

WESTFIELD PARISH COUNCIL

**Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 11th December 2019**

Present: Cllr Philip Wilkinson (Chair) and Cllrs Diana Cooper and Patricia Williams

Absent: Cllrs Diana Cooper, Geoff Fuller, Ron Hopkins, Robin Moss and Bryan Wallbridge

In Attendance: Cllr Vince Cox; Lesley Close (Parish Clerk)

The meeting opened at 7.00pm.

76. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Geoff Fuller and Ron Hopkins.

77. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

78. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 20th November 2019 be agreed and signed as a correct record.

79. MONTHLY ACCOUNTS

Resolved:

- a) that the November monthly statement for the Current Account be agreed;
- b) that the November monthly statement for the Corporate Treasury account be agreed;
- c) that the November monthly statement for the Business Savings account be agreed and that the current rate of interest (1.05%) be noted;
- d) that the summaries of petty cash (Appendix 1) and debit card (Appendix 2) transactions since the last meeting be agreed.

80. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

In accordance with item 5.2 of the Financial Regulations, the updated schedule of payments was circulated at the meeting.

Resolved: that the schedule of payments due be agreed (attached as Appendix 3) and that the BACS authorisation sheet be signed within the meeting accordingly.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

81. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS

In accordance with item 5.6 of the Financial Regulations, a list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation was circulated with the agenda.

Resolved: that the schedule of payments be agreed (attached as Appendix 4) and that the BACS authorisation sheet be signed within the meeting accordingly.

82. AVON PENSION FUND ACTUARY'S VALUATION 2019

The Committee received the valuation letter and results document from the Avon Pension Fund Actuary.

Resolved: (1) To note the advice with regard to the McCloud Judgement and to approve and budget for the higher amounts based on the assumed results of this judgement.
(2) To pay the three years deficit payment in advance in the amount of £6,860, saving £440 over three years.
(3) To accept the valuation of employer's superannuation of 22% and pension deficit contributions and to budget accordingly.

83. BUDGET 2020-21

The Committee agreed the following items in the budget, which it recommends to the Parish Council.

- (1) 4003/1 Employers' superannuation has been updated as per the actuary's valuation - £8,294.
- (2) 4021/1 The new broadband saves £15 per month on what we used to pay separately for phone and broadband and has been updated accordingly.
- (3) 4061/100 Pension deficit - £6860 to be paid in advance to cover the next three years.
- (4) 4210/102 Website accessibility – a figure of £4,736 has been budgeted
- (5) A new capital item of lights on the pit path has been included in the amount of £8,000 per year for the next four years, with the capital sum of £32,000 coming out of capital reserves.
- (6) 4237/202 Youth provision to be updated with the Youth Connect predicted figures of £10,642 plus £1,200 hall hire - £11,662.17 in total.
- (7) 4062/308 Ad hoc maintenance at Norton Hill is sufficient to include re-painting the woodwork at the pavilion

84. PARISH COUNCIL PRECEPT REQUIREMENTS

The deadlines from B&NES were noted along with the encouragement to show restraint in setting the precept.

85. PUBLIC SECTOR BODIES WEBSITE ACCESSIBILITY REGULATIONS

The Committee thanked Cllr Vince Cox for taking the time to talk through the website accessibility regulations and how the Parish Council may become compliant by September 2020.

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A quote had been received in the amount of £4,736 to audit the website, give recommendations and conduct a re-check. Cllr Cox pointed out that the recommendations would need to be implemented and this might well incur a further cost, which it is not possible to predict.

The Committee discussed the option of starting from scratch by commissioning a website designer/developer to develop a new website which is WCAG 2.1AA compliant. The Parish Council could then purchase very basic software in the region of £30-£40 to run a test to ensure that what is delivered is indeed compliant. This route would most likely be within the £4,736 budget and would remove the unpredicted element relating to the cost of making amendments if we were to go down the route of keeping the existing website and trying to make it compliant.

Resolved: (1) to recommend to the Parish Council that we go out to tender for a new website which is WCAG 2.1 AA compliant.
(2) to ask the Parish Council for any elements of a new website it would like to see in the specification.

86. DISCIPLINARY AND GRIEVANCE ARRANGEMENTS POLICY

Resolved: that the new policy be recommended to Parish Council.

The meeting closed at 7.55pm.

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APPENDIX 1

WESTFIELD PARISH COUNCIL PETTY CASH											
		MONTH SHEET	December 2019-20 - 9								
IMPREST VALUE	DATE	DETAILS	TOTAL	Christmas 4223/202	postage 4022/1	printing & stationary 4023/1	consumables (Civic Exp) 4102/102	N/H maintenance 4062/308	W/H Maintenance 4062/307	Hospitality 4131/101	Parish Environment 4224/202
£100.00	27/08/2019	Cash in hand	£100.00								
	30/07/2019	Refreshments	£1.00							£0.83	
	02/09/2019	Refreshments	£1.00							£0.83	
	12/09/2019	Refreshments	£2.50							£2.50	
	26/09/2019	Refreshments	£0.65							£0.65	
	02/10/2019	Refreshments	£1.25							£1.25	
	04/11/2019	Plastic trough for poppy crosses	£3.95								£3.29
	11/11/2019	rings for Santa backdrop	£3.00	£2.50							
	14/11/2019	Refreshments	£1.00							£0.83	
	27/11/2019	bin liners and cable ties for Xmas Lights	£13.27	£11.07							
	02/12/2019	Christmas cards	£6.00	£5.00							
	11/11/2019	Refreshments	£1.00							£0.83	
		TOTAL (NET)	£29.58	£18.57	£0.00	£0.00	£0.00	£0.00	£0.00	£7.72	£3.29
		VAT:	£5.04	£3.70						£0.68	£0.66
		Ongoing balance	£65.38								
		cheque required	n/a							previously reported	
										added since agenda was circulated	

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APPENDIX 2

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY														
			Report for F&P - December SHEET	2019-20 - 9										
REF	DATE	SUPPLIER	DETAILS	TOTAL	Petty Cash (see Imprest for full details)	postage 4022/1	Grants 4203/202	Christmas 4223/202	Stationary 4023/1	VE Day event 4242/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Projects 4232/202	Hospitality 4131/101
DC63	21/11/2019	B&NES	Temporary Event Notice for VE Day event	£21.00						£21.00				
DC64	21/11/2019	Soho Commercial	Grant donation - purchase of two wheelie bins for Terracycle collection - Catherine Cooper	£118.08		£12.50	£85.90							
DC65	25/11/2019	Viking	Paper and stamps	£152.38		£114.00			£31.98					
DC66	29/11/2019	Amazon	Safety matting	£64.36									£53.63	
DC67	09/12/2019	Jewson	Replacement gas meter box door	£19.69							£16.41			
DC68	11/12/2019	Jewson	Replacement elec meter box door	£84.01							£70.01			
			TOTAL (NET)	£405.43	£0.00	£126.50	£85.90	£0.00	£31.98	£21.00	£86.42	£0.00	£53.63	£0.00
			VAT:	£54.09			£19.68		£6.40		£17.28		£10.73	
			TOTAL (Gros)	£459.52										
<i>added since the agenda was circulated</i>														

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APPENDIX 3

Schedule of payments in DECEMBER							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
30/10/2019	Jack & Jill Solutions	replacement auto-watering systems at hang	4224/202	B#1399	£250.00	£0.00	£250.00
21/11/2019	The Journal	Xmas Lights advert	4223/202	B#1401	£142.43	£28.49	£170.92
22/11/2019	Rialtas Business Solutions	Making Tax Digital software	4027/1	B#1402	£59.00	£11.80	£70.80
25/11/2019	Archers Marquees	Gazebos for Xmas Lights	4223/202	B#1403	£180.00	£36.00	£216.00
28/11/2019	SWALLOW	Chair's Allowance grant	4101/102	B#1404	£200.00	£0.00	£200.00
28/11/2019	P.E.O.P.L.E.	Chair's Allowance grant	4101/102	B#1405	£100.00	£0.00	£100.00
28/11/2019	Teddy Bear Nursery	Chair's Allowance grant	4101/102	B#1406	£100.00	£0.00	£100.00
28/11/2019	St Peter's Church	Chair's Allowance grant	4101/102	B#1407	£100.00	£0.00	£100.00
28/11/2019	Trinity Methodist Church	Chair's Allowance grant	4101/102	B#1408	£100.00	£0.00	£100.00
02/12/2019	Mardons Carnival Club	Marshalls for Xmas Lights Switch-On	4223/202	B#1414	£80.00	£0.00	£80.00
03/12/2019	SAS (Bristol) Ltd	Barriers for Xmas Lights	4223/202	B#1417	£368.00	£73.60	£441.60
04/12/2019	Total Gas & Power	Gas at Pavilion November	4015/308	B#1416	£7.30	£0.37	£7.67
28/11/2019	Danny Donkey & Pals	Deposit for donkeys - Fun Day 2020	4232/202	B#1418	£50.00	£0.00	£50.00
29/11/2019	Lamps & Tubes	75% for lights and engineers for switch-on - remainder to be paid upon removal	4223/202	B#1420	£3,363.75	£672.75	£4,036.50
04/12/2019	Colin Thompson & Sons Locksmiths	Fix disabled tpilet handle and lock at pavilion	4062/308	B#1419	£95.00	£19.00	£114.00
						TOTAL	£6,037.49
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							

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APPENDIX 4

Schedule of regular payments 2019-20 (amounts are all NET)

Supplier	Details	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
Apollo Technology	IT Support (quarterly)	£0.00	£0.00	£0.00	£0.00	£573.48	£0.00	£0.00	£286.74	£0.00				£860.22
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£0.00	£0.00	£0.00	£302.40	£0.00	£0.00	£151.20	£0.00				£453.60
Apollo Technology	Hosted exchange / G-Suite	£0.00	£0.00	£386.40	£0.00	£0.00	£0.00	£386.40	£0.00	£0.00				£772.80
Apollo Technology	Wireless Cloud Controller	£0.00	£0.00	£0.00	£0.00	£11.94	£0.00	£0.00	£5.97	£0.00				£17.91
Avon Pension Fund	Superannuation	£659.97	£659.97	£659.97	£659.97	£659.97	£659.97	£659.97	£782.08	£675.22				£6,077.09
GPS Telecoms (DD)	Office phone and fax	£31.54	£30.42	£32.25	£32.37	£30.73	£31.11	£30.36	£31.47	£31.54				£281.79
Greensward	Ground maintenance	£1,886.65	£1,951.62	£1,951.62	£1,951.54	£1,951.58	£1,951.58	£1,951.58	£1,951.58	£1,951.58				£17,499.33
HMRC	PAYE and NI	£268.39	£268.79	£268.79	£268.79	£268.79	£268.79	£268.79	£490.41	£296.50				£2,668.04
KCOM (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95				£179.55
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75				£4,407.75
Oval Commercial	Use of Boardroom	£60.00	£60.00	£60.00	£60.00	£60.00	£0.00	£60.00	£60.00	£60.00				£480.00
Net Salaries (and expenses)	Office staff	£2,643.52	£2,630.57	£2,613.12	£2,613.12	£2,616.72	£2,616.27	£2,613.12	£2,979.22	£2,658.87				£23,984.53
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00				£3,686.72
Ricoh	Photocopier & Maintenance	£180.50	£0.00	£0.00	£0.00	£175.56	£0.00	£166.82	£0.00	£0.00				£522.88
Southern Electric	NH Pavilion	£0.00	£0.00	£154.14	£0.00	£152.97	£0.00	£0.00	£0.00	£-82.33				£224.78
Southern Electric	Christmas Tree	£0.00	£1.87	£18.78	£0.00	£18.78	£0.00	£0.00	£0.00	£24.09				£63.52
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£235.06	£0.00	£0.00	£0.00	£0.00				£235.06
Total		£6,240.27	£6,112.94	£6,654.77	£9,782.21	£7,567.68	£6,037.42	£6,646.74	£7,248.37	£6,125.17	£0.00	£0.00	£0.00	
This amount plus one off payments														
Highlight if over £5000 as this requires full Parish Council approval														
added since agenda was distributed														

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