

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Monday 28th May 2012 commencing at 10.00am

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

In Attendance: 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 Mrs A Clarke; Councillor R Moss as proposed by Councillor T Pack and seconded by Councillor G Fuller.

Two secret ballots followed with each nominee receiving two votes and one abstention. Following discussions between Councillors R Moss and P Wilkinson, Councillor R Moss used his casting vote.

Resolved: That Councillor R Moss be re-elected as Chair of the Finance & Personnel Committee for 2012/13 as proposed by Councillor T Pack and seconded by Councillor G Fuller.

2. Election of Vice Chair of the Committee

Resolved: That Councillor P Wilkinson be re-elected as Vice Chair of the Finance & Personnel Committee for 2012/13 as proposed by Councillor R Moss and seconded by Councillor Mrs A Clarke

3. Apologies for Absence

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

- Councillor Mrs S Hamilton who is away;
- Councillor R Appleyard who has a prior appointment.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

4. Declarations of Interest

Declarations of interest were received from:

- Councillor T Pack - Westhill Gardens Recreation Ground – Personal;
- Councillor G Fuller – Agenda Item 19 Sale of Surplus Goods/Machinery – Personal as a member of the Midsomer Norton Rugby Club
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5. Minutes

Resolved: That the Minutes and Confidential Minutes of the Finance & Personnel meeting held on 23rd April 2012 be agreed and signed as a correct record.

6. Matters Arising from the Minutes

There were no Matters Arising.

7. Football Hire Charges

Resolved: That the amended football hire charges be rounded up/down as agreed and that the adult hire charge for Norton Hill Recreation Ground be set at an All Inclusive rate of £400.

8. Treasury Management

Members were advised that the necessary Savings and Investments Accounts had been set up with the Co-operative Bank.

Resolved: That the opening of the Savings and Investment Accounts be noted.

9. Council Regalia

Resolved: That although this had been previously agreed in principle, providing there was no cost to the Council, discussions on the provision of Council Regalia be brought back when the opportunities for external sponsorship are felt to be more advantageous.

10. Approval of Internal Auditor for year 2012/13

Resolved: That the appointment of IAC Internal Audit & Compliance Limited as Internal Auditors for the year 2012/13 be agreed.

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Signed Dated

Westfield Parish Council

11. External Auditor 2012/13

Resolved: That the appointment of Grant Thornton UK LLP as External Auditors effective from 1st September 2012 for the next five years be agreed.

12. 2011/12 Annual Report

Resolved: That the 2011/12 Annual Report as submitted be recommended to the Parish Council for agreement.

Councillor R Appleyard arrived at 10.30 am.

13. Year End Accounts

Members received a verbal update of the current position with the Year End Accounts.

Members were advised that Bath & N E Somerset Council will be introducing a new Council Tax regime from next year which will affect the existing benefits system and ultimately have an impact on the Precept, possibly causing this to rise.

Resolved: That the verbal update be noted together with the information with regards to B&NES new Council Tax regime, and that this be monitored.

14. Westfield Tree Inspections

Resolved: That the necessary tree works as identified by the Arboricultural Officer at Bath & N E Somerset Council be carried out at Norton Hill Recreation Ground for the sum of £600 plus VAT.

15. Play Areas Budget Review

Resolved: That the items as prioritised in the report be carried out without delay.

16. Confidential Business

Resolved: In accordance with the confidential nature of the business to be transacted, the press and public should be excluded during consideration of the next agenda Items.

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Signed Dated