

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 20th February 2019 commencing at 7.00pm

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

Absent: Cllrs Kevin Docherty and Lesley Mansell

In Attendance: Lesley Close (Parish Clerk)
Emily Merko (Finance Officer)

The meeting opened at 7.00pm

98. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mansell.

99. DECLARATIONS OF INTEREST

There were no declarations of interest.

100. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 23rd
January 2019 be agreed and signed as a correct record.

101. MONTHLY ACCOUNTS

Resolved: a) that the January monthly statement for the Current Account
be agreed;
b) that the January monthly statement for the Corporate
Treasury account be agreed;
c) that the January monthly statement for the Business Savings
account be agreed and that the current rate of interest
(1.05%) be noted;
d) that the summaries of petty cash and debit card transactions
since the last meeting be agreed.

102. 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 be agreed (attached as Appendix
1) and that the BACS, debit card and petty cash authorisation
sheets be signed within the meeting accordingly.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

103. 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 2) and that the BACS authorisation sheet be signed within the meeting accordingly.

104. EARMARKED RESERVES

The planned transfers to EMR were noted.

105. ACCOUNTS PACKAGE

Resolved: that the package be upgraded to include a separate company for Trust accounts.

106. BREAK-INS AT NORWEST BOWLS CLUB

The costs associated with the break-ins were noted. It was asked that the insurance renewal premium be reported to the next meeting.

107. LEGAL COSTS FOR NORWEST BOWLS RENT REVIEW

Resolved: to put a request to the next meeting of Norton Hill Recreation Ground Trust for an addition to the 2018-19 grant towards the legal costs of the Norwest Bowls rent review.

107. REPLACEMENT FORT AT WESTHILL RECREATION GROUND

Resolved: that the addition of £911 to the quote to cover the cost of rubber mulch surfacing be accepted.

108. WATER METER READINGS

It was felt that the quote from Greensward was too high. It was suggested that the flowers contractor be asked for a quote to read the meters.

The meeting closed at 7.26pm.

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Signed Dated

APPENDIX 1

Schedule of payments in FEBRUARY							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
29/01/2019	BPP Professional Education	AAT Exam 2 (Finance Officer)	4005/1	B1193	£74.17	£5.83	£80.00
20/02/2019	Norwest Bowls Club	Reimburse insurance claim costs	4038/308	B1195	£338.78	£0.00	£338.78
25/01/2019	Water2Business	Nightingale Way water supply Aug-Jan	4230/202	B1196	£21.92	£0.00	£21.92
22/01/2019	Lamps & Tubes	Removal of festive lights	4223/202	B1197	£972.50	£194.50	£1,167.00
04/02/2019	Kevin Grubb	Repairs at Norwest Bowls Club	4038/308	B1198	£361.50	£0.00	£361.50
05/02/2019	Nigel Ferguson	Website domain fee and SSL certificate	4210/102	B1199	£115.00	£0.00	£115.00
29/01/2019	Apex Alarms	CCTV annual service	4063/308	B1200	£85.00	£17.00	£102.00
29/01/2019	Apex Alarms	Emergency lights service at Pavilion	4062/308		£60.00	£12.00	£72.00
29/01/2019	Apex Alarms	Alarm service at Pavilion & garage	4062/308		£108.50	£21.70	£130.20
11/02/2019	Ignyte Media	Publishing and delivery of Warbler	4212/102	B1206	£1,458.00	£291.60	£1,749.60
31/01/2019	A F Denning	PAT testing	4018/1	B1027	£86.00	£17.20	£103.20
14/02/2019	Trophies of Radstock	Engraving Inspirational Citizen cup	4227/202	B1209	£8.33	£1.67	£10.00
19/02/2019	Lazy Days	Replacement of kerb stones at basketball court	4062/308	B1212	£230.00	£46.00	£276.00
						TOTAL	£4,527.20
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 2

Schedule of regular payments 2018-19 *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	£286.75	£0.00	£0.00	£0.00	£286.75	£0.00	£0.00	£286.75	£0.00	£191.16	£0.00	£1,051.41
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00	£0.00	£0.00	£0.00	£108.00	£0.00	£0.00	£151.20	£0.00	£100.80	£0.00	£468.00
Apollo Technology	Hosted exchange	£16.35	£16.35	£16.35	£0.00	£16.35	£16.35	£16.35	£32.70	£16.35	£16.35	£49.05	£0.00	£212.55
Apollo Technology	Wireless Cloud Controller	£5.97	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.97	£0.00	£0.00	£9.95	£0.00	£21.89
Avon Pension Fund	Superannuation	£614.03	£614.03	£661.46	£629.83	£629.83	£629.83	£738.18	£645.31	£645.31	£645.31	£645.31		£7,098.43
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£277.41	£0.00	£0.00	£0.00	£0.00	£0.00		£277.41
Ricoh	Photocopier & Maintenance	£225.52	£0.00	£0.00	£227.46	£0.00	£0.00	£186.07	£0.00	£0.00	£182.49	£0.00		£821.54
GPS Telecoms (DD)	Office phone and fax	£33.22	£31.31	£32.65	£31.33	£31.80	£29.56	£31.95	£32.26	£31.57	£31.49	£30.37		£347.51
Greensward	Ground maintenance	£1,834.57	£1,834.73	£1,834.73	£1,834.41	£1,834.57	£1,834.57	£1,834.57	£1,990.81	£1,886.65	£1,886.65	£1,886.65		£20,492.91
HMRC	PAYE and NI	£236.42	£236.42	£301.49	£255.18	£254.98	£255.18	£437.93	£276.62	£276.62	£276.62	£276.62		£3,084.08
KCOM (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95		£219.45
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75		£5,387.25
Oval Commercial	Use of Boardroom	£60.00	£60.00	£60.00	£60.00	£60.00	£0.00	£80.00	£93.00	£60.00	£60.00	£60.00		£653.00
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	£0.00	£3,686.72	£0.00		£7,373.44
Net Salaries (and expenses)	Office staff	£2,437.99	£2,442.49	£2,594.80	£2,508.37	£2,491.75	£2,491.55	£2,828.32	£2,595.05	£2,541.90	£2,608.95	£2,541.90		£28,083.07
Southern Electric	NH Pavilion	£0.00	£0.00	£154.14	£0.00	£0.00	£155.77	£0.00	£0.00	£129.09	£0.00	£0.00		£439.00
Southern Electric	Christmas Tree	£0.00	£0.00	£0.00	£19.99	£0.00	£18.78	£0.00	£0.00	£18.78	£0.00	£0.00		£57.55
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00
Total		£5,973.77	£6,139.78	£6,165.32	£9,762.99	£5,828.98	£6,613.45	£6,663.07	£6,181.42	£6,553.92	£9,904.28	£6,301.51	£0.00	
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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