

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Discussions on Wednesday 18th and Thursday 19th March 2020 at 7pm

In exceptional circumstances of the Covid-19 pandemic across the UK a decision was made on Tuesday 17th March to cancel all meetings at the boardroom until further notice. The Finance & Personnel meeting which had been called and for which the agenda and papers had already been circulated was considered and three key issues were pulled from the agenda on which a decision was required without delay. The details of these items and the decisions taken are detailed below.

117. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

The updated schedules of payments, regular payments, debit card and petty cash expenditure were circulated by email to the committee and agreement was received from five members of the Committee by return email.

Resolved:

- a) that the schedule of payments due be agreed (attached as Appendix 1);
- b) that the schedule of regular payments due on a regular basis be agreed (attached as Appendix 2);
- c) that the petty cash and debit card expenditure since the last meeting be agreed (attached as Appendices 3 and 4).

118. INSURANCE RENEWAL QUOTES

The Committee considered updated information on the quotes as requested at the last meeting. There was discussion by email to ascertain that the cover would be completely comprehensive and having been persuaded of this, four members of the Committee who had taken part in the discussion confirmed that they were in agreement of the the following:

Resolved: to accept the quote of £2302.10 from BHIB for the Parish Council insurance for 2020-21 and to enter a 3-year agreement with BHIB to provide the Parish Council insurance up to 31st March 2023.

119. OTHER AGENDA ITEMS

All other agenda items were temporarily postponed until arrangements were in place for effective committee meetings.

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 2

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	£573.48	£0.00	£0.00	£286.74	£0.00	£0.00	£286.74	£0.00	£1,146.96
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£0.00	£0.00	£0.00	£302.40	£0.00	£0.00	£151.20	£0.00	£0.00	£151.20	£0.00	£604.80
Apollo Technology	Hosted exchange / G-Suite	£0.00	£0.00	£386.40	£0.00	£0.00	£0.00	£386.40	£0.00	£0.00	£0.00	£552.00	£0.00	£1,324.80
Apollo Technology	Wireless Cloud Controller	£0.00	£0.00	£0.00	£0.00	£11.94	£0.00	£0.00	£5.97	£0.00	£0.00	£5.97	£0.00	£23.88
Avon Pension Fund	Superannuation	£659.97	£659.97	£659.97	£659.97	£659.97	£659.97	£659.97	£782.08	£675.22	£675.22	£682.02	£678.62	£8,112.95
GPS Telecoms (DD)	Office phone and fax	£31.54	£30.42	£32.25	£32.37	£30.73	£31.11	£30.36	£31.47	£31.54	£99.95	£65.81	£65.64	£513.19
Greensward	Ground maintenance	£1,886.65	£1,951.62	£1,951.62	£1,951.54	£1,951.58	£1,951.58	£1,951.58	£1,951.58	£1,951.58	£1,951.58	£1,951.58	£1,951.58	£23,354.07
HMRC	PAYE and NI	£268.39	£268.79	£268.79	£268.79	£268.79	£268.79	£268.79	£490.41	£296.50	£296.30	£310.17	£303.24	£3,577.75
KCOM (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£4.59	£0.00	£194.91
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£5,877.00
Oval Commercial	Use of Boardroom	£60.00	£60.00	£60.00	£60.00	£60.00	£0.00	£60.00	£60.00	£60.00	£60.00	£60.00	£100.00	£700.00

Minutes are draft until agreed at the next meeting.

Signed Dated

rcial	om													
Net Salaries (and expenses)	Office staff	<u>£2,643.52</u>	<u>£2,630.57</u>	<u>£2,613.12</u>	<u>£2,613.12</u>	<u>£2,616.72</u>	<u>£2,616.27</u>	<u>£2,613.12</u>	<u>£2,979.22</u>	<u>£2,658.87</u>	<u>£2,659.07</u>	<u>£2,678.23</u>	<u>£2,668.65</u>	<u>£31,990.48</u>
Public Works Loans Board (DD)	Westhill Play Area	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£3,686.72</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£3,686.72</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£7,373.44</u>
Ricoh	Photocopier & Maintenance	<u>£180.50</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£175.56</u>	<u>£0.00</u>	<u>£166.82</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£203.89</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£726.77</u>
Southern Electric	NH Pavilion	<u>£0.00</u>	<u>£0.00</u>	<u>£154.14</u>	<u>£0.00</u>	<u>£152.97</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£82.33</u>	<u>£0.00</u>	<u>£112.13</u>	<u>£202.46</u>	<u>£539.37</u>
Southern Electric	Christmas Tree	<u>£0.00</u>	<u>£1.87</u>	<u>£18.78</u>	<u>£0.00</u>	<u>£18.78</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£24.09</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£31.36</u>	<u>£94.88</u>
Water2 Business (DD)	NH Pavilion	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£235.06</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£174.95</u>	<u>£410.01</u>
		<u>£6,240.27</u>	<u>£6,112.94</u>	<u>£6,654.77</u>	<u>£9,782.21</u>	<u>£7,567.68</u>	<u>£6,037.42</u>	<u>£6,646.74</u>	<u>£7,248.37</u>	<u>£6,125.17</u>	<u>£10,142.43</u>	<u>£7,341.01</u>	<u>£6,666.25</u>	
Total		<u>7</u>	<u>4</u>	<u>7</u>	<u>1</u>	<u>8</u>	<u>2</u>	<u>4</u>	<u>7</u>	<u>7</u>	<u>43</u>	<u>1</u>	<u>5</u>	
This amount plus one off payments														
Highlight if over £5000 as this requires full Parish Council approval							third phone line for fibre broadband							
added since agenda was distributed														

APPENDIX 3

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY														
		MONTH	April											
		SHEET	2019-20 - 1											

Minutes are draft until agreed at the next meeting.

Signed Dated

REF	DATE	SUPPLIER	DETAILS	TOTAL	postag e 4022/1	Civic Expens es 4102/1 02	Subscri ptions 4023/1	Parish Enviro nment 4224/2 02	Flower s in Public Places 4230/2 02	N/H mainte nance 4062/3 08	W/H Mainte nance 4062/3 07	Comm unity Project s 4232/2 02
DC40	17/4/2019	Moneysoft	Licence renewal	£81.60			£68.00					
DC41	23/4/2019	Amazon	Gold rosette for Dog Show	£4.50								£4.50
DC42	23/4/2019	Ebay	Dog show rosettes and hi-viz vests	£40.50								£40.50
			TOTAL (NET)	£113.00	£0.00	£0.00	£68.00	£0.00	£0.00	£0.00	£0.00	£45.00
			VAT:	£13.60			£13.60					
			TOTAL (Gros)	£126.60								

Minutes are draft until agreed at the next meeting.

Signed Dated

