeting finished at 11.20 am

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