

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 16th April 2014 commencing at 7pm

Present: Chair of the Committee – Cllr P Wilkinson
Cllrs D Cooper, G Fuller, S Hamilton and R Moss

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

113. Apologies for Absence

Apologies for absence were received and accepted from Cllr A Clarke, who is away.

114. Declarations of Interest

There were no Declarations of Interest received.

115. Minutes

Resolved: That the Minutes of the Finance & Personnel meeting held on 12th March 2014 be agreed and signed as a correct record.

116. Monthly Accounts

Cllr D Cooper raised an enquiry about the possibility of holding an Open Day for the Petanque Court, possibly 18th May, with the provision of refreshments and the purchase of balls and bats for the table tennis table. Discussions also took place on the provision of plants along the back area by the houses and also the provision of a large litter bin.

- Resolved**
- (a) That the monthly accounts for the Current and Corporate Treasury Accounts for March as presented together with the Petty Cash Imprest sheet for March 2014 be agreed;
 - (b) That the monthly account for the Guaranteed Investment Account (which had arrived too late for inclusion with the Agenda) for March as submitted at the meeting be agreed;
 - (c) That an Open Day for the Petanque Court, Basket Ball Hoop and Table Tennis be agreed. This would need to be advertised correctly with maybe the provision of a banner, the purchase of table tennis balls and bats, planting and litter bin. Members were asked to note that the inclusion of a litter bin would incur extra costs for weekly emptying.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

117. Nationwide Business Savings Account

Members received a verbal report in respect of the opening of a Nationwide Business Savings Account together with an email received in this regard.

- Resolved:**
- 1) That the opening of a Nationwide Business Savings Account not be pursued in light of the information now to hand but that investigations continue into finding a suitable Savings account
 - 2) That the monies held at present in the Co-operative Guaranteed Investment Account be reinvested for a period of six months.

118. Abolition of Section 150(5)

Members considered a communication from the Internal Auditor in respect of the above which had been revoked.

- Resolved:** That the Abolition of Section 150(5) as advised by the Internal Auditor be noted together with the implications in respect of payments with changes to Financial Regulations to accommodate this change.

119. Financial Regulations

Members considered the new draft Financial Regulations as recommended by NALC with the new internal controls highlighted in these regulations.

- Resolved**
- (a) That the draft Financial Regulations as recommended by NALC be considered from scratch within the next month by the Committee, Chair and Clerk and recommended back to Committee and then to Council.
 - (b) That the changes to the draft Financial Regulations be introduced gradually so that these can be implemented correctly, in particular the changes which incorporate electronic banking and payments.

120. Ownership of the Westhill Club Land

Cllr R Moss raised concerns over the ownership of the Westhill Club land and the legal opinion obtained with regards to this issue. It was understood that that the land which contained the club was unregistered.

- Resolved:** That a quote for a second legal opinion be sought together with advice as to whether it was possible to register our interest in the land.

121. Midsomer Norton & Radstock Community Service Vehicle Trust

Members received a request for financial assistance in the purchase of a replacement minibus to succeed their eight year old vehicle which is in need of substantial repairs.

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Resolved: That a Grant form be sent to the Midsomer Norton & Radstock Community Service Vehicle Trust which upon completion be considered and a decision made by Council.

122. Earmarked Reserves

Members considered a Report of the current amounts to be carried over into earmarked reserves.

Resolved: That the earmarked reserves as detailed in the Report be agreed.

The meeting closed at 7.38 pm

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Signed Dated