

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 19th June 2019 commencing at 7.00pm

Present: Cllr Philip Wilkinson (Chair) and Cllrs Geoff Fuller, Ron Hopkins and Patricia Williams

Absent: Cllrs Diana Cooper, Robin Moss and Bryan Wallbridge

In Attendance: Emily Merko (Finance Officer)

The meeting opened at 7.00pm.

14. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Diana Cooper and Robin Moss.

15. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest or requests for dispensation.

16. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 22nd May 2019 be agreed and signed as a correct record.

17. MONTHLY ACCOUNTS

Resolved:

- a) that the May monthly statement for the Current Account be agreed;
- b) that the May monthly statement for the Corporate Treasury account be agreed;
- c) that the May monthly statement for the Business Savings account be agreed and that the current rate of interest (1.06%) be noted;
- d) that the summaries of petty cash (Appendix 1) and debit card (Appendix 2) transactions since the last meeting be agreed.

18. 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 schedule of payments be agreed (attached as Appendix 3) and that the BACS authorisation sheet be signed within the meeting accordingly.

19. 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.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: that the schedule of payments be agreed (attached as Appendix 4) and that the BACS authorisation sheet be signed within the meeting accordingly.

20. GRANTS

It was noted that WPA was stated as an example grant recipient. As WPA was shortly to cease activities it was suggested that a different example be chosen.

Resolved: that the Grants Awarding Policy and Criteria, Grants application form and Grants Assessment form, as updated, be agreed for 2019-20 grants process.

21. FESTIVE LIGHTS 2019

Resolved: a) to stay within budget by ordering 12 additional decorations from Lamps & Tubes stock;
b) to choose the stars motif, reference 124039.250;
c) to continue to work with B&NES towards closing the gap in festive lights on the Fosseway to ensure lights outside the Fosseway Co-op/Pet shop/Whitstones this year.

The meeting closed at 7.25pm.

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APPENDIX 2

<u>WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY</u>													
		MONTH	May										
		SHEET	2019-20 - 2										
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Civic Expenses 4102/102	Community Projects 4232/202	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Hospitality 4131/101	Capital project - hanging basket trees 4916/199
DC43	20/05/2019	Mr Flag	Armed Forces Day and Red Ensign flags	£12.95		£10.79							
DC44	03/06/2019	B&NES	S50 licence for streetworks at new hanging basket trees	£400.00									£400.00
			TOTAL (NET)	£10.79	£0.00	£10.79	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£400.00
			VAT:	£2.16		£2.16							
			TOTAL (Gros)	£412.95									

added since the agenda was circulated

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APPENDIX 3

Schedule of payments in JUNE							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
28/05/2019	Lazy Days	Larch Court allotments: construction of patio and plots	4043/303	B#1282	£6,630.00	£1,326.00	£7,956.00
29/05/2019	Greensward	Repairs to fence between field and car par at WH Rec	4062/307	B#1283	£245.00	£49.00	£294.00
30/05/2019	Signefex	Lost children banner	4232/202	B#1284	£35.00	£7.00	£42.00
30/05/2019	The Journal	Fun Day advert	4232/202	B#1286	£142.43	£28.49	£170.92
03/06/2019	Calas Security Services	Fun Day security	4232/202	B#1287	£120.00	£24.00	£144.00
03/06/2019	Archers Marquees	Marquee, chairs, tables, benches for Fun Day	4232/202	B#1288	£325.00	£65.00	£390.00
03/06/2019	Pitcombe Rock Falcolnry	Attendance at Fun Day	4232/202	B#1289	£200.00	£0.00	£200.00
11/06/2019	St John Ambulance	Attendance at Fun Day	4232/202	B#1290	£96.00	£19.20	£115.20
11/06/2019	Oakus	Installation of hanging basket trees and auto-watering system at Elm Tree Avenue shops	4916/199	B#1291	£5,019.00	£1,003.80	£6,022.80
08/06/2019	Lazy Days	Final work to complete allotments site at Larch Court	4043/303	B#1297	£3,300.00	£660.00	£3,960.00
10/06/2019	B&NES	Quarterly play area inspections	4065 / 308/307	B#1298	£477.54	£95.51	£573.05
11/06/2019	B&NES	Grass cutting of areas in Waterford Park	4225/202	B#1298	£1,208.76	£241.75	£1,450.51
07/05/2019	Thatcher & Hallam	Legal advice on grass cutting at Waterord Park	4225/202	B#1299	£200.00	£40.00	£240.00
14/06/2019	Robert Wicke	Installment 2 of 3 for flowers in public places 2019-20	4230/202	B#1301	£1,248.50	£0.00	£1,248.50
02/06/2019	Strode Sound	PA for Fun Day	4232/202	B#1300	£165.00	£33.00	£198.00
						TOTAL	£23,004.98
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval						<i>already approved by Council</i>	

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APPENDIX 4

Schedule of regular payments 2019-20 *amounts are all NET*)

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
Apollo Technology	Remote Back-up (quarterly)	£0.00	£0.00	£0.00										£0.00
Apollo Technology	Hosted exchange / G-Suite	£0.00	£0.00	£386.40										£386.40
Apollo Technology	Wireless Cloud Controller	£0.00	£0.00	£0.00										£0.00
Avon Pension Fund	Superannuation	£659.97	£659.97	£659.97										£1,979.91
GPS Telecoms (DD)	Office phone and fax	£31.54	£30.42	£32.25										£94.21
Greensward	Ground maintenance	£1,886.65	£1,951.62	£1,951.62										£5,789.89
HMRC	PAYE and NI	£268.39	£268.79	£268.79										£805.97
KCOM (DD)	Broadband	£19.95	£19.95	£19.95										£59.85
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75										£1,469.25
Oval Commercial	Use of Boardroom	£60.00	£60.00	£60.00										£180.00
Net Salaries (and expenses)	Office staff	£2,643.52	£2,630.57	£2,613.12										£7,887.21
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00										£0.00
Ricoh	Photocopier & Maintenance	£180.50	£0.00	£0.00										£180.50
Southern Electric	NH Pavilion	£0.00	£0.00	£154.14										£154.14
Southern Electric	Christmas Tree	£0.00	£1.87	£18.78										£20.65
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00										£0.00
Total		£6,240.27	£6,112.94	£6,654.77	£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

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