

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 16th December 2015 commencing at 7pm

Present: Cllr P Wilkinson (Chair), Cllrs D Cooper, K Docherty, R Moss,
and P Williams (Vice-Chair)

Absent: R Hopkins, A Seaman-Moss and B Wallbridge.

In Attendance: Mrs E Merko (Finance Officer)

86. Apologies for Absence

Apologies were received from Cllr Hopkins who had a longstanding prior engagement, Cllr Seaman-Moss who was unwell and from Cllr Wallbridge.

87. Declarations of Interest

There were no declarations of interest.

88. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 18th November 2015 be agreed and signed as a correct record.

89. Monthly Accounts

Resolved:

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

90. Schedule of payments requiring authorisation

In accordance with item 5.2 of the Financial Regulations, the schedule of payments was circulated with the agenda.

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

90. Schedule of payments due on a regular basis

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

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 3) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

91. Grants 2015/16

A second round of grants had been agreed and the amended criteria and conditions as well as a draft press release were considered.

Resolved: a) to agree the criteria as amended for the second round;
b) to publicise the second round of grants.

92. Pension deficit liability

Further to discussions at the last meeting the decision of the Actuary on allocation of the deficit from Norton Radstock TC between the three new councils was received and noted.

93. Disposal

Resolved: to approve the safe disposal of the old laptop and notebook.

94. Bad debt of FC Norton

It was noted that the Parish Council had until 17th January 2016 to request a judgement from the court regarding the claim for outstanding fees owed, after which time the claim would lapse. A judgement from the court would mean a record on the credit history of the individual team representative.

Resolved: a) that if the debt is not settled before 17th January that the Parish Council should ask for a judgement should be issued;
b) that a letter be sent to the team representative clearly outlining the consequences of not settling the debt.

95. St Nicholas Church graveyard

It was agreed that no further decisions could be made until details of number of plots that would be afforded, the time the new plot could expect to last and a rough cost were known.

96. Trusts Policy

Resolved: to approve the policy. This would be reviewed again in 2018.

97. Saving on postage

The saving as a result of electronic payments was noted.

The meeting closed at 7.25pm

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Signed Dated

APPENDIX 1

Schedule of invoices for payment in DECEMBER							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
24.11.2015	Matthew Lloyd	Delivery of Westfield Warbler	4212/202	200886	£300.00	£0.00	£300.00
06/11/2015	BANES	Annual tree inspection	4018/1	B#222	£200.00	£40.00	£240.00
16/11/2015	Apex Alarms	supply and fit new alarm panel	4062/308	B#223	£205.00	£41.00	£246.00
30/11/2015	Greensward	new goalposts at Westhill remove grafitti at Westhill aeration of football pitches	4062/307 4062/307 4062/308/7	B#224	£1,986.15	£397.23	£2,383.38
25/11/2015	Norton Green Nursery	winter plants for square planter	4224/202	B#229	£35.75	£7.15	£42.90
25/11/2015	BANES	tree works to Chesnut at Norton Hill	4062/308	B#232	£170.84	£34.17	£205.01
25/11/2015	BANES	Tree works as a result of the annual survey	4018/1	B#232	£357.42	£71.48	£428.90
30/11/2015	The Journal	advert for Christmas Fayre	4232/202	B#242	£25.56	£5.11	£30.67
30/11/2015	The Journal	2nd advert for Christmas Fayre Advert for Landscape contract	4232/202 4030/1	B#242	£114.56	£22.91	£137.47
07/12/2015	Westfield Methodist Church	Refreshments for Christmas Lights switch-on	4223/202	B#250	£7.50	£0.00	£7.50
06/12/2015	Westfield Methodist Church	Use of hall for Grants presentation	4131/101	B#249	£30.00	£0.00	£30.00
10/12/2015	Local World	Advert for Landsacape contract	4030/1	200888	£117.00	£23.40	£140.40
						TOTAL	£4,192.23
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 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	Nom code	Chq no	£ net	VAT**	£ gross
24/11/2015	WAGS	Dragon's Den grant	580/0	B#225	£500.00	£0.00	£500.00
23/11/2015	Radstock Museum	Dragon's Den grants	580/0	B#226	£1,000.00	£0.00	£1,000.00
24/11/2015	Anthony Seaman	Dragon's Den grant	580/0	B#227	£500.00	£0.00	£500.00
30/11/2015	SWALLOW	Dragon's Den grant	580/0	B#228	£500.00	£0.00	£500.00
25/11/2015	Petty cash	mince pies for Lights switch-on events	580/0	200887	£100.00	£0.00	£100.00
29/11/2015	Amanda Watts	food for Dragon's Den	580/0	B#233	£150.00	£0.00	£150.00
06/11/2015	Signefex	printed feather flag	580/0	B#234	£204.80	£40.80	£244.80
03/12/2015	NE Somerset NCT	Dragon's Den grant	580/0	B#241	£500.00	£0.00	£500.00
15/12/2015	Sue Hill Dance Ltd	Shopping voucher refund	580/0	B#246	£10.00	£0.00	£10.00
15/12/2015	Victoria Hall	Dragon's Den grant	580/0	B#243	£500.00	£0.00	£500.00
15/12/2015	Annette Williams	Dragon's Den grant	580/0	B#244	£500.00	£0.00	£500.00
15/12/2015	Confessions of the Youth Theatre	Dragon's Den grant	580/0	B#245	£500.00	£0.00	£500.00
15/12/2015	Robert Wicke	Community Worker Nov-Dec and equipment for youth play	580/0	B#247	£1,617.51	£0.00	£1,617.51
15/12/2015	Sarah Westell	Programme Coordinator Nov-Dec plus Dragon's Den costs	580/0	B#251	£1,119.88	£0.00	£1,119.88
						TOTAL	£7,742.19
** VAT cannot be claimed on Big Local payments							
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 2015-16 (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	£0.00	£286.75	£0.00	£286.75	£0.00	£0.00	£286.75	£0.00			
Apollo Technology	Remote Back-up (quarterly)	£0.00	£0.00	£90.00	£0.00	£90.00	£0.00	£0.00	£90.00	£0.00			
Apollo Technology	Hosted excahnge	£14.85	£0.00	£29.70	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85			
Avon Pension Fund	Office staff	£1,065.65	£1,065.65	£1,065.65	£1,065.65	£1,305.77	£1,065.65	£1,065.65	£1,145.34	£1,075.60			
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£276.95	£0.00	£0.00	£0.00			
Eclipse (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95			
First Office	Photocopier & Maintenance (quarterly)	£0.00	£211.24	£0.00	£0.00	£173.25	£0.00	£0.00	£180.60	£0.00			
GPS Telecoms (DD)	Office phone and fax	£34.98	£36.31	£26.50	£29.81	£29.31	£28.24	£25.97	£29.90	£26.97			
Greensward	Ground maintenance	paid in March	£1,645.41	£1,723.77	£1,882.95	£1,806.23	£1,804.59	£1,804.59	£1,644.59	£1,644.59			
HMRC	Tax and NI office	£212.55	£212.75	£212.55	£170.15	£460.66	£201.95	£84.15	£256.58	£187.71			
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	£0.00	£120.00	£60.00	£60.00	£0.00	£130.00	£60.00	£160.00			
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00			
Salaries (and expenses)	Office staff	£2,287.29	£2,258.09	£2,258.29	£2,300.69	£2,962.87	£2,268.86	£2,432.14	£2,532.82	£2,497.92			
Southern Electric	NH Pavilion	£0.00	£0.00	£85.54	£0.00	£0.00	£293.87	£0.00	£0.00	£104.40			
Southern Electric	Christmas Tree Lights	£0.00	£0.00	£20.96	£0.00	£0.00	£20.96	£0.00	£0.00	£19.99			
Total Gas and Power (DD)	NH Pavilion	£0.00	£8.36	£0.00	£0.00	£0.44	£0.00	£0.00	£0.00	£0.00			
Total		£4,121.72	£5,944.21	£6,426.11	£6,030.50	£11,383.25	£6,482.32	£6,063.75	£6,747.83	£6,238.43	£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								this includes use by BANES which has been recharged					

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