

WESTFIELD PARISH COUNCIL

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

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

Absent: Cllrs K Docherty, G Fuller, R Hopkins and L Mansell

In Attendance: Ms E Merko (Finance Officer)

The meeting opened at 7pm

25. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr L Mansell.

26. DECLARATIONS OF INTEREST

There were no declarations of interest.

27. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 21st June 2017 be agreed and signed as a correct record.

28. BUDGET VARIATIONS

The budget variations to 30th June 2017 were noted and approved.

29. MONTHLY ACCOUNTS

Resolved:

- a) that the June monthly statements for the Current Account be agreed;
- b) that the June monthly statement for the Corporate Treasury account be agreed;
- c) that the statement for the Fixed Rate Savings account be agreed;
- d) that the updated petty cash imprest sheet for July be agreed (attached as Appendix 1).

30. VERIFICATION OF THE BANK RECONCILIATIONS

This item would be moved to the September meeting.

31. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

Resolved: that the schedules of payments for July be agreed (attached as Appendices 2-3) and that the BACS authorisation sheets and cheques be signed accordingly.

Minutes are draft until agreed at the next meeting.

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Westfield Parish Council

32. 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 4) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

33. PAYMENTS IN AUGUST

Resolved: that the Committee delegate to Cllrs Wilkinson, Williams and Cooper (any two) to approve and sign payments due during August and that these payments would be ratified by the Committee at the next meeting in September.

34. COMMUNITY INFRASTRUCTURE LEVY (CIL)

The current funds of £762 and its allocation to the CCTV provision at Norton Hill basketball court were noted.

35. GRANTS

Feedback on grants was received and noted. (Updated feedback attached as appendix 5)

36. VALUATION OF PAVILION AND BOWLS CLUB

It was reported that a further quote had just been obtained and would be brought to the next meeting within the correct timescale for agenda items.

37. SMALL BUSINESS RATES

The current position regarding business rates was noted.

38. COMMUNITY EMPOWERMENT FUND

The allocation of the funding to the remedial works to the Trust Play Areas was approved.

39. WATER USAGE RISK ASSESSMENT

The risk assessment was discussed and it was asked that water meter readings continue to be taken on a two-monthly basis to monitor water usage.

40. GRIEVANCE AND DISCIPLINARY PROCEDURES

Resolved: that the procedures be agreed.

The meeting closed at 7.55pm.

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APPENDIX 1

WESTFIELD PARISH COUNCIL PETTY CASH												
MONTH SHEET		July 2017-18 - 4										
IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	consumables (Civic Exp) 4102/102	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community plan 4226/202	Hospitality 4131/101
£100.00	21/06/2017	cash in hand	£100.00									
	29/06/2017	Batteries	£6.99		£5.82							
	10/07/2017	Curo meeting	£1.00									£1.00
	13/07/2017	New padlock and keys for NH field gate	£23.79						£16.00			
	18/07/2017	refreshments	£3.00									£3.00
	18/07/2017	replacement flowers for coal trucks	£45.93					£38.28				
		TOTAL (NET)	£64.10	£0.00	£5.82	£0.00	£0.00	£38.28	£16.00	£0.00	£0.00	£4.00
		VAT:	£16.61		£1.17			£7.65	£7.79			
		Ongoing balance	£19.29									
		cheque required	£80.71									
									previously reported			
									added since agenda was circulated			
Imprest Holder signature				Date								
Counter signature				Date								
Signed:				Signed:								
Date:				Date:								
									cheque: 200946			

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APPENDIX 2

Schedule of invoices for payment in JULY							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
27/06/2017	Herringtons Landscape Builders	Installation of new benches (Ward Councillors' Initiative Funds)	4239/202	B#724	£1,025.00	£205.00	£1,230.00
21/06/2017	Spectrum Form Design	NP Options Documents	4206/202	B#723	£346.50	£69.30	£415.80
23/06/2017	Robert Wilkinson	Delivery of NP consultation postcards	4206/202	B#722	£300.00	£0.00	£300.00
13/07/2017	Rialtas Business Solutions	OMEGA Software licence 2017	4027/1	B#721	£360.00	£72.00	£432.00
14/06/2017	Trophies of Radstock	2 x Front Garden Comp trophies	4227/202	B#720	£29.40	£5.88	£35.28
28/06/2017	C&R Fencing	Gate between Pavilion and Garage at NH Rec	4227/202	B#719	£1,145.00	£229.00	£1,374.00
28/06/2017	Net World Sports	Replacement tennis net	4062/308	B#718	£121.62	£24.32	£145.94
28/06/2017	Greensward	Additional hedge cutting at Westhill Rec	4062/307	B#716	£110.00	£22.00	£132.00
07/07/2017	Andy Green	Noticeboard maintenance at Nightingale Way	4227/202	B#726	£150.00	£0.00	£150.00
18/07/2017	Westhill Club	Grant for renovation of showers	4203/202	B#736	£1,000.00	£0.00	£1,000.00
13/07/2017	Community Heartbeat Trust	Defib - replacement battery	4231/202	B#738	£235.00	£47.00	£282.00
30/06/2017	DLP Planning	final installment for Community Centre feasibility study	4206/202	B#737	£1,923.00	£384.42	£2,306.52
13/07/2017	Information Commissioner	Data protection registration with ICO	4024/1	200945	£35.00	£0.00	£35.00
						TOTAL	£7,838.54
This amount plus regular scheduled monthly payment							
Added since agenda was distributed						<i>already approved by Council</i>	
Highlight if over £5000 as this requires full Parish Council approval							

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APPENDIX 3

BIG LOCAL: Schedule of invoices for payment in JULY

*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	Chq no	Total (GROS)**
01/07/2017	Oval	Office rent July	B#734	£467.28
17/07/2017	Robert Wicke	Community Worker June/July	B#733	£2,010.00
17/07/2017	Sarah Westell	Programme Coordinator June/July	B#735	£720.00
19/07/2017	Radstock Museum	Clock project grant	B#739	£1,000.00
			TOTAL	£4,197.28
<i>** VAT cannot be claimed on Big Local payments</i>				
Added since agenda was distributed				
Highlight if over £5000 as this requires full Parish Council approval				

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APPENDIX 4

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	£286.75	£0.00	£0.00								
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00	£0.00	£0.00								
Apollo Technology	Hosted exchange	£14.85	£14.85	£14.85	£14.85								
Apollo Technology	Wireless access controller	£0.00	£0.00	£0.00	£0.00								
Avon Pension Fund	Office staff	£605.90	£605.90	£605.90	£605.90								
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00								
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£0.00	£0.00								
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£0.00	£22.57								
First Office	Photocopier & Maintenance	£0.00	£204.94	£0.00	£0.00								
GPS Telecoms (DD)	Office phone and fax	£27.96	£29.09	£29.77	£28.52								
Greensward	Ground maintenance	£1,834.57	£1,834.57	£1,834.73	£1,834.57								
HMRC	PAYE and NI	£244.17	£244.17	£244.37	£244.17								
KCOM (DD)	Broadband	£19.95	£19.95	£19.95	£19.95								
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45	£486.45								
Oval Commercial	Use of Boardroom	£0.00	£40.00	£60.00	£60.00								
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72								
Net Salaries (and expenses)	Office staff	£2,439.12	£2,438.72	£2,410.36	£2,398.46								
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67	£0.00								
Southern Electric	Christmas Tree	£0.00	£0.00	£18.78	£0.00								
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00								
Total		£5,672.97	£6,313.39	£5,818.83	£9,402.16	£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													
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APPENDIX 5: Feedback on Grants given in 2016-17 Updates highlighted in grey

Organisation	Grant Amount	How was grant spent	Benefits received from grant
Carers' Centre B&NES	£700	<p>We have been running monthly coffee mornings in Mardon's Social Club, Westfield with around 10 carers attending each time. Carers have been able to connect and make friends reducing their social isolation and improving their health and wellbeing. Carers have been able to provide each other peer support sharing their stories of caring and being able to give each other tips, as well as being able to get away from the caring role and talk about other interests, giving them a break from caring.</p> <p>We have used the funding to fund Lorraine's time to set up and run the group, advertise in Caretime and provide refreshments.</p>	<p>The carers attending have said that they really appreciate the support they get from each other. The peer support helps carers to feel able to continue caring and renews their energy to continue caring. The carers also gain a lot of emotional support from each other and Lorraine ensures that this remains supportive and productive. Carers have been supported to rekindle connections as well as make new ones, a couple of carers had lost touch with each other due to their caring role and had been reconnected through the group enabling them to meet up in-between sessions.</p> <p>Lorraine is also able to promote other health and well-being activities to the carers attending through promoting our breaks activities and emotional support services where appropriate, this gives carers confidence to use these services where they have not previously felt confident to do so.</p>
Midsomer Norton and Radstock Silver Band	£1,500	<p>Grant was for purchase of new instruments. We have purchased 3 new tenor horns at a cost of £2,500 each</p>	<p>These 3 new horns are being used by the members of the horn section in our senior band. They are far superior to our old horns and they have greatly improved the tuning and sound of the section. We bought them in time for them to be used at the Regional Contest in March, where we finished 3rd in our section, qualifying for the National Finals in September and we have also been promoted to the 2nd section next year.</p> <p>The old horns have been passed to our training band and have replaced some very old instruments, thus improving on the sound of the band and also freeing up 3 instruments for beginners.</p>
MSN & Radstock Dial a Ride	£1,000	<p>The Grant was used fully to cover Drivers Wages, Fuel & Maintenance – Overall operating costs of Providing the Dial a Ride Service.</p>	<p>We have seen a General increase of passengers using the service.</p>
Musicians South West CIC	£420	<p>To subsidise 6 sessions at Whitehaven, between November 2016 and June 2017. These included:</p> <p>Jenny Peplow & Jacquelyn Bevan (voice & piano) – Christmas songs with residents and 'Younger than Springtime' theme</p> <p>Carole Jenner-Timms, Simon Naylor & Jacquelyn Bevan -flute, oboe & piano music based on the theme of 'Song & Dance' and 'Party Time'</p> <p>Neil Moore – clarinet pieces on the theme 'A Rainbow' and 'Spring Gardens'</p>	<p>Residents really look forward to our visits and chat freely with us, often saying how much they enjoy the music.</p> <p>The staff at Whitehaven are also very positive about the music sessions and the effect on the residents' mood. The communal areas are very small so it helps that everyone joins in, and the atmosphere can definitely be described as more 'upbeat' during and after our visits.</p>


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Organisation	Grant Amount	How was grant spent	Benefits received from grant												
		6 sessions @ £60 each = £360 We are planning to use the admin costs fee of £60 for one further session in August.													
Norton Radstock Chess Club	£200	Purchased new chess clocks, pieces and boards using the full £200 and a little more from club funds.	Can now host chess matches with more up to date equipment and cleaner, more effective material. We are very pleased and grateful to the Parish Council for giving us a grant to improve the facilities in this way.												
PEOPLE	£800	<p>To provide new downstairs cloak room and utility space at supported housing project.</p> 	The enhanced provision and new working space has improved the quality of life of the residents.												
Radstock Museum	£1,000	<p>The grant has been spent in full and there remains still one item to procure (namely the second blind for glare reduction). This has been waiting for the leak in the roof to be fixed which was dripping water into the Research Room and delayed the whole project. The roof has now been fixed in conjunction with work on the clock tower at a total cost of £3100.</p> <p>Expenditure against the grant has been as follows:</p> <table data-bbox="521 997 1120 1209"> <tr> <td>2 x PCs</td> <td>£536.26</td> </tr> <tr> <td>IT Hardware for networking</td> <td>£104.97</td> </tr> <tr> <td>Blind</td> <td>£278.00</td> </tr> <tr> <td>Archiving material</td> <td>£335.94</td> </tr> <tr> <td>Total spent</td> <td>£1255.17</td> </tr> <tr> <td>Remaining blind to be procured</td> <td>£250</td> </tr> </table> <p>The cost of the remaining blind will be borne by the Museum leading to a final cost breakdown of £1000 from Westfield PC, £300 from the Museum Friends and £200 from the Museum Company. The shelving has now been removed from the project.</p>	2 x PCs	£536.26	IT Hardware for networking	£104.97	Blind	£278.00	Archiving material	£335.94	Total spent	£1255.17	Remaining blind to be procured	£250	<p>Although its launch was delayed by the roof leak, the Research Room is now up and running and is being used by visitors who can search for images from the Museum archives and can also search on the internet using a few sites which have been linked into the Museum's system.</p> <p>We have had positive comments from all those who have used the facility and we will continue to expand its content to make it even more useful to visitors and researchers and to promote its availability via our website and Facebook so that we attract more visitors. The attached photo shows the facility and the screens that the visitors see when they start using the system.</p> <p>We are very grateful for the support of Westfield Parish Council, without which we would not have been able to equip the Research Room.</p>
2 x PCs	£536.26														
IT Hardware for networking	£104.97														
Blind	£278.00														
Archiving material	£335.94														
Total spent	£1255.17														
Remaining blind to be procured	£250														

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Organisation	Grant Amount	How was grant spent	Benefits received from grant
			
St Nicholas Church	£2,000		
SWALLOW	£1,000	<p>The grant is in the process of being spent. We have recruited four members to take up the opportunity to be paid receptionists at SWALLOW. They are due to start on 24th July and will be in post until 16th October.</p>	<p>We know from employing members as receptionists previously that this grant will make a huge difference to the individuals involved. The benefits we know we will see include:</p> <ul style="list-style-type: none"> • Gaining a financial reward for the work they carry out and giving some financial independence • Increasing their confidence to find and carry out paid work • Adding valuable experience to their CV's • Learning new skills such as photocopying, shredding, record keeping etc • Increasing social interactions with others thereby improving communication skills • The benefits the role of Receptionist has had on our members has not just impacted on those directly employed into the role, it has allowed other members to develop aspirations to work which had previously quashed <p>There are also organisational benefits of having a warm welcoming face to greet all our visitors and showing the outside world what people with learning disabilities can achieve.</p>
SWAN Advice Network	£800	<p>Within the period 1st December to 31st May we carried out 100 journeys for Westfield residents.</p> <p>During 16/17 the average cost of Swan's journeys was £14.62 which would amount to £1462 for the Westfield journeys. Westfield Parish Council have funded £800 of this, and client donations averaged 37% of the journey costs in 16/17 (£540). This still left a shortfall but that was covered by BANES contribution towards the service.</p>	<p>Our transport software now shows that we had 51 clients in Westfield using the service over the 6 month period – an increase of 27%. We also have 7 people travelling into Westfield from outside the area. Most of the journey destinations cited in our grant application are still current for Westfield residents but in addition we now have people attending a knitting group in Keynsham, a stroke club, Pinelea day centre in Midsomer Norton, Thatcher and Hallam, The Green Shop, Costa Coffee and Aqua Aerobics at the Leisure Centre.</p> <p>Other benefits include the time spent with our drivers during the journey catching up on community news and friendships. Some of our Westfield drivers know the family and friends of their Westfield</p>

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Organisation	Grant Amount	How was grant spent	Benefits received from grant
			passengers so the journeys enhance community spirit and further reduce the feeling of isolation experienced by some clients.
Teddy Bear Nursery	£1,000	To provide a permanent canopy outside so that children can go out even in bad weather. An outside classroom.	The children have been able to enjoy the outside space in all weathers even on days when in the past we would have had to keep them inside.
The Community Bus	£1,000	The grant was given to purchase new equipment and pay for refreshments and snacks (for the children). We have £300 left from the grant, which will be used to purchase the refreshments for the remainder of the year and we still need to buy more paints and craft materials (which get used up!) for the remainder of the year.	We have more mums using our service than before, I believe this is because we are offering healthy snacks (apples, blueberries etc) for the children instead of cereal. The children really enjoy messy play too, this encourages the children to remind mum (or dad) about the bus.
The West of England MS Therapy Centre	£300		
Westfield Ladies Choir	£850	<p>£170.00 performance costs</p> <p>£100.00 New Music</p> <p>£580.00 Contribution to Conductor and Accompanist fees (the rest will be funded from choir funds)</p> <p>£850.00 Total</p>	We are delighted that we have been able to attract a very talented pianist to take on the role of accompanist to the choir. She joined us in January this year and we have spent a few months getting to know each other and practicing for our upcoming engagements. Before the grant we were not able to afford the rate of pay suitable for her level of proficiency. We have also been able to attract a new conductor to take over from our previous Musical Director who retired in April. This means that the choir can continue to function both as a group for supporting its members, many of whom are Westfield residents and as a choir which entertains and supports local groups and charities. We were able to perform at Fosseyway School as part of their "Sing Up Day" activities and will be performing at Coombe Lea Residential Home on 17th June. Both of these engagements have been funded from the Council Grant money.
Westhill Sports and Community Centre	£1,000		
Working In Support of Holidays for the disabled (WISH)	£1,000	To hire a specially adapted coach to enable a group to have a holiday in Llandudno.	The journey was made easier because of the adapted coach. I.e. loading etc. We were able to visit places on a daily basis. Snowdonia where we took a train ride around a large lake. We went to Conway castle and spent a marvellous day down by the harbour. All these places would have been inaccessible without the coach. All the wish members would like to thank you for your support

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Organisation	Grant Amount	How was grant spent	Benefits received from grant
Youth Connect	up to £1,200	To set up a Youth club in Westfield.	On-going feedback is being received and Youth Connect reported at the Annual Parish Meeting. The youth club has expanded to a second evening and has reached a large number of young people. Specific activities have included First Aid course, baking, CV writing.

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