Westfield Parish Council

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel <u>Discussions</u> 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.

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Signed	Dated

Westfield Parish Council

APPENDIX 1

Schedule o	of payments in MAR	CH					
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
12/2/2020	Water2Business	Water for Wells Road coal truck	4230/202	DD	£22.40	£0.00	£22.40
12/2/2020	Water2Business	Water for Ruskin Road coal truck	4230/202	DD	£55.61	£0.00	£55.61
12/2/2020	Water2Business	Water at Jubilee Green	4230/202	DD	£41.00	£0.00	£41.00
24/2/2020	A&L Couriers	Delivery of Westfield Warbler	4212/202	B#1461	£375.00	£0.00	£375.00
3/3/2020	AAT	AAT Membership renewal - Finance Officer	4024/1	debit card	£99.00	£0.00	£99.00
2/3/2020	B&NES	Renewal of Fun Day Premises Licence	4232/202	Debit card	£70.00	£0.00	£70.00
9/3/2020	Robert Wicke	Flowers 2019-20 installment 3 of 3	4230/202	B#1471	£1,248.50	£0.00	£1,248.50
8/3/2020	Kelvin Hawkins Ltd	works as per legionella risk assessment audit	4062/308	B#1470	£425.00	£85.00	£510.00
9/3/2020	Southern Electric	Electric bill for lights on lamposts	4223/202	B#1469	£168.88	£8.44	£177.32
6/11/2019	Youth Connect SW	Additional VAT which should have been charged	4237/202	B#1472	£0.00	£458.88	£458.88
18/3/2020	ТВС	Insurance premium for 2020-21 - to be decided at the meeting	4025/1			ТВС	
6/3/2020	B&NES	Rates for Norton Hill Pavilion	4011/308	B#1473	£898.20	£0.00	£898.20
12/3/2020	Trinity Methodist Church	Hall for youth sessions Jan-March	4237/202	B#1474	£330.00	£0.00	£330.00
13/3/2020	The Journal	APM advert	4102/102	B#1475	£142.43	£28.49	£170.92
						TOTAL	£4,456.83

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APPENDIX 2

Schedule	Schedule of regular payments 2019-20 amounts are all NET)													
Supplie r	<u>Details</u>	<u>April</u>	<u>May</u>	<u>Jun</u> e	<u>July</u>	Augu st	Sept emb er	Octo ber	Nov emb er	Dec emb er	<u>Janu</u> <u>ary</u>	Febr uary	Mar ch	<u>TOTA</u> <u>L</u>
Apollo Techno logy	IT Support (quarterl Y)	£0.0 0	£0.0 0	£0.0 0	£0.0 0	£573 .48	£0.0 0	£0.0 0	£28 6.74	£0.0 0	£0.0 0	£286 .74	£0.0 0	£1,14 6.96
Apollo Techno logy	Cloud Back-up (quarterl y)	£0.0 0	£0.0 0	£0.0 0	£0.0 0	£302 .40	£0.0 0	£0.0 0	£15 1.20	£0.0 0	£0.0 0	£151 .20	£0.0 0	<u>£604.</u> <u>80</u>
Apollo Techno logy	Hosted exchang e / G- Suite	£0.0 0	£0.0 0	£38 6.40	<u>0.03</u>	£0.0 <u></u>	£0.0 0	£386 .40	£0.0 0	£0.0 0	0.0 <u>3</u>	£552 .00	£0.0 0	£1,32 4.80
Apollo Techno logy	Wireless Cloud Controll er	£0.0 0	<u>0.03</u>	£0.0 0	<u>0.03</u>	£11. 94	<u>0.03</u>	£0.0 0	£5.9 7	£0.0 0	<u>0.03</u>	£5.9 7	£0.0 0	£23.8 8
Avon Pensio n Fund	Superan nuation	<u>£659</u> .97	£659 .97	<u>£65</u> 9.97	£659 .97	£659 .97	£659 .97	£659 .97	£78 2.08	£67 5.22	£675 .22	£682 .02	<u>£67</u> 8.62	£8,11 2.95
GPS Teleco ms (DD)	Office phone and fax	£31. <u>54</u>	£30. 42	£32. 25	£32. 37	£30. 73	£31. 11	£30. 36	£31. 47	£31. 54	£99. 95	<u>£65.</u> <u>81</u>	£65. 64	£513. 19
Greens ward	Ground mainten ance	£1,8 86.6 5	£1,9 51.6		£1,9 51.5 4	£1,9 51.5 8	£1,9 51.5 8	£1,9 51.5 8	_	£1,9 51.5 8	£1,9 51.5 8	£1,9 51.5 8	£1,9 51.5 8	£23,3 54.07
HMRC	PAYE and NI	£268 .39	£268 .79	£26 8.79	£268 .79	£268 .79	£268 .79	£268 .79	£49 0.41	£29 6.50	£296 .30	£310 .17	£30 3.24	£3,57 7.75
KCOM (DD)	Broadba nd	£19. 95	£19. 95	£19. 95	£19. 95	£19. 95	£19. 95	£19. 95		£19. 95	£19. 95	£4.5 9	£0.0 0	£194. 91
Oval Comme rcial (SO)	Office Rental	£489 .75	<u>.75</u>	9.75	<u>.75</u>	<u>.75</u>	<u>.75</u>	£489 .75	9.75	9.75	<u>.75</u>	£489 .75	9.75	7.00
Oval Comme	Use of Boardro	£60. 00	£60. 00	£60. 00	£60. 00	£60. 00	£0.0 0	£60. 00	£60. 00	£60. 00	£60. 00	£60. 00	£10 0.00	

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<u>rcial</u>	<u>om</u>													
Net Salarie S (and expens es)	Office staff	£2,6 43.5 2	£2,6 30.5 7	£2,6 13.1 2	£2,6 13.1 2	£2,6 16.7 2	£2,6 16.2 7	£2,6 13.1 2	£2,9 79.2 2	£2,6 58.8 7	£2,6 59.0 7	£2,6 78.2 3	£2,6 68.6 <u>5</u>	£31,9 90.48
Public Works Loans Board (DD)	Westhill Play Area	£0.0 0	£0.0 0	£0.0 0	£3,6 86.7 2	£0.0 0	£0.0 0	£0.0 0	£0.0 0	£0.0 0	£3,6 86.7 2	£0.0 0	£0.0 0	£7,37 3.44
Ricoh	Photoco pier & Mainten ance	£180 .50	£0.0 0	£0.0 0	£0.0 0	£175 .56	£0.0 0	£166 .82	£0.0 0	£0.0 0	£203 .89	£0.0 0	£0.0 0	£726. 77
Souther n Electric	NH Pavilion	£0.0 0	<u>0.03</u>	£15 4.14	<u>£0.0</u>	£152 .97	<u>£0.0</u>	£0.0 0	£0.0 0	£82. 33	<u>£0.0</u>	£112 .13	£20 2.46	£539. 37
Souther n Electric	Christm as Tree	£0.0 0	£1.8 7	£18. 78	£0.0 0	£18. 78	£0.0 0	<u>£0.0</u>	£0.0 0	£24. 09	£0.0 0	<u>£0.0</u>	£31. 36	£94.8 8
Water2 Busine ss (DD)	NH Pavilion	£0.0 0	£0.0 0	£0.0 0	<u>£0.0</u>	£235 .06	£0.0 0	£0.0 0	£0.0 0	£0.0 0	£0.0 0	£0.0 0	£17 4.95	£410. 01
<u>Total</u>		£6,2 40.2 7		£6,6 54.7 7	£9,7 82.2 1	£7,5 67.6 8	£6,0 37.4 2				£10, 142. 43	£7,3 41.0 1		
payment Highligh	This amount plus one off payments Highlight if over £5000 as this requires full											ohone		<u>or</u>
	Council app ince agen						fibre k	oroadb	<u>and</u>					

APPENDIX 3

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY												
	WEOTTIELDTA	KIOH OOO	I TOIL DE	DII QAN	D GOIVINIA	<u> </u>						
MONTH	April											
SHEET	2019-20 - 1											

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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								

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APPENDIX 4

		WESTFIELD PARISH COUNC	CIL PETTY CAS	<u>SH</u>				
		MONTH	March					
		SHEET	2019-20 - 12					
IMPREST VALUE	DATE	DETAILS	TOTAL	Christma s 4223/202	VE Day 4242/202	printing & stationar y 4023/1	Hospitalit y 4131/101	Parish Environm ent 4224/202
£100.00	27/8/2019	Cash in hand	£100.00					
	30/7/2019	Refreshments	£1.00				£0.83	
	2/9/2019	Refreshments	£1.00				£0.83	
	12/9/2019	Refreshments	£2.50				£2.50	
	26/9/2019	Refreshments	£0.65				£0.65	
	2/10/2019	Refreshments	£1.25				£1.25	
	4/11/2019	Plastic trough for poppy crosses	£3.95					£3.29
	11/11/2019	rings for Santa backdrop	£3.00	£2.50				
	14/11/2019	Refreshments	£1.00				£0.83	
	27/11/2019	bin liners and cable ties for Xmas Lights	£13.27	£11.07				
	2/12/2019	Christmas cards	£6.00	£5.00				
	11/11/2019	Refreshments	£1.00				£0.83	
	29/1/2020	refrshments	£1.00				£0.83	
	2/3/2020	Teabags and coffee	£3.59				£3.59	
	12/3/2020	VE Day Commemorative coins - prizes	£23.97		£23.97			
		TOTAL (NET)	£57.97	£18.57	£23.97	£0.00	£12.14	£3.2
		VAT:	£5.21	£3.70			£0.85	£0.6
		Ongoing balance	£36.82					
					previously	reported		

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