

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 18th April 2018 commencing at 7.00pm

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

Absent: Cllrs Diana Cooper, Kevin Docherty, Geoff Fuller and Lesley Mansell

In Attendance: Emily Merko (Finance Officer)

The meeting opened at 7.05pm

136. APOLOGIES FOR ABSENCE

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

137. DECLARATIONS OF INTEREST

There were no declarations of interest.

138. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 21st March 2018 be agreed and signed as a correct record.

139. BUDGET VARIATIONS

The variances to year-end were noted.

140. MONTHLY ACCOUNTS

Resolved:

- a) that the March monthly statements for the Current Account be agreed;
- b) that the March monthly statements for the Corporate Treasury account be agreed;
- c) that the March monthly statements for the Fixed Rate Savings account be agreed;
- d) that the debit card summary sheet be agreed (attached as Appendix 1).

141. VERIFICATION OF BANK RECONCILIATIONS

The bank reconciliations had been checked against the bank statements and verified by a non-signatory.

142. 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.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: a) that the schedules of payments for March be agreed (attached as Appendices 2-3) and that the BACS authorisation sheet be signed, within the meeting, accordingly.

143. 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 and cheques be signed within the meeting accordingly.

144. COMMUNITY INFRASTRUCTURE LEVY

There was no income or expenditure to note.

145. ACTION PLAN 2018/19

The Action Plan was discussed and approved

146. EQUALITIES POLICY

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

The meeting closed at 7.15pm.

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APPENDIX 1

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY													
		MONTH	March b - summary to year-end										
		SHEET	2017-18 - 12b										
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Subscriptions 4024/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Projects 4232/202	Hospitality 4131/101
DC4	22/03/2018	Cash machine	Cash withdrawal to top-up petty cash (agreed at F&P 22/3/18)	£12.90									
DC5	22/03/2018	PartyKatz	Bunting for Fun Day	£29.90								£29.90	
			TOTAL (NET)	£29.90	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£29.90	£0.00
			VAT:	£0.00									
			TOTAL (Gros)	£42.80									

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APPENDIX 2

Schedule of payments in APRIL							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
01/04/2018	Ellis Whittam	Employment support 2018-19	4006/1	B#929	£750.00	£150.00	£900.00
01/04/2018	Ellis Whittam	Employment support insurance 2018-19	4006/1	B#930	£23.79	£0.00	£23.79
31/03/2018	Apollo	Wireless Cloud controller 2017-18	4027/1	B#931	£23.88	£4.78	£28.66
23/03/2018	B&NES	Annual tree inspections	4062/308 4062/307	B#934	£214.00	£42.80	£256.80
03/04/2018	WAGS	Remaining payment of 2017-18 grant - for trellis to accompany the project to screen off the kids' planters	4023/202	B#935	£300.01	£0.00	£300.01
03/04/2018	Trinity Methodist	Hire of hall for Youth Sconnect sessions - paid from grant allocated to Youth Connect	4023/202	B#936	£275.00	£0.00	£275.00
05/04/2018	Moneysoft	Payroll Software licence renewal	4024/1	debit card	£65.00	£13.00	£78.00
06/04/2018	B&NES	Parish Council directional signage	4227/202	B#938	£173.37	£34.67	£208.04
12/04/2018	B&NES	Temporary Event Notice for Fun Day	4232/202	debit card	£21.00	£0.00	£21.00
17/04/2018	Nicole Woolridge	Princess Elsa for Fun Day	4232/202	B#946	£70.00	£0.00	£70.00
17/04/2018	Rob Wicke	Flowers contract 2018-19 payment 1 of 3	4230/202	B#947	£2,000.00	£0.00	£2,000.00
17/04/2018	Suez	Legionella risk assessment and schematic diagram	4018/1	B#948	£456.00	£91.20	£547.20
16/04/2018	Pitcombe Rock Falconry	Birds of Prey display for Fun Day	4232/202	B#949	£150.00	£0.00	£150.00
18/04/2018	Danny Donkey & Pals	Donkeys for Fun Day - deposit	4232/202	B#952	£50.00	£0.00	£50.00
						TOTAL	£4,908.50
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							<i>already approved by Council</i>
Highlight if over £5000 as this requires full Parish Council approval							

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APPENDIX 3

BIG LOCAL: Schedule of invoices for payment in APRIL

*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)**
01/04/2018	Oval	Office rent April	B#937	£467.28
10/04/2018	Zurich	Big Local Insurance Premium	B#939	£603.89
17/04/2018	Robert Wicke	Community Worker March/April	B#950	£1,845.00
17/04/2018	Sarah Westell	Programme Coordinator March/April	B#951	£720.00
			TOTAL	£3,636.17
<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 4

Schedule of regular payments 2018-19 *amounts are all NET*

Supplier	Details	April	May	June	July	August	September	October	November	December	January	February	March
Apollo Technology	IT Support (quarterly)	£0.00											
Apollo Technology	Remote Back-up (quarterly)	£0.00											
Apollo Technology	Hosted exchange	£16.35											
Apollo Technology	Wireless Cloud Controller	£5.97											
Avon Pension Fund	Superannuation	£614.03											
Bristol Wessex Water (DD)	NH Pavilion	£0.00											
(First Office) now Ricoh	Photocopier & Maintenance	£225.52											
GPS Telecoms (DD)	Office phone and fax	£33.22											
Greensward	Ground maintenance	£1,834.57											
HMRC	PAYE and NI	£236.42											
KCOM (DD)	Broadband	£19.95											
Oval Commercial (SO)	Office Rental	£489.75											
Oval Commercial	Use of Boardroom	£60.00											
Public Works Loans Board (DD)	Westhill Play Area	£0.00											
Net Salaries (and expenses)	Office staff	£2,437.99											
Southern Electric	NH Pavilion	£0.00											
Southern Electric	Christmas Tree	£0.00											
Total Gas and Power (DD)	NH Pavilion	£0.00											
Total		£5,973.77	£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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