

WESTFIELD PARISH COUNCIL

**Minutes of the Finance & Personnel Meeting
held remotely on Google Hangouts
on Wednesday 22nd April 2020**

Present: Cllr Philip Wilkinson (Chair) and Cllrs Diana Cooper, Vince Cox, Geoff Fuller, Ron Hopkins, Lesley Mansell, Robin Moss and Patricia Williams

Absent: Cllr Bryan Wallbridge

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

The meeting opened at 7.00pm.

120. APOLOGIES FOR ABSENCE

There were no apologies.

121. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

122. MINUTES

Resolved: that the Minutes of the Finance & Personnel meetings held on 19th February and 19th March 2020 be agreed and signed as a correct record.

123. BUDGET VARIATION UPDATE

The variances to 31st March were noted.

124. MONTHLY ACCOUNTS

Resolved:

- a) that the February and March monthly statements for the Current Account be agreed;
- b) that the February and March monthly statements for the Corporate Treasury account be agreed;
- c) that the February and March monthly statements for the Business Savings account be agreed and that the current rate of interest (1.05%) reducing to 0.4% be noted;
- d) that the summary of petty cash (Appendix 1) and debit card (Appendices 2&3) transactions to year end and during April be agreed

125. VERIFICATION OF BANK RECONCILIATIONS

As the meeting was taking place remotely it was not possible to complete this at the present time.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

126. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

In accordance with item 5.2 of the Financial Regulations, the schedule of payments was considered at the meeting.

Resolved: that the schedule of payments due be agreed (attached as Appendix 4) and that the BACS payments be made by two councillors remotely via online banking.

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 considered at the meeting.

Resolved: that the schedule of payments be agreed (attached as Appendix 5) and that the BACS authorisation sheet be signed within the meeting accordingly.

128. CREDITORS AND BAD DEBTORS REPORT

The report was noted.

129. EARMARKED RESERVES AT YEAR END

The report detailing EMR movements and year-end balances was noted.

130. COMMUNITY INFRASTRUCTURE LEVY (CIL) AND SECTION 106 FUNDS

The balance of funds received and spent was noted.

131. WESTFIELD ACTION PLAN 2020-21

The report was noted.

It was reported that there had been no update on funding of the Pit Path lighting. It was asked if there were any plans for allotments at Prattens. It was reported that this had been an informal suggestion to the Green and Open Spaces group which had been logged but which was not being pursued at present.

132. UPDATE ON FUNDING OF THE WESTHILL PAVILION

It was reported that some of the funds to which grant applications were planned were suspended at the present time.

It was also reported that any further funding from B&NES was now unlikely given the current climate.

It was agreed that pursuit of funding should be paused for the time being as the project was not a priority in the current lockdown situation.

133. FITNESS TRACK AND GYM EQUIPMENT

It was reported that the work had been commissioned but would not go ahead until the lockdown was lifted.

It was asked that we obtain confirmation that the quotes would stand.

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Westfield Parish Council

134. FOOTBALL PITCH FEES

Resolved: that both refunds and credits on future fees would be considered and discussed with the teams once activities were getting back to normal.

135. REVIEW OF EMPLOYER SUPPORT

Resolved: that paying for ongoing employer support was no longer necessary and that this could be accessed if and when required.

136. REVIEW OF POLICIES

Resolved: that the following policies be approved for recommendation to Council with no changes:
a) DATA PROTECTION POLICY
b) EQUALITIES POLICY
c) ANTI-FRAUD AND CONFIDENTIAL REPORTING POLICIES
d) CCTV

137. REVIEW OF FINANCIAL POLICIES

Resolved: that the following policies be approved for recommendation to Council:
a) TREASURY MANAGEMENT POLICY
b) EXPENSES POLICY
c) CODE OF CORPORATE GOVERNANCE
d) EFFECTIVENESS OF THE INTERNAL CONTROL ENVIRONMENT

138. 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.

139. WEBSITE RE-DESIGN QUOTES

The Committee heard the recommendations of Cllr Cox and the Clerk based on their experience of these companies and the quotes.

Resolved: **a)** that Zonkey and Marketing Branch be invited for further discussions before a final decision be made;
b) that Cllr Cox and the Clerk would discuss the questions to be asked and would take this forward;
c) that the other quotes be rejected.

140. FESTIVE LIGHTS TENDER

The list of tenders received was noted. Full details would be considered at the next meeting.

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Westfield Parish Council

141. TENDERS FOR IT SUPPORT

The tenders were opened within the meeting. Full details would be collated for consideration.

The meeting closed at 8.00pm.

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Signed Dated

APPENDIX 2

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY												
		Report for F&P March(b) - summary to year-end										
		SHEET		2019-20 - 12b								
REF	DATE	SUPPLIER	DETAILS	TOTAL	Petty Cash (see Imprest for full details)	printing & stationary 4023/1	Subscriptions 4024/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Projects 4232/202
DC74	19/3/2020	AAT	Membership renewal for 2020	£99.00			£99.00					
			TOTAL (NET)	£99.00	£0.00	£0.00	£99.00	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT:	£0.00								
			TOTAL (Gros)	£99.00								

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APPENDIX 3

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY													
		MONTH	April										
		SHEET	2020-21 - 1										
REF	DATE	SUPPLIER	DETAILS	TOTAL	PETTY CASH (see imprest for details)	postage 4022/1	Civic Expenses 4102/102	Subscriptions 4023/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Projects 4232/202
DC75	2/4/2020	Petty cash top-up as per petty cash imprest		£63.18	£57.97								
DC76	14/4/2020	B&NES	Premises Licence renewal	£70.00									£70.00
DC77	22/4/2020	Moneysoft	Licence Renewal	£86.40				£72.00					
			TOTAL (NET)	£199.97	£57.97	£0.00	£0.00	£72.00	£0.00	£0.00	£0.00	£0.00	£70.00
			VAT:	£19.61	£5.21			£14.40					
			TOTAL (Gros)	£219.58									

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APPENDIX 4

Schedule of payments in APRIL							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
22/4/2020	Moneysoft	Licence renewal	4006/1	Debit card	£72.00	£14.40	£86.40
31/3/2020	SignEfex	No parking signs for the allotments	4039/303	B#1478	£66.00	£13.20	£79.20
24/3/2020	Youth Connect SW	Provision of youth services April-June	4237/202		£2,615.54	£523.11	£3,138.65
20/3/2020	BHIB Ltd	Insurance premium 2020-21	4025/1	B#1477	£2,302.10	£0.00	£2,302.10
1/3/2020	ALCA	Annual subscription ALCA&NALC	4024/1	B#1480	£781.31	£0.00	£781.31
2/4/2020	Greensward	Play areas remedial works	4062/308	B#1481	£195.00	£39.00	£234.00
		remove vandalised bench at NH Rec	4062/307		£25.00	£5.00	£30.00
31/3/2020	Rialtas Business Solutions	Transfer of accounts software to the laptop for homeworking	4024/1	B#1482	£25.00	£5.00	£30.00
7/4/2020	Robert Wicke	Installment 1 of 3 for flowers 2020-21	4230/202	B#1483	£2,000.00	£0.00	£2,000.00
31/3/2020	Norton Hill Trust	2019-20 grant to WPC	4601/603	Trust chq	£3,063.50	£0.00	£3,063.50
31/3/2020	Westhill Trust	2019-20 grant to WPC	4601/604	Trust chq	£570.00	£0.00	£570.00
22/4/2020	St Nicholas PCC	Churchyard grant 2020-21 (as per the budget)	4241/202	B#1484	£2,180.00	£0.00	£2,180.00
31/3/2020	Apollo Technology	Patch cable	4027/1	B#1486	£12.00	£2.40	£14.40
8/1/2020	Youth Connect SW	VAT on invoice 0039	4237/202	B#1479	£0.00	£568.32	£568.32
22/4/2020	Avon Pension Fund	Pension Deficit 2020-2023	4061/100	B#1491	£6,860.00	£0.00	£6,860.00
22/4/2020	Royal British Legion	Donation towards poppy appeal at £4 per large poppy	4232/202	B#1485	£92.00	£0.00	£92.00
7/4/2020	B&NES	Credit on 2020-21 rates (NH Pavilion)	4011/308	n/a	-£898.20	£0.00	£0.00
						TOTAL	£22,029.88
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 5

Schedule of regular payments 2020-21 *amounts are all NET*

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Apollo Technology	IT Support (quarterly)	£0.00												£0.00
Apollo Technology	Cloud Back-up (quarterly)	£0.00												£0.00
Apollo Technology	G-Suite (Quarterly)	£0.00												£0.00
Apollo Technology	Wireless Cloud Controller	£0.00												£0.00
Avon Pension Fund	Superannuation	£835.82												£835.82
GPS Telecoms (DD)	Telephone and broadband	£66.49												£66.49
Greensward	Grounds maintenance	£1,951.58												£1,951.58
HMRC	PAYE and NI	£271.88												£271.88
Oval Commercial (SO)	Office Rental	£489.75												£489.75
Oval Commercial	Use of Boardroom	£0.00												£0.00
Net Salaries (and expenses)	Office staff	£2,694.63												£2,694.63
Public Works Loans Board (DD)	Westhill Play Area	£0.00												£0.00
Ricoh	Photocopier	£0.00												£0.00
Southern Electric	NH Pavilion	£0.00												£0.00
Southern Electric	Christmas Tree	£0.00												£0.00
Total Gas & Power	NH Pavilion	£0.00												£0.00
Water2Business (DD)	Auto-watering systems	£0.00												£0.00
Water2Business (DD)	NH Pavilion	£0.00												£0.00
	Monthly Total	£6,310.15	£0.00	£0.00	£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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