

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 21st February 2018 commencing at 7.00pm

Present: Cllr Philip Wilkinson (Chair), and Cllrs Diana Cooper and Pat Williams

Absent: Cllrs Kevin Docherty, Geoffrey Fuller, Ron Hopkins and Lesley Mansell

In Attendance: Emily Merko (Finance Officer)

The meeting opened at 7pm

112. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs G Fuller, Ron Hopkins and L Mansell

113. DECLARATIONS OF INTEREST

There were no declarations of interest.

114. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 17th January 2018 be agreed and signed as a correct record.

115. MONTHLY ACCOUNTS

Resolved:

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

116. 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 schedule of payments for February be agreed (attached as Appendices 1-2) and that the BACS authorisation sheets and cheques be signed, within the meeting, accordingly.

117. 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.

Minutes are draft until agreed at the next meeting.

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Westfield Parish Council

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.

118. INTERNAL AUDIT 2017/8

The auditor's report had not yet been received.

119. EARMARKED RESERVES

The planned transfers to EMR were noted.

Resolved: that any surplus budget funds at year end should be transferred to the EMR for a Community Centre.

120. TRANSPARENCY CODE

The Parish Council's compliance with the Transparency Code was noted.

It was agreed to exclude the press and public on the grounds that in view of the confidential nature of the business to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

121. DATA PROTECTION OFFICER

The quotes from IAC and Audit West were noted for future reference pending further advice from NALC on who could fill the role.

The meeting closed at 7.25pm.

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APPENDIX 1

Schedule of payments in FEBRUARY

Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
16/01/2018	AF Denning	Installation and removal of Christmas trees and lights	4223/202	B#882	£907.00	£181.40	£1,088.40
17/01/2018	Community Heartbeat Trust	Defibrillator for firestation	4227/202	B#883	£1,670.00	£334.00	£2,004.00
24/01/2018	Apollo Technology	Replacement PC	4027/1	B#881	£309.97	£61.99	£371.96
01/02/2018	Oval Commercial	NP meeting 22nd Jan	4026/202	B#884	£80.00	£16.00	£96.00
31/01/2018	Greensward	repair works at NH and WH play areas disposal of broken gazebos Disposal of rubbish bin at WH Rec Pollard willow tree	4062/307/8	B#885	£1575.00 £85.00 £165.00 £120.00	£389.00	£1,945.00
31/01/2018	AF Denning	PAT testing 2018	4018/1	B#882	£104.00	£20.80	£124.80
13/02/2018	Ignyte	Westfield Warbler Spring edition	4212/202	B#892	£1,000.00	£200.00	£1,200.00
31/01/2018	Signefex	replacement Fun Day banner	4232/202	B#894	£90.00	£18.00	£108.00
19/02/2018	Robert Wilkinson	Westfield Warbler delivery - Spring edition	4212/202	B#897	£300.00	£0.00	£300.00
15/02/2018	BPP Education	AAT Exam 5 - Finance Officer	4005/1	B#898	£70.17	£5.83	£76.00
14/02/2018	Nigel Ferguson	Website domain hosting 2018	4210/202	B#899	£100.00	£0.00	£100.00
21/01/2018	Vanessa Rogers	Youth Consultation - paid on behalf of Youth Connect using their own funds held by the Parish Council on their behalf	570	B#900	£3,575.50	£0.00	£3,575.50
16/02/2018	Water2Business	Water bill for Allotments (rechargeable to WAGS)	4012/303	B#901	£91.44	£0.00	£91.44
						TOTAL	£11,081.10
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							<i>already approved by Council</i>
Highlight if over £5000 as this requires full Parish Council approval							

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APPENDIX 2

BIG LOCAL: Schedule of invoices for payment in FEBRUARY

*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	Chq no	Total (GROS)**
01/02/2018	Oval	Office rent January	B#886	£467.28
01/02/2018	Oval	Credit against boardroom use December	B#886	-£12.00
20/02/2018	Robert Wicke	Community Worker January/February	B#895	£2,400.00
19/02/2018	Sarah Westell	Programme Coordinator January/February	B#896	£810.00
21/02/2018	Youth Connect	Away weekend for young men	B#902	£950.00
			TOTAL	£4,615.28
<i>** VAT cannot be claimed on Big Local payments</i>				
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APPENDIX 3

Schedule of regular payments 2017-18 (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	£286.75	£0.00	£0.00	£286.75	£0.00	£0.00	£286.75	
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00	£0.00	£0.00	£108.00	£0.00	£0.00	£108.00	£0.00	£0.00	£108.00	
Apollo Technology	Hosted exchange	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£0.00	£0.00	£47.55	
Avon Pension Fund	Office staff	£605.90	£605.90	£605.90	£605.90	£605.90	£605.90	£605.90	£670.72	£614.00	£614.00	£614.00	
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£104.46	£0.00	£0.00	£0.00	£0.00	£0.00	£259.76	
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£0.00	£0.00	£51.29	£0.00	£0.00	£0.00	£0.00	£0.00	£51.13	
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£0.00	£22.57	£0.00	£0.00	£0.00	£0.00	£0.00	£33.70	£0.00	
(First Office) now Ricoh	Photocopier & Maintenance	£0.00	£204.94	£0.00	£0.00	£297.58	£0.00	£231.09	£0.00	£17.81	£0.00	£0.00	
GPS Telecoms (DD)	Office phone and fax	£27.96	£29.09	£29.77	£28.52	£29.24	£30.03	£28.78	£28.59	£28.38	£27.25	£27.59	
Greensward	Ground maintenance	£1,834.57	£1,834.57	£1,834.73	£1,834.57	£1,834.73	£1,834.41	£1,834.41	£1,834.73	£1,834.57	£1,834.57	£1,834.57	
HMRC	PAYE and NI	£244.17	£244.17	£244.37	£244.17	£244.17	£244.37	£244.17	£308.95	£250.97	£250.77	£250.97	
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	
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£489.75	£489.75	
Oval Commercial	Use of Boardroom	£0.00	£40.00	£60.00	£60.00	£40.00	£0.00	£60.00	£60.00	£40.00	£60.00	£60.00	
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	
Net Salaries (and expenses)	Office staff	£2,439.12	£2,438.72	£2,410.36	£2,398.46	£2,398.46	£2,398.26	£2,398.46	£2,642.98	£2,429.53	£2,429.73	£2,429.53	
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67	£0.00	£152.97	£0.00	£0.00	£0.00	£547.23	£0.00	£164.29	
Southern Electric	Christmas Tree	£0.00	£0.00	£18.78	£0.00	£18.78	£0.00	£0.00	£0.00	£18.78	£0.00	£22.03	
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	
Total		£5,672.97	£6,313.39	£5,818.83	£9,402.16	£6,693.58	£5,634.22	£5,924.06	£6,461.97	£6,287.67	£9,446.44	£6,665.87	£0.00
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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