**WESTFIELD PARISH COUNCIL**

**Minutes of the Finance & Personnel Meeting held at the Oval Office,**

**St Peters Business Park, Westfield on
Wednesday 19th September 2018 commencing at 7.00pm**

**Present:** Cllr Patricia Williams (Chair),and Cllrs Diana Cooper, Geoff Fuller and Ron Hopkins

**Absent:** Cllrs Philip Wilkinson, Kevin Docherty and Lesley Mansell

**In Attendance:** Lesley Close (Parish Clerk)

 Emily Merko (Finance Officer)

The meeting opened at 7.05pm

**41. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr P Wilkinson.

**42. DECLARATIONS OF INTEREST**

Cllr Fuller declared an interest in Item 10, Staff Appraisals, having been involved in the process.

**43. MINUTES**

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 18th July 2018 be agreed and signed as a correct record.

**44. MONTHLY ACCOUNTS**

**Resolved: a)** that the July and August monthly statements for the Current Account be agreed;

 **b)** that the July and August monthly statements for the Corporate Treasury account be agreed;

 **c)** that the July and August monthly statements for the Fixed Rate Savings account be agreed and that the current rate of interest be noted;

 **d)** that the petty cash imprest sheet for July and August be agreed;

 **e)** that the summary of debit card transactions for July and August be agreed.

**45. 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 schedules of payments be agreed (attached as Appendices 1&2) and that the BACS authorisation sheet be signed within the meeting accordingly.

**46. 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 be signed within the meeting accordingly.

**47. GRANTS**

 The remaining feedback on 2017-18 grants was noted.

 The Grants Sub-Committee would meet and make recommendations on grant applications ahead of the next F&P meeting.

 **Resolved:** that a Grants Sub-Committee be appointed as follows: Cllrs Wilkinson, Williams, Cooper and Fuller

**48. POLICE REQUEST FOR ASSISTANCE**

 The committee considered a request for £5000 in total from the councils in Westfield, Midsomer Norton and Radstock towards a project to combat anti-social behaviour on mopeds.

 **Resolved:** that a portion of £5000, that was proportionate to the size of the Parish, be donated towards the project; the populations of MSN / Radstock / Westfield being roughly 12,000 / 6,000 / 6,000.

**49. ACCOUNTS SOFTWARE UPDATE**

 The increase in software costs was noted and the decision not to go ahead with the additional company was ratified. It was suggested that a note be kept of the time taken on Trust accounting in order to monitor whether the additional company might be justified in future.

**50. 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.

**51. STAFF APPRAISALS**

 The reports on the Finance Officer and Admin Assistant’s appraisals and on the Clerk’s appraisal and salary scale were considered.

 **Resolved**: **a)** that the spinal point salary increases from SP18 to SP19 for the Admin Assistant and from SP21 to SP22 for the Finance Officer, backdated to 1st April 2018, be agreed;

 **b)** that the Finance Officer be offered the role of Responsible Financial Officer;

 **c)** that the progression of the Finance Officer to Level 4 of the AAT course be agreed pending successful completion of Level 3 and that budgetary provision be made accordingly;

 **d)** that the progression to salary scale 35-38 for the Clerk starting at spinal point 35, backdated to 1st April 2018, be agreed.

The meeting closed at 7.40pm

APPENDIX 1


APPENDIX 2


APPENDIX 3
 