

WESTFIELD PARISH COUNCIL

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

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

Absent: Cllrs Diana Cooper, Kevin Docherty and Lesley Mansell

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

The meeting opened at 7.10pm

26. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Diana Cooper.

27. DECLARATIONS OF INTEREST

There were no declarations of interest.

28. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 20th June 2018 be agreed and signed as a correct record.

29. BUDGET VARIATIONS

The report on budget variances was noted.

30. MONTHLY ACCOUNTS

Resolved:

- a) that the June monthly statements for the Current Account be agreed;
- b) that the June monthly statements for the Corporate Treasury account be agreed;
- c) that the June monthly statements for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest sheet for June be agreed;
- e) that the summary of debit card transactions for June be agreed.

31. VERIFICATION OF BANK RECONCILIATIONS

The bank reconciliations had been checked and verified against the bank statements by a non-bank signatory in accordance with Financial Regulation 2.2.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

32. STATEMENT OF ACCOUNTS FOR 2018-19

- Resolved:** a) in accordance with the advice of the Internal Auditor, that it was not necessary for the Parish Council to continue to produce an annual statement of accounts;
b) that a second company be purchased within the RBS software for the Trust accounts at a one-off cost of £50.

33. 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 and cheques be signed within the meeting accordingly.

34. 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 and cheques be signed within the meeting accordingly.

35. PAYMENTS IN AUGUST

- Resolved:** that the Committee delegate to Cllrs Wilkinson, Williams and Fuller (any two) to approve and sign payments due during August and that these payments would be ratified by the Committee at the next meeting in September.

36. COMMUNITY INFRASTRUCTURE LEVY (CIL)

There was no income or expenditure to consider.

37. FEEDBACK ON 2017-18 GRANTS

The feedback was discussed and noted.

Cllr Hopkins arrived at 7.20pm.

38. WATER USAGE RISK ASSESSMENT

The risk assessment was noted with no changes.

39. GRIEVANCE AND DISCIPLINARY POLICIES

- Resolved:** that the policies, based on a template from NALC, be approved for recommendation to Parish Council.

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40. DATA PROTECTION

The Clerk reported on the options for the provision of Councillor-specific email addresses in order to ensure compliance with new GDPR regulations around the treatment of personal data, particularly pertaining to Councillors engaging in email discussion with members of the public. The Committee was reminded of a quote from Apollo received in September 2017 for the provision of Parish Council email addresses for all Councillors. The Committee was also informed of a suggestion from Cllr Wallbridge about the use of web-based email services such as Hotmail or Gmail coupled with cloud storage such as Google Drive. This option would have no associated costs. Cllr Wallbridge had confirmed that he would be willing to provide support in setting this up.

- Resolved:**
- a) that a report be written on Cllr Wallbridge's suggestion for consideration at Parish Council;
 - b) that the report include a draft agreement to be signed by Councillors confirming their understanding of the consequence of passing on personal data. Cllr Hopkins to provide a suggested template for this agreement.

The meeting closed at 7.40pm

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Signed Dated

APPENDIX 2

BIG LOCAL: Schedule of invoices for payment in JULY

*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)**
01/07/2018	Oval	Office rent July	B#1017	£467.28
18/07/2018	Robert Wicke	Community Worker June/July	B#1031	£2,100.00
12/07/2018	Sarah Westell	Programme Coordinator June/July	B#1029	£720.00
11/07/2018	Fosseway Press	printing	B#1028	£65.15
			TOTAL	£3,352.43
<i>** VAT cannot be claimed on Big Local payments as they are not VAT registered</i>				
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 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									£286.75
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00	£0.00	£0.00									£108.00
Apollo Technology	Hosted exchange	£16.35	£16.35	£16.35	£16.35									£65.40
Apollo Technology	Wireless Cloud Controller	£5.97	£0.00	£0.00	£0.00									£5.97
Avon Pension Fund	Superannuation	£614.03	£614.03	£661.46	£629.83									£2,519.35
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00									£0.00
Ricoh	Photocopier & Maintenance	£225.52	£0.00	£0.00	£227.46									£452.98
GPS Telecoms (DD)	Office phone and fax	£33.22	£31.31	£32.65	£31.33									£128.51
Greensward	Ground maintenance	£1,834.57	£1,834.73	£1,834.73	£1,834.41									£7,338.44
HMRC	PAYE and NI	£236.42	£236.42	£301.49	£255.18									£1,029.51
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
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72									£3,686.72
Net Salaries (and expenses)	Office staff	£2,437.99	£2,442.49	£2,594.80	£2,508.37									£9,983.65
Southern Electric	NH Pavilion	£0.00	£0.00	£161.84	£0.00									£161.84
Southern Electric	Christmas Tree	£0.00	£0.00	£0.00	£20.98									£20.98
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00									£0.00
Total		£5,973.77	£6,139.78	£6,173.02	£9,780.33	£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

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