#### **Westfield Parish Council**

### **WESTFIELD PARISH COUNCIL**

Minutes of the Finance & Personnel Meeting held at the Oval Office, St Peters Business Park, Westfield on Wednesday 12<sup>th</sup> December 2018 commencing at 7.00pm

Present: Cllr Philip Wilkinson (Chair) and Cllrs Diana Cooper, Geoff

Fuller, Lesley Mansell and Patricia Williams

**Absent:** Cllrs Kevin Docherty and Ron Hopkins

**In Attendance:** Lesley Close (Parish Clerk)

The meeting opened at 7.00pm

#### 79. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hopkins.

#### 80. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 81. MINUTES

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 21<sup>st</sup>

November 2018 be agreed and signed as a correct record.

Cllr Mansell arrived at 7.03pm.

### 82. 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 summary of debit card transactions since the last meeting be agreed.

### 83. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

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

The Citizens Advice Bureau had responded positively to the request for training of Parish Council staff and the Training Facilitator would be making contact.

Minutes are draft until agreed at the next	meeting.
Signed	Dated

#### **Westfield Parish Council**

**Resolved:** that the schedules of payments be agreed (attached as Appendices 1,2&3) and that the BACS and petty cash authorisation sheets be signed within the meeting accordingly.

### 84. 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.

The meeting closed at 7.10pm.

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WESTFIELD PARISH COUNCIL PETTY CASH

SHEET 201 SHEET 201 SHEET 201 SHEET 201 SHEET 201 Cash in hand refreshments Cable fies Stick-on numbers for Fun Day Befreshments for grass culting meeting Refreshments for B&NES meeting Refreshments for Youth Cluster meeting Screen wipes Key cutting Youth Cluster meeting Screen wipes Key cutting Screen wipes Key cutting Youth Cluster meeting	vember 18-19 - 8	Parish Environment  Parish Environment  A023/102  Consumables (Civic Exp)  4102/102  W/H Maintenance  4062/307  W/H Maintenance  4062/308  Parish Environment  4131/101		£1.00	£2.00 £1.88	£1.00	£2.50	£10.90	£1.00	£1.00	£2.59 £2.16	£10.84	£2.85	£0.83	25.82	520.00	E1100	£60.70 £0.00 £14.66 £20.00 £0.00 £0.00 £0.00 £2.80 £17.42 £5.82	£2.93	£33.18	£66.82 previously reported	Date acres equal to the design of the design	Top-up	machine taring the debit card.	
	T 2018-19 - 8	100	250			10000			720				er meeting				Smerts				2004				

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WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - December 2018-19 - 9 SHEET

Hospitality							€0.00							
Community plan 4226/202							20.00		inenthalan					
W/H Maintenance		1			H		60.00	1	THE PERSON NAMED IN	100 400				
WW 4062\208						T	€0.00		1	2   18	0.10	27.7.2		
Flowers in Public Places							50.00			12/12/18		2		
Parish Environment 4224/202							50.00			Date		Date		
Christmas 4223/202	522.77		£11.25				£34.02	£2.25					Signed:	Date:
Vienoits & guitinhq NS304				80.58			£3.50	£0.70						
t022/1 bostage				E27.84			£27.84							
Petty Cash (see Imprest for full details)		560.70		İ			£60.70	26.12						
TOTAL	£22.77	£86.82	£13.50	£32,04			£128.08	20.63	£135.13					
DETAILS	Lantern lights for Father Christmas grotto	Petty cash top-up (see Imprest for full breakdown)	Xmas cards and decs for tree	Battenes and stamps			TOTAL (NET.)	VAT:	TOTAL (Gros)	1 Mestro		. LICHOLD		
SUPPLIER	Amazon	Westfield Parish	Tesco	Radios		,					Finance Officer signature	Counter signature		
DATE	22/11/2018 Amazon	22/11/2018	26/11/2018 Tesco	05/12/2016 1						1	Ī			
REF	DC25	DC26	DC27											

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Signed	Dated

Schedule of payments in DECEMBER

28/11/2018 Viking 28/11/2018 Apollo 28/11/2018 Network Scouts 28/11/2018 Greensward 22/11/2018 The Journal 03/12/2018 SAS Event Barriers		Stationary and stamps	1,000				
29/11/2018 Apollo 29/11/2018 Network Sc 28/11/2018 Greenswar 22/11/2018 The Journs 03/12/2018 SAS Event			4023/1	B#1145	£112.92	£12.48	£125.40
29/11/2018 Network Sc 28/11/2018 Greenswai 22/11/2018 The Journe 03/12/2018 SAS Event		Telephone updates and maintenance package (5-year)	4027/1	B#1148	£506.00	£101.20	£607.20
	couts	Donation for stewarding at Christmas Lights Switch-on 2017 and 2018 (£100 each year)	4223/202	CASH*	\$200.00	£0.00	£200.00
		Out hadne at Weethill	4062/307	B#1147	£225.00	£45,00	
		Advant for Christman Links avent	4223/202	B#1150	£138.38	£27.68	£166.06
_		Company for Venor Lights event	4223/202	B#1151	£368.00	£73.60	£441.80
100000000000000000000000000000000000000	Damers	Darriers for Amas Lights event	4203/202	B#1157	£1,000.00	00.03	£1,000.00
12/12/2018   Citizens' A(	Citizens' Advice Bureau	Grant payment	44001404	Danielo	578 43		00 08d
02/14/2018 (BPP Education	moin	AAT Exam 1 - Finance Officer	4005/1	100	200	1	The same of
	Ambidanca	First Airt cover for Xmas Lights	4223/202	B#1160	E92.00	118.90	E9 (0.4)
	uhes	Additional deporations	4223/202	B#1165	21,350:00	£276.00	£1,620,00
-	ubes	Installation of decorations and engineer for	4223/202	8#1185	12,917.50	E583.50	63,501,00
Office	European Online	2 handhas for Westhill Red	EMR 321	B#1164	E714.00	£142.80	5856 80
The second second							
						TOTAL	£8,978.46

Network Scouts having problems with bank account. Cash to be drawn using debit card and signed receipt to be secured from Network Scouts upon payment

already approved by Council

lighlight if over £5000 as this requires full Parish Council approval

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BIG LOCAL: Schedule of invoices for payment in DECEMBER

Big Local payments are administered by Westfield Parish Council as the Locally Trusted Organisation. Payments are made from the Big Local funds and are in no way connected to Parish Council funds.

Invalor Data	Cupalion	Details	Chq no	Total (GROS)	**
HIVOICE DATE CUPPING	capplica		0077776	000000	
04/45/5048	Carare' Cantra	Office rent December	B#1163	£,400.00	
01/12/2010	-1		044480	F3 085 34	
10/12/2018	0/12/2018 Robert Wicke	Community Worker Nov/Dec	D#1107	10,000,01	
00000000	Most Most Mill	Programme Coordinator Now/Dec	B#1158	£1,003,00	
10/12/2010	Odian westell		20 a 20 a	00 0000	
40/12/2018	40/40/2048 Fossaway School	Sugar Smart grant	D#1101	2440.00	
1011272010	I coocuad consor	0	007770	00 0030	
8140/04/8	MAMANA SWALLOW	Sugar Smart grant	001.L#9	2000.00	
0109/51/60	2000	Di Di	作を有明明日	0400 00	
20/14/2018	Zonkav	Website hosting 2018-19	/QLL#G	£100.00	
010711100	Collings	0	CONTRACTO	00 400	
0.4/42/2014R	Eneseway Press	Printing	B#1168		
010777				00 0033	
12/12/2018	Vouth Connect	Sugar Smart grant		2000.00	
0 000	Control Land	October Omort grant		£300.00 tr	£300.00  tatal TBC but it won't be more than this
12/12/2018	Light Longe Southerly	Ougai Oillan grant		10 440 00	
The second secon			TOTAL	16.3//.34	

\*\* VAT cannot be claimed on Big Local payments as they are not VAT registered. These two grants have been signed - it is

hoped that these payments can be made next week before we close for Christmas

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Signed ...... Dated .....

Charles   Char	Support   Supp		Patentle	Annil	May	June	July	August	September	October	November December		January	reprinary	More	
Control Residency	Cubic bilance   Section   Control		T Support	£0.00		£0.00	00.03	8	57.982.3	50.00	£0.00	£286.75				£860.25
Countrollector   Cartollector   Ca	Countrication   Countricatio		Remote Back-up	£0.00	£108.00	£0.00	00'03	00:03	£108.00	50.00	00.03	£161.20				£367.20
With places dividing states (Cliud)         ESS 97         ER.03	Nith Payling   E5.597   E0.00   E0.0		(quarterly)		474	0 0	00.00	C48 35	618.35	£16.35	£32.70	£16.35				£147.15
Controlleder Cloud         EGR OR	Controlled   E6 97   E0 00		Hosted exchange	£16.35	\$10.50	10.00	20.00	71000	-	0.000		0000				£11.94
NH Pavilion         E01.00         E01.40         E00.00         E01.00         E0	Supportant Ligible         E674.08         E678.83         E678.83         E678.83         E738.18         E645.31         E945.31         E945.32         E945.31         E945.32         E945.31         E945.32         E945.31         E945.32         E945.32         E945.32         E945.32         E945.32         E945.32         E945.32         E945.32         E945.32         E945.33	Apollo Technology	Wireless Cloud Controller	16.63	£0.00	00.03	50.00	£0,00	00'03	50.00	16.63	£0.00				£5 807.81
Phychocopiet & E225.52   E31.31   E32.66   E0.00   E	Photoscopier 8   E225.52   E0.00   E	132	Superannuation	E614.03	£614.03	E861.46	£629.83	£629.83	£629.83	£738.18	£645.31	2645.31				100000000000000000000000000000000000000
Producopier 8   E.225,52   E0.00   E0.00   E0.00   E0.00   E0.00   E0.00   E186.07   E0.00	Protectopier & E225.52   E0.00   E0.01   E227.46   E0.00   E0.01   E0.00   E	Sristol Wessex	NH Pavilion	00.03	00:03	£0.00	00.03	50.00	£277,41	£0.00	£0.00	£0.00				£277.41
Parcenne (DD)   Common and   E33.22   E31.31   E32.66   E31.32   E11.834.71   E11.834.57   E11	Negotine (DD)         Office phone and from and from the properties of the properties (DD)         E33.22         E31.31         E32.66         E31.33         E31.80         E29.56         E29.56         E1834.77         E1.834.77         E1.834.77 </td <td>Tooh Tooh</td> <td>Photocopier &amp; Maintenance</td> <td>£225.52</td> <td></td> <td>00.03</td> <td>£227.46</td> <td>£0.00</td> <td>£0.00</td> <td>£186.07</td> <td>£0.00</td> <td>50.00</td> <td></td> <td></td> <td></td> <td>£639.05</td>	Tooh Tooh	Photocopier & Maintenance	£225.52		00.03	£227.46	£0.00	£0.00	£186.07	£0.00	50.00				£639.05
Ward         Ground         E1,834.57         E1,834.78         E1,834.78         E1,834.78         E1,834.78         E1,834.78         E1,834.78         E1,834	ward         Ground         Ground         E1,834.72         E1,834.52         E1,834.56         E1,834.66         E1,834.66         E1,834.67         E1,834.66         E1,834.66         E1,834.66         E1,834.67         E2,434.37         E1,434.44		Office phone and	£33.22		£32.65	£31,33	£31.80	£29.56	£31,95	£32.26	531.57				£285.65
PAYE and NI   E236.42   E236.42   E201.49   E255.18   E256.98   E255.18	Day   Broadband   E19.55   E		Ground	£1,834.57		£1,834.73	£1,834.41	£1,834,57	£1,834.57		_	£1,886.65				£16,713.51
CDD    Broadband   E19.35	CDD  Broadband   E18.95   E1	-MRC	PAYE and NI	£236.42	£236.42	£301.49	£255.18	5254.98	£255.18	£437.93	£276.62	5276.62				1
Office Rental         £ 489.75	Office Rental         £489.75         £69.75         £189.75         £189.75         £69.75         £69.75	KCOM (DD)	Broadband	£19,95	£18	£19.95	£19,95	£19.95	£19.95	£19.95	£19.95	519.95				11/9.35
First Description         E60.00         E70.00	me weathill Play Area         E60.00         E60.00         E60.00         E0.00         E0	Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75	2489,75	£489.75	£489.75	5489.75	£489.75				£4,407.75
Westhill Play Area         E0.00         E0.00 <td>Westhill Play Area         E0.00         E0.00<td>Oval Commercial</td><td>Use of Boardroom</td><td>D80.00</td><td></td><td>00'093</td><td>00'093</td><td>E60.00</td><td>£0.00</td><td>580.00</td><td>693.00</td><td>560.00</td><td></td><td></td><td></td><td>£533.00</td></td>	Westhill Play Area         E0.00         E0.00 <td>Oval Commercial</td> <td>Use of Boardroom</td> <td>D80.00</td> <td></td> <td>00'093</td> <td>00'093</td> <td>E60.00</td> <td>£0.00</td> <td>580.00</td> <td>693.00</td> <td>560.00</td> <td></td> <td></td> <td></td> <td>£533.00</td>	Oval Commercial	Use of Boardroom	D80.00		00'093	00'093	E60.00	£0.00	580.00	693.00	560.00				£533.00
Office staff         £2,437.99         £2,442.49         £2,594.80         £2,508.37         £2,491.75         £2,491.65         £2,895.05         £2,595.05         £2,595.05         £2,595.05         £2,595.05         £2,595.05         £2,595.05         £2,595.05         £2,595.05         £2,595.05         £2,595.05         £2,595.05         £2,595.05         £2,595.05         £2,595.05         £2,595.05         £2,595.05         £2,595.05         £2,235.05         £2,000         £	Office staff         £2,437.99         £2,442.49         £2,594.80         £2,608.37         £2,491.75         £2,481.65         £2,595.05	Public Works Loans	Westhill Play Area	50.00	03	£0.00	£3,686.72	50.00	50.00	60.00	60.03	£0.00				£3,686.72
NH Pavilion         £0.00         £0.00         £18.77         £0.00         £18.90         £0.00         £18.78         £0.00         £18.78         £0.00         £18.78         £0.00         £18.78         £0.00         £18.78         £0.00         £18.78         £0.00         £18.78	NH Pavilion	Net Salaries	Office staff	52,437.99	52,442	£2,594.80	£2,508,37	£2,491.75	52,491.55	£2,828.32	£2,595.05	£2,541.90				£22,932.22
Christmas Tree         £0.00         £0.00         £19.99         £0.00         £18.78         £0.00         £18.78         £0.00	Christmas Tree         £0.00	Southern Electric	NH Pavilion	£0.00	03	£154,14	00'03	50.00		£0.00	-	£129.09				E#33:00
(DD) NH Pavillon E0.00 E	Sas and NH Pavillon £0.00 £0.0	Southern Electric	Christmas Tree	60.03	03	£0.00	£19,99			60.00		£18.78				£57.55
mount plus one off payments	mount plus one off payments  E6,139.77 £6,139.78 £6,165.32 £9,762.99 £5,828.98 £6,613.45 £6,653.07 £6,181.42 £6,553.92 £0.00 £0.00  E0.00 £0.00  E0.00 £0.00  E0.00 £0.00	Total Gas and Power (DD)	NH Pavillon	50.00			50.00			50.00	£0.00	50.00				
This amount plus one off payments  Hindlinh if num PRATCH as this remines full Pairsh Council approval	This amount plus one off payments Highlight if over £5000 as this requires full Parish Council approval	Total		£5,973.77	£6,139.78		£9,762.99			£6,663.07	£6,181.42	£6,553.92	£0.00			en.
Harhlight if over PRING as this requires full Parish Council approval	Highlight if over £5000 as this requires full Parish Council approval	This amount plus on	e off payments													
	The state of the s	Highlight if over ESO	OD as this requires fu	III Parish Co	uncil approv	76										