

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 22nd May 2019 commencing at 7.00pm

Present: Cllr Patricia Williams (Chair) and Cllrs Diana Cooper, Geoff Fuller and Ron Hopkins

Absent: Cllrs Philip Wilkinson, Robin Moss

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

The meeting opened at 7.00pm.

1. ELECTION OF CHAIR OF THE COMMITTEE

Cllr Wilkinson was proposed and agreed as Chair of the Committee for 2019-20.

2. ELECTION OF VICE-CHAIR OF THE COMMITTEE

Cllr Williams was proposed and agreed as Vice-Chair of the Committee for 2019-20.

3. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Philip Wilkinson, Robin Moss and Eleanor Jackson.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest or requests for dispensation.

5. GRANTS SUB-COMMITTEE

Resolved: that Councillors Wilkinson, Williams, Cooper and Fuller form the Grants Sub-Committee to meet to review the Grants Criteria and report back.

6. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 17th April 2019 be agreed and signed as a correct record.

7. MONTHLY ACCOUNTS

Resolved: a) that the April monthly statement for the Current Account be agreed;
b) that the April monthly statement for the Corporate Treasury account be agreed;

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Westfield Parish Council

- c) that the April monthly statement for the Business Savings account be agreed and that the current rate of interest (1.06%) be noted;
- d) that the summaries of petty cash (Appendix 1) and debit card (Appendix 2) transactions since the last meeting be agreed.

8. EARMARKED RESERVES

The year-end transfer of £10,000 to the Rolling Capital Reserve was noted.

9. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2018-19

The Annual Governance Statement and Accounting Statements were considered.

Resolved: to recommend the Annual Governance And Accountability Return 2018-19 to Parish Council for approval.

10. YEAR-END SUMMARY OF ACCOUNTS

Resolved: that the summary of accounts for 2018-19 be recommended to Parish Council for approval.

11. 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.

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.

12. 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.

13. FESTIVE LIGHTS UPDATE

- Resolved:**
- a) that enquiries be made into the possibility of modifying the additional two lamp columns.
 - b) that the two festive lights closest to Charlton Road should remain whether or not the gap is filled in.

The meeting closed at 7.25pm.

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APPENDIX 2

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY													
		MONTH	April										
		SHEET	2019-20 - 1										
REF	DATE	SUPPLIER	DETAILS	TOTAL	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	Hospitality 4131/101
DC40	17/04/2019	Moneysoft	Licence renewal	£81.60			£68.00						
DC41	23/04/2019	Amazon	Gold rosette for Dog Show	£4.50								£4.50	
DC42	23/04/2019	Ebay	Dog show rosettes and hi-viz vests	£40.50								£40.50	
			TOTAL (NET)	£113.00	£0.00	£0.00	£68.00	£0.00	£0.00	£0.00	£0.00	£45.00	£0.00
			VAT:	£13.60			£13.60						
			TOTAL (Gros)	£126.60									

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APPENDIX 3

Schedule of payments in MAY							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
24/04/2019	Sutcliffe Play	Playzone installation at Westhill Play Area	4064/307	B#1261	£15,911.00	£3,182.21	£19,093.21
02/06/2019	J M Glorie	Fairground Organ for Fun Day	4232/202	200971	£120.00	£0.00	£120.00
15/04/2019	John Hill Eledctrical	Realign flood light at NortonHill Rec	4062/308	B#1263	£55.00	£11.00	£66.00
29/04/2019	Ignyte Ltd	Westfield Warbler Summer Edition	4212/102	B#1262	£1,000.00	£200.00	£1,200.00
18/02/2019	Danny Donkey & Pals	Donkeys for Fun Day	4232/202	B#1264	£200.00	£0.00	£200.00
30/04/2019	WCS Group	Legionella log book	4012/308	B#1265	£60.00	£12.00	£72.00
30/04/2019	DCK Accounting Solutions	Year-end closedown	4058/1	B#1269	£215.95	£43.19	£259.14
07/05/2019	Nicole Woolridge	Princess for Fun Day	4232/202	B#1268	£80.00	£0.00	£80.00
07/05/2019	Robert Wilkinson	Delivery of Westfield Warbler	4212/202	B#1267	£300.00	£0.00	£300.00
06/03/2019	Zurich Municipal	Addition of cover for grass areas in Waterford Park	4025/1	B#1271	£168.05	£0.00	£168.05
10/05/2019	Plantscape	4 x hanging basket trees	4916/199	B#1277	£2,450.00	£490.00	£2,940.00
13/05/2019	Police & Crime Commissioner	Grant to Police for Road Safety and ASB project	4203/202	B#1278	£1,250.00	£0.00	£1,250.00
22/05/2019	B&NES	Streetworks Licence for work to install new hanging basket trees	4916/199	card payment	£400.00	£0.00	£400.00
22/05/2019	Shaun Rogers Fun Fairs	Return of Fun Fair bond	1019/603	0000017	£1,300.00	£0.00	£1,300.00
21/05/2019	North Somerset Samba	Fun Day performance	4232/202	B#1281	£350.00	£0.00	£350.00
17/05/2019	Lazy Days Landscaping	Clear allotment site at Larch Court	4043/303	B#1279	£3,900.00	£780.00	£4,680.00
17/05/2019	Kelvin Hawkins	Adjust water temp at Pavilion	4012/308	B#1280	£35.00	£7.00	£42.00
						TOTAL	£32,520.40
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 4

Schedule of regular payments 2019-20 *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	£0.00											£0.00
Apollo Technology	Remote Back-up (quarterly)	£0.00	£0.00											£0.00
Apollo Technology	Hosted exchange	£0.00	£0.00											£0.00
Apollo Technology	Wireless Cloud Controller	£0.00	£0.00											£0.00
Avon Pension Fund	Superannuation	£659.97	£659.97											£1,319.94
GPS Telecoms (DD)	Office phone and fax	£31.54	£30.42											£61.96
Greensward	Ground maintenance	£1,886.65	£1,951.62											£3,838.27
HMRC	PAYE and NI	£268.39	£268.79											£537.18
KCOM (DD)	Broadband	£19.95	£19.95											£39.90
Oval Commercial (SO)	Office Rental	£489.75	£489.75											£979.50
Oval Commercial	Use of Boardroom	£60.00	£60.00											£120.00
Net Salaries (and expenses)	Office staff	£2,643.52	£2,630.57											£5,274.09
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00											£0.00
Ricoh	Photocopier & Maintenance	£180.50	£0.00											£180.50
Southern Electric	NH Pavilion	£0.00	£0.00											£0.00
Southern Electric	Christmas Tree	£0.00	£1.87											£1.87
Water2Business (DD)	NH Pavilion	£0.00	£0.00											£0.00
Total		£6,240.27	£6,112.94	£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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