

## WESTFIELD PARISH COUNCIL

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

**Present:** Cllr Philip Wilkinson (Chair) and Cllrs Ron Hopkins and Patricia Williams

**Absent:** Cllrs Diana Cooper, Kevin Docherty, Geoff Fuller and Lesley Mansell

**In Attendance:** Emily Merko (Finance Officer)

The meeting opened at 7.00pm

### 109. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Cooper.

### 110. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 111. MINUTES

Two issues that had been raised at the meeting were confirmed as resolved:

- It was confirmed that the insurance premium would not increase for 2019-20 as a result of the recent claims as the Parish Council was in a LTA with Zurich.
- The flowers contractor had agreed to undertake the water meter readings free of charge.

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 20<sup>th</sup> February 2019 be agreed and signed as a correct record.

### 112. MONTHLY ACCOUNTS

- Resolved:**
- a) that the February monthly statement for the Current Account be agreed;
  - b) that the February monthly statement for the Corporate Treasury account be agreed;
  - c) that the February 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 (Appendix 1) and debit card (Appendix 2) transactions since the last meeting be agreed.

### 113. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

It was noted that all Big Local funds were being returned within the current payments schedule and that there would be no Big Local liability from April 2019 onwards. The Committee received thanks from the Big Local team for their patience whilst the new LTO was established.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

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 3) and that the BACS, debit card and petty cash authorisation sheets be signed within the meeting accordingly.

**114. 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 be signed within the meeting accordingly.

**115. ANNUAL REPORT ON CREDITORS AND BAD DEBT**

The report, which raised no issues of concern, was noted.

**116. TREASURY MANAGEMENT POLICY**

**Resolved:** that the policy be agreed and recommended to Parish Council.

**117. EXPENSES POLICY**

**Resolved:** that the policy be agreed and recommended to Parish Council.

**118. CODE OF CORPORATE GOVERNANCE**

**Resolved:** that the Code be agreed and recommended to Parish Council.

**119. ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL CONTROL ENVIRONMENT**

**Resolved:** that the Review be agreed and recommended to Parish Council.

**120. INTERNAL AUDIT 2018-19**

The report and advice of the auditor from the interim audit visit was noted.

**121. ANTI-FRAUD AND CONFIDENTIAL REPORTING POLICIES**

**Resolved:** that the policies be agreed and recommended to Parish Council.

The meeting closed at 7.15pm.

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

APPENDIX 1

WESTFIELD PARISH COUNCIL PETTY CASH												
		<b>MONTH</b>	March									
		<b>SHEET</b>	2018-19 - 12									
IMPREST VALUE	DATE	DETAILS	TOTAL	Westfield Exhibition 4240/202 4022/1	printing & stationary 4023/1	Health & Safety 4018/1	Parish Environment 4224/202	Postage 4022/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community plan 4226/202	Hospitality 4131/101
£100.00	22/11/2018	Cash in hand	£100.00									
	09/01/2019	Refreshments	£1.00									£0.83
	15/01/2019	Refreshments	£3.00									£3.00
	22/01/2019	Eye test refund	£25.00			£25.00						
	25/01/2019	Refreshments	£1.00									£1.00
	22/02/2019	Blue paper for Premises licence advertising	£1.00			£0.80						
	26/02/2019	Refreshments	£2.05			£1.71						
	06/03/2019	Refreshments	£1.00									£1.00
	12/03/2019	Refreshments	£1.00									£1.00
		<b>TOTAL (NET)</b>	£34.34	<b>£0.00</b>	<b>£0.00</b>	<b>£27.51</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£6.83</b>
		<b>VAT:</b>	£0.71			<b>£0.54</b>						<b>£0.17</b>
		<b>Ongoing balance</b>	<b>£64.95</b>									
		top-up required	£35.05									
Imprest Holder signature												
Counter signature												
Signed:												
Date:												

previously reported  
added since agenda was circulated

**Top-up**  
£34.05 to be withdrawn from the bank using the debit card.

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

APPENDIX 2

<b>WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY</b>													
		<b>Report for F&amp;P - March</b>											
		<b>SHEET</b>	<b>2018-19 - 12</b>										
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Subscriptions 4024/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community projects 4232/202	Hospitality 4131/101
DC32	25/02/2019	Viking	stationary	£126.28	£101.00	£21.07							
DC33	28/02/2019	B&NES	Premises Licence app	£100.00								£100.00	
DC34	06/03/2019	AAT	Annual subscription	£94.00			£94.00						
DC35	05/03/2019	Viking	stationary	£40.78		£33.98							
DC36	11/03/2019	Tesco	refreshments for APM	£32.14									£28.69
DC37	11/03/2019	Viking	refund carriage	-£3.48		-£2.90							
			<b>TOTAL (NET)</b>	<b>£375.84</b>	<b>£101.00</b>	<b>£52.15</b>	<b>£94.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£100.00</b>	<b>£28.69</b>
			<b>VAT:</b>	<b>£13.98</b>		<b>£10.53</b>							<b>£3.45</b>
			<b>TOTAL (Gros)</b>	<b>£389.72</b>									

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

### APPENDIX 3

#### Schedule of payments in MARCH

Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
15/02/2019	Zurich Municipal	Insurance premium 2019-20	4025/1	B#1214	£2,557.79	£71.41	£2,629.20
26/02/2019	Water2Business	Water to standpipe at Wesley Ave Aug-Feb	4230/202	B#1215	£46.13	£0.00	£46.13
28/02/2019	The Journal	Advert for Premises licence	4232/202	B#1216	£350.00	£70.00	£420.00
01/03/2019	Lazy Days	remove auto-watering system and brackets from shops	4224/202	B#1217	£350.00	£70.00	£420.00
07/03/2019	The Journal	Advert for Annual Parish meeting	4102/102	B#1216	£138.38	£27.68	£166.06
31/01/2019	Cirtizens Advice Bureau	Travel costs for training	4005/1	B#1219	£11.70	£0.00	£11.70
01/03/2019	Water2Business	Water to allotments (WAGS to reimburse)	4012/303	B#1220	£115.73	£0.00	£115.73
28/02/2019	Water2Business	Water to Wells Road standpipe Aug-Feb	4230/202	B#1221	£23.04	£0.00	£23.04
28/02/2019	Water2Business	Water to Jubilee Green Aug-Feb	4230/202	B#1222	£28.12	£0.00	£28.12
08/03/2019	Robert Wicke	Flowers 2018-19 payment 3 of 3	4230/202	B#1223	£1,330.00	£0.00	£1,330.00
26/02/2019	Thatcher & Hallam	Legal work on transfer of Larch Court land	4043/303	B#1224	£650.00	£130.00	£780.00
26/02/2019	Thatcher & Hallam	HM Land Registry search and registration	4043/303	B#1225	£43.00	£0.00	£43.00
08/03/2019	IAC	Internal Audit - 1st visit	4057/1	B#1226	£225.00	£45.00	£270.00
06/03/2018	Community Heartbeat Trust	Replacement light for defib cabinet	4231/202	B#1227	£15.00	£3.00	£18.00
12/03/2019	Trophies of Radstock	Engraving Inspirational Citizenmedal	4102/102	B#1228	£7.83	£1.57	£9.40
20/03/2019	Local Trust	Return of Big Local funds remaining at the end of "Year 1"	580	B#1234	£6435.34	£0.00	£6,757.10
		Return of equivalent LTO fee	1178/1		£321.76		
20/03/2019	Carers' Centre	Transfer of Big Local Sugar Smart funds to new LTO	580	B#1235	£61.89	£0.00	£61.89
20/03/2019	Philip Wilkinson	Petty cash float for Fun Day expenses	4232/202	CASH	£200.00	£0.00	£200.00
12/03/2019	Water2Business	Water to Ruskin Road standpipe	4230/202	B#1236	£22.09	£0.00	£22.09
09/03/2019	Southern Electric	Electricity for festive lights on lamposts	4223/202	B#1237	£201.81	£10.09	£211.90
20/03/2019	Westfield PC	Year End Petty cash top-up		CARD	£34.34	£0.71	£35.05
20/03/2019	Westfield PC	Norton Hill Hill Trust grant to WPC for 2018-19	1177/308	000015	£2,417.04	£0.00	£2,417.04
20/03/2019	Westfield PC	Westhill Hill Trust grant to WPC for 2018-19	1177/307	000009	£570.00	£0.00	£570.00
						<b>TOTAL</b>	<b>£13,598.41</b>
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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Signed ..... Dated .....

## APPENDIX 4

### 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	£645.31	£7,743.74
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	£277.15	£554.56
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	£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	£31.83	£379.34
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	£1,886.65	£22,379.56
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	£276.62	£3,360.70
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	£19.95	£239.40
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	£489.75	£5,877.00
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	£60.00	£713.00
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	£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	£2,541.90	£30,624.97
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	£154.47	£593.47
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	£20.99	£78.54
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	£0.00
<b>Total</b>		<b>£5,973.77</b>	<b>£6,139.78</b>	<b>£6,165.32</b>	<b>£9,762.99</b>	<b>£5,828.98</b>	<b>£6,613.45</b>	<b>£6,663.07</b>	<b>£6,181.42</b>	<b>£6,553.92</b>	<b>£9,904.28</b>	<b>£6,301.51</b>	<b>£6,404.62</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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Signed ..... Dated .....