WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office, St Peters Business Park, Westfield on Wednesday 20th June 2018 commencing at 7.00pm

- **Present:** Cllr Philip Wilkinson (Chair), and Cllrs Diana Cooper, Ron Hopkins and Patricia Williams
- Absent: Cllrs Kevin Docherty, Geoff Fuller and Lesley Mansell
- In Attendance: Emily Merko (Finance Officer)

The meeting opened at 7.00pm

18. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr G Fuller. In discussion of attendance it was asked that full Council be informed of the implications of the number of co-opted members on the Parish Council's Quality status and consider how increased attendance at all meetings could be encouraged.

19. DECLARATIONS OF INTEREST

There were no declarations of interest.

20. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 23rd May 2018 be agreed and signed as a correct record.

21. MONTHLY ACCOUNTS

Resolved: a) that the May monthly statements for the Current Account be agreed;

- **b)** that the May monthly statements for the Corporate Treasury account be agreed;
- c) that the May monthly statements for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest sheet for May be agreed (attached as Appendix 1).

22. 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 2&3) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

Minutes are draft until agreed at the next meeting.

23. 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 4) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

24. VALUATION OF BUILDINGS ASSETS

The comprehensive response from Carter Jonas was appreciated. There was discussion of the financial implication of increasing the insurance cover.

- **Resolved:** a) that the insurance cover been increased in accordance with the current valuation of the two buildings assets;
 - **b)** to ask full Council to consider the current lease agreement with Norwest Bowls club and whether the increase in associated costs warranted a revisiting of the rent.

25. WESTFIELD PRIMARY SCHOOL FANTASTIC FUTURES WEEK

The additional detail about this event was discussed.

Resolved: to offer to pay the cost of the banner for the event as a grant towards the project.

The meeting closed at 7.40pm

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		WEST	FIELD PARIS	H COUN	CIL PET	TY CASH	<u>1</u>					
		MONTH SHEET	June 2018-19 - 3									
IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	consumables (Civic Exp) 4102/102	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Events 4232/202	Hospitality 4131/101	Community Projects 4232/202
£100.00	01/04/2018	Cash in hand	£100.00									
	19/04/2018	refreshments	£1.00								£1.00	
	09/05/2018	Cable ties	£2.00		£1.66							
	09/05/2018	Stick-on numbers for Fun Day advert board	£1.00							£0.80		
	21/05/2018	Dustbin liners for Fun Day	£2.50							£2.00		
	13/06/2018	Refreshments for grass cutting meeting	£10.90								£9.91	
		TOTAL (NET)	£15.37	£0.00	£1.66	£0.00	£0.00	£0.00	£0.00	£2.80	£10.91	£0.00
		VAT:	£3.81		£0.34	£1.81				£0.67	£0.99	
		Ongoing balance	£82.60									
		cheque required	n/a									
									previously reported			
									added si	ated		

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Schedule o	f payments in JUNE						
Invoice Date	Supplier	Details	Nom code	Chq no	£net	VAT	£ gross
24/05/2018	• •	Fun Day board for gateway sign	4232/202	B#991	£24.00		, e
	The Journal	Fun Day advert	4232/202	B#992	£138.38		
	Kelvin Hawkins	Fix auto-watering systems	4224/202	B#993	£247.00		
	Archers Marquees	Marquee and equipment for Fun Day	4232/202	B#994	£325.00		
	Strode Sound	Sound system for Fun Day	4232/202	B#995	£155.00	£31.00	£186.00
30/05/2018	Robert Wilkinson	Delivery of Westfield Warbler	4212/102	B#990	£300.00	£0.00	£300.00
01/06/2018	SLCC	VAT Training Day - Finance Officer	4005/1	B#1001	£95.00	£19.00	
12/06/2018	Bathampton Morris Men	Fun Day	4232/202	B#1002	£150.00	£0.00	£150.00
	Joe Hitchins	repairs to BMX track	4062/307	B#1003	£2,280.00	£456.00	£2,736.00
05/06/2018	Lazy Days	Repair wall at Pavilion car park	4062/308	B#1004	£300.00	£60.00	£360.00
18/06/2018	Robert Wicke	Flowers contract payment 2/3	4230/202	B#1009	£1,300.00	£0.00	£1,300.00
31/05/2018	DCK Accounting Solutions	Year end accounts, year-end closedown, mileage	4058/1	B#1013	£606.90	£121.38	£728.28
19/06/2018	B&NES	Modification of lamposts for festive lights	4927/199	B#1012	£5,400.00	£1,080.00	£6,480.00
						ΤΟΤΑΙ	£13,235.54
						IUIAL	~10,200.04
	plus regular scheduled mont	hly payment					
	e agenda was distributed		already appr	oved by Co	uncil		
Highlight if o	ver £5000 as this requires fu	ll Parish Council approval					

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BIG LOCAL:	Schedule of invoices fo	r payment in JUNE		
Big Local payr	ments are administered by V	Vestfield Parish Council as the Locally Trusted	Organisation.	
Payments are	made from the Big Local fu	nds and are in no way connected to Parish Cou	uncil funds.	
Invoice Date	Supplier	Details	Chq no	Total (GROS)**
01/06/2018	Oval	Office rent May	B#1007	£467.28
18/06/2018	Robert Wicke	Community Worker May/June	B#1008	£2,550.00
01/06/2018	Sarah Westell	Programme Coordinator May/June	B#1011	£900.00
03/06/2018	Whisty Hall	Hire of hall for meetings	200965	£20.00
30/05/2018	Robert Wilkinson	Delivery of newsletter	B#1005	£150.00
25/05/2018	JT Leaflet Distribution	Delivery of newsletter	B#1006	£87.50
			TOTAL	£4,174.78
		yments as they are not VAT registered		
Added since	agenda was distributed			
Highlight if ov	er £5000 as this requires f	ull Parish Council approval		

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Schedule of reg	gular payments	2018-19	amounts	are all NE	T)									
Supplier	Details	April	Мау	June	July	August	September	October	Novembe	December	January	February	March	TOTAL
Apollo Technology	IT Support (quarterly)	£0.00	£286.75	£0.00										£286.75
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00	£0.00										£108.00
Apollo Technology	Hosted exchange	£16.35	£16.35	£16.35										£49.05
Apollo Technology	Wireless Cloud Controller	£5.97	£0.00	£0.00										£5.97
Avon Pension Fund	Superannuation	£614.03	£614.03	£661.46										£1,889.52
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00										£0.00
Ricoh	Photocopier & Maintenance	£225.52	£0.00	£0.00										£225.52
GPS Telecoms (DD)	Office phone and fax	£33.22	£31.31	£32.65										£97.18
Greensward	Ground maintenance	£1,834.57	£1,834.73	£1,834.73										£5,504.03
HMRC	PAYE and NI	£236.42	£236.42	£301.49										£774.33
KCOM (DD)	Broadband	£19.95	£19.95	£19.95										£59.85
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75										£1,469.25
Oval Commercial	Use of Boardroom	£60.00	£60.00	£60.00										£180.00
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00										£0.00
Net Salaries (and expenses)	Office staff	£2,437.99	£2,442.49	£2,594.80										£7,475.28
Southern Electric	NH Pavilion	£0.00	£0.00	£161.84										£161.84
Southern Electric	Christmas Tree	£0.00	£0.00	£0.00										£0.00
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.00	£0.00										£0.00
Total		£5,973.77	£6,139.78	£6,173.02	£0.00	£0.00	£0.00	£0.00	0 £0.00	£0.00	£0.00	£0.00	£0.00	
This amount plus on Highlight if over £500 added since agenda	00 as this requires f	ull Parish C	Council appr	oval										

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