

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 18th November 2015 commencing at 7pm

Present: Cllr P Wilkinson (Chair), Cllrs D Cooper, K Docherty, R Hopkins,
R Moss, A Seaman-Moss and P Williams (Vice-Chair)

Absent: B Wallbridge.

In Attendance: Mrs L Welch (Parish Clerk), Mrs E Merko (Finance Officer),
Marlene Morley (Big Local)

71. Apologies for Absence

Apologies were received from Cllr Wallbridge.

72. Declarations of Interest

Cllr Moss declared a non-pecuniary interest as Chair of Big Local.

73. Big Local

The Committee welcomed Marlene Morley from Big Local: Radstock and Westfield's Executive Committee. Ms Morley explained that it had come to the attention of Big Local that the Community Workers who were currently engaged on a self-employed basis should in fact be fully employed as they were not claiming revenue from any other source. Big Local wished to regularise this situation. Big Local could not employ the workers itself as it was not a fully constituted body, although it was working towards this. It had therefore asked if Westfield Parish Council could employ the workers on behalf of Big Local which would bear all financial costs. It was noted that the Big Local for Radstock & Westfield was unusual in being run by a group of residents rather than by the LTO as was the case in other areas.

Councillors asked what gain there would be for Westfield Parish Council in employing these staff. It was suggested that this would meet some of the objectives of the Neighbourhood Plan in demonstrating community involvement.

There were concerns raised about the burden of liability that would lay with the Parish Council in employing extra people.

It was noted that there were a number of national companies specialising in fixed term employment on behalf of other organisations.

Resolved: a) that Marlene would obtain sample contracts;
b) that if there were other Parish/Town Councils employing Big Local staff on behalf of a Big Local that the contact details would be passed to the Clerk;
c) that the decision on employment be passed to Parish Council for a decision.

Minutes are draft until agreed at the next meeting.

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Westfield Parish Council

74. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 21st October 2015 be agreed and signed as a correct record.

75. Monthly Accounts

It was noted that the Co-op Guaranteed Investment account had now been closed and that a new Nationwide Fixed Rate Savings account had been opened.

Resolved:

- a) that the October monthly statement for the Current Account be agreed;
- b) that the October monthly statement for the Guaranteed Investment account be agreed;
- c) that the October monthly statement for the Corporate Treasury account be agreed;
- d) that the petty cash imprest sheet for November be agreed.

76. Schedule of payments requiring authorisation

In accordance with item 5.2 of the Financial Regulations, the schedule of payments was circulated with the agenda.

Resolved: that the schedule of payments for November be agreed (attached as Appendices 1 and 2) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly.

77. 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.

78. Grants 2015/16

The final list of grant donations was noted.

Resolved: that a second round should be held for grant applications within the 2015/16 financial year with the Parish Council making the decision on grant awards at its meeting on 7th March.

79. Pension deficit payments

The Avon Pension Fund deficit for Westfield Parish Council of £153,000 was noted. It was noted that the deficit formed part of the budget calculations for employer costs and was currently being paid at £391.67 per month. There was

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discussion of the heavy deficit load for such a small Council and it was agreed to make tentative enquiries with Radstock Town Council.

80. Budget 2016/17

The draft budget was received and considered. The proposed government cap on precepts was discussed and the need to be prudent with small increases was agreed.

Resolved: a) to recommend to the Council that the budget be agreed in principle subject to adjustments once the tax base is confirmed.

81. Parish Grant from BANES

The proposal from BANES for reduction of the grant over the next four years was received and accepted.

82. Standing Orders and Direct Debits

The list of standing orders was reviewed and noted.

83. Changing rooms at Westhill Sports and Community Centre

A request from the Centre for a contribution towards maintenance and running costs of the changing rooms was discussed. It was agreed that further discussions could be held once the lease for the club was agreed.

Resolved: to respond to Westhill Sports and Community Centre.

84. Bad Debt – FC Norton football team

No further funds had yet been received but there was still regular contact with the team and a next instalment payment had been promised. Regarding the court involvement, no further action was to be taken at the current time but this would be reviewed near the expiry date of the application and a decision made on whether a judgement from the court should be pursued.

85. Local Council Award Scheme

The award of Quality status was noted. In addition it was reported that Westfield Parish Council had been selected as NALC's Council of the week. The staff were congratulated for their continued hard work which had contributed to the two accolades.

The meeting closed at 8.20pm

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APPENDIX 1

Schedule of invoices for payment in NOVEMBER							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
28/10/2015	Apollo Technology	ACER Travelmate laptop, MS Office and installation	4027/1	B#204	£605.70	£121.14	£726.84
27/10/2015	Greensward	replace large bearing block on cantilever swing at Westhill	4062/307	B#206	£386.00	£77.20	£393.20
19/10/2015	The Consortium	Sellotape dispenser	4023/1	B#207	£6.59	£1.32	£7.91
10/11/2015	Kilter Theatre	GRANT	4203/202	200874	£600.00	£0.00	£600.00
10/11/2015	MSN & Radstock Dial a Ride	GRANT	4203/202	200875	£1,000.00	£0.00	£1,000.00
10/11/2015	St Nicholas Church	GRANT	4203/202	200876	£1,000.00	£0.00	£1,000.00
10/11/2015	SWALLOW	GRANT	4203/202	200877	£914.00	£0.00	£914.00
10/11/2015	SWAN Advice Network	GRANT	4203/202	200878	£750.00	£0.00	£750.00
10/11/2015	Teddy Bear Nursery	GRANT	4203/202	200879	£500.00	£0.00	£500.00
10/11/2015	The Community Bus	GRANT	4203/202	B#216	£500.00	£0.00	£500.00
10/11/2015	The Royal British Legion	GRANT	4203/202	200871	£44.00	£0.00	£44.00
10/11/2015	The West of England MS Therapy Centre	GRANT	4203/202	200880	£200.00	£0.00	£200.00
10/11/2015	Wansdyke Play Association	GRANT	4203/202	200881	£608.00	£0.00	£608.00
10/11/2015	Westhill Sports and Community Centre	GRANT	4203/202	200882	£500.00	£0.00	£500.00
10/11/2015	WISH	GRANT	4203/202	200883	£650.00	£0.00	£650.00
10/11/2015	Diana Cooper	materials to repair benches fairy lights for Santa's grotto	4062/308 4223/202	200873	£29.80	£1.77	£31.57
10/11/2015	Viking	stationary, postage, hi-vis vests	various	B#217	£258.33	£14.47	£272.80
17/11/2015	Norton Green Farm Nurs	Christmas trees	4223/202	B#218	£186.25	£37.25	£223.50
09/11/2015	Robin Moss	Travel and subsistence claims against Chair's Allowance	4101/102	200884	£183.63	£36.74	£220.37
11/11/2015	Kelvin Hawkins	Service / Gas test and certificates at Pavilion	4018/1	200885	£65.00	£0.00	£65.00
						TOTAL	£9,207.19
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval							

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APPENDIX 2

BIG LOCAL: Schedule of invoices for payment in NOVEMBER

*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	Nom code	Chq no	£ net	VAT**	£ gross
29/10/2015	G K Barnard	Wooden evaluation tree	580/0	B#205	£50.00	£0.00	£50.00
16/11/2015	Sarah Westell	Programme Coordinator fee plus printing and other expenses	580/0	B#219	£877.15	£0.00	£877.15
17/11/2015	Rob Wicke	Community worker fee Oct-Nov	580/0	B#221	£1,860.00	£0.00	£1,860.00
						TOTAL	£2,787.15
<i>** VAT cannot be claimed on Big Local payments</i>							
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APPENDIX 3

Schedule of regular payments 2015-16 (payments are all NET)

Supplier	Details	April	May	June	July	August	September	October	November	December	January	February	March
Apollo Technology	IT Support (quarterly)	£0.00	£0.00	£286.75	£0.00	£286.75	£0.00	£0.00	£286.75				
Apollo Technology	Remote Back-up (quarterly)	£0.00	£0.00	£90.00	£0.00	£90.00	£0.00	£0.00	£90.00				
Apollo Technology	Hosted excahng	£14.85	£0.00	£29.70	£14.85	£14.85	£14.85	£14.85	£14.85				
Avon Pension Fund	Office staff	£1,065.65	£1,065.65	£1,065.65	£1,065.65	£1,305.77	£1,065.65	£1,065.65	£1,145.34				
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£276.95	£0.00	£0.00				
Eclipse (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95				
First Office	Photocopier & Maintenance (quarterly)	£0.00	£211.24	£0.00	£0.00	£173.25	£0.00	£0.00	£180.60				
GPS Telecoms (DD)	Office phone and fax	£34.98	£36.31	£26.50	£29.81	£29.31	£28.24	£25.97	£29.90				
Greensward	Ground maintenance	paid in March	£1,645.41	£1,723.77	£1,882.95	£1,806.23	£1,804.59	£1,804.59	£1,644.59				
HMRC	Tax and NI office	£212.55	£212.75	£212.55	£170.15	£460.66	£201.95	£84.15	£256.58				
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45				
Oval Commercial	Use of Boardroom	£0.00	£0.00	£120.00	£60.00	£60.00	£0.00	£130.00	£60.00				
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00				
Salaries	Office staff	£2,287.29	£2,258.09	£2,258.29	£2,300.69	£2,962.87	£2,268.86	£2,432.14	£2,532.82				
Southern Electric	NH Pavilion	£0.00	£0.00	£85.54	£0.00	£0.00	£293.87	£0.00	£0.00				
Southern Electric	Christmas Tree Lights	£0.00	£0.00	£20.96	£0.00	£0.00	£20.96	£0.00	£0.00				
Total Gas and Power (DD)	NH Pavilion	£0.00	£8.36	£0.00	£0.00	£0.44	£0.00	£0.00	£0.00				
Total		£4,121.72	£5,944.21	£6,426.11	£6,030.50	£11,383.25	£6,482.32	£6,063.75	£6,747.83	£0.00	£0.00	£0.00	£0.00
This amount plus one off payments													
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