

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 22nd February 2017 commencing at 7.00pm

Present: Cllr Wilkinson (Chair), Cllrs K Docherty and P Williams.

Absent: Cllrs D Cooper, G Fuller, R Hopkins and L Mansell.

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

106. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs D Cooper, R Hopkins, L Mansell and E Jackson.

107. DECLARATIONS OF INTEREST

There were no declarations of interest.

108. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 18th January 2017 be agreed and signed as a correct record.

109. MONTHLY ACCOUNTS

Resolved:

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

110. 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 schedule of payments for February be agreed (attached as Appendices 1-2) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly.

111. 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.

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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.

112. EARMARKED RESERVES

Resolved: a) that funds be transferred as proposed to EMRs 321, 323, 324, 325, 327, 328, 329, 330, 315;
b) that two new EMRs be created for CCTV and Community Centre;
c) to recommend for approval of full Council that surplus funds from the 2016-17 budget be transferred into the new Community Centre EMR instead of into the Rolling Capital Reserve as in previous years.

113. INTERNAL AUDIT 2016-17

The engagement letter and the comments of the Internal Auditor on the interim audit summary were noted. The office staff were thanked for their work.

114. REVIEW OF COMPLIANCE WITH THE TRANSPARENCY CODE

The actions required for compliance with the code were noted and approved.

Resolved: that all actions required for full compliance with the Code as detailed in the report should be undertaken, including the creation of a specific webpage within the Parish Council website.

115. LANDSCAPE CONTRACT 2017-2020

It was agreed that Greensward Sports Consultancy had carried out an excellent job during the year and would be retained for the remainder of the four year contract.

116. 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.

117. INSURANCE

The quotes were discussed. Although there was one quote cheaper than the one chosen it was noted that this insurer was not able to offer the level of Fidelity Guarantee required by the Parish Council.

Resolved: that the quote from Zurich for £2322.51 with a policy excess of £100 be accepted.

118. The meeting was reopened.

119. BIG LOCAL

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It was noted that the Parish Council was still acting as LTO for Big Local and it was asked that the decision to withdraw from this role be pursued. A meeting with Big Local would be arranged and reported back at the next meeting.

The meeting closed at 7.25pm.

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APPENDIX 1

Schedule of invoices for payment in FEBRUARY							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
16/01/2017	Lamps & Tubes	Final 25% for removal of decorations on lampposts	4223/202	B#581	£697.50	£139.50	£837.00
26/01/2017	Pipeline Service Ltd	Installation of water boxes at Jubilee Green, Ruskin Road and Elm Tree Avenue	4916/199	B#583	£3,776.00	£755.50	£4,531.20
24/01/82017	C&R Fencing	Replacement fence from Fosseyway to Norwest Bowls Club	4917/199	B#584	£5,719.00	£1,143.80	£6,862.80
27/01/2017	Fireshield	Fire extinguisher service at NH Pavilion	4018/1	B#585	£39.75	£7.95	£47.70
27/01/2017	Greensward	hedge cutting at Westhill Rec	4062/307	B#582	£110.00	£22.00	£132.00
31/01/2017	GM Engineering	Anchor bolts for hanging basket brackets	4224/202	B#587	£150.00	£30.00	£180.00
30/01/2017	Viking	stationary and stamps	4023 & 4022 / 1	B#589	£196.98	£11.30	£208.28
31/01/2017	Viking	stationary	4023/1	B#589	£17.99	£3.60	£21.59
31/01/2017	DLP Planning	monthly fee in respect of Feasibility study for community centre	4206/202	B#591	£2,000.00	£400.00	£2,400.00
06/02/2017	C&R Fencing	Fencing around the tennis courts	4913/199	B#584	£13,284.00	£2,656.00	£15,940.80
07/02/2017	SWALLOW	Hire of meeting room Dec, Jan, Feb	4131/101	B#593	£30.00	£0.00	£30.00
08/02/2017	Pipeline Service Ltd	New cabinet at hanging basket tree	4916/199	B#583	£950.00	£190.00	£1,140.00
10/02/2017	Ignyte Media	Warbler - Spring edition	4212/202	B#599	£1,000.00	£200.00	£1,200.00
08/02/2017	Bristol Wessex Water	Water bill - allotments (re-charged to WAGS)	4012/202	B#601	£129.02	£0.00	£129.02
31/01/2017	Westfield Methodist Church	Hire of hall for youth café - taken from grant to YouthConnect	4203/202	B#602	£380.00	£0.00	£380.00
22/02/2017	IAC	Internal Audit - visit 1	4057/1	B#606	£225.00	£45.00	£270.00
						TOTAL	£34,310.39
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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APPENDIX 2

BIG LOCAL: Schedule of invoices for payment in FEBRUARY

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)**
01/02/2017	Oval Commercial	Office rent - February	580/0	B#590	£467.28
01/02/2017	Oval Commercial	Boardroom use - January	580/0	B#590	£24.00
16/02/2017	Rob Wicke	Community Worker Dec/Jan	580/0	B#604	£2,025.00
21/02/2017	Sarah Westell	Plan Ccoordinator Dec/Jan	580/0	B#603	£900.00
				TOTAL	£3,416.28

** VAT cannot be claimed on Big Local payments

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APPENDIX 3

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	£0.00	£286.75	£0.00	£0.00	£286.75	
Apollo Technology	Remote Back-up (quarterly)	£0.00	£90.00	£0.00	£0.00	£90.00	£0.00	£0.00	£108.00	£0.00	£0.00	£108.00	
Apollo Technology	Hosted excahnge	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	
Apollo Technology	Wireless access controller	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.97	
Avon Pension Fund	Office staff	£1,170.92	£1,170.92	£1,170.92	£1,200.64	£1,178.37	£1,178.37	£1,178.37	£1,261.31	£1,188.72	£1,188.72	£1,188.72	
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£301.62	£0.00	£0.00	£0.00	£0.00	£171.62	
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£23.95	£0.00	£0.00	£26.08	£0.00	£0.00	£0.00	£0.00	£24.05	
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£26.30	£0.00	£66.30	£0.00	£0.00	£0.00	£0.00	£0.00	£23.79	
First Office	Photocopier & Maintenance	£0.00	£206.01	£0.00	£0.00	£197.56	£0.00	£0.00	£202.33	£0.00	£0.00	£231.20	
GPS Telecoms (DD)	Office phone and fax	£26.36	£26.27	£26.97	£28.69	£27.04	£26.00	£26.69	£26.52	£27.82	£25.34	£25.18	
Greensward	Ground maintenance	£0.00	£1,834.73	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£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	£242.82	£305.83	£247.97	£247.77	£247.77	
KCOM (was Eclipse) (DD)	Broadband	£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	£486.45	£486.45	
Oval Commercial	Use of Boardroom	£0.00	£60.00	£80.00	£0.00	£120.00	£0.00	£60.00	£60.00	£60.00	£48.00	£0.00	
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	
Salaries (and expenses)	Office staff	£2,321.59	£2,320.34	£2,311.34	£2,395.42	£2,332.95	£2,332.75	£2,332.95	£2,601.22	£2,366.22	£2,387.67	£2,388.79	
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67	£0.00	£98.47	£0.00	£0.00	£93.90	£0.00	£0.00	£0.00	
Southern Electric	Christmas Tree Lights	£1.27	£0.00	£18.78	£0.00	£0.00	£18.78	£0.00	£0.00	£20.43	£0.00	£0.00	
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.44	£0.00	£0.00	£0.00	£0.00	£0.00	£6.16	£0.00	£0.00	£0.00	
Total		£4,278.17	£6,753.69	£6,344.73	£9,931.79	£6,996.08	£6,482.44	£6,196.65	£7,307.84	£6,266.98	£9,940.04	£7,057.66	£0.00
This amount plus one off payments													
Highlight if over £5000 as this requires full Parish Council approval													
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