

## WESTFIELD PARISH COUNCIL

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

**Present:** Cllr Philip Wilkinson (Chair), and Cllrs Diana Cooper, Ron Hopkins, Lesley Mansell and Patricia Williams

**Absent:** Cllrs Kevin Docherty and Geoffrey Fuller

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

The meeting opened at 7pm

### 122. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr E Jackson.

### 123. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 124. MINUTES

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 21<sup>st</sup> March 2018 be agreed and signed as a correct record.

### 125. MONTHLY ACCOUNTS

**Resolved:**

- a) that the February monthly statements for the Current Account be agreed;
- b) that the February monthly statements for the Corporate Treasury account be agreed;
- c) that the February monthly statements for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest and debit card summary sheets be agreed (attached as Appendices 1-2).

### 126. 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:**

- a) that the schedule of payments for March be agreed (attached as Appendices 3-4) and that the BACS authorisation sheets be signed, within the meeting, accordingly;
- b) that bunting at a cost of £29.90 be purchased for Fun Day.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**127. 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 5) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

**128. ANNUAL CREDITORS AND BAD DEBT REPORTS**

With reference to the report it was noted that the Westhill Sports FC debt had now been paid and the invoice for play area inspections and now been received.

**129. TREASURY MANAGEMENT POLICY**

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

**130. EXPENSES POLICY**

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

**131. CODE OF CORPORATE GOVERNANCE**

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

**132. EFFECTIVENESS OF THE INTERNAL CONTROL ENVIRONMENT**

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

**133. INTERNAL AUDIT 2017-18**

The report was discussed.

- The dates for the Exercise of Public Rights would be rigorously checked for this year.
- At the end of the Big Local LTO contract the Parish Council would ensure that all monies were returned in accordance with Local Trust's accounting policy.
- The notes regarding CIL would be discussed with the Parish Council's accountant at Year-End closedown.
- The VAT adjustment notes were noted.

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

**Resolved:** that the Anti-fraud and Confidential Reporting policies be agreed and recommended to Parish Council.

**135. DATA PROTECTION OFFICER**

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

Cllr Wallbridge had confirmed that he was happy to take on the role for 2018-19 so it was not necessary to approve any spend on this item.

The meeting closed at 7.30pm.

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





### APPENDIX 3

Schedule of payments in MARCH							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
20/02/2018	Water2Business	Water to Wells Road/Elm Tree Ave coal truck 2017	4230/202	B#903	£35.75	£0.00	£35.75
20/02/2018	Water2Business	Water to Jubilee Green 2017	4230/202	B#905	£39.40	£0.00	£39.40
20/02/2018	Water2Business	Water to Ruskin Road coal truck 2017	4230/202	B#904	£95.59	£0.00	£95.59
28/02/2018	Southern Electric	Electricity for festive lights	4223/202	B#906	£92.83	£4.64	£97.47
01/03/2018	ALCA	ALCA/NALC subscription 2018-19	4024/1	B#908	£737.97	£0.00	£737.97
05/03/2018	Viking	stationary	4023/1	B#916	£90.96	£8.39	£99.35
15/02/2018	Zurich	Insurance renewal for 2018-19	4025/1	B#917	£2,392.76	£69.13	£2,461.89
08/03/2018	Vanessa Rogers	Youth Consultation - paid on behalf of Youth Connect using their own funds held by the Parish Council on their behalf	570	B#919	£426.50	£0.00	£426.50
07/03/2018	B&NES	Non-Domestic Rates for the Pavilion	4011/308	B#920	£864.00	£0.00	£864.00
28/02/2018	RHC Lifting Ltd	Load testing of hanging basket brackets	4230/202	B#921	£450.00	£90.00	£540.00
14/03/2018	Robert Wicke	3rd installment payment for flowers 2017-18	4230/202	B#922	£1,495.00	£0.00	£1,495.00
14/03/2018	Flags by Mr Flag	Replacement Union Jack for flagpole	4224/202	B#923	£44.70	£8.94	£53.64
15/03/2018	B&NES	Play area inspections 2017-18	4065 / 307&308	B#924	£459.00	£91.80	£55.80
20/03/2018	Signefex	Boules banner	4227/202	B#925	£66.00	£13.20	£79.20
19/03/2018	Lazy Days	Works to auto-watering at Jubilee Green	4224/202	B#928	£200.00	£40.00	£240.00
						<b>TOTAL</b>	<b>£7,321.56</b>
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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Signed ..... Dated .....

APPENDIX 4

**BIG LOCAL: Schedule of invoices for payment in MARCH**

*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)**
01/03/2018	Oval	Office rent March	B#907	£467.28
20/03/2018	Robert Wicke	Community Worker February/March	B#927	£1,800.00
19/03/2018	Sarah Westell	Programme Coordinator February/March	B#926	£720.00
			<b>TOTAL</b>	<b>£2,987.28</b>
<i>** VAT cannot be claimed on Big Local payments</i>				
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## APPENDIX 5

### 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	£0.00
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	£0.00
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	£16.35
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	£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	£0.00
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	£0.00
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	£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	£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	£27.71
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	£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	£250.77
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
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	£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	£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	£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	£2,765.52
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	£0.00
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	£0.00
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
<b>Total</b>		<b>£5,672.97</b>	<b>£6,313.39</b>	<b>£5,818.83</b>	<b>£9,402.16</b>	<b>£6,693.58</b>	<b>£5,634.22</b>	<b>£5,924.06</b>	<b>£6,461.97</b>	<b>£6,287.67</b>	<b>£9,446.44</b>	<b>£6,665.87</b>	<b>£6,078.62</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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