

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held remotely on Zoom on Wednesday 20th May 2020

Present: Cllr Philip Wilkinson (Chair) and Cllrs Diana Cooper, Geoff Fuller, Ron Hopkins, Eleanor Jackson, Lesley Mansell, Robin Moss and Patricia Williams

Absent: Cllr Bryan Wallbridge

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

The meeting opened at 7.05pm.

1. ELECTION OF CHAIR OF THE COMMITTEE

Cllr Wilkinson was proposed and agreed as Chair of the Committee for 2020-21.

2. ELECTION OF VICE-CHAIR OF THE COMMITTEE

Cllr Williams was proposed and agreed as Vice-Chair of the Committee for 2020-21.

3. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Vince Cox.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

5. GRANTS SUB-COMMITTEE

Resolved: that Councillors Wilkinson, Williams, Cooper, Moss and Fuller form the Grants Sub-Committee to review grant applications in October.

6. MINUTES

Resolved: that the Minutes of the Finance & Personnel meetings held on 22nd April 2020 be agreed and signed as a correct record.

7. MONTHLY ACCOUNTS

Resolved:

- a) that the April monthly statements for the Current Account be agreed;
- b) that the April monthly statements for the Corporate Treasury account be agreed;
- c) that the April monthly statements for the Business Savings account be agreed and the interest rate of 0.4% be noted;
- d) that the summary of debit card transactions since the last meeting (Appendix 1) be agreed.

8. FIXED TERM SAVINGS ACCOUNTS

As the interest rate on the savings account had dropped the Committee considered the report on other options for higher interest savings accounts.

Resolved: that the funds should remain in the Nationwide 95-day saver account, as this was still the highest interest option.

9. EARMARKED RESERVES

The Committee noted the sum of £10,000 transferred from the current year fund to the Earmarked Reserve for Community Centre at year-end 31st March 2020.

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019-20

The Annual Governance Statement and Accounting Statements were considered.

Resolved: to recommend the Annual Governance and Accountability Return 2019-20 to Parish Council for approval.

11. YEAR-END SUMMARY OF ACCOUNTS

Resolved: that the summary of accounts for 2019-20 be recommended to Parish Council for approval.

12. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

In accordance with item 5.2 of the Financial Regulations, the schedule of payments was considered at the meeting.

Resolved: that the schedule of payments due be agreed (attached as Appendix 2), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors remotely via online banking.

13. 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 considered at the meeting.

Resolved: that the schedule of payments be agreed (attached as Appendix 3) and that the invoices and the BACS authorisation sheet be signed accordingly that the BACS payments be made by two councillors remotely via online banking.

14. UPDATE ON FUNDING OF THE WESTHILL PAVILION

This is a standing item on the agenda. There was nothing to report this month.

15. SMALL BUSINESS GRANT FUND

The Committee noted that the Parish Council had a duty to maximise its income and that in being eligible to apply for the two grants it should go ahead and do this.

Resolved: to apply for two small business grants of £10,000 each.

16. 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.

16. FESTIVE LIGHTS TENDER

Reported in confidential minutes.

17. IT SUPPORT TENDER

Reported in confidential minutes.

18. WEBSITE RE-DESIGN TENDER

The Committee was concerned that the hosting offered by Marketing Branch was tied to this company and that the Parish Council would not have ownership of this should it need to move in future. However, the costs of the alternative with Zonkey were considerably higher. The editing packages were also discussed but it was agreed that both packages would be easy to use.

Resolved: to choose Zonkey to create the new Parish Council website which would be compliant with WCAG 2.1 AA standards.

The meeting closed at 7.45pm

APPENDIX 2

Schedule of payments in MAY							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
29/4/2020	DCK Accounting Solutions	Year end closedown and mileage costs	4058/1	B#1492	£234.40	£46.88	£281.28
29/4/2020	Community Heartbeat Trust	Defib pads for Fire Station	4231/202	B#1493	£81.00	£16.20	£97.20
11/5/2020	Lazy Days	fix loose stones on wall around Jubilee Green herb bed	4224/202	B#1503	£80.00	£16.00	£96.00
14/5/2020	A F Denning	Annual test of defibrillators at Surgery, Pharmacy, Mardons, Fire Station	4231/202	B#1504	£210.00	£42.00	£252.00
						TOTAL	£726.48
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>

APPENDIX 3

Schedule of regular payments 2020-21 *amounts are all NET*)

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Apollo Technology	IT Support (quarterly)	£0.00	£286.75											£286.75
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£151.20											£151.20
Apollo Technology	G-Suite (Quarterly)	£0.00	£552.00											£552.00
Apollo Technology	Wireless Cloud Controller	£0.00	£5.97											£5.97
Avon Pension Fund	Superannuation	£835.82	£835.82											£1,671.64
GPS Telecoms (DD)	Telephone and broadband	£66.49	£64.65											£131.14
Greensward	Grounds maintenance	£1,951.58	£2,121.58											£4,073.16
HMRC	PAYE and NI	£271.88	£272.28											£544.16
Oval Commercial (SO)	Office Rental	£489.75	£489.75											£979.50
Oval Commercial	Use of Boardroom	£0.00	£0.00											£0.00
Net Salaries (and expenses)	Office staff	£2,694.63	£2,694.23											£5,388.86
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00											£0.00
Ricoh	Photocopier	£0.00	£186.07											£186.07
Southern Electric	NH Pavilion	£0.00	£0.00											£0.00
Southern Electric	Christmas Tree	£0.00	£0.00											£0.00
Total Gas & Power	NH Pavilion	£0.00	£13.24											£13.24
Water2Business (DD)	Auto-watering systems	£0.00	£0.00											£0.00
Water2Business (DD)	NH Pavilion	£0.00	£0.00											£0.00
Monthly Total		£6,310.15	£7,673.54	£0.00	£0.00	£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