

WESTFIELD PARISH COUNCIL

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

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

Absent: Cllrs Kevin Docherty, Geoff Fuller and Lesley Mansell

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

The meeting opened at 7.00pm

68. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Fuller, Jackson and Mansell.

69. DECLARATIONS OF INTEREST

There were no declarations of interest.

70. MINUTES

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

71. 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 updated petty cash imprest sheet for October/November be agreed (attached as Appendix 1);
- e) that the summary of debit card transactions since the last meeting be agreed.

72. 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 schedules of payments be agreed (attached as Appendices 2&3) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

73. 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.

74. FUNDING TOWARDS ST NICHOLAS CHURCHYARD

Resolved:

- a) that the contribution towards maintenance of the churchyard should be budgeted annually and not considered under the grants selection process;
- b) that details of the accounts for maintenance of the churchyard be requested from the church;
- c) that a recommendation be sent to Parish Council that one third of the of the costs be budgeted for 2019-20 with an annual increase thereafter in line with inflation.

75. BUDGET 2019-20

The draft budget was discussed.

Resolved:

- a) to budget £8000 towards play equipment renewal in anticipation of funds that are likely be used from that reserve in the next few months;
- b) to reduce the Grants budget to £15,000;
- c) to put the amended budget to Parish Council in December for agreement in principle pending the tax base and precept calculation.

76. 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.

77. GRANTS FEEDBACK

A request for feedback had been received from Somer Valley FM following their unsuccessful grant application; however, as the decision not to award a grant had been taken at Parish Council it was decided that this item should be passed to Parish Council for feedback. In reference to a further communication from Somer Valley FM which indicated that support would no longer be available for the Christmas Lights event or the Westfield Massachusetts link-up it was asked that clarification be sought on this and suggestions were made for alternative arrangements should this be the case.

78. STAND ALONE PAVILION AT WESTHILL RECREATION GROUND

It was hoped that funds for the entire project could be secured through grant funding. In the first instance it was hoped that a feasibility study which would form the basis of a tender specification could be funded through s106 funds which were already available.

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Resolved: that the project be recommended to Parish Council to be taken forward and a Working Group be established.

The meeting closed at 7.50pm

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APPENDIX 1

WESTFIELD PARISH COUNCIL PETTY CASH												
		MONTH SHEET	November 2018-19 - 8									
IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	consumables (Civic Exp) 4102/102	Christmas 4223/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Events 4232/202	Hospitality 4131/101	Parish Environment 4224/202
£100.00	01/04/2018	Cash in hand	£100.00									
	19/04/2018	refreshments	£1.00								£1.00	
	09/05/2018	Cable ties	£2.00		£1.66							
	09/05/2018	Stick-on numbers for Fun Day advert board	£1.00							£0.80		
	21/05/2018	Dustbin liners for Fun Day	£2.50							£2.00		
	13/06/2018	Refreshments for grass cutting meeting	£10.90								£9.91	
	04/07/2018	Refreshments for B&NES meeting	£1.00								£1.00	
	17/07/2018	Refreshments for Youth Cluster meeting	£1.00								£1.00	
	28/07/2018	Screen wipes	£2.59		£2.16							
	06/08/2018	Key cutting	£13.00		£10.84							
	26/09/2018	Youth Cluster meeting	£2.85								£2.85	
	24/10/2018	Refreshments	£1.00								£0.83	
	29/11/2018	Grease for gritter	£6.98									£5.82
	06/11/2018	large Remembrance poppy	£20.00			£20.00						
	20/11/2018	Refreshments	£1.00								£0.80	
		TOTAL (NET)	£60.67	£0.00	£14.66	£20.00	£0.00	£0.00	£0.00	£2.80	£17.39	£5.82
		VAT:	£6.12		£2.93					£0.70	£1.33	£1.16
		Ongoing balance	£33.18									
		top-up required	£66.82									
											previously reported	
											added since agenda was circulated	

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APPENDIX 2

Schedule of payments in NOVEMBER

Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
23/10/2018	Glasdon	Turbocast main axle to repair grit spreader	4227/202	B1104	£156.54	£31.30	£187.84
24/10/2018	B&NES	Replacement Parish Council sign for top of Cobbler's Way	4227/202	200967	£174.75	£34.95	£209.70
11/11/2018	Royal British Legion	Poppy wreaths x 3	4203/202	200968	£62.25	£0.00	£62.25
26/10/2018	Glasdon	Turbocast gritter wheels	4227/202	B1104	£89.53	£17.90	£107.43
23/10/2018	Wessex Grounds Services	Replace surface beneath basket swing	4062/308	B1105	£1,600.00	£320.00	£1,920.00
31/10/2018	Ignyte Media	Westfield Warbler publishing and delivery	4212/102	B1107	£1,395.00	£279.00	£1,674.00
31/10/2018	Andy Green	Installation of revised Heritage Boards	4227/202	200969	£50.00	£0.00	£50.00
31/10/2018	Greensward	Dispose of vandalised turf at BMX trk Repairs highlighted by play area inspection Verti-draining at both pitches Remove low level branches on willow tree Re-seed bare patch on football pitch	4062/307 4062/307&8 4062/307&8 4062/308 4062/308	B1108	£1,090.00	£218.00	£1,308.00
08/11/2018	Archers Marquees	marquees for Xmas Lights	4223/202	B1110	£180.00	£36.00	£216.00
12/11/2018	Andy Green	Fix cupboard at Pavilion Maintenance of noticeboard Repair auto-watering at Nway	4062/308 4224/202 4224/202	200969	£295.00	£0.00	£295.00
04/11/2018	Kelvin Hawkins	Pavilion Boiler Service 2018	4018/1	B1111	£70.00	£14.00	£84.00
07/11/2018	Lazy Days	Fix loose coping stones at Jubilee Green	4224/202	B1112	£142.00	£28.40	£170.40
08/11/2018	GB Sport & Leisure	repairs to springy	4062/307	B1118	£400.50	£80.10	£480.60
21/11/2018	Grant recipients	Grant payments (see separate list for details)	4203/202	BACS	£12,947.75	£0.00	£12,947.75
13/11/2018	Apex Alarms	Problems with alarm at Pavilion	4014/308	B1142	£83.50	£16.70	£100.20
					TOTAL		£19,813.17
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 3

BIG LOCAL: Schedule of invoices for payment in NOVEMBER

*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)**
01/11/2018	Carers' Centre	Office rent November	B#1139	£400.00
19/11/2018	Robert Wicke	Community Worker Oct/Nov	B#1138	£2,485.14
20/11/2018	Sarah Westelll	Programme Coordinator Oct/Nov	B#1144	£938.00
19/11/2018	SWALLOW	cakes for meet and mingle	B#1137	£16.00
14/11/2018	Fosseway Press	printing and stationary	B#1140	£55.49
14/11/2018	Angie Seaman-Moss	Minute taker	B#1141	£85.00
			TOTAL	£3,979.63
<i>** VAT cannot be claimed on Big Local payments as they are not VAT registered</i>				
Added since agenda was distributed				
Highlight if over £5000 as this requires full Parish Council approval				

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APPENDIX 4

Schedule of regular payments 2018-19 *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	£286.75	£0.00	£0.00	£0.00	£286.75	£0.00	£0.00					£573.50
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00	£0.00	£0.00	£0.00	£180.00	£0.00	£0.00					£288.00
Apollo Technology	Hosted exchange	£16.35	£16.35	£16.35	£0.00	£16.35	£16.35	£16.35	£32.70					£130.80
Apollo Technology	Wireless Cloud Controller	£5.97	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.97					£11.94
Avon Pension Fund	Superannuation	£614.03	£614.03	£661.46	£629.83	£629.83	£629.83	£738.18	£645.31					£5,162.50
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£277.41	£0.00	£0.00					£277.41
Ricoh	Photocopier & Maintenance	£225.52	£0.00	£0.00	£227.46	£0.00	£0.00	£186.07	£0.00					£639.05
GPS Telecoms (DD)	Office phone and fax	£33.22	£31.31	£32.65	£31.33	£31.80	£29.56	£31.95	£32.26					£254.08
Greensward	Ground maintenance	£1,834.57	£1,834.73	£1,834.73	£1,834.41	£1,834.57	£1,834.57	£1,834.57	£1,990.81					£14,832.96
HMRC	PAYE and NI	£236.42	£236.42	£301.49	£255.18	£254.98	£255.18	£437.93	£276.62					£2,254.22
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	£80.00	£93.00					£473.00
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					£3,686.72
Net Salaries (and expenses)	Office staff	£2,437.99	£2,442.49	£2,594.80	£2,508.37	£2,491.75	£2,491.55	£2,828.32	£2,595.05					£20,390.32
Southern Electric	NH Pavilion	£0.00	£0.00	£161.84	£0.00	£0.00	£163.55	£0.00	£0.00					£325.39
Southern Electric	Christmas Tree	£0.00	£0.00	£0.00	£20.98	£0.00	£22.53	£0.00	£0.00					£43.51
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
Total		£5,973.77	£6,139.78	£6,173.02	£9,763.98	£5,828.98	£6,696.98	£6,663.07	£6,181.42	£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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