

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Wednesday 21st September 2016 commencing at 7.00pm

**Present:** Cllr Williams (Chair), Cllrs D Cooper, K Docherty, J Honess, G Fuller, R Hopkins, and L Mansell.

**Absent:** Cllr P Wilkinson.

**In Attendance:** Mrs L Welch (Clerk) and Mrs E Merko (Finance Officer)

### 40. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Wilkinson.

### 41. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 42. MINUTES

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 20<sup>th</sup> July 2016 be agreed and signed as a correct record.

Cllr Mansell arrived at 7.20pm

### 43. MONTHLY ACCOUNTS

It was reported that the repaired bench at Norton Hill basketball court had again been vandalised. The CCTV would be checked for evidence and it was agreed that a watch would be kept by Councillors on the area on a regular basis through the winter so that vandalism could be quickly identified.

**Resolved:**

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

### 44. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

It was reported that the hanging baskets would shortly be taken down but that one had fallen down outside the local shops. The wall bracket would be investigated as a matter of urgency.

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

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**Westfield Parish Council**

**Resolved:** that the schedule of payments for August and September be agreed (attached as Appendices 1-4) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly.

**45. 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.

**46. OPTIONS FOR INVESTMENT OF FUNDS**

The options in respect of the investment of additional funds were considered.

**Resolved:** a) that it was not acceptable to put public money at the sort of risk afforded by the investment options that had been investigated;  
b) that the alternative fixed rate savings account options be reviewed and brought again to F&P in October so that a decision on investment of further funds could be made before the maturity date of the Nationwide fixed rate account in November.

**47. GRANTS 2016-17**

**Resolved:** that the Grants sub-Committee would be made up of Cllrs Wilkinson, Williams, Fuller and Cooper. The recommendations of the sub-Committee would be considered by F&P on 19<sup>th</sup> October and by Full Council on 7<sup>th</sup> November.

**48. ANNUAL RETURN**

The Annual Return had not yet been received from the External Auditor; an update would be given at the next meeting.

**49. 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.

**50. WATER SUPPLIES AT THE LOCAL SHOPS**

The Committee was reminded that the costs and works to be considered only covered the installation of water supplies at the three locations and that although a rough estimate had been given for the cost of installation of the automatic watering system the cost could be considerably higher. With this in

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mind it was proposed and agreed that the Council should go ahead with the installation of water supplies at the planters around the local shops.

Resolved:   **a)** that the quote from Bristol Water for works be accepted;  
              **b)** that the quote of £3420 from Masters Pipeline be accepted.

*Please note; this decision was subsequently reassessed in the office as errors in the reporting were noted. A report with the correct information will be put again to Full Council on 3<sup>rd</sup> October for a decision.*

The meeting closed at 7.40pm.

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

APPENDIX 1

Schedule of invoices for payment in AUGUST							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
21/07/2016	Norton Hill Rec Trust	Transfer of FunFair bond to Trust	1019/603	B#434	£1,300.00	£0.00	£1,300.00
26/07/2016	B&NES	Works to inspect and adapt lamposts for festive lights - Payment 1	4927/199	B#435	£3,250.00	£650.00	£3,900.00
22/06/2016	Greensward	Renovation works to Norton Hill Rec after the Fun Fair	4062/308	B#436	£6,400.00	£1,280.00	£7,680.00
27/07/2016	Southwest Foundation	Final NP consultations payment	4206/202	B#443	£750.00	£0.00	£750.00
18/08/2016	Signefex	Westfield map backing for noticeboards	4224/202	B#445	£130.00	£26.00	£156.00
16/08/2016	Signefex	plaques for Elm Trees	4227/202	B#445	£136.00	£27.20	£163.20
08/08/2016	Lazy Days Landscaping	weeding around Christmas Tree	4224/202	B#447	£40.00	£8.00	£48.00
10/08/2016	Ignyte Media	Warbler - Autumn issue	4212/202	B#448	£1,000.00	£200.00	£1,200.00
01/08/2016	Greensward	Play area maintenance as per inspection advice	4062/308 4062/307	B#449	£565.00	£113.00	£678.00
01/08/2016	Greensward	Extra Under 12s sign for NH Play area	4062/308	B#449	£115.00	£23.00	£138.00
	Society of Local Council Clerks	Subscription 2016	4024/1	B#450	£242.00	£0.00	£242.00
31/07/2016	The Journal	New Cllrs advert	4102/102	B#453	£89.00	£17.80	£106.80
21/07/2016	Trophies of Radstock	Engraving Garden Comp trophies	4227/202	B#454	£4.17	£0.83	£5.00
18/08/2016	Oval Commercial	Boardroom hire for NP meetings	4206/202	B#455	£40.00	£8.00	£48.00
15/08/2016	Oakus Ltd	2nd Westfield Gateway Sign	4914/199	B#457	£804.00	£160.80	£964.80
04/08/2016	Premier Plumbing	Temp gauges for Legionella testing	4018/1	B#458	£47.50	£9.50	£57.00
						<b>TOTAL</b>	<b>£17,436.80</b>
This amount plus regular scheduled monthly payment							
Added since agenda was distributed					already paid		
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 SEPTEMBER**

*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	Nom code	Chq no	Total (GROS)**
19/09/2016	Robert Wicke	Community Worker Aug/Sept	580/0	B#479	£2,145.00
19/09/2016	Robert Wicke	Community Worker holiday pay	580/0	B#479	£600.00
22/08/2016	Sarah Westell	Plan Coordinator Aug/Sept	580/0	B#474	£912.00
	SWALLOW	Dragon's Den Grant	580/0	B#476	£500.00
	Acoustic Sessions	Dragon's Den Grant	580/0	B#477	£500.00
	Jim Gump	Dragon's Den Grant	580/0	B#475	£500.00
	Confessions of the Youth TC	Dragon's Den Grant	580/0	B#481	£500.00
	WAGS	Dragon's Den Grant	580/0	B#482	£500.00
	NCT	Dragon's Den Grant	580/0	B#483	£500.00
	Radical	Dragon's Den Grant	580/0	B#485	£500.00
	Helen Allen	Dragon's Den Grant	580/0	B#488	£500.00
	St Nicholas Church	Dragon's Den Grant	580/0	B#486	£500.00
	Victoria Hall cinema	Dragon's Den Grant	580/0	B#484	£470.00
	SWALLOW	Dragon's Den catering	580/0	B#487	£150.00
17/09/2016	Acoustic sessions	Dragon's Den entertainment	580/0	B#478	£50.00
				<b>TOTAL</b>	<b>£8,827.00</b>
** VAT cannot be claimed on Big Local payments					
Added since agenda was distributed					
Highlight if over £5000 as this requires full Parish Council approval					

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

## APPENDIX 5

### Schedule of regular payments 2016-17 (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						
Apollo Technology	Remote Back-up (quarterly)	£0.00	£90.00	£0.00	£0.00	£90.00	£0.00						
Apollo Technology	Hosted excahnge	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85						
Avon Pension Fund	Office staff	£1,170.92	£1,170.92	£1,170.92	£1,200.64	£1,178.37	£1,178.37						
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£301.62						
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£23.95	£0.00	£0.00	£26.08						
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£26.30	£0.00	£66.30	£0.00						
First Office	Photocopier & Maintenance	£0.00	£206.01	£0.00	£0.00	£197.56	£0.00						
GPS Telecoms (DD)	Office phone and fax	£26.36	£26.27	£26.97	£28.69	£27.04	£26.00						
Greensward	Ground maintenance	£0.00	£1,834.73	£1,834.57	£1,834.57	£1,834.57	£1,834.57						
HMRC	Tax and NI office	£236.78	£236.98	£236.98	£264.50	£242.82	£243.02						
KCOM (was Eclipse) (DD)	Broadband	£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						
Oval Commercial	Use of Boardroom	£0.00	£60.00	£80.00	£0.00	£120.00	£0.00						
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00						
Salaries (and expenses)	Office staff	£2,321.59	£2,320.34	£2,311.34	£2,395.42	£2,332.95	£2,332.75						
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67	£0.00	£98.47	£0.00						
Southern Electric	Christmas Tree Lights	£1.27	£0.00	£18.78	£0.00	£0.00	£18.78						
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.44	£0.00	£0.00	£0.00	£0.00						
<b>Total</b>		<b>£4,278.17</b>	<b>£6,753.69</b>	<b>£6,344.73</b>	<b>£9,931.79</b>	<b>£6,996.08</b>	<b>£6,482.44</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</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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