

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Monday 25th June 2012 commencing at 10.00am

Present: Chair of the Committee: Cllr R Moss
Vice Chair: Cllr P Wilkinson
Councillors: G Fuller (10.04 am) S Hamilton and T Pack

In Attendance: Mrs L J Welch (Parish Clerk) (10.14 am)
Mrs H Franklin (Finance Officer)

22. Apologies for Absence

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

- Councillor R Appleyard who has a prior appointment
- Councillor A Clarke who is unwell.

23. Declarations of Interest

Declarations of interest were received from:

- Councillor S Hamilton – Agenda Item 8, Printing & posting documents via Docmail by CFH Limited – Personal as a family members works at CFH;
- Councillor R Moss - Agenda Item 9, Insurance Claim – Husqvarna Cultivator – Personal as a member of WAGS

24. Minutes

Resolved: That the Minutes and Confidential Minutes of the Finance & Personnel meeting held on 28th May 2012 be agreed and signed as a correct record.

25. Matters Arising from the Minutes

Councillor P Wilkinson raised his concerns that the goal posts at both Norton Hill and Westhill Recreation Grounds were still insitu. Despite the fact that the Minutes are draft until agreed at the next meeting.

Signed Dated

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goalposts have been painted, no reseeding had been carried out at either of the grounds. These works were now becoming desperate as the state of the goalmouths were in a very poor condition.

Resolved: That the Parish Clerk email Bath & N E Somerset Council once again in connection with these works and that the Finance & Personnel Committee be copied in.

26. Monthly Accounts

Members raised a few queries in regard to the monthly accounts as submitted, specifically in respect of the actual operation of the Omega system and why the VAT was not shown. An amendment is also required in respect of a cheque raised for Radstock PCC (St Nicholas Church) which is shown as Westfield PCC. Members were also advised that this cheque, despite being posted had not been received by the recipient.

Resolved: 1) That Members who wish to do so be invited into the office to establish a better understanding of how the Omega accounting system works;

2) That a further cheque for £1,500 for Radstock PCC be issued on the understanding that original, should it materialise be returned to Westfield Parish Council;

3) That the monthly accounts as presented for April be agreed and signed off with the caveats as detailed above.

27. Internal Audit Report

Members considered the report of the Internal Auditor.

Resolved: That the Audit Report be accepted together with the explanations in respect of the VAT issues.

28. Christmas Costings

Members considered the report of the costings for the above project.

Resolved: 1) That the overspend be authorised and allocated from other parts of the Budget or Reserves;

2) That competitive quotations be obtained from three sources wherever possible to get best value for money

29. Printing & Posting documents via Docmail

Members considered a report together with costings in respect of the printing and posting of documents via Docmail.

Resolved: 1) That further calculations be carried out into the actual cost of this service to establish its viability;

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- 2) If cost effective, that a trial period of this service be carried out subject to the review of charges being cost effective.

Councillor P Wilkinson took the Chair in view of Councillor R Moss' declaration of interest in WAGS

30. Insurance Claim – Husqvarna Cultivator

Members considered the report in respect of the insurance claim for the Husqvarna cultivator. Members raised some concerns with regards to the obligation of the Parish Council with regards to the clarification in respect of maintenance/repairs etc of equipment used by WAGS.

- Resolved:**
- 1) That the Parish Clerk liaises with the Insurance Company to ascertain whether we are obliged to purchase like for like from any monies received in respect of the claim;
 - 2) That this item be brought back to the next meeting Council for further discussions.

Councillor R Moss resumed his position as Chair of the meeting.

31. Unit G1, Second Avenue

The Parish Clerk updated Members in respect of the removal of the other items for disposal at Unit G1.

- Resolved:**
- 1) That quotations be obtained in respect of the making good of Unit G1 and that the Parish Clerk together with the Chair and Vice Chair of the Committee be delegated to agree the best quotation and authorise the work;
 - 2) That the scrap metal be removed at £160 per tonne and the metal signage be authorised for disposal.

The meeting finished at 10.34 am

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Signed Dated