

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Wednesday 19th October 2016 commencing at 7.00pm

**Present:** Cllr Wilkinson (Chair), Cllrs D Cooper, K Docherty, G Fuller, R Hopkins, L Mansell and Cllr Williams.

**Absent:** none

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

### 51. APOLOGIES FOR ABSENCE

There were no apologies.

### 52. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 53. MINUTES

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 21<sup>st</sup> September 2016 be agreed and signed as a correct record.

### 54. ANNUAL RETURN 2015-16

Approval of the Annual Return and the advisory comments were noted.

### 55. BUDGET VARIATION UPDATE

The report on budget variances was noted.

It was reported that the usual supplier of Christmas trees would not be able to do so this year. Alternative options were considered, both of which would mean an overspend on the budget for Christmas trees. It was further reported that a delay in the modification of the new lamp columns for additional festive lights could mean additional unplanned costs. Lastly, it was reported that the usual supplier of the sound system for the switch-on event had not yet been able to confirm and a second option had been sought which if accepted would mean an overspend on the budget.

**Resolved:** a) that Christmas trees should be ordered from Ammerdown estate at a cost of £500;  
b) that authority be delegated to the Chair of F&P to make a decision on extra costs associated with putting up the additional festive lights;  
c) that the potential overspend on the use of a sound system be acknowledged.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

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**56. MONTHLY ACCOUNTS**

- Resolved:**
- a) that the September monthly statements for the Current Account be agreed;
  - b) that the September monthly statement for the Corporate Treasury account be agreed;
  - c) that the September monthly statement for the Fixed Rate Savings account be agreed;
  - d) that the petty cash imprest sheet for October be agreed.

**57. 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.

**58. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION**

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

- Resolved:** that the schedule of payments for October be agreed (attached as Appendices 1-2) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly.

**59. 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 3) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

Cllr Mansell arrived at 7.20pm.

**60. OPTIONS FOR FIXED RATE SAVINGS**

The options in respect of the investment of additional funds were considered.

- Resolved:** that additional funds be added to the fixed rate savings account currently held with Nationwide upon maturity in November to bring the total balance up to £75,000.

**61. WESTFIELD ACTION PLAN**

The Action Plan was discussed point by point and approved. Regarding the safety of hanging baskets, an engineer had recommended some specialist stud bolts which are sold with a data sheet which confirms the load that they can hold. With this datasheet forming part of the hanging baskets risk assessment there would not be a need to arrange load testing of the brackets.

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There was particular discussion around the plans for Shakespeare Road play area and the current discussion with B&NES over the allocation of s106 funding. It was agreed that only the Clerk and the Chairman of the Council should correspond with B&NES on the issue but that all Councillors would be kept informed.

### 62. BUDGET 2017-18

The following items were suggested for addition to the budget:

- Funds for potential repairs to Norton Hill ground following the fun fair
- Funds for the project to create a Westfield Heritage Walk

It was further requested that an EMR be set up for the new Community Centre project. This would be added to the EMR report to F&P in February for recommendation to Parish Council in March.

### 63. ANNUAL REVIEW OF FEES AND CHARGES

The 2017-8 charges for the allotments, the Fun Fair and Norwest Bowls club were noted and approved. There was discussion of the dwindling teams using the football pitches and of how teams could be supported and encouraged. It was agreed that the adult hire costs should be reduced in order to make them more affordable for current, new and other existing teams. There were suggestions of how this could be publicised. It was also agreed that should the fun fair take place again it would be necessary to insist on the use of matting to protect the grounds from excessive damage.

**Resolved:** a) that the fee for adult pitch hire at Norton Hill Recreation Ground be reduced to £350;  
b) that the fee for adult pitch hire at Westhill Recreation Ground be reduced to £285;  
c) that all other pitch hire fees be frozen at the 2016-7 prices;  
d) that the proposed fees and charges for 2017-8 be recommended to the two Trusts for approval.

### 64. GRANTS 2016-17

The feedback on 2015-6 grants was noted. It was reported that Westhill Sports and Community Centre had confirmed that the windows to be replaced were in the Ladies toilet. The Carers' Centre would look into the suggestion of a free venue and respond as soon as possible.

**Resolved:** that the grants as recommended by the sub-Committee be approved and recommended to Parish Council on 7<sup>th</sup> November.

### 65. LOCAL GOVERNMENT FINANCE SETTLEMENT

**Resolved:** to support ALCA and NALC in their opposition to the proposal to introduce referendum principals for town and parish councils.

### 66. BIG LOCAL

It was reported that payment one of the Year 2 budget had been received from Local Trust and the 5% proportion of this had been received as the LTO fee. The LTO fee would be restricted so that it could only be used once the

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corresponding Big Local funds had been spent. It was reported that a potential new LTO had been identified to take over but that this now needed approval from Local Trust. The progress of Big Local Radstock & Westfield towards becoming a CIC was progressing.

**67. CONFIDENTIAL MATTERS**

It was resolved that, under Section 100A(4) of the Local Government Act, 1972, the press and public would be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

**68. STAFF APPRAISALS**

**Resolved:** a) that the spinal point salary increases of sp16 to sp17 for the Admin Assistant and sp 19 to sp20, backdated to 1<sup>st</sup> April 2016, Finance Officer be agreed;  
b) that benchmarking of the role of Admin Assistant and Finance Officer be sought from ALCA.

The meeting closed at 8.40pm.

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Signed ..... Dated .....

APPENDIX 1

Schedule of invoices for payment in OCTOBER							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
	Rocky Mountain Nursery	winter plants and sundries	4230/202	200910	£188.90	£47.22	£236.10
	B&NES	Temporary Events Notice for Christmas Lights Switch-On event	4223/202	200911	£21.00	£0.00	£21.00
27/09/2016	Lamps&Tubes Illuminations	Festive light decorations for lamposts	4223/202	B#495	£1,860.00	£372.00	£2,232.00
27/09/2016	Lamps&Tubes Illuminations	Additional festive light decorations	4223/202	B#495	£1,920.00	£384.00	£2,304.00
28/09/2016	Viking	stationary	4023/1	B#496	£48.46	£9.69	£58.15
28/09/2016	Viking	stationary	4023/1	B#496	£6.23	£1.25	£7.48
28/09/2016	Suez	Legionella testing	4018/1	B#497	£108.00	£21.60	£129.60
	Local Trust	Return of 5% LTO portion of Big Local underspend from Year 1 funds.	4060/1	B#499	£132.85	£0.00	£132.85
07/10/2016	Greensward	Relocate litter bin at Westhil Rec Move Elm tree at Norton Hill Rec	4062/307 4062/308	B#502	£160.00	£32.00	£192.00
11/10/2016	Grant Thornton	Annual Return fee	4056/1	B#505	£625.00	£125.00	£750.00
18/10/2016	ALCA	Info Governance Training - LW	4005/1	B#508	£30.00	£0.00	£30.00
18/10/2016	ALCA	Info Governance Training - RH	4005/1	B#508	£30.00	£0.00	£30.00
26/09/2016	C&R Fencing	fence at NH play area	4917/199	B#509	£4,463.00	£892.00	£5,355.60
						<b>TOTAL</b>	<b>£11,478.78</b>
This amount plus regular scheduled monthly payment							
Added since agenda was distributed					<i>already paid</i>		
Highlight if over £5000 as this requires full Parish Council approval							

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APPENDIX 2

**BIG LOCAL: Schedule of invoices for payment in OCTOBER**

*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)**
22/09/2016	Fosseway Press	Dragon's Den printing	580/0	B#489	£55.95
	Radstock Museum	Big Fund grant for Christmas Fayre	580/0	B#498	£500.00
01/10/2016	Oval Commercial	Office rental - October	580/0	B#500	£467.28
	Local Trust	Return of Year 1 underspend	580/0	B#499	£2,657.07
	DNA Arts	Grant for Pumpkin Project	580/0	B#504	£650.00
17/10/2016	Rob Wicke	Community Worker	580/0	B#506	£1,770.00
17/10/2016	Staples	stationary	580/0	B#506	£6.99
18/10/2016	Sarah Westell	Plan Coordinator	580/0	B#507	£720.00
				<b>TOTAL</b>	<b>£6,827.29</b>
<i>** VAT cannot be claimed on Big Local payments</i>					
Added since agenda was distributed					
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### APPENDIX 3

#### Schedule of regular payments 2016-17 (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	£286.75	£0.00	£0.00					
Apollo Technology	Remote Back-up (quarterly)	£0.00	£90.00	£0.00	£0.00	£90.00	£0.00	£0.00					
Apollo Technology	Hosted excahnge	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85					
Avon Pension Fund	Office staff	£1,170.92	£1,170.92	£1,170.92	£1,200.64	£1,178.37	£1,178.37	£1,178.37					
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£301.62	£0.00					
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£23.95	£0.00	£0.00	£26.08	£0.00					
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£26.30	£0.00	£66.30	£0.00	£0.00					
First Office	Photocopier & Maintenance	£0.00	£206.01	£0.00	£0.00	£197.56	£0.00	£0.00					
GPS Telecoms (DD)	Office phone and fax	£26.36	£26.27	£26.97	£28.69	£27.04	£26.00	£26.69					
Greensward	Ground maintenance	£0.00	£1,834.73	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57					
HMRC	Tax and NI office	£236.78	£236.98	£236.98	£264.50	£242.82	£243.02	£242.82					
KCOM (was Eclipse) (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95					
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45					
Oval Commercial	Use of Boardroom	£0.00	£60.00	£80.00	£0.00	£120.00	£0.00	£60.00					
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00					
Salaries (and expenses)	Office staff	£2,321.59	£2,320.34	£2,311.34	£2,395.42	£2,332.95	£2,332.75	£2,332.95					
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67	£0.00	£98.47	£0.00	£0.00					
Southern Electric	Christmas Tree Lights	£1.27	£0.00	£18.78	£0.00	£0.00	£18.78	£0.00					
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.44	£0.00	£0.00	£0.00	£0.00	£0.00					
<b>Total</b>		<b>£4,278.17</b>	<b>£6,753.69</b>	<b>£6,344.73</b>	<b>£9,931.79</b>	<b>£6,996.08</b>	<b>£6,482.44</b>	<b>£6,196.65</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
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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