

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 21st June 2017 commencing at 7.00pm

Present: Cllr P Wilkinson (Chair), Cllrs D Cooper, G Fuller, R Hopkins and L Mansell.

Absent: Cllr P Williams

In Attendance: Ms E Merko (Finance Officer)

The meeting opened at 7pm

16. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr P Williams.

17. DECLARATIONS OF INTEREST

There were no declarations of interest.

18. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 17th May 2017 be agreed and signed as a correct record.

19. MONTHLY ACCOUNTS

Resolved:

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

20. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

Resolved: that the schedules of payments for May be agreed (attached as Appendices 1-2) and that the BACS authorisation sheets and cheques be signed accordingly.

21. 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.

Signed Dated

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.

22. CIL RECEIPTS AND THE ANNUAL RETURN

The Committee considered a letter from the Parish Council's accountant explaining that there could be a discrepancy between the advice of the accountant and the opinion of the External Auditor on how to deal with CIL funds. The letter suggested that the Council may wish to amend their Annual Return figures.

Resolved: that nothing should be amended at this stage and that the Committee would await the advice of the External Auditor on the issue.

23. VALUATION OF PAVILION AND BOWLS CLUB

The Committee considered quotes for re-build valuations for the Pavilion and the Bowls Club and the advice of the Internal Auditor that these be obtained. It was asked that the following information on both buildings be reported at the next meeting: date each was built, build cost at that time.

24. YOUTH CONNECT GRANT

The Committee discussed a request from Youth Connect for further funding having spent the grant of £1200 that was allocated in November. There was concern over the apparent lack of budgeting that the 12-month's grant appeared to have been spent in 6-months. It was unclear whether Youth Connect had any alternative budget which would cover the continuation of the activities in Westfield. There was a suggestion that Big Local offered workshops and advice on funding management as well as the possibility of grant funds. Concern was also expressed about the growing numbers attending the weekly session and how this was being managed from a Health and Safety point of view.

Resolved: that an urgent meeting be arranged with Sam Plummer to discuss the request for further funds, how funds are being managed and health and safety considerations over the growing numbers.

25. CHAIR'S ALLOWANCE 2017-18

It was noted that the allowance would be spent on grants to local organisations.

The meeting closed at 7.50pm.

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Signed Dated

APPENDIX 1

Schedule of invoices for payment in JUNE							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
23/05/2017	Signefex	replacement sign at BMX track	4062/307	B#687	£80.00	£16.00	£96.00
18/05/2017	Signefex	Fun Day insert sign	4232/202	B#687	£24.00	£4.80	£28.80
22/05/2017	BPP	Finance Officer AAT exam 2	4005/1	B#690	£69.17	£5.83	£75.00
25/05/2017	SLCC	Data protection training	4005/1	B#691	£75.00	£15.00	£90.00
28/04/2017	The Journal	Advert for Annual Parish Meeting	4023/1	B#692	£135.00	£27.00	£162.00
06/06/2017	Bathampton Morris Men	Fun Day display	4232/202	B#693	£150.00	£0.00	£150.00
31/05/2017	Greensward	Repairs as per play area inspection reports	4062/308&307	B#695	£534.17	£106.83	£641.00
04/06/2017	Archers Marquees	Marquee for Fun Day	4232/202	B#696	£224.00	£44.80	£268.80
05/06/2017	Strode Sound	Fun Day PA system	4232/202	B#699	£150.00	£30.00	£180.00
05/06/2017	Viking	stationary	4023/1	B#700	£60.67	£12.13	£72.80
08/06/2017	Ignyte	Neighbourhood Plan postcards	4206/202	B#701	£290.00	£58.00	£348.00
07/06/2017	RHC Lifting Ltd	hanging basket load testing	4230/202	B#705	£605.50	£121.10	£726.60
31/05/2017	The Journal	Fun Day advert x 2	4232/202	B#692	£270.00	£54.00	£324.00
19/06/2017	Robert Wicke	Flowers contract - payment 2	4230/202 4224/202	B#711	£1500.00 £107.93	£0.00	£1,607.93
13/06/2017	Wandsdyke Play Associatio	Fun Day activities	4232/202	B#713	£269.15	£0.00	£269.15
						TOTAL	£5,040.08
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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APPENDIX 2

BIG LOCAL: Schedule of invoices for payment in JUNE

*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)**
18/05/2017	SV Walking Festival	Big Fund grant	B#688	£400.00
09/05/2017	The Potting Shed	Dragons' Den Grant	B#689	£100.00
25/05/2017	Enlightened Lighting Ltd	Repair to microphones	B#702	£70.56
17/05/2017	Fosseway Press	Walet files	B#698	£2.55
01/06/2017	Oval	Office rent June	B#703	£467.28
19/06/2017	Robert Wicke	Community Worker May/June	B#712	£2,445.00
21/06/2017	Sarah Westell	Programme Coordinator May/June	B#715	£720.00
			TOTAL	£4,205.39
<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									
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00	£0.00									
Apollo Technology	Hosted exchange	£14.85	£14.85	£14.85									
Apollo Technology	Wireless access controller	£0.00	£0.00	£0.00									
Avon Pension Fund	Office staff	£605.90	£605.90	£605.90									
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00									
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£0.00									
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£0.00									
First Office	Photocopier & Maintenance	£0.00	£204.94	£0.00									
GPS Telecoms (DD)	Office phone and fax	£27.96	£29.09	£29.77									
Greensward	Ground maintenance	£1,834.57	£1,834.57	£1,834.73									
HMRC	PAYE and NI	£244.17	£244.17	£244.37									
KCOM (DD)	Broadband	£19.95	£19.95	£19.95									
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45									
Oval Commercial	Use of Boardroom	£0.00	£40.00	£60.00									
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00									
Net Salaries (and expenses)	Office staff	£2,439.12	£2,438.72	£2,410.36									
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67									
Southern Electric	Christmas Tree	£0.00	£0.00	£18.78									
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.00	£0.00									
Total		£5,672.97	£6,313.39	£5,818.83	£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													

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