

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: Cllrs 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 meeting.

Signed Dated

Westfield Parish Council

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

The meeting closed at 7.35pm.

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Signed Dated

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.

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 cannot be claimed on Big Local payments

Added since agenda was distributed

Highlight if over £5000 as this requires full Parish Council approval

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Signed Dated

APPENDIX 3

Schedule of regular payments 2017-18 (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											
Apollo Technology	Remote Back-up (quarterly)	£0.00											
Apollo Technology	Hosted exchange	£17.82											
Apollo Technology	Wireless access controller	£0.00											
Avon Pension Fund	Office staff	£605.90											
Bristol Wessex Water (DD)	NH Pavilion	£0.00											
Bristol Wessex Water	Wesley Ave standpipe	£0.00											
Bristol Wessex Water	Nightingale Way stand pipe	£0.00											
First Office	Photocopier & Maintenance	£0.00											
GPS Telecoms (DD)	Office phone and fax	£27.96											
Greensward	Ground maintenance	£1,834.57											
HMRC	PAYE and NI	£244.17											
KCOM (DD)	Broadband	£19.95											
Oval Commercial (SO)	Office Rental	£486.45											
Oval Commercial	Use of Boardroom	£0.00											
Public Works Loans Board (DD)	Westhill Play Area	£0.00											
Salaries (and expenses)	Office staff	£2,439.12											
Southern Electric	NH Pavilion	£0.00											
Southern Electric	Christmas Tree Lights	£0.00											
Total Gas and Power (DD)	NH Pavilion	£0.00											
Total		£5,675.94	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
This amount plus one off payments													
Highlight if over £5000 as this requires full Parish Council approval added since agenda was distributed													

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