

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 18th September 2019 commencing at 7.00pm

- Present:** Cllr Patricia Williams (Chair) and Cllrs Diana Cooper, Geoff Fuller and Ron Hopkins
- Absent:** Cllrs Robin Moss, Bryan Wallbridge and Philip Wilkinson
- In Attendance:** Lesley Close (Parish Clerk)
Emily Merko (Finance Officer)

The meeting opened at 7.00pm.

35. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Robin Moss and Philip Wilkinson.

36. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest or requests for dispensation.

37. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 17th July 2019 be agreed and signed as a correct record.

38. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018-19

Completion of the External Audit with no matters raised was noted. The RFO was congratulated on a successful, comment-free audit.

39. MONTHLY ACCOUNTS

Resolved:

- a) that the July and August monthly statements for the Current Account be agreed;
- b) that the July and August monthly statements for the Corporate Treasury account be agreed;
- c) that the July and August monthly statements for the Business Savings account be agreed and that the current rate of interest (1.05%) be noted;
- d) that the summaries of petty cash (Appendices 1&2) and debit card (Appendix 3) transactions since the last meeting be agreed.

40. APPROVAL OF DIRECT DEBITS

Resolved: that the bills for water use at Jubilee Green hanging baskets and flowers and the Wells Road and Ruskin Road coal truck planters be paid by Direct Debit.

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Signed Dated

Westfield Parish Council

41. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

In accordance with item 5.2 of the Financial Regulations, the updated schedule of payments was circulated at the meeting.

Resolved: that the schedules of payments made during August and payments due in September be agreed (attached as Appendices 4&5) and that the BACS authorisation sheet be signed within the meeting accordingly.

42. 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 6) and that the BACS authorisation sheet be signed within the meeting accordingly.

43. GRANTS

The updated feedback on grants received in 2018 was noted. There was still some feedback missing but word of mouth was that these projects had been completed successfully.

It was noted that the Grants Sub-Committee (Councillors Wilkinson, Williams, Cooper and Fuller) would meet to consider and make recommendations on grant applications and report back to the next meeting.

44. OFFICE BROADBAND

The report on broadband options was considered. It was asked that Virgin Media and Truespeed be approached for information about availability of cable broadband for businesses. It was also suggested that advice be taken from Apollo on broadband supplier recommendations. An updated report would be presented to the next meeting.

45. PITCH HIRE REDUCTION REQUEST

Resolved: to agree a refund of £26 to Somer Valley FC as the water had not been available for one of their bookings. Norton Hill Trust cheque number 000018 was signed within the meeting.

The meeting closed at 7.45pm.

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Signed Dated

APPENDIX 1

WESTFIELD PARISH COUNCIL PETTY CASH											
MONTH SHEET	August 2019-20 - 5										
IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	consumables (Civic Exp) 4102/102	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Events 4232/202	Hospitality 4131/101
£100.00	01/04/2018	Cash in hand	£100.00								
	30/04/2019	Refreshments	£3.00								£2.50
	01/05/2019	Battery for water timer	£4.70				£3.92				
	08/05/2019	Electrical tape	£1.00		£0.83						
	16/05/2019	Refreshments	£1.00								£0.83
	23/05/2019	Key cutting for fairground gate at NH	£8.00					£6.67			
	01/06/2019	Dustbin liners - Fun Day	£2.99							£2.49	
	10/06/2019	Refreshments	£1.99								£1.66
	11/06/2019	Refreshments	£1.00								£1.00
	09/07/2019	Refreshments	£1.00								£0.83
	20/07/2019	Replacement parts for auto-watering	£30.00				£25.00				
	22/07/2019	Cable ties	£2.00				£1.67				
	24/07/2019	Replacement parts for auto-watering	£15.50				£12.92				
	15/08/2019	Refreshments	£1.00								£0.83
		TOTAL (NET)	£61.15	£0.00	£0.83	£0.00	£43.51	£6.67	£0.00	£2.49	£7.65
		VAT:	£12.03		£0.17		£8.69	£1.33		£0.50	£1.34
		Ongoing balance	£26.82								
		top-up required	£73.18								
										<i>previously reported</i>	
Imprest Holder signature					Date						
Counter signature					Date				Top-up £73.18 to be withdrawn from the bank using the debit card.		

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APPENDIX 2

WESTFIELD PARISH COUNCIL PETTY CASH											
		MONTH	September								
		SHEET	2019-20 - 6								
IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	consumables (Civic Exp) 4102/102	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Events 4232/202	Hospitality 4131/101
£100.00	27/08/2019	Cash in hand	£100.00								
	30/07/2019	Refreshments	£1.00								£0.83
	02/09/2019	Refreshments	£1.00								£0.83
	12/09/2019	Refreshments	£2.50								£2.50
		TOTAL (NET)	£4.16	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£4.16
		VAT:	£0.34								£0.34
		Ongoing balance	£95.50								
		cheque required	n/a								
Imprest Holder signature				Date						<i>previously reported</i>	
										<i>added since the agenda was circulated</i>	

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APPENDIX 3

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY													
		MONTH	August-September										
		SHEET	2019-20 - 5-6										
REF	DATE	SUPPLIER	DETAILS	TOTAL	Petty Cash (see Imprest for full details)	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	Training 4005/1
DC48	17/07/2019	Viking	A4 paper, C4 envelopes and stamps	£79.14		£53.00	21.78						
DC49	22/07/2019	SLCC	Membership subscription 2019	£276.00				£276.00					
DC50	12/08/2019	CanDo4You	Key cutting	£32.00							£26.67		
DC51	28/08/2019		Petty cash top up as per Petty Cash imprest	£73.18	£73.18								
DC52	02/09/2019	Viking	Stationary	£88.36		£41.50	£39.05						
DC53	02/09/2019	Viking	A4 paper	£43.18			£35.98						
			TOTAL (NET)	£567.16	£73.18	£94.50	£96.81	£276.00	£0.00	£0.00	£26.67	£0.00	£0.00
			VAT:	£24.70			£19.37				£5.33		
			TOTAL (Gros)	£591.86									

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APPENDIX 4

Schedule of payments in AUGUST							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
18/07/2019	Community Heartbeat Trust	Defib pads replacement	4231/202	B#1319	£73.00	£14.60	£87.60
16/07/2019	GM Engineering	New galvanised post at Westhill car park	4062/307	B#1321	£80.00	£16.00	£96.00
31/07/2019	Theme Bins International Ltd	Benches for NH Rec - bought with s106 funds	4043/308	B#1330	£7,005.45	£1,401.09	£8,406.54
31/07/2019	A F Denning	Defib annual test and inspection	4231/202	B#1331	£40.00	£8.00	£48.00
16/08/2019	MJW Architects	Preparation and brief - Stand Alone Pavilion at Westhill (s106 funds)	4043/307	B#1332	£827.20	£165.44	£992.64
12/08/2019	Water2Business	Wesley Ave water Feb-Aug	4230/202	DD	£32.15	£0.00	£32.15
13/08/2019	Water2Business	Wells Road water Feb-Aug	4230/202	B#1333	£19.21	£0.00	£19.21
13/08/2019	Water2Business	Ruskin Road water Feb-Aug	4230/202	B#1335	£17.89	£0.00	£17.89
13/08/2019	Water2Business	Jubilee Green water Feb-Aug	4230/202	B#1334	£48.20	£0.00	£48.20
14/08/2019	Robert Wicke	Extra watering and weeding around Xmas tree	4224/202	B#1336	£62.00	£0.00	£62.00
12/08/2019	Ignyte Media	Westfield Warbler Autumn edition	4212/102	B#1337	£1,000.00	£200.00	£1,200.00
19/08/2019	Lazy Days Landscaping	Auto-watering repairs	4224/202	B#1338	£90.00	£18.00	£108.00
20/08/2019	Kelvin Hawkins	Installation of new boiler at NH Pavilion	4062/308	B#1339	£3,300.00	£660.00	£3,960.00
22/08/2019	Westfield Parish Council	Petty cash top-up	various	debit card	£61.15	£12.03	£73.18
						TOTAL	£15,151.41

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APPENDIX 6

Schedule of regular payments 2019-20 <i>amounts are all NET</i>)														
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							£573.48
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£0.00	£0.00	£0.00	£302.40	£0.00							£302.40
Apollo Technology	Hosted exchange / G-Suite	£0.00	£0.00	£386.40	£0.00	£0.00	£0.00							£386.40
Apollo Technology	Wireless Cloud Controller	£0.00	£0.00	£0.00	£0.00	£11.94	£0.00							£11.94
Avon Pension Fund	Superannuation	£659.97	£659.97	£659.97	£659.97	£659.97	£659.97							£3,959.82
GPS Telecoms (DD)	Office phone and fax	£31.54	£30.42	£32.25	£32.37	£30.73	£31.11							£188.42
Greensward	Ground maintenance	£1,886.65	£1,951.62	£1,951.62	£1,951.54	£1,951.58	£1,951.58							£11,644.59
HMRC	PAYE and NI	£268.39	£268.79	£268.79	£268.79	£268.79	£268.79							£1,612.34
KCOM (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95							£119.70
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75							£2,938.50
Oval Commercial	Use of Boardroom	£60.00	£60.00	£60.00	£60.00	£60.00	£0.00							£300.00
Net Salaries (and expenses)	Office staff	£2,643.52	£2,630.57	£2,613.12	£2,613.12	£2,616.72	£2,616.27							£15,733.32
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00							£3,686.72
Ricoh	Photocopier & Maintenance	£180.50	£0.00	£0.00	£0.00	£175.56	£0.00							£356.06
Southern Electric	NH Pavilion	£0.00	£0.00	£154.14	£0.00	£152.97	£0.00							£307.11
Southern Electric	Christmas Tree	£0.00	£1.87	£18.78	£0.00	£18.78	£0.00							£39.43
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£235.06	£0.00							£235.06
Total		£6,240.27	£6,112.94	£6,654.77	£9,782.21	£7,567.68	£6,037.42	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
This amount plus one off payments														

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