

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 19th November 2014 commencing at 7pm

Present: Cllrs: P Wilkinson (Chair), D Cooper, G Fuller and R Moss.

Absent: Cllrs R Appleyard, A Clarke and S Hamilton.

In Attendance: Mrs E Merko (Finance Officer)

There were no members of the public present.

63. Apologies for Absence

Apologies for absence were received from Cllrs A Clarke who was unavailable and S Hamilton who was unwell.

64. Declarations of Interest

There were no declarations of interest.

65. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 22nd October 2014 be agreed and signed as a correct record.

66. Monthly Accounts

It was noted that the Carnival celebration event was very gratefully received by residents waiting in the rain for the carnival in Westfield.

It was reported that Mitchard's Butchers had asked to be included in the Westfield Christmas trees and lights. It was proposed and agreed that an additional Christmas tree, lights and fitting arrangements be made for a display at Mitchard's Butchers.

Resolved:

- a) that the October monthly statement for the Current account be agreed;
- b) that the October monthly statement for the Guaranteed Investment account be agreed;
- c) that the October monthly statement for the Corporate Treasury account be agreed;
- d) that the petty cash imprest sheet for October be agreed;
- e) that arrangements be made to include Mitchard's Butcher in the Christmas trees and lights for Westfield.

67. Grants Scheme 2014/15

It was noted that an administrative error had been made in the reporting of grant suggestions to Council on 3rd November. The amount actually agreed for recommendation by the Grants Sub-Committee to give to St Nicholas Church was £1,000 not £2,000 as was agreed by Council.

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- Resolved:**
- a) to recommend to Council that the grant given to St Nicholas Church be changed to £1000 as originally proposed by the Grants sub-Committee.
 - b) to write to St Nicholas Church confirming the award of £1000 at the present time and to invite them to the Awards Ceremony.

68. Schedule of payments requiring authorisation

In accordance with item 5.2 of the new Financial Regulations, the schedule of payments was circulated with the agenda.

It was proposed, seconded and unanimously agreed that, in light of recent events, the award of a grant to Midsomer Norton & District Carnival Association be withheld for re-consideration by Council.

- Resolved:**
- a) to recommend to Council that the award of a grant to Midsomer Norton and District Carnival Association be re-considered;
 - b) that a letter be sent to the Carnival Association advising that the award is to be re-considered and that it would not be possible to present the cheque at the Award Ceremony;
 - c) that the schedule of payments for November be agreed and that cheques including the remaining cheques for grant payments be signed, within the meeting, accordingly (attached as Appendices 1 and 2).

69. 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.

The reduced payment to HMRC was queried and explained as the result of there being only two members of staff at present.

- Resolved:** that the schedule of payments be agreed and that cheques be signed within the meeting according (attached as Appendix 3).

70. Budget 2015/16

The Committee discussed in particular whether the Chair's Allowance should be increased and whether more money should be budgeted against Legal Fees. It was agreed that the Chair's Allowance did not need to be changed. It was agreed that more money should be budgeted for legal fees with two possible land-related issues expected in 2015. It was noted that confirmation of whether there would be a Parish Grant was likely to be circulated in December.

- Resolved:**
- a) to make changes as outlined above;
 - b) to recommend to the Council that the budget be agreed in principle subject to adjustments once the tax base is confirmed.

71. Move to electronic banking

The proposal from the Parish Clerk was discussed.

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Resolved: that the proposal be taken forward within a time scale deemed appropriate by the Parish Clerk.

72. Updated Model Financial Regulations from NALC

The minor changes were noted.

Resolved: to recommend to the Council the adoption of the minor changes to the Parish Council's Financial Regulations.

73. New Local Council Award Scheme

Resolved:

- a) to take up the offer of a year's free membership at Foundation Level;
- b) to ensure that the Council is aware of any charges relating to the Scheme in the future.

The meeting closed at 8.10pm.

APPENDIX 2

Organisation	Purpose of grant	Grant value	Cheque Number	Decision reference
1 st Radstock Scout Group	To build a lean-to extension on the headquarters building to provide additional storage.	£750	200803	Council 3 rd November 2014 Minute 73
The Community Bus	Provide holiday playschemes for 5-12 years olds on the bus in Westfield where there are isolated families. Qualified playworkers. Schemes rely on grant funding to be able to run. Schemes will run Easter – August 2015.	£2,000	200804	Council 3 rd November 2014 Minute 73
Creativity Works	To develop a creative group in Westfield and Radstock for local people who experience anxiety, depression and social isolation with the aim of alleviating and overcoming conditions through creative activity and social interaction. Funding is required for venue hire.	£500	200805	Council 3 rd November 2014 Minute 73
Midsomer Norton Dial a Ride	Contribution towards running costs.	£500	200806	Council 3 rd November 2014 Minute 73
Off The Record	Chairs, pictures, plants to make the counselling space more comfortable. Materials to assist counsellors in encouraging children to express themselves. Extend the hours of the current clinic to include Wed and Thur evenings.	£1000	200808	Council 3 rd November 2014 Minute 73
P.E.O.P.L.E.	To support core running costs for the charity. To develop the Healthy Eating Westfield project.	£1000	200809	Council 3 rd November 2014 Minute 73
St Nicholas Church	To pay a gardener to maintain the graveyard. Extra funding required to prepare some land to ensure the grave yard remains open for new burials.	£1000	200822	
St Peter's Playgroup	Flooring in the new nursery building for the benefit of the nursery children.	£500	200810	Council 3 rd November 2014 Minute 73
SWALLOW	Redecorate meeting room at Centre and buy 10 extra chairs.	£810	200811	Council 3 rd November 2014 Minute 73
SWAN Advice Network	Towards providing transport service.	£500	200812	Council 3 rd November 2014 Minute 73
Trinity Methodist Church	Complete re-furbishment of all exterior windows.	£500	200813	Council 3 rd November 2014 Minute 73

Organisation	Purpose of grant	Grant value	Cheque Number	Decision reference
Wansdyke Play Assoc	Community Play event at Easter at Westhill Gardens and play opportunities at Westfield Fun Day.	£500	200814	Council 3 rd November 2014 Minute 73
Westhill Gardens Sports Club	To purchase new chairs for the function suite.	£500	200815	Council 3 rd November 2014 Minute 73
WISH (Working in Support of Holidays for the Disabled)	To pay for a coach, staff and entrance fees for holidays.	£750	200816	Council 3 rd November 2014 Minute 73

APPENDIX 3

Schedule of regular payments 2014 15

Supplier	Details	April	May	June	July	August	September	October	November	December	January	February	March
Accounting Solutions	Payroll Service	£20.00	£47.50	£35.00	£20.00	£25.00	£24.00	£82.50	£20.00				
Apollo Technology	IT Support (quarterly)	n/a	n/a	n/a	n/a	£376.75	£0.00	£0.00	£0.00				
Avon Pension Fund	Office staff	£921.54	£676.53	£816.62	£816.62	£816.62	£826.69	£826.69	£826.69				
Bristol Wessex Water (DD)	NH Pavilion	£261.53	£0.00	£0.00	£0.00	£306.52	£0.00	£0.00	£0.00				
C52 (DD)	IT Support	£57.00	£57.00	£57.00	£57.00	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled	Cancelled
Eclipse (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95					
First Office	Photocopier & Maintenance (quarterly)	£0.00	£170.34	£0.00	£0.00	£163.45	£0.00	£178.91					
GPS Telecoms (DD)	Office phone and fax	£25.56	£26.70	£29.79	£25.87	£25.30	£24.76	£29.71					
Greensward	Ground maintenance	£1,549.58	£1,549.58	£1,629.58	£1,629.58	£1,629.58	£1,789.48	£1,629.58					
HMRC	Tax and NI office	£568.36	£587.44	£404.69	£523.09	£434.49	£183.80	£184.00	£201.00				
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45				
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00				
Salaries (BACS)	Office staff	£2,511.86	£2,590.30	£2,474.57	£2,356.17	£2,441.17	£1,649.69	£1,649.49	£1,632.49				
Southern Electric	NH Pavilion	£0.00	£0.00	£83.21	£0.00	£61.23	£0.00	£0.00					
Southern Electric	Christmas Tree Lights	£0.00	£0.00	£20.39	£0.00	£17.95	£0.00	£0.00					
The Head Groundsman	Flowers contract	£1,500.00	£318.00	£318.00	£318.00	£318.00	£318.00	£318.00					
Total Gas and Power (DD)	NH Pavilion	£0.00	£47.48	£0.00	£0.00	£0.05	£0.00	£0.00	£0.50				
Total		£7,921.83	£6,529.79	£6,375.25	£9,939.45	£7,122.51	£5,322.82	£5,405.28	£3,167.13				
This amount plus one off payments													
Highlight if over £5000 as this requires full Parish Council approval													
added since agenda was distributed													