

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office, St Peters Business Park, Westfield on Wednesday 22nd January 2020

Present: Cllr Philip Wilkinson (Chair) and Cllrs Diana Cooper, Geoff Fuller and Ron Hopkins.

Absent: Cllrs Robin Moss, Bryan Wallbridge and Patricia Williams

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

The meeting opened at 7.00pm.

87. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Patricia Williams and Robin Moss.

88. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

89. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 11th December 2019 be agreed and signed as a correct record.

90. BUDGET VARIATION UPDATE

The variances to 31st December were noted.

91. MONTHLY ACCOUNTS

Resolved:

- a)** that the December monthly statement for the Current Account be agreed;
- b)** that the December monthly statement for the Corporate Treasury account be agreed;
- c)** that the December monthly statement for the Business Savings account be agreed and that the current rate of interest (1.05%) be noted;
- d)** that the summary of debit card (Appendix 1) transactions since the last meeting be agreed (there were no petty cash transactions since the last meeting).

92. VERIFICATION OF BANK RECONCILIATIONS

As there had been no non-signatory present to verify the bank statements this task would be taken forward and verified at the next meeting.

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93. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

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

It was noted that the actual cost of the defibrillators was less than the cost quoted which meant that there was £350 remaining of the grant donated by Waterside Carnival Club. There was an ongoing discussion with Waterside Carnival Club as to whether the grant should be returned or used to fund another defibrillator. Further details to be reported when decided.

Resolved: that the schedule of payments due be agreed (attached as Appendix 2) and that the BACS authorisation sheet be signed within the meeting accordingly.

94. 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 3) and that the BACS authorisation sheet be signed within the meeting accordingly.

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

The balance of funds received and spent was noted.

96. LIGHTS ON THE PIT PATH

There had not yet been an indication of any s106 funds available. £8000 had been budgeted towards this project in the 2020/21 budget. It was asked that a meeting be arranged with Gary Peacock, Deputy Group Manager- Highways & Traffic, to discuss in more detail. The total cost of the works would be £32,000, to include re-designation of the footpath from the disused bottom path to the new tarmac path and a comprehensive system of lighting from Shakespeare Road along the new footpath and down the Pit Path as far as the border with Midsomer Norton. It was asked that this item be passed back to E&D for further discussion.

97. INTERIM INTERNAL AUDIT REPORT

The report was discussed and the following actions were discussed/reported:

- a) the Financial Regulations had been reviewed and amended and would be presented to F&P for approval of the amendments;
- b) as part of the review of the Financial Regulations, guidance had been added on use of the debit card, this guidance had also been recorded in the Financial Risk Assessment;
- c) the review of risk (minute 99) would be passed to Parish Council for approval;
- d) the fees for stalls were discussed and agreed (resolved below);
- e) Petty cash – it was suggested that the Financial Regulations be amended to state “up to £250 cash”. The advice of the Internal Auditor had been sought on the suitability of this change.

Resolved: that the fees for stalls at Fun Day be set as follows:

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- £15 for traders
- £20 for catering
- £0 for charities

and that these costs be added to the list of Fees and Charges to be reviewed annually;

98. BUDGET AND PRECEPT 2020-21

The budget required no further amendments and was approved.

There was discussion of the precept and the options for management of the general reserve. The committee had previously increased the provision of the general reserve to ensure that it equalled 4 months net expenditure. This decision had been made to mitigate the reduction in council tax grant from B&NES, which had now reduced to 0 (2019/20) and was unlikely to be reintroduced. The committee therefore agreed that it was acceptable to readjust the requirement of the general reserve to equal at least 3 months net expenditure, as recommended by NALC.

The Committee was keen to maintain the current general reserve and avoid using reserves to fund the budget. It was noted that small increases year on year would mitigate against a large increase in the future and with the decrease in available government grants and the increase in the expectations of Parish Councils, (having taken on the cost of youth provision and of some additional grass cutting this year), it was agreed that a small increase in the precept would be prudent.

A number of changes were suggested to the wording of the precept leaflet. It was also agreed that if confirmation of the funding from Big Local for the gym equipment had not been received by the time of going to print this item would be removed from the leaflet.

- Resolved:**
- a) to recommend the budget, with no further changes, for approval by Parish Council;
 - b) to recommend to Parish Council a precept figure of £207,100 for 2020/21 which would ensure that the Council did not need to use any of its general reserve to fund budgeted expenditure. The recommended precept represented a 6.89% / £7.06 per annum increase on a Band D council tax property;
 - c) to recommend to Parish Council the Precept Leaflet as amended.

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99. FINANCIAL RISK MANAGEMENT 2020

The four documents were reviewed.

Resolved: to recommend to Parish Council the strategy document, Risk Assessment, Review of the Insurance Schedule and LCRS report.

100. FUNDING THE WESTHILL PAVILION

The funding report and additional options were discussed including the possibility of crowdfunding and of reopening discussions with Westhill Club about the club building.

Resolved: a) to arrange a meeting with the two football clubs that use the ground to discuss any avenues they may have for raising funds;
b) to arrange a meeting with Ward Councillors Moss and Jackson to discuss any funds that might be arranged from B&NES.

101. FESTIVE LIGHTS ON LAMPOSTS

There had been great feedback on the current display. It was reported that some of the columns that appeared to have the facility for festive lights had not had decorations on them, this would be investigated next year. Cllr Hopkins had passed on some information on festive lights contracts from the Local Councils Expo.

102. 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.

103. AAT TRAINING

The Finance Officer was congratulated on successful completion of AAT Level 3 and the offer of funding progression to Level 4 was reconfirmed. This is a huge achievement and the Committee recognised the skill and dedication brought to the role.

Resolved: to increase the pay scale of the Finance Officer from SP13 to SP14 with effect from January 2020.

The meeting closed at 8.20pm.

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APPENDIX 1

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY							
		Report for F&P - January					
		SHEET	2019-20 - 10				
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Premises Maintenance 4038/308
DC69	08/01/2020	Wolseley.co.uk	Boiler thermometer for Pavilion	£38.03			
			TOTAL (NET)	£31.69	£0.00	£0.00	£0.00
			VAT:	£6.34			
			TOTAL (Gros)	£38.03			

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APPENDIX 2

Schedule of payments in JANUARY					
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net
12/12/2019	St John Ambulance	First Aid cover for Xmas Lights	4223/202	B#1422	£
18/12/2019	GB Sport & Leisure	Repairs to springy toy at Westhill	4062/307	B#1423	£3
22/01/2020	Apollo Technology	Balance of payment for installation of G-Suite	4027/1	B#1421	£
01/01/2020	GPS Telecoms	Installation of fibre broadband line	4021/1	DD	£1
07/01/2020	Greensward	repair to NH car park fence	4062/308	B#1424	£
		fix wire between WH Rec and small patch of B&NES land	4062/307		£2
		Repairs to springy toy at NH play area	4062/308		£
		remove build up of moss in children's play area and tennis court	4062/308		£4
19/12/2019	WCS Services Ltd	Legionella Risk Assessment audit	4018/1	B#1426	£4
06/01/2020	Lamps and Tubes	Lamps & Tubes Illuminations	4223/202	B#1427	£1.1
07/01/2020	Total Gas & Power	Boiler at NH pavilion	4015/308	B#1429	
08/01/2020	Youth Connect SW	Delivery of youth work Jan-March 2020	4237/202	B#1428	£3.4
05/01/2020	A F Denning Ltd	Install and take down Xmas trees	4223/202	B#1430	£1.0
07/01/2020	NALC	Local Councils Award Scheme registration fee	4024/1	B#1438	£
09/12/2019	Somer Valley Tree Services	tree works at Norton Hill	4062/308	B#1437	£7
10/01/2020	IAC	Internal Audit visit 1	4057/1	B#1439	£2
15/01/2020	Fireshield	Fire extinguisher service	4018/1	B#1440	£
20/01/2020	A F Denning Ltd	PAT testing	4018/1	B#1430	£
17/01/2020	B&NES	Tree works at May Tree Road	4225/202	B#1441	£7
15/01/2020	Trinity Methodist Church	Hall for youth sessions	4237/202	B#1442	£2
14/01/2020	Community Heartbeat Trust	2 new defibrillators	4231/202	B#1443	£3.4
This amount plus regular scheduled monthly payment					
Added since agenda was distributed					
Highlight if over £5000 as this requires full Parish Council approval					alr

APPENDIX 3

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Schedule of regular payments 2019-20 *amounts are all NET*)

Supplier	Details	April	May	June	July	August	September	October	November	December	January
Apollo Technology	IT Support (quarterly)	£0.00	£0.00	£0.00	£0.00	£573.48	£0.00	£0.00	£286.74	£0.00	£0.00
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£0.00	£0.00	£0.00	£302.40	£0.00	£0.00	£151.20	£0.00	£0.00
Apollo Technology	Hosted exchange / G-Suite	£0.00	£0.00	£386.40	£0.00	£0.00	£0.00	£386.40	£0.00	£0.00	£0.00
Apollo Technology	Wireless Cloud Controller	£0.00	£0.00	£0.00	£0.00	£11.94	£0.00	£0.00	£5.97	£0.00	£0.00
Avon Pension Fund	Superannuation	£659.97	£659.97	£659.97	£659.97	£659.97	£659.97	£659.97	£782.08	£675.22	£675.22
GPS Telecoms (DD)	Office phone and fax	£31.54	£30.42	£32.25	£32.37	£30.73	£31.11	£30.36	£31.47	£31.54	£31.54
Greensward	Ground maintenance	£1,886.65	£1,951.62	£1,951.62	£1,951.54	£1,951.58	£1,951.58	£1,951.58	£1,951.58	£1,951.58	£1,951.58
HMRC	PAYE and NI	£268.39	£268.79	£268.79	£268.79	£268.79	£268.79	£268.79	£490.41	£296.50	£296.50
KCOM (DD)	Broadband	£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	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75
Oval Commercial	Use of Boardroom	£60.00	£60.00	£60.00	£60.00	£60.00	£0.00	£60.00	£60.00	£60.00	£60.00
Net Salaries (and expenses)	Office staff	£2,643.52	£2,630.57	£2,613.12	£2,613.12	£2,616.72	£2,616.27	£2,613.12	£2,979.22	£2,658.87	£2,658.87
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,886.72	£0.00	£0.00	£0.00	£0.00	£0.00	£3,886.72
Ricoh	Photocopier & Maintenance	£180.50	£0.00	£0.00	£0.00	£175.56	£0.00	£166.82	£0.00	£0.00	£0.00
Southern Electric	NH Pavilion	£0.00	£0.00	£154.14	£0.00	£152.97	£0.00	£0.00	£0.00	£0.00	£82.33
Southern Electric	Christmas Tree	£0.00	£1.87	£18.78	£0.00	£18.78	£0.00	£0.00	£0.00	£24.09	£0.00
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£235.06	£0.00	£0.00	£0.00	£0.00	£0.00
Total		£6,240.27	£6,112.94	£6,654.77	£9,782.21	£7,567.68	£6,037.42	£6,646.74	£7,248.37	£6,125.17	£10,125.17
This amount plus one off payments											
Highlight if over £5000 as this requires full Parish Council approval added since agenda was distributed											third

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