

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 17th April 2019 commencing at 7.00pm

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

Absent: Cllrs Kevin Docherty, Geoff Fuller and Lesley Mansell

In Attendance: Emily Merko (Finance Officer)

The meeting opened at 7.00pm. As this was the last meeting of the current Council, the Chair thanked the committee and officers for their work over the past four years.

122. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Fuller and Cllr Mansell.

123. DECLARATIONS OF INTEREST

Cllr Hopkins declared an interest in item 13 as Director / Trustee of the new Youth Connect SW charity.

124. MINUTES

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

125. BUDGET VARIATION UPDATE

All the variations at year-end were noted.

126. MONTHLY ACCOUNTS

Resolved:

- a) that the March monthly statement for the Current Account be agreed;
- b) that the March monthly statement for the Corporate Treasury account be agreed;
- c) that the March monthly statement for the Business Savings account be agreed and that the current rate of interest (1.05%) be noted;
- d) that the year-end petty cash reconciliation (Appendix 1) be agreed.

127. VERIFICATION OF BANK STATEMENTS

The bank reconciliations had been checked and verified against the bank statements in accordance with Financial Regulation 2.2 by Councillor Wallbridge.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

128. 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 be agreed (attached as Appendix 2) and that the BACS and petty cash authorisation sheets be signed within the meeting accordingly.

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

130. EARMARKED RESERVES

The EMR balances including movements during the year were noted.

131. FINANCIAL REGULATIONS

Resolved: that the amendments be agreed and the updated policy recommended to Parish Council.

131. CIL / s106 FUNDS

The balance of funds received and spent was reviewed.

Resolved: that the current balance of CIL funds (£1901.07) be put towards the installation of hanging basket trees at the Elm Tree Avenue shops

132. WESTFIELD ACTION PLAN

The Action Plan was discussed and approved. It was asked that the festive lights be considered again as there was a gap between Charlton Road and Norton Hill Recreation Ground. To report back to the next meeting.

133. YOUTH SERVICES

The Committee considered a request and a further report (Appendix 4) to apply to the Community Empowerment Fund for funds towards the (increased) cost of Youth provision in 2019. It was reported that the Community Empowerment Fund was this year reserved for projects that showed collaborative working, the Youth Cluster being a good example of this.

Resolved: to ask Sam Plummer to apply on behalf of the Parish Council for £2832 from the Community Empowerment Fund towards the provision of youth services in Westfield.

134. PENSIONS DISCRETIONS POLICY

The revised policy was considered.

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Westfield Parish Council

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

135. EQUALITIES AND DIVERSITY POLICY

Resolved: that the policy be recommended to Parish Council.

The meeting closed at 7.40pm.

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Signed Dated

APPENDIX 2

Schedule of payments in APRIL							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
21/03/2019	Trinity Methodist	Hall hire for Annual Parish Meeting	4131/101	B#1240	£35.00	£0.00	£35.00
21/03/2019	Trinity Methodist	Hall hire for youth group meetings	4237/202	B#1239	£250.00	£0.00	£250.00
11/03/2019	B&NES	Business rates for Norton Hill Pavilion	4011/308	B#1238	£883.80	£0.00	£883.80
04/03/2019	ALCA	NALC/ALCA Subscription 2019-20	4024/1	B#1241	£752.63	£0.00	£752.63
18/03/2019	Rialtas Business Solutions	Chart of Accounts for Trusts	4058/1	B#1242	£50.00	£10.00	£60.00
26/03/2019	RHC Lifting Ltd	Load testing hanging baskets	4230/202	B#1243	£250.00	£50.00	£300.00
02/04/2019	Greensward	Repaint junior multiplay Replacement bin at Westhill Rec	4062/ 308/307	B#1245	£2,121.65	£424.33	£2,545.98
01/04/2019	Ellis Whittam	Employment Services 2019-20	4006/1	B#1246	£750.00	£150.00	£900.00
01/04/2019	Ellis Whittam	Employment Services legal insurance	4006/1	B#1247	£23.79	£0.00	£23.79
24/03/2019	Kelvin Hawkins	Fix low pressure in showers at Pavilion	4062/308	B#1248	£60.00	£12.00	£72.00
01/04/2019	St Nicholas Church	Payment of churchyard grant 2019-20	4241/202	B#1249	£2,144.00	£0.00	£2,144.00
27/03/2019	C&F Fencing	Fence at Norwest Bowls	4062/308	B#1251	£654.00	£130.80	£784.80
08/04/2019	Robert Wicke	Flowers contract 2019-20 payment 1 of 3	4230/202	B#1250	£2,600.00	£0.00	£2,600.00
17/04/2019	Moneysoft	Payroll software licence renewal	4024/1	DEBIT CARD	£68.00	£13.60	£81.60
26/03/2019	Thatcher & Hallam	Legal fees for rent review of Norwest Bowls Club	4055/308	B#1258	£300.00	£60.00	£360.00
10/04/2019	BPP Education	AAT Level 3 Exam 3 - Finance Officer	4005/1	B#1259	£74.17	£5.83	£80.00
15/04/2019	Lazy Days Landscaping	Fence and gate at allotments site	4043/303	B#1260	£2,650.00	£530.00	£3,180.00
						TOTAL	£15,053.60
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							

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APPENDIX 3

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
Apollo Technology	Remote Back-up (quarterly)	£0.00												£0.00
Apollo Technology	Hosted exchange	£0.00												£0.00
Apollo Technology	Wireless Cloud Controller	£0.00												£0.00
Avon Pension Fund	Superannuation	£659.97												£659.97
GPS Telecoms (DD)	Office phone and fax	£31.54												£31.54
Greensward	Ground maintenance	£1,886.65												£1,886.65
HMRC	PAYE and NI	£268.39												£268.39
KCOM (DD)	Broadband	£19.95												£19.95
Oval Commercial (SO)	Office Rental	£489.75												£489.75
Oval Commercial	Use of Boardroom	£60.00												£60.00
Net Salaries (and expenses)	Office staff	£2,643.52												£2,643.52
Public Works Loans Board (DD)	Westhill Play Area	£0.00												£0.00
Ricoh	Photocopier & Maintenance	£180.50												£180.50
Southern Electric	NH Pavilion	£0.00												£0.00
Southern Electric	Christmas Tree	£0.00												£0.00
Water2Business (DD)	NH Pavilion	£0.00												£0.00
Total		£6,240.27	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£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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APPENDIX 4

From: Parish Clerk
Sent: 11 April 2019 13:14
Subject: Youth Provision in Westfield

To: All on F & P

On next week's agenda is an item on the Community Empowerment Fund. Following today's Youth Cluster Group meeting, I thought it would be helpful to share the financial information now, rather than on the day at F&P.

Sam Plummer of Youth Connect circulated the attached break down of revised costings. He went through them at the meeting, giving details of every single cost associated with delivering youth work. The small increase relates mainly to increased unforeseen pension requirements.

Essentially it means that wef 1/7/2019 Westfield's allocation of the costs are **£9,244** per annum plus Church Hall hire.

For 2019/20 the Parish Council has budgeted £9,861 which equates to the previous estimate of costs of **£8,861** for Youth Provision in Westfield, plus the cost of hall hire at 25 per week for 40 weeks £1000.

We are therefore looking at being potentially **£383** over budget. However, we do have earmarked reserves for youth provision of £30,684 due to the fact that up til now s.106 funding has been used to fund most of the youth provision work in Westfield.

Importantly also the Community Empowerment Fund is available in the amount of **£2,832** for Westfield. It could be used to part fund our allocation of **£9,244** per annum on Youth Work. The Community Empowerment Fund does not have to be spent on youth provision, but it might make sense to consider doing so for the following reasons.

- (1) The criteria for bids to the Community Empowerment fund relate this year to collaborative working. Youth Work in Westfield falls easily into that category, but not all of our projects do so.
- (2) Any unspent Community Empowerment funds go back into the BANES pot in November 2019 – so if we don't come up with a project meeting the criteria, the funds are lost.
- (3) Youth Connect would apply for the funding on our behalf, saving time and administration.

If the Parish Council agrees to allowing Youth Connect to apply and use our allocation of Community Empowerment Funding in full, we could then vire the over allocation in our Youth Provision budget, **£2452**, to another project, without having to apply for funding and being confined to criteria such as collaborative working and the November time limit.

It is slightly unrelated, but worth knowing, that at the meeting Sam Plummer also suggested that whilst there is no more s.106 funding for youth work left in Westfield, there is an amount of £36,245 relating to land off Fosseyway, Midsomer Norton. He has offered to contact Midsomer Norton Town Council to suggest using a portion of it as an extra detached youth session on the Midsomer Norton/Westfield boundary.

In terms of timing, it would be good to make a decision at F&P on the way forward so as to allow Sam to potentially prepare our contract with Youth Connect for agreement at the May Parish Council meeting.

I hope this is helpful for the meeting on Wednesday, which I intend to attend.

Best wishes,
Lesley

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Signed Dated