

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Wednesday 17<sup>th</sup> October 2018 commencing at 7.00pm

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

**Absent:** Cllrs Kevin Docherty and Lesley Mansell

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

The meeting opened at 7.00pm

### 52. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Jackson.

The repeated lack of apologies from absent committee members was discussed briefly and it was asked that this item be forwarded to Parish Council for further discussion.

### 53. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 54. MINUTES

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 19<sup>th</sup> September 2018 be agreed and signed as a correct record.

### 55. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017-18

The report of the External Auditor was noted; in particular the Committee noted that the period for the Exercise of Public Rights had been correct this year.

### 56. BUDGET VARIATION UPDATE

In accordance with Financial Regulation 4.8 the explanation of budget variances were noted and agreed.

### 57. MONTHLY ACCOUNTS

**Resolved:**

- a) that the September monthly statement for the Current Account be agreed;
- b) that the September monthly statement for the Corporate Treasury account be agreed;
- c) that the September monthly statement for the Fixed Rate Savings account be agreed and that the current rate of interest (1.05%) be noted;
- d) that the petty cash imprest sheet for September be agreed;

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

**Westfield Parish Council**

- e) that the summary of debit card transactions since the last meeting be agreed.

**58. VERIFICATION OF THE BANK STATEMENTS**

The bank reconciliations had been checked and verified against the bank statements by a Councillor who was not a bank signatory in accordance with Financial Regulation 2.2.

**59. 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 schedules of payments be agreed (attached as Appendices 1&2) and that the BACS authorisation sheet be signed within the meeting accordingly.

**60. 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.

**61. GRANTS 2018-19**

The recommendations of the Grants sub-Committee were discussed. It was reported that the total amount applied for in grants had exceeded the budget and therefore some applicants had been recommended a grant lower than their request in order to be able to spread the grants budget as far as possible. The Committee was pleased to note only a small excess left in the budget which indicated a good number of applications. Further information received regarding the Snails Brook project was discussed, the recommendation of the sub-Committee was upheld.

**Resolved:**

- a) to formalise the grant paid for maintenance of the churchyard and to budget this separately as it represented a fundamental expense which should not be subject to the Grants application process;
- b) to request, from St Nicholas church, costings to allow the Parish Council to budget a proportionate sum each year;
- c) to agree all the other recommendations of the Grants sub-Committee;
- d) to refer the recommendations to Parish Council on 5<sup>th</sup> November for final approval.

**62. WESTFIELD ACTION PLAN**

The Action Plan was discussed and approved. Cllr Hopkins and the Clerk were congratulated on the completion of the Neighbourhood Plan, which B&NES had reported as being one of the best prepared plans it had received.

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**Westfield Parish Council**

There was discussion of the aspiration for a community facility at Westhill Recreation Ground in the form of stand-alone changing rooms.

**Resolved:** to ask Parish Council to discuss and progress plans for a stand-alone Pavilion/changing room facility at Westhill Recreation Ground.

**63. BUDGET 2019-20**

Budget provision to be made for a formal annual grant to St Nicholas churchyard as per minute 61.

**64. TELEPHONE SYSTEM RENEWAL**

**Resolved:** to accept the quote of £506 for a 5-year renewal package.

**65. ANNUAL REVIEW OF FEES AND CHARGES**

It was noted that the Bowls Club rent agreement was currently under review.

**Resolved:** that it be recommended to meetings of the two Trusts that the 2018-9 charges for pitch hire, allotments and the Fun Fair be frozen for 2019/20.

**66. ANNUAL HEALTH & SAFETY RISK REGISTER**

The register was noted.

**67. REVIEW OF POLLING STATIONS**

The new, third polling station was queried, this would be fed back as part of the review.

The meeting closed at 8.00pm

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Signed ..... Dated .....

APPENDIX 1

Schedule of payments in OCTOBER							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
12/09/2018	Viking	Stationary	4023/1	B1082	£43.24	£8.65	£51.89
20/09/2018	Lamps & Tubes	Christmas lights 2018 payment 1	4223/202	B1083	£3,780.00	£1,140.00	£4,536.00
27/09/2018	Thatcher & Hallam	Payment in respect of Persimmon costs for transfer of Larch Court land to the Parish Council for allotments	4043/303	B1084	£1,500.00	£300.00	£1,800.00
06/09/2018	The Journal	Advert for Grant Applications	4023/1	B1087	£138.38	£27.68	£166.06
28/09/2018	PKF Littlejohn	External Audit fee	4056/1	B1085	£600.00	£120.00	£720.00
04/10/2018	Thomson's Hardware	Key cutting	4062/308	B1094	£16.67	£3.33	£20.00
03/10/2018	GB Sport & Leisure	Repairs to fence at Westhill	4062/307	B1095	£15.00	£3.00	£18.00
02/10/2018	Greensward	Turf around BMX track play area works: replace trail trim and resecure support posts, repair climbing wall, replace bin	4062/307	B1096	£730.00	£146.00	£876.00
17/10/2018	Thatcher & Hallam	Environmental search for Larch Court allotment land purchase	4043/303	B1086	£250.00	£50.00	£300.00
						<b>TOTAL</b>	<b>£8,487.95</b>
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval							<i>already approved by Council</i>

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Signed ..... Dated .....

APPENDIX 2

**BIG LOCAL: Schedule of invoices for payment in OCTOBER**

*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)**
09/10/2018	Carers' Centre	Office rent October	B1093	£400.00
15/10/2018	Robert Wicke	Community Worker Sept/Oct	B1102	£2,280.31
15/10/2018	Sarah Westelll	Programme Coordinator Sept/Oct	B1101	£930.00
10/09/2018	Fosseway Press	Investment booklets	B1100	£17.50
			<b>TOTAL</b>	<b>£3,627.81</b>
<i>** VAT cannot be claimed on Big Local payments as they are not VAT registered</i>				
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APPENDIX 3

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**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						£573.50
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00	£0.00	£0.00	£0.00	£180.00	£0.00						£288.00
Apollo Technology	Hosted exchange	£16.35	£16.35	£16.35	£0.00	£16.35	£16.35	£16.35						£98.10
Apollo Technology	Wireless Cloud Controller	£5.97	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00						£5.97
Avon Pension Fund	Superannuation	£614.03	£614.03	£661.46	£629.83	£629.83	£629.83	£738.18						£4,517.19
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£277.41	£0.00						£277.41
Ricoh	Photocopier & Maintenance	£225.52	£0.00	£0.00	£227.46	£0.00	£0.00	£186.07						£639.05
GPS Telecoms (DD)	Office phone and fax	£33.22	£31.31	£32.65	£31.33	£31.80	£29.56	£31.95						£221.82
Greensward	Ground maintenance	£1,834.57	£1,834.73	£1,834.73	£1,834.41	£1,834.57	£1,834.57	£1,834.57						£12,842.15
HMRC	PAYE and NI	£236.42	£236.42	£301.49	£255.18	£254.98	£255.18	£437.93						£1,977.60
KCOM (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95						£139.65
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75						£3,428.25
Oval Commercial	Use of Boardroom	£60.00	£60.00	£60.00	£60.00	£60.00	£0.00	£80.00						£380.00
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£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						£17,795.27
Southern Electric	NH Pavilion	£0.00	£0.00	£161.84	£0.00	£0.00	£163.55	£0.00						£325.39
Southern Electric	Christmas Tree	£0.00	£0.00	£0.00	£20.98	£0.00	£22.53	£0.00						£43.51
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00						£0.00
<b>Total</b>		<b>£5,973.77</b>	<b>£6,139.78</b>	<b>£6,173.02</b>	<b>£9,763.98</b>	<b>£5,828.98</b>	<b>£6,696.98</b>	<b>£6,663.07</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
This amount plus one off payments														
Highlight if over £5000 as this requires full Parish Council approval added since agenda was distributed														

Signed ..... Dated .....