

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 11th June 2014 commencing at 7pm

Present: Cllrs: R Appleyard, A Clarke, D Cooper, G Fuller, and P Wilkinson

In Attendance: Mrs L Welch (Parish Clerk).
Mrs H Franklin (Finance Officer)

11. Apologies for Absence

Apologies for absence were received and accepted from Cllr R Moss, who has a work commitment.

12. Declarations of Interest

Cllr R Appleyard declared a personal interest as a Board Member in the Avon Pension Fund (Agenda Item 6)

13. Minutes

Resolved: That the Minutes of the Finance & Personnel meeting held on 14th May 2014 be agreed and signed as a correct record

14. Monthly Accounts

Updated Bank reconciliation statements in respect of the Current account were now re submitted for April showing a zero difference now that the Ward Councillor Initiative payments had been resolved

Unfortunately due to the computer issues experienced over the past couple of weeks, the Omega Financial system data has not as yet been reinstated, therefore no monthly accounts have been prepared.

Councillors expressed their concerns with the current situation with regards to access to the computer room in the Oval office.

The Committee received the recommendation of the Environment & Development Committee for some funding for the enhancement of the Westfield Fun Day. Whilst most of the entertainment is being provided on a voluntary basis there were a few groups which would require payment i.e. Punch & Judy and the provision of a Drum Workshop. Councillor Wilkinson explained that any monies raised from the event could be put into a nominated account earmarked for the next year.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

- Resolved:**
- a) That the updated April monthly statement for the Current account be agreed;
 - b) That a meeting be arranged with Oval Commercial Homes to discuss the issue of access to the computer room;
 - c) That an amount of £400 be agreed as funding from Westfield Parish Council to assist with Westfield Fun Day.

15. Internal Audit Report

Members considered the recommendations in respect of observations made during the recent visit of the Internal Auditor.

- Resolved:**
- 1) That the recommendations in respect of the observations made during the recent visit of the Internal Auditor be noted;
 - 2) That congratulations be communicated to staff in respect of the Audit process.

16. Avon Pension Fund – 2013 Actuarial Valuation

Members considered a copy of the Avon Pension Fund 2013 Actuarial Valuation together with accompanying notes.

- Resolved:** That the Avon Pension Fund 2013 Actuarial Valuation report be noted; in particular page 10 which shows the deficit recovery contributions to 2017/18 which will need to be taken into consideration during the Budget setting process.

17. NALC – Financial Regulations

Members considered the Draft Financial Regulations as presented by NALC.

- Resolved:** That the Draft Financial Regulations as presented by NALC be proposed to Council for adoption.

18. Accounting Control System

Members considered a report from the Parish Clerk in accordance with the new Financial Regulations.

- Resolved:** That this report be noted.

19. Midsomer Norton & Radstock Community Service Vehicle Trust

Members considered a request for a one off grant for £2,000 to assist with the replacement of their minibus. This request had previously been considered and agreed at full Council on 6th May, pending a satisfactory application form.

- Resolved:** That it be noted that this request for a one off grant for £2,000 had been considered and agreed at full Council on 6th May, 2014 and that the paperwork was satisfactory.

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20. Confidential Business

Resolved: That in view of the confidential nature of the business about to be transacted the press and public be excluded

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