

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 20th July 2016 commencing at 7.15pm

Present: Cllr P Wilkinson (Chair), Cllrs D Cooper and K Docherty.

Absent: Cllrs Fuller, Hopkins, Jackson and Williams.

In Attendance: Mrs E Merko (Finance Officer)

25. Apologies for Absence

Apologies were received from Cllrs Fuller, Hopkins, Jackson and Williams.

26. Declarations of Interest

There were no declarations of interest.

27. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 22nd June 2016 be agreed and signed as a correct record.

28. Budget variation update

The report on budget variances was noted.

29. Monthly Accounts

Resolved:

- a) that the June monthly statement for the Current Account be agreed;
- b) that the June monthly statement for the Corporate Treasury account be agreed;
- c) that the June monthly statement for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest sheet for July be agreed.

30. Verification of 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.

31. 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.

The increased cost of modifying the lamp columns for festive lights was discussed. Following discussion at E&D a firm quote had been received from B&NES of £5400 which was higher than the figure discussed at E&D.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

The meeting discussed the proposal by the Chair of the Parish Council that the Chair's Allowance for 2016-7 be paid out in donations at the discretion of the Chair instead of taking the allowance through the payroll.

- Resolved:**
- a) that the schedule of payments for July be agreed (attached as Appendices 1-2) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly;
 - b) that the increased cost for modifications to the lamp columns should be agreed and the order be placed for 12 columns at a total cost of £5400+VAT;
 - c) that the Chair's Allowance for 2016-7 be allocated as donations at the discretion of the Chair and reported to the F&P Committee along with the payments for approval.

32. 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.

33. Payments in August

- Resolved:** that the Committee would delegate to Cllrs Wilkinson, Williams and Cooper (any two) to approve and sign payments due during August and that these payments would be ratified by the Committee at the next meeting in September.

34. Fixed Rate Savings

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

- Resolved:** a) that other options such as investment in the Folk 2 Folk scheme be investigated and reported at the next meeting.

35. Big Local

It was reported that permission had been given by Local Trust to continue to spend funds remaining from Year 1 of the Big Local Plan in order to pay the Community Workers' salaries.

There had not yet been any indication from Big Local as to a timeframe for termination of the LTO contract.

36. Grants 2015-16

The feedback from grant recipients was noted. The Committee was disappointed not to have received feedback from Dial a Ride, SWAN Advice Network and Wansdyke Play Association. Feedback not yet received would be chased and reported later in the year.

37. Water deregulation

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

The opportunity for LSI to review the Parish Council's options with regard to water rates was noted.

38. Avon Pension Fund Funding Strategy Statement

The statement was noted with interest although it was not considered necessary to return any comments. The option to pay back the deficit in one payment was noted with interest and would be investigated further once the Actuary's report had been received in the Autumn.

39. Grievance and Disciplinary procedures

The procedures with no changes were approved for recommendation to Parish Council for further discussion.

The meeting closed at 8.25pm.

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 1

Schedule of invoices for payment in JULY

Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
29/06/2016	Greensward	replacement dog bin for NH Rec	4062/308	B#415	£180.25	£36.05	£216.30
19/06/2016	Lazy Days Ltd	weed around Christmas Tree	4224/202	B#416	£60.00	£12.00	£72.00
20/06/2016	Lazy Days Ltd	rolled boules court	4062/308	B#416	£80.00	£16.00	£96.00
13/07/2016	RBS	OMEGA licence 2016	4027/1	B#417	£353.00	£70.60	£423.60
29/06/2016	The Consortium	stationary	4023/1	B#418	£77.95	£15.60	£93.55
29/06/2016	Glasdon	2nd gateway sign	4914/199	B#419	£825.82	£165.16	£990.98
29/06/2016	Worcester Research	postage for Housing Needs Survey	4206/202	B#420	£172.80	£34.56	£207.36
30/06/2016	Local Authority Publishing	New map of Westfield	4227/202	B#421	£250.00	£50.00	£300.00
30/06/2016	The Journal	Fun Day advert	4232/202	B#427	£135.00	£27.00	£162.00
13/07/2016	The Information Commissioner	Subscription renewal	4024/1	200907	£35.00	£0.00	£35.00
15/07/2016	Trophies of Radstock	Small cup prizes from Front Garden competition	4227/202	B#429	£27.88	£5.57	£33.45
07/07/2016	James West	various plumbing works for flowers	4224/202	B#431	£300.00	£0.00	£300.00
20/07/2016	Trees Direct	2 elm saplings	4227/202	B#433	£46.67	£9.33	£56.00
						TOTAL	£2,986.24
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval							

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 2

BIG LOCAL: Schedule of invoices for payment in JULY

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)**
18/07/2016	Robert Wicke	Community Worker June/July	580/0	B#430	£2,190.00
20/07/2016	Sarah Westell	Plan Coordinator June Huly	580/0	B#432	£900.00
				TOTAL	£3,090.00
<i>** VAT cannot be claimed on Big Local payments</i>					
Added since agenda was distributed					
Highlight if over £5000 as this requires full Parish Council approval					

Minutes are draft until agreed at the next meeting.

Signed Dated

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								
Apollo Technology	Remote Back-up (quarterly)	£0.00	£90.00	£0.00	£0.00								
Apollo Technology	Hosted excahnge	£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								
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00								
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£23.95	£0.00								
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£26.30	£0.00								
First Office	Photocopier & Maintenance	£0.00	£206.01	£0.00	£0.00								
GPS Telecoms (DD)	Office phone and fax	£26.36	£26.27	£26.97	£28.69								
Greensward	Ground maintenance	£0.00	£1,834.73	£1,834.57	£1,834.57								
HMRC	Tax and NI office	£236.78	£236.98	£236.98	£264.50								
KCOM (was Eclipse) (DD)	Broadband	£19.95	£19.95	£19.95	£19.95								
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45	£486.45								
Oval Commercial	Use of Boardroom	£0.00	£60.00	£80.00	£0.00								
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72								
Salaries (and expenses)	Office staff	£2,321.59	£2,320.34	£2,311.34	£2,395.42								
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67	£0.00								
Southern Electric	Christmas Tree Lights	£1.27	£0.00	£18.78	£0.00								
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.44	£0.00	£0.00								
Total		£4,278.17	£6,753.69	£6,344.73	£9,931.79	£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													
added since agenda was distributed													

Minutes are draft until agreed at the next meeting.

Signed Dated