

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 12th 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 21st 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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Signed Dated

APPENDIX 1

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET November 2018-19 - 8

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationery 4023/1	consumables (Civic Exp) 4102/102	Christmas 4223/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Events 4232/202	Hospitality 4131/101	Parish Environment 4224/202
£100.00	01/04/2018	Cash in hand	£100.00									
	19/04/2018	refreshments	£1.00								£1.00	
	08/05/2018	Cable ties	£2.00		£1.66							
	09/05/2018	Stick-on numbers for Fun Day advert board	£1.00							£0.80		
	21/05/2018	Dustbin liners for Fun Day	£2.50							£2.00		
	13/06/2018	Refreshments for grass cutting meeting	£10.90								£9.91	
	04/07/2018	Refreshments for B&NES meeting	£1.00								£1.00	
	17/07/2018	Refreshments for Youth Cluster meeting	£1.00								£1.00	
	28/07/2018	Screen wipes	£2.59		£2.16							
	06/08/2018	Key cutting	£13.00		£10.84							
	28/09/2018	Youth Cluster meeting	£2.85								£2.85	
	24/10/2018	Refreshments	£1.00								£0.83	
	29/11/2018	Grease for gritter	£6.98									£5.82
	06/11/2018	large Remembrance poppy	£20.00			£20.00						
	30/11/2018	Refreshments	£1.00								£1.00	
		TOTAL (NET)	£60.70	£0.00	£14.66	£20.00	£0.00	£0.00	£0.00	£2.80	£17.42	£5.82
		VAT:	£6.12		£2.93					£0.70	£1.33	£1.16
		Ongoing balance	£33.18									
		top-up required	£66.82									

previously reported

Account since 30/06/18 was calculated

Top-up £66.82 to be withdrawn from cash machine using the debit card.

Imprest Holder signature _____ Date _____
 Counter signature _____ Date _____
 Signed: _____ Signed: _____
 Date: _____ Date: _____

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APPENDIX 2

Schedule of payments in DECEMBER

Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
21/11/2018	Viking	Stationary and stamps	4023/1 4022/1	B#1145	£112.92	£12.48	£125.40
26/11/2018	Apello	Telephone updates and maintenance package (5-year)	4027/1	B#1146	£506.00	£101.20	£607.20
29/11/2018	Network Scouts	Donation for stewarding at Christmas Lights Switch-on 2017 and 2018 (£100 each year)	4223/202	CASH*	£200.00	£0.00	£200.00
28/11/2018	Greensward	Cut hedge at Westhill	4062/307	B#1147	£225.00	£45.00	£270.00
22/11/2018	The Journal	Advert for Christmas Lights event	4223/202	B#1150	£138.38	£27.68	£166.06
03/12/2018	SAS Event Barriers	Barriers for Xmas Lights event	4223/202	B#1151	£368.00	£73.60	£441.60
12/12/2018	Citizens' Advice Bureau	Grant payment	4203/202	B#1157	£1,000.00	£0.00	£1,000.00
07/11/2018	BPP Education	AAT Exam 1 - Finance Officer	4005/1	B#1159	£74.17	£5.83	£80.00
10/12/2018	St John's Ambulance	First Aid cover for Xmas Lights	4223/202	B#1160	£92.00	£18.40	£110.40
30/11/2018	Lamps & Tubes	Additional decorations	4223/202	B#1165	£1,350.00	£270.00	£1,620.00
30/11/2018	Lamps & Tubes	Installation of decorations and engineer for Switch-On	4223/202	B#1165	£2,917.50	£583.50	£3,501.00
29/11/2018	Office Furniture Online	2 benches for Westhill Rec	EMR 321	B#1164	£714.00	£142.80	£856.80
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

This amount plus regular scheduled monthly payment
 Added since agenda was distributed
 Highlight if over £5000 as this requires full Parish Council approval

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APPENDIX 3

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.

Invoice Date	Supplier	Details	Chq no	Total (GROS)**
01/12/2018	Carers' Centre	Office rent December	B#1163	£400.00
10/12/2018	Robert Wicke	Community Worker Nov/Dec	B#1162	£3,065.34
10/12/2018	Sarah Westell	Programme Coordinator Nov/Dec	B#1158	£1,003.00
10/12/2018	Fosseway School	Sugar Smart grant	B#1161	£420.00
04/12/2018	SWALLOW	Sugar Smart grant	B#1166	£500.00
30/11/2018	Zonkey	Website hosting 2018-19	B#1167	£108.00
04/12/2018	Fosseway Press	Printing	B#1168	£81.00
12/12/2018	Youth Connect	Sugar Smart grant		£500.00
12/12/2018	Hope House Surgery	Sugar Smart grant		£300.00
			TOTAL	£6,377.34

total TSC but it won't be more than this

** VAT cannot be claimed on Big Local payments as they are not VAT registered

These two grants have been approved but Terms&Conditions have not yet been signed - it is hoped that these payments can be made next week before we close for Christmas

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APPENDIX 4

Schedule of regular payments 2018-19 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	£286.75	£0.00	£0.00	£0.00	£286.75	£0.00	£0.00	£286.75				£860.25
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00	£0.00	£0.00	£0.00	£108.00	£0.00	£0.00	£151.20				£367.20
Apollo Technology	Hosted exchange	£16.35	£16.35	£16.35	£0.00	£16.35	£16.35	£16.35	£32.70	£16.35				£147.15
Apollo Technology	Wireless Cloud Controller	£5.97	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.97	£0.00				£11.94
Avon Pension Fund	Superannuation	£614.03	£614.03	£661.46	£629.83	£629.83	£629.83	£736.18	£645.31	£645.31				£5,807.81
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£277.41	£0.00	£0.00	£0.00				£277.41
Rooch	Photocopier & Maintenance	£225.52	£0.00	£0.00	£227.46	£0.00	£0.00	£186.07	£0.00	£0.00				£639.05
GPS Telecoms (DD)	Office phone and fax	£33.22	£31.31	£32.65	£31.33	£31.80	£29.56	£31.95	£32.26	£31.57				£285.65
Greenward	Ground maintenance	£1,834.57	£1,834.73	£1,834.73	£1,834.41	£1,834.57	£1,834.57	£1,834.57	£1,990.81	£1,886.65				£16,719.61
HMRC	PAYE and NI	£236.42	£236.42	£301.49	£255.18	£254.98	£255.18	£437.93	£276.62	£276.62				£2,530.84
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	£93.00	£60.00				£533.00
Public Worries Leams 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
Net Salaries (and expenses)	Office staff	£2,437.99	£2,442.49	£2,594.80	£2,508.37	£2,491.75	£2,491.55	£2,828.32	£2,595.05	£2,541.90				£22,932.22
Southern Electric	NH Pavilion	£0.00	£0.00	£154.14	£0.00	£0.00	£165.77	£0.00	£0.00	£129.09				£439.00
Southern Electric	Christmas Tree	£0.00	£0.00	£0.00	£19.99	£0.00	£18.78	£0.00	£0.00	£18.78				£57.55
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00				£0.00
Total		£5,973.77	£6,139.78	£6,165.32	£9,762.99	£5,828.98	£6,613.45	£6,663.07	£6,181.42	£6,553.92	£0.00	£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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