

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 13th December 2017 commencing at 7.00pm

Present: Cllr Philip Wilkinson (Chair), and Cllrs Geoffrey Fuller, Lesley Mansell and Pat Williams

Absent: Cllrs Kevin Docherty, Diana Cooper and Ron Hopkins

In Attendance: Emily Merko (Finance Officer)

The meeting opened at 7pm

90. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs D Cooper, R Hopkins and E Jackson.

91. DECLARATIONS OF INTEREST

There were no declarations of interest.

92. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 22nd November 2017 be agreed and signed as a correct record.

93. MONTHLY ACCOUNTS

Resolved:

- a) that the November monthly statements for the Current Account be agreed;
- b) that the November monthly statements for the Corporate Treasury account be agreed;
- c) that the November monthly statements for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest sheet for December be agreed.

94. 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.

Resolved: that the schedule of payments for December be agreed (attached as Appendices 1-2) and that the BACS authorisation sheets and cheques be signed, within the meeting, accordingly.

95. 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.

Minutes are draft until agreed at the next meeting.

Signed Dated

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

96. FINANCIAL REGULATIONS

Resolved: To recommend to Parish Council the amendments to Financial Regulation 6.21 which would ensure suitable controls for use of a debit card as detailed below.

6.21 The RFO may provide petty cash **or use of the debit card** to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made **using the debit card or** from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float **and a list of debit card transactions** shall be shown separately on the schedule of payments presented to council under 5.2 above.

97. BANK ACCOUNT

Cllr Jackson was not present to speak further on this item, however, the Committee did not feel it to change the bank account at the present time.

98. ONLINE BANKING

The Committee noted that the Co-op bank was withdrawing the facility for sending through large numbers of BACS payments and considered a report recommending a move to online banking access.

Resolved: to apply for online banking for the Co-op Bank as described in the report.

Cllr Mansell arrived at 7.20pm

99. GRANTS

The Committee considered a request for a grant from Westhill Club to fix a leaking . However, it was not felt that there was enough information at present to make a decision.

- Resolved:**
- a) to ask Westhill Club to obtain three quotes to show the cost of the work;
 - b) to suggest to Westhill Club training opportunities in accessing grant funds as well as other sources of grant funding to which to apply in addition to the Parish Council;

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- c) when received, to refer the complete grant application including quotes, to full Council.

The meeting closed at 7.35pm.

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APPENDIX 2

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)**
01/12/2017	Oval	Office rent December	B#855	£467.28
13/12/2017	Robert Wicke	Community Worker November/December	B#860	£1,590.00
12/12/2017	Sarah Westell	Programme Coordinator November/December	B#861	£734.50
30/11/2017	Lemon Gazelle	Work on CIC application	B#853	£550.00
			TOTAL	£3,341.78
<i>** VAT cannot be claimed on Big Local payments</i>				
Added since agenda was distributed				
Highlight if over £5000 as this requires full Parish Council approval				

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APPENDIX 3

Schedule of regular payments 2017-18 (payments are all NET)

Supplier	Details	April	May	June	July	August	September	October	November	December	January	February	March
Apollo Technology	IT Support (quarterly)	£0.00	£286.75	£0.00	£0.00	£286.75	£0.00	£0.00	£286.75	£0.00			
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00	£0.00	£0.00	£108.00	£0.00	£0.00	£108.00	£0.00			
Apollo Technology	Hosted exchange	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85			
Apollo Technology	Wireless access controller	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			
Avon Pension Fund	Office staff	£605.90	£605.90	£605.90	£605.90	£605.90	£605.90	£605.90	£670.72	£614.00			
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£104.46	£0.00	£0.00	£0.00	£0.00			
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£0.00	£0.00	£51.29	£0.00	£0.00	£0.00	£0.00			
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£0.00	£22.57	£0.00	£0.00	£0.00	£0.00	£0.00			
First Office Ricoh from Dec 2017	Photocopier & Maintenance	£0.00	£204.94	£0.00	£0.00	£297.58	£0.00	£231.09	£0.00	£17.81			
GPS Telecoms (DD)	Office phone and fax	£27.96	£29.09	£29.77	£28.52	£29.24	£30.03	£28.78	£28.59	£28.38			
Greensward	Ground maintenance	£1,834.57	£1,834.57	£1,834.73	£1,834.57	£1,834.73	£1,834.41	£1,834.41	£1,834.73	£1,834.57			
HMRC	PAYE and NI	£244.17	£244.17	£244.37	£244.17	£244.17	£244.37	£244.17	£308.95	£250.97			
KCOM (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95			
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45			
Oval Commercial	Use of Boardroom	£0.00	£40.00	£60.00	£60.00	£40.00	£0.00	£60.00	£60.00	£40.00			
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			
Net Salaries (and expenses)	Office staff	£2,439.12	£2,438.72	£2,410.36	£2,398.46	£2,398.46	£2,398.26	£2,398.46	£2,642.98	£2,429.53			
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67	£0.00	£152.97	£0.00	£0.00	£0.00	£547.23			
Southern Electric	Christmas Tree	£0.00	£0.00	£18.78	£0.00	£18.78	£0.00	£0.00	£0.00	£18.78			
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			
Total		£5,672.97	£6,313.39	£5,818.83	£9,402.16	£6,693.58	£5,634.22	£5,924.06	£6,461.97	£6,302.52	£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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