

WESTFIELD PARISH COUNCIL

**Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 20th November 2019**

Present: Cllr Philip Wilkinson (Chair) and Cllrs Geoff Fuller and Patricia Williams

Absent: Cllrs Diana Cooper, Ron Hopkins, Robin Moss and Bryan Wallbridge

In Attendance: Emily Merko (Finance Officer)

The meeting opened at 7.00pm.

65. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Diana Cooper and Ron Hopkins.

66. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

67. MINUTES

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

68. MONTHLY ACCOUNTS

Resolved:

- a) that the October monthly statement for the Current Account be agreed;
- b) that the October monthly statement for the Corporate Treasury account be agreed;
- c) that the October 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.

69. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

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

Resolved: that the schedule of payments due be agreed (attached as Appendix 3) and that the BACS authorisation sheet be signed within the meeting accordingly.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

70. 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.

71. BUDGET 2020-21

Draft 1 of the budget was discussed and the following recommendations were made:

- 4990/199 to budget £5000 towards the rolling capital fund
- 4227/202 to keep the budget of £5000 for ongoing projects
- 4225/202 to increase this budget to £4000 with any surplus being moved to EMR 336 at year end in anticipation of a greater burden of maintenance responsibility in future.

Other items would be updated as information became available and a revised draft would be presented to the December meeting of F&P.

72. STANDING ORDERS, DIRECT DEBITS AND BACS PAYMENTS

The report on standing orders and direct debits was noted and approved. The continued use of online banking and BACS payments was approved. The Committee noted in particular how the Council's robust policy on checking changes in bank details highlighted an attempted fraud and saved the Council from paying a large amount of money into a bogus bank account.

73. WATER USAGE RISK ASSESSMENT

The risk assessment was noted with no changes.

74. 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.

75. PUBLIC SECTOR BODIES WEBSITE ACCESSIBILITY REGULATIONS

The Committee understood the importance of compliance with the new regulations and accepted the costs required.

Resolved: to delegate to Cllr Cox to advise on the suitability of the quote and to go ahead as advised by Cllr Cox.

The meeting closed at 7.25pm.

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Signed Dated

APPENDIX 1

WESTFIELD PARISH COUNCIL PETTY CASH												
		MONTH SHEET	November 2019-20 - 8									
IMPREST VALUE	DATE	DETAILS	TOTAL	Christmas 4223/202	postage 4022/1	printing & stationary 4023/1	consumables (Civic Exp) 4102/102	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Events 4232/202	Hospitality 4131/101	Parish Environment 4224/202
£100.00	27/08/2019	Cash in hand	£100.00									
	30/07/2019	Refreshments	£1.00								£0.83	
	02/09/2019	Refreshments	£1.00								£0.83	
	12/09/2019	Refreshments	£2.50								£2.50	
	26/09/2019	Refreshments	£0.65								£0.65	
	02/10/2019	Refreshments	£1.25								£1.25	
	04/11/2019	Plastic trough for poppy crosses	£3.95									£3.29
	11/11/2019	rings for Santa backdrop	£3.00	£2.50								
	14/11/2019	Refreshments	£1.00								£83.00	
		TOTAL (NET)	£94.85	£2.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£89.06	£3.29
		VAT:	£1.67	£0.50							£0.51	£0.66
		Ongoing balance	£85.65									
		cheque required	n/a									
									<i>previously reported</i>			
									<i>added since agenda was circulated</i>			

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Signed Dated

APPENDIX 2

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY												
		Report for F&P - November										
		SHEET	2019-20 - 8									
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Christmas 4223/202	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community plan 4226/202	Hospitality 4131/101
DC58	24/10/2019	B&NES	Temporary Event Notice for Xmas Lights event	£21.00		£21.00						
DC59	22/10/2019	Backdrop Style	Backdrop scene for Santa's grotto	£55.11		£55.11						
DC60	11/11/2019	Lidl	Mince Pies	£19.08		£19.08						
DC61	01/11/2019	Fedex	Import duties on Santa backdrop	£35.74		£12.00						
DC62	20/11/2019	Packaging Environment	cups for mulled wine	£37.34		£31.12						
			TOTAL (NET)	£138.31	£0.00	£138.31	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT:	£29.96		£29.96						
			TOTAL (Gros)	£168.27								

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APPENDIX 3

Schedule of payments in NOVEMBER							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
29/10/2019	The Royal British Legion	23 lorry poppies for the railings	4232/202	B#1370	£230.00	£0.00	£230.00
24/07/2019	Water2Business	Nightingale Way standpipe Jan-Jul	4230/202	B#1372	£50.52	£0.00	£50.52
23/10/2019	A F Denning Ltd	Fixed electrics testing at garage and pavilion	4018/1	B#1373	£90.00	£18.00	£108.00
06/11/2019	Total Gas & Power	Pavilion gas 31st Aug-31st Oct	4015/308	B#1375	£12.37	£0.62	£12.99
04/11/2019	Greensward	verti-draining at Norton Hill & Westhill pitches	4062 / 307&308	B#1376	£600.00	£120.00	£720.00
		Secure balance beam at WH play area	4062/307		£85.00	£17.00	£102.00
28/10/2019	Westfield Allotments & Gardening Society	Balance of s106 funds paid towards: heater for polytunnel (£24.74) gas cylinders for heater (£23.40) Greenhouse matting (£14.99)	EMR 334	B#1378	£57.01	£0.00	£57.01
20/11/2019	Bath Area Play Project	Grant donation 2019	4203/202	B#1384	£961.66	£0.00	£961.66
20/11/2019	Carers' Centre B&NES	Grant donation 2019	4203/202	B#1385	£1,000.00	£0.00	£1,000.00
20/11/2019	Catherine Cooper - Terracycle Recycling Collection	purchase of wheelie bins (Grant donation 2019)	4203/202	to be paid on Debit Card	£85.90	£0.00	£85.90
20/11/2019	Citizens Advice B&NES	Grant donation 2019	4203/202	B#1386	£1,000.00	£0.00	£1,000.00
20/11/2019	Mardons Carnival Club	Grant donation 2019	4203/202	B#1387	£1,000.00	£0.00	£0.00
20/11/2019	MSN and Radstock Silver Band	Grant donation 2019 <small>Error - this grant is agreed but payment not to be made yet.</small>	4203/202	B#1388	£700.00	£0.00	£700.00
20/11/2019	PEOPLE	Grant donation 2019	4203/202	B#1389	£892.00	£0.00	£892.00
20/11/2019	SWALLOW	Grant donation 2019	4203/202	B#1390	£1,000.00	£0.00	£1,000.00
20/11/2019	SWAN Advice Network	Grant donation 2019	4203/202	B#1391	£1,000.00	£0.00	£1,000.00
20/11/2019	The West of England MS Therapy Centre	Grant donation 2019	4203/202	B#1392	£150.00	£0.00	£150.00
20/11/2019	Trinity Girls' Brigade	Grant donation 2019	4203/202	B#1393	£700.00	£0.00	£700.00
20/11/2019	Trinity Methodist Church	Grant donation 2019	4203/202	B#1394	£1,000.00	£0.00	£1,000.00
20/11/2019	Westfield Primary School	Grant donation 2019	4203/202	B#1395	£1,000.00	£0.00	£1,000.00
20/11/2019	Westfield Voices	Grant donation 2019	4203/202	B#1396	£500.00	£0.00	£500.00
20/11/2019	WISH	Grant donation 2019	4203/202	B#1397	£750.00	£0.00	£750.00
20/11/2019	B&NES	Temporary Event Notice for VE Day event	4242/202	to be paid on Debit Card	£21.00	£0.00	£21.00
12/11/2019	A&L Couriers	Delivery of Warbler - winter edition	4212/102	B#1398	£375.00	£0.00	£375.00
					TOTAL		£12,416.08
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							

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APPENDIX 4

Schedule of regular payments 2019-20 *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	£0.00	£0.00	£0.00	£573.48	£0.00	£0.00	£286.74					£860.22
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£0.00	£0.00	£0.00	£302.40	£0.00	£0.00	£151.20					£453.60
Apollo Technology	Hosted exchange / G-Suite	£0.00	£0.00	£386.40	£0.00	£0.00	£0.00	£386.40	£0.00					£772.80
Apollo Technology	Wireless Cloud Controller	£0.00	£0.00	£0.00	£0.00	£11.94	£0.00	£0.00	£5.97					£17.91
Avon Pension Fund	Superannuation	£659.97	£659.97	£659.97	£659.97	£659.97	£659.97	£659.97	£782.08					£5,401.87
GPS Telecoms (DD)	Office phone and fax	£31.54	£30.42	£32.25	£32.37	£30.73	£31.11	£30.36	£31.47					£250.25
Greensward	Ground maintenance	£1,886.65	£1,951.62	£1,951.62	£1,951.54	£1,951.58	£1,951.58	£1,951.58	£1,951.58					£15,547.75
HMRC	PAYE and NI	£268.39	£268.79	£268.79	£268.79	£268.79	£268.79	£268.79	£490.41					£2,371.54
KCOM (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95					£159.60
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75					£3,918.00
Oval Commercial	Use of Boardroom	£60.00	£60.00	£60.00	£60.00	£60.00	£0.00	£60.00	£60.00					£420.00
Net Salaries (and expenses)	Office staff	£2,643.52	£2,630.57	£2,613.12	£2,613.12	£2,616.72	£2,616.27	£2,613.12	£2,979.22					£21,325.66
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					£3,686.72
Ricoh	Photocopier & Maintenance	£180.50	£0.00	£0.00	£0.00	£175.56	£0.00	£166.82	£0.00					£522.88
Southern Electric	NH Pavilion	£0.00	£0.00	£154.14	£0.00	£152.97	£0.00	£0.00	£0.00					£307.11
Southern Electric	Christmas Tree	£0.00	£1.87	£18.78	£0.00	£18.78	£0.00	£0.00	£0.00					£39.43
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£235.06	£0.00	£0.00	£0.00					£235.06
Total		£6,240.27	£6,112.94	£6,654.77	£9,782.21	£7,567.68	£6,037.42	£6,646.74	£7,248.37	£0.00	£0.00	£0.00	£0.00	
This amount plus one off payments														

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