

WESTFIELD PARISH COUNCIL

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

Present: Cllr P Wilkinson (Chair), and Cllrs Diana Cooper, Ron Hopkins,
Lesley Mansell and Pat Williams

Absent: Cllrs K Docherty, G Fuller and E Jackson

In Attendance: Lesley Welch (Parish Clerk)

The meeting opened at 7pm

75. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs G Fuller and E Jackson.

76. DECLARATIONS OF INTEREST

Cllr Hopkins declared an interest in item 12 Big Local Sugar Smart Agreement.

77. MINUTES

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

78. MONTHLY ACCOUNTS

Resolved:

- a) that the October monthly statements for the Current Account be agreed;
- b) that the October monthly statements for the Corporate Treasury account be agreed;
- c) that the October monthly statements for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest sheet for November be agreed.
- e) that next year the British Legion be contacted to ensure the Remembrance wreaths are named for the Parish Council.

79. 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 October be agreed (attached as Appendices 1-2) and that the BACS authorisation sheets and cheques be signed, within the meeting, accordingly.

80. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS

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Signed Dated

Westfield Parish Council

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 and cheques be signed within the meeting accordingly.

81. BUDGET 2018-19

The Committee discussed the draft budget and several areas were highlighted as awaiting more detailed costs, such as auto watering systems, grass cutting, further devolved services from BANES and salaries.

Resolved: To put the budget to the Parish Council in December for agreement in principle pending the tax base and precept calculation and any later information on devolved services.

82. FIXED RATE SAVINGS

The Committee discussed the fixed rates savings which mature on 1st December and balanced the information provided against the risks.

Resolved: To put the funding back into a Nationwide Business Fixed Rate account for six months and to add a further £10,000 to reach the FSCS limit.

83. ALTERNATIVES TO PETTY CASH

The Committee discussed the alternatives to Petty Cash now that the Co op bank is stopping the cheque encashment service. In particular the controls on a debit card system were examined.

Resolved: To apply for one Co op Debit Card with the following controls:

- The current account is held with an on-going “buffer” balance of £10,000 and is topped up ahead of any payments being made. Therefore the liability to the Parish Council of a debit card holder is up to £10,000 as the card holder would not have access to the Parish Council savings accounts via the debit card.
- Parish Council insurance covers fidelity guarantee up to £500,000.
- References are taken up on all employees prior to employment.
- Card spending would be reported to Parish Council as per petty cash spending and would form part of the monthly bank reconciliation checks by balancing the point of sale items on the bank statement against the list of debit card spending submitted to Committee.
- Cash withdrawals would be limited to topping up the petty cash balance as agreed at F&P (currently done by cheque) and to occasional petty cash issues ahead of an event such as Fun Day also to be agreed at F&P as is already the case.

84. STANDING ORDERS, DIRECT DEBITS AND BACS PAYMENTS

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The report on standing orders and direct debits was noted and approved. It was reported that the facility for faxing lists of BACS payment requests to the bank would be withdrawn from January 2017.

Resolved: to continue with BACS payments but investigate procedures for online banking and the controls required.

85. 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 items 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.

With the agreement of the Committee, item 13 Office Rental was moved up the agenda.

86. OFFICE RENTAL

The Committee received a comparison of four local offices and considered the factors influencing a move to a new office in terms of rent, utilities, services, meeting space, kitchen.

RESOLVED To remain in the current office and take the five year term at £489.75pcm.

87. BUSINESS RATES

RESOLVED To accept the proposal from Oval Homes to resolve the issue on the rates payable with a reduction in the rent payments of 50% of the rates we have been charged on the Pavilion for five years.

88. BIG LOCAL SUGAR SMART AGREEMENT

Cllr Hopkins updated the Committee on the progress of the Big Local becoming a CIC and the target for CFH to take over as LTO within five working days of the CIC being formed. This was expected to be in the second week of January.

Resolved: that the Sugar Smart agreement be signed on behalf of the LTO.

89. FLOWERS IN PUBLIC PLACES 2018

Resolved: To accept the quotation from Rob Wicke to deliver the Flowers in Public Places contract in 2018/19 in the amount of £4,630.

The meeting closed at 7.45pm.

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Signed Dated

APPENDIX 1

Schedule of payments in NOVEMBER

Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
31/10/2017	Greensward	Additional cut of privet hedge at Norton Hill Rec	4062/307	B#806	£425.00	£85.00	£510.00
01/11/2017	Ignyte	Warbler Winter edition	4212/202	B#808	£1,000.00	£200.00	£1,200.00
09/11/2017	SWALLOW	Chairman's Grant	4101/102	200954	£100.00	£0.00	£100.00
09/11/2017	Teddy Bear Nursery	Chairman's Grant	4101/102	200955	£100.00	£0.00	£100.00
09/11/2017	Trinity Methodist Church	Chairman's Grant	4101/102	200956	£200.00	£0.00	£200.00
09/11/2017	PEOPLE	Chairman's Grant	4101/102	200957	£100.00	£0.00	£100.00
09/11/2017	St Peter's Church	Chairman's Grant	4101/102	200958	£100.00	£0.00	£100.00
09/11/2017	Carers' Centre B&NES	Westfield PC grant	4203/202	B#814	£1,000.00	£0.00	£1,000.00
09/11/2017	MSN and Radstock Silver Band	Westfield PC grant	4203/202	B#815	£1,000.00	£0.00	£1,000.00
09/11/2017	PEOPLE	Westfield PC grant	4203/202	B#816	£1,000.00	£0.00	£1,000.00
09/11/2017	Royal British Legion	Poppy wreaths for remembrance	4203/202	200953	£37.00	£0.00	£37.00
09/11/2017	St Nicholas Church	Westfield PC grant	4203/202	B#817	£2,000.00	£0.00	£2,000.00
09/11/2017	SWALLOW	Westfield PC grant	4203/202	B#818	£1,000.00	£0.00	£1,000.00
09/11/2017	SWAN Advice Network	Westfield PC grant	4203/202	B#819	£1,000.00	£0.00	£1,000.00
09/11/2017	Teddy Bear Nursery	Westfield PC grant	4203/202	B#820	£1,000.00	£0.00	£1,000.00
09/11/2017	The Community Bus	Westfield PC grant	4203/202	B#821	£1,000.00	£0.00	£1,000.00
09/11/2017	WofE MS Therapy Centre	Westfield PC grant	4203/202	B#822	£200.00	£0.00	£200.00
09/11/2017	Trinity Girls Brigade	Westfield PC grant	4203/202	B#823	£580.00	£0.00	£580.00
09/11/2017	WPA	Westfield PC grant	4203/202	B#824	£1,177.75	£0.00	£1,177.75
09/11/2017	Westfield Allotments and Ga	Westfield PC grant	4203/202	B#825	£602.06	£0.00	£602.06
09/11/2017	Westfield Ladies Choir	Westfield PC grant	4203/202	B#826	£850.00	£0.00	£850.00
09/11/2017	WISH	Westfield PC grant	4203/202	B#827	£1,000.00	£0.00	£1,000.00
09/11/2017	Land Registry	Title search for Birch Road planting	4224/202	200959	£28.00	£0.00	£28.00
31/10/2017	Grant Thornton	Annual Return fee	4056/1	B#832	£600.00	£120.00	£720.00
31/10/2017	C&R Fencing	Gate repairs at NH Play Area	4062/308	B#831	£295.00	£59.00	£354.00
05/11/2017	Argos	panel sides for gazebos	4036/1	B#829	£48.48	£9.70	£58.18
31/10/2017	Lidl - expenses to T Stephens	refreshments for xmas lights switch-on	4223/202	B#833	£37.11	£3.28	£40.39
14/11/2017	Expenses to T Stephens	personal alarm for office	4036/1	B#833	£6.20	£0.65	£6.85

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15/11/2017	Trainline - expenses to T Stephens	Travel to London for Press Writing training	4008/1	B#833	£99.96	£0.00	£99.96
15/11/2017	Bob Wilkinson	Delivery of Warbler - Winter edition	4212/202	B#834	£300.00	£0.00	£300.00
17/11/2017	BPP Education	Finance Officer AAT exam 4	4005/1	B#837	£75.17	£5.83	£81.00
13/11/2017	Viking	paper	4023/1	B#838	£37.90	£7.58	£45.48
07/11/2017	Lazy Days Landscaping	Paving around the Christmas tree	4224/202	B#839	£1,780.00	£356.00	£2,136.00
						TOTAL	£19,626.67
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 NOVEMBER

*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	Chq no	Total (GROS)**
01/11/2017	Oval	Office rent November	B#830	£467.28
20/11/2017	Robert Wicke	Community Worker October/November	B#836	£2,310.00
	Sarah Westell	Programme Coordinator October/November	B#842	£900.00
10/11/2017	SWALLOW	Refreshments for Matt Leach meeting	B#328	£48.00
21/11/2017	Youth Connect	Young People's budget - 2 x first aid courses	B#840	£250.00
19/10/2017	A Seaman-Moss	Minute taker	B#841	£68.00
22/11/2017	Sarah Westell	Advance for purchase of fruit for human fruit machine at Westfield Xmas Lights	B#843	£40.00
			TOTAL	£4,083.28
<i>** VAT cannot be claimed on Big Local payments</i>				
Added since agenda was distributed				
Highlight if over £5000 as this requires full Parish Council approval				

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APPENDIX 3

Schedule of regular payments 2017-18 (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				
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00	£0.00	£0.00	£108.00	£0.00	£0.00	£108.00				
Apollo Technology	Hosted exchange	£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				
Avon Pension Fund	Office staff	£605.90	£605.90	£605.90	£605.90	£605.90	£605.90	£605.90	£670.72				
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£104.46	£0.00	£0.00	£0.00				
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£0.00	£0.00	£51.29	£0.00	£0.00	£0.00				
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£0.00	£22.57	£0.00	£0.00	£0.00	£0.00				
First Office	Photocopier & Maintenance	£0.00	£204.94	£0.00	£0.00	£297.58	£0.00	£231.09	£0.00				
GPS Telecoms (DD)	Office phone and fax	£27.96	£29.09	£29.77	£28.52	£29.24	£30.03	£28.78	£28.59				
Greensward	Ground maintenance	£1,834.57	£1,834.57	£1,834.73	£1,834.57	£1,834.73	£1,834.41	£1,834.41	£1,834.73				
HMRC	PAYE and NI	£244.17	£244.17	£244.37	£244.17	£244.17	£244.37	£244.17	£308.95				
KCOM (DD)	Broadband	£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				
Oval Commercial	Use of Boardroom	£0.00	£40.00	£60.00	£60.00	£40.00	£0.00	£60.00	£60.00				
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				
Net Salaries (and expenses)	Office staff	£2,439.12	£2,438.72	£2,410.36	£2,398.46	£2,398.46	£2,398.26	£2,398.46	£2,642.98				
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67	£0.00	£152.97	£0.00	£0.00	£0.00				
Southern Electric	Christmas Tree	£0.00	£0.00	£18.78	£0.00	£18.78	£0.00	£0.00	£0.00				
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00				
Total		£5,672.97	£6,313.39	£5,818.83	£9,402.16	£6,693.58	£5,634.22	£5,924.06	£6,461.97	£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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