

WESTFIELD PARISH COUNCIL

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

Present: Cllr Philip Wilkinson (Chair) and Cllrs Geoff Fuller and Robin Moss

Absent: Cllrs Diana Cooper, Ron Hopkins, Bryan Wallbridge and Patricia Williams

In Attendance: Lesley Close (Parish Clerk)
Emily Merko (Finance Officer)

The meeting opened at 7.05pm.

22. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Diana Cooper, Ron Hopkins and Patricia Williams.

23. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest or requests for dispensation.

24. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 19th June 2019 be agreed and signed as a correct record.

25. BUDGET VARIATION UPDATE

The budget variations were noted.

Resolved: that a budget of up to £3000 be allocated for the VE Day commemorative event planned for May 2019, to be taken from 4232/202 "Community Projects" and EMR 330 "Community Fund".

26. MONTHLY ACCOUNTS

Resolved:

- a) that the June monthly statement for the Current Account be agreed;
- b) that the June monthly statement for the Corporate Treasury account be agreed;
- c) that the June monthly statement for the Business Savings account be agreed and that the current rate of interest (1.05%) be noted;
- d) that the summaries of petty cash (Appendix 1) and debit card (Appendix 2) transactions since the last meeting be agreed.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

27. VERIFICATION OF THE BANK STATEMENTS

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

28. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

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

- Resolved:**
- a) that the schedule of payments be agreed (attached as Appendix 3) and that the BACS authorisation sheet be signed within the meeting accordingly;
 - b) that the invoice from Apollo for installation of Office Suite be paid in part as most of the work had been done, with the balance to be paid on completion;
 - c) that the renewal of the Microsoft Office licence for three users be approved at a cost of £194 per user;
 - d) that the modification of two further lamp columns for festive lights at a cost of £475 per column be approved and a cheque raised to send to B&NES;
 - e) that, though mindful of the fact that the columns were not guaranteed to be ready in time, an order be placed with Lamps & Tubes Illuminations for two more festive lights for the newly modified lamp columns at a cost of up to £160 each.

29. 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.

30. PAYMENTS IN AUGUST

- Resolved:** that payments due during August be approved by two bank signatories outside of a meeting and ratified at the meeting of F&P on 18th September 2019.

31. INTERNAL AUDIT 2018-19

The final report of the Internal Auditor was noted.

32. COMMUNITY INFRASTRUCTURE LEVY (CIL) AND SECTION 106 FUNDS

The balance of funds received and spent was noted.

33. FEEDBACK ON 2018/19 GRANTS

The feedback was noted.

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Westfield Parish Council

34. GRIEVANCE AND DISCIPLINARY POLICIES

Resolved: that the policies be recommended to Parish Council.

The meeting closed at 7.35pm.

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APPENDIX 1

WESTFIELD PARISH COUNCIL PETTY CASH											
		MONTH	July								
		SHEET	2019-20 - 4								
IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	consumables (Civic Exp) 4102/102	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Events 4232/202	Hospitality 4131/101
£100.00	01/04/2018	Cash in hand	£100.00								
	30/04/2019	Refreshments	£3.00								£2.50
	01/05/2019	Battery for water timer	£4.70				£3.92				
	08/05/2019	Electrical tape	£1.00		£0.83						
	16/05/2019	Refreshments	£1.00								£0.83
	23/05/2019	Key cutting for fairground gate at NH	£8.00					£6.67			
	01/06/2019	Dustbin liners - Fun Day	£2.99							£2.49	
	10/06/2019	Refreshments	£1.99								£1.66
	11/06/2019	Refreshments	£1.00								£1.00
	09/07/2019	Refreshments	£1.00								£0.83
		TOTAL (NET)	£20.73	£0.00	£0.83	£0.00	£3.92	£6.67	£0.00	£2.49	£6.82
		VAT:	£3.61		£0.17		£0.78	£1.33		£0.50	£0.83
		Ongoing balance	£90.30								
		cheque required	n/a								
											<i>previously reported</i>

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APPENDIX 2

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY												
		MONTH	July									
		SHEET	2019-20 - 4									
REF	DATE	SUPPLIER	DETAILS	TOTAL	s106 Expenditure 4043/303	printing & stationary 4023/1	Furniture and Equipment 4036/1	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community plan 4226/202	Hospitality 4131/101
DC45	02/07/2019	Thomsons Hardware	extension lead for laptop and projector	6.99		5.83						
DC46	08/07/2019	Viking	Laminator	£35.99			£29.99					
DC47	16/07/2019	Buy Sheds Direct	Shed for Larch Ct allotments	£239.99	£199.99							
			TOTAL (NET)	£235.81	£199.99	£5.83	£29.99	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT:	£47.16	£40.00	£1.16	£6.00					
			TOTAL (Gros)	£282.97								
<i>added since the agenda was circulated</i>												

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APPENDIX 3

Schedule of payments in JULY							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
20/06/2019	Signefex	No Dog Mess signs for recreation grounds	4227/202	B#1303	£165.00	£33.00	£198.00
25/06/2019	Trophies of Radstock	2 cups and engraving for Front Garden competition	4227/202	B#1304	£34.50	£6.90	£41.40
13/07/2019	Rialtas Business Solutions Ltd	Accounts software licence and support fee	4024/1	B#1307	£376.00	£75.20	£451.20
04/07/2019	BPP Education	AAT exam 4 - Finance Officer	4005/1	B#1308	£74.17	£5.83	£80.00
10/07/2019	IAC	Internal audit visit 2	4057/1	B#1309	£100.00	£20.00	£120.00
09/07/2019	Trophies of Radstock	Front Garden cup engraving	4227/202	B#1304	£5.00	£1.00	£6.00
11/06/2019	Apollo Technology	Installaion of Gsuite emails and file storage	4027/1	B#1315	£135.00	£27.00	£162.00
11/07/2019	Youth Connect	Contribution towards summer youth activities	4237/202	B#1317	£160.00	£0.00	£160.00
16/07/2019	The Information Commissioner	Data Protection renewal fee	4024/1	Direct Debit	£40.00	£0.00	£40.00
12/07/2019	Robert Wicke	Extra time paid for watering whilst auto-watering systems are being fixed	4230/202	B#1316	£406.57	£0.00	£406.57
17/07/2019	Viking Direct	Stationary	4023/1	TBC	£74.78	£4.36	£79.14
17/07/2019	B&NES	Modification of two lamp columns for festive lights	4927/199	200972	£950.00	£0.00	£950.00
						TOTAL	£2,694.31

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APPENDIX 4

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	£0.00	£0.00									£0.00
Apollo Technology	Remote Back-up (quarterly)	£0.00	£0.00	£0.00	£0.00									£0.00
Apollo Technology	Hosted exchange / G-Suite	£0.00	£0.00	£386.40	£0.00									£386.40
Apollo Technology	Wireless Cloud Controller	£0.00	£0.00	£0.00	£0.00									£0.00
Avon Pension Fund	Superannuation	£659.97	£659.97	£659.97	£659.97									£2,639.88
GPS Telecoms (DD)	Office phone and fax	£31.54	£30.42	£32.25	£32.37									£126.58
Greensward	Ground maintenance	£1,886.65	£1,951.62	£1,951.62	£1,951.54									£7,741.43
HMRC	PAYE and NI	£268.39	£268.79	£268.79	£268.79									£1,074.76
KCOM (DD)	Broadband	£19.95	£19.95	£19.95	£19.95									£79.80
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75									£1,959.00
Oval Commercial	Use of Boardroom	£60.00	£60.00	£60.00	£60.00									£240.00
Net Salaries (and expenses)	Office staff	£2,643.52	£2,630.57	£2,613.12	£2,613.12									£10,500.33
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72									£3,686.72
Ricoh	Photocopier & Maintenance	£180.50	£0.00	£0.00	£0.00									£180.50
Southern Electric	NH Pavilion	£0.00	£0.00	£154.14	£0.00									£154.14
Southern Electric	Christmas Tree	£0.00	£1.87	£18.78	£0.00									£20.65
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00									£0.00
Total		£6,240.27	£6,112.94	£6,654.77	£9,782.21	£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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