Westfield Parish Council

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office, St Peters Business Park, Westfield on Wednesday 19th April 2017 commencing at 7.00pm

Present: Cllr Wilkinson (Chair), Cllrs D Cooper, K Docherty, and P

Williams.

Absent: Clirs G Fuller, R Hopkins and L Mansell.

In Attendance: Mrs L Welch (Clerk) and Ms E Merko (Finance Officer)

The meeting opened at 7.05pm

136. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr L Mansell.

137. DECLARATIONS OF INTEREST

There were no declarations of interest.

138. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on

22nd March 2017 be agreed and signed as a correct record.

139. BUDGET VARIATIONS

The budget variations to 31st March 2017 were noted and approved.

140. MONTHLY ACCOUNTS

Resolved: a) that the March monthly statements for the Current Account be agreed;

- **b)** that the March monthly statement for the Corporate Treasury account be agreed;
- c) that the March monthly statement for the Fixed Rate Savings account be agreed;
- **d)** that the petty cash imprest year-end reconciliation be agreed;
- e) that the petty cash imprest sheet for April be agreed.

141. VERIFICATION OF THE BANK RECONCILIATIONS

In accordance with item 2.2 of the Financial Regulations, the bank reconciliations had been verified against the bank statements by Cllr Docherty and were confirmed as correct.

142. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

Minutes are draft until agreed at the next	meeting.
Signed	Dated

Westfield Parish Council

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

Resolved:

- a) that the schedule of payments for April be agreed (attached as Appendices 1-2) and that the BACS authorisation sheets and cheques be signed, within the meeting, accordingly.
- b) that the additional spending of £265 on the delivery and installation of benches at Shakespeare Road and Elm Tree Avenue be approved;
- c) that the quote from DCK Beavers of £586.90 for VAT Consultancy on the building of a community centre be approved. The order would not be placed until it was required.

143. 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: a) 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;
 - b) that direct debits be set up for payment of the electricity charges at Norton Hill Pavilion and the Christmas tree.

144. EARMARKED RESERVES

The transfer of funds to earmarked reserves at year-end was noted and approved.

145. TRUST ACCOUNTING

Resolved: having considered the recommendations of the Internal Auditor, to keep to the accounting and reporting method recommended by the Parish Council's accountant.

146. COMMUNITY INFRASTRUCTURE LEVY (CIL)

The funds received and the criteria and timescale for spending were noted. It was suggested that the funds could be used towards the installation of additional CCTV provision at Norton Hill Recreation Ground. This would be investigated.

147. **ACTION PLAN 2017/18**

The Action Plan was discussed and approved with no changes.

148. DATA PROTECTION POLICY

Resolved: to recommend the policy to full Council for approval.

149. EQUALITIES POLICY

Minutes are draft until agreed at the next	t meeting.
Signed	Dated

Westfield Parish Council

Resolved:	to recommend the p	olicy to full Council for approval.				
The meeting close	The meeting closed at 7.35pm.					
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Minutes are draft u	ıntil agreed at the nex	t meeting.				
Signed		Dated				

APPENDIX 1

Schedule o	f invoices for payment in <i>I</i>	APRIL							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross		
23/03/2017	B&NES	Play area inspections qtr 3	4065/308 4063/307	B#633	£150.00	£30.00	£180.00		
30/03/2017	B&NES	Play area inspections qtr 1	Play area inspections qtr 1 4065/308 4063/307 B#633 £150.00 £30.00						
01/04/2017	B&NES	Temporary Event Licence for Fun Day	4232/202	200939	£21.00	£0.00	£21.00		
10/04/2017	Avon Pension Fund	Pensions deficit payment for 2017-2020	ns deficit payment for 2017- 4061/100 B#638 £16,600.00 £0.00						
04/04/2017	Association of Accounting Technicians	Finance Officer's AAT registration (part of course requirement)	4005/1	B#641	£131.00	£0.00	£131.00		
31/03/2017	Greensward	removal of rubbish behind Pavilion, mend vandalised bench at NH Rec	4062/308	B#635	£380.00	£76.00	£456.00		
04/04/2017	Moneysoft	Payroll software licence renewal	4006/1	B#637	£65.00	£13.00	£78.00		
10/04/2017	Total Gas	Norton Hill Pavilion (Balance too small to trigger the direct debit so paid by BACS)	(Balance too small to trigger the	otal Gas (Balance too small to trigger the	4015/308	B#643	£6.03	£0.46	
31/03/2017	John D Hill	Adjustments to security lighting	4063/308	B#644	£55.00	£11.00	£66.00		
17/03/2017	Southern Electric	Electricity to lampposts for festive lights	4223/202	B#645	£127.70	£6.38	£134.08		
18/04/2017	Robert Wicke	First installment for flower displays 2017-18	4230/202	B#647	£1,500.00	£0.00	£1,500.00		
						TOTAL	£19,352.57		
This amount	plus regular scheduled mont	hly payment							
Added since	agenda was distributed				already appr	oved by Co	uncil		
Highlight if o	<mark>ver £5000 as this requires fu</mark>	II Parish Council approval							

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APPENDIX 2

BIG LOCAL: Schedule of invoices for payment in APRIL

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.

	U	,			
Invoice Date	Supplier	Details	Nom code	Chq no	Total (GROS)**
01/04/2017	Oval Commercial	Office rent - February	580/0	B#632	£467.28
01/04/2017	Oval Commercial	Boardroom use - February	580/0	B#632	£36.00
28/03/2017	St Nicholas Church Centre	Hire of café on 13th March	580/0	B#634	£25.00
18/04/2017	Rob Wicke	Community Worker Feb/Mar	580/0	B#646	£1,485.00
18/04/2017	Sarah Westell	Plan Ccoordinator Feb/Mar	580/0	B#648	£720.00
18/04/2017	RADICAL Youth Project	Dragons' Den grant (September)	580/0	B#485	£500.00
				TOTAL	£3,233.28
** VAT canno	t be claimed on Big Local payn	nents			
Added since	agenda was distributed				
Highlight if ov	er £5000 as this requires full	Parish Council approval			

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APPENDIX 3

Apollo Technology Apollo Technology Apollo Technology Avon Pension Fund Bristol Wessex Water (DD) Bristol Wessex Water Bristol Wessex Water Bristol Wessex Water Bristol Wessex Water Bristol Wessex First Office Apollo Technology Wirele control Office NH Pa Standy Bristol Wessex Wesle Standy Bristol Wessex Nightin Photo Mainte	rterly) oote Back-up rterly) eed exchange eless access roller e staff Pavilion eley Ave dpipe tingale Way	£0.00 £0.00 £17.82 £0.00 £605.90 £0.00 £0.00											
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GPS Telecoms Office	ntenance	£0.00											
	e phone and												
(22)		£27.96											
Greensward Groun mainte	ind ntenance	£1,834.57											
HMRC PAYE	E and NI	£244.17											
KCOM (DD) Broad	dband	£19.95											
Oval Commercial (SO) Office	e Rental	£486.45											
Oval Commercial Use of	of Boardroom	£0.00											
Public Works Westh Loans Board (DD) Area	thill Play	£0.00											
Salarios	e staff	£2,439.12											
Southern Electric NH Pa	Pavilion	£0.00											
Southern Electric Christ Lights	stmas Tree ts	£0.00											
Total Cas and	Pavilion	£0.00											
Total	1	£5,675.94	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.0
This amount plus one off pa	payments												

M	inute	es	are	draft	until	agreed	at t	he	next	meet	ting.

Signed Dated