

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 23rd January 2019 commencing at 7.00pm

- Present:** Cllr Philip Wilkinson (Chair) and Cllrs Diana Cooper, Geoff Fuller and Ron Hopkins
- Absent:** Cllrs Kevin Docherty, Lesley Mansell and Patricia Williams
- In Attendance:** Lesley Close (Parish Clerk)
Emily Merko (Finance Officer)

The meeting opened at 7.00pm

85. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Williams.

86. DECLARATIONS OF INTEREST

There were no declarations of interest.

87. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 12th December 2018 be agreed and signed as a correct record.

88. BUDGET VARIATION UPDATE

In accordance with Financial Regulation 4.8 the explanation of budget variances were noted and agreed.

89. 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 summaries of petty cash and debit card transactions since the last meeting be agreed.

90. VERIFICATION OF THE BANK STATEMENTS

As all members present were bank signatories it was not possible to complete this, it was agreed that these would be checked by a non-signatory at the next Parish Council meeting.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

91. 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 schedules of payments be agreed (attached as Appendices 1-4) and that the BACS, debit card and petty cash authorisation sheets be signed within the meeting accordingly.

92. 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 5) and that the BACS authorisation sheet be signed within the meeting accordingly.

93. CIL AND SECTION 106 FUNDS

There was no CIL income or expenditure to note. The Section 106 funds received and spending to date on the Larch Court allotments site was noted.

94. SALARY SCALES FROM APRIL 2019

Resolved: that the new salary scales as recommended by NALC be adopted from April 2019.

95. BUDGET AND PRECEPT

The budget and precept were discussed in detail. It was agreed that the Parish Council should not use reserves to fund expenditure and that when setting the precept consideration should be given to extra services which could be devolved to the Parish Council in future years.

It was noted that the Parish Council was still able to balance the accounts and maintain an adequate general reserve despite the complete removal of funding from central government.

The Committee commented on an excellent precept leaflet.

Resolved:

- a) that the outstanding EMR for Neighbourhood Plan be transferred to a new EMR for "Street Scene Maintenance" (to be approved by Parish Council);
- b) that any budget and general reserve surplus at year-end be paid into the Rolling Capital Reserve;
- c) that £5000 budgeted for Rolling Capital Reserve (4990/199) be removed from the draft budget;
- d) that the budget for Westfield Fun Day (Community Projects 4232/202) be increased to £5000;
- e) to recommend the budget, amended as above, for approval by Parish Council;
- f) to recommend to Parish Council a precept figure of £198650 for 2019/20 which represents a 3.51% / £3.47 per annum increase on a Band D council tax property;

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Westfield Parish Council

c) to recommend to Parish Council the Precept Leaflet.

96. FIXED ASSETS

The list at January 2019 was reviewed and approved.

97. FINANCIAL RISK MANAGEMENT

The Committee received and considered the strategy document, the Financial Risk Management Report and the Annual Review of the Insurance Schedule.

Resolved: to agree the documents and review again in 12 months' time.

The meeting closed at 7.55pm.

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APPENDIX 1

Schedule of payments in JANUARY							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
13/12/2018	Andy Green	Rub down, tidy and re-paint square planter	4224/202	200970	£50.00	£0.00	£50.00
04/01/2019	Greensward	Remove fort at Westhill	4064/307	B1169	£580.00	£116.00	£696.00
		Install new benches at Westhill	4062/307		£165.00	£33.00	£198.00
		Play area remedial works - Westhill	4062/308		£560.00	£112.00	£672.00
05/01/2019	Trinity Methodist Church	Youth sessions Oct-Dec	4023/202 & 4237/202	B1170	£225.00	£0.00	£225.00
23/01/2019	SWALLOW	Chair's Allowance grant	4101/101	B1174	£100.00	£0.00	£100.00
23/01/2019	Teddy Bear Nursery	Chair's Allowance grant	4101/101	B1175	£100.00	£0.00	£100.00
23/01/2019	Trinity Methodist Church	Chair's Allowance grant	4101/101	B1176	£200.00	£0.00	£200.00
23/01/2019	PEOPLE	Chair's Allowance grant	4101/101	B1177	£100.00	£0.00	£100.00
23/01/2019	St Peter's Church	Chair's Allowance grant	4101/101	B1185	£100.00	£0.00	£100.00
09/01/2019	B&NES	Quarterly play area inspections for 2018-19	4065 / 307&308	B1178	£468.18	£93.64	£561.82
31/12/2018	A F Denning	Install & remove xmas trees and lights	4223/202	B1184	£900.00	£180.00	£1,080.00
11/01/2019	WCS Group	Pavilion chlorination & re-sample for legionelle (Sept 2018)	4062/308	B1188	£350.00	£70.00	£420.00
11/01/2019	Fireshield	Fire extinguisher service	4018/1	B1187	£88.70	£17.74	£106.44
10/01/2019	Ammerdown Estate	Christmas trees 2018	4223/202	B1186	£500.00	£0.00	£500.00
15/01/2019	B&NES	Tree inspections 2018	4018/1	B1190	£218.28	£43.66	£261.94
21/01/2019	WCS Group	Legionella sampling and logbook	4012/308	B1188	£115.00	£23.00	£138.00
18/01/2019	Permaframe	Balance of payment for replacement doors at Norwest Bowls Club	4038/308	B1192	£648.08	£129.62	£777.70
					TOTAL		£6,286.90
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval					already approved by Council		

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APPENDIX 2

BIG LOCAL: Schedule of invoices for payment in JANUARY

*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 (GROSS)
02/01/2019	Hope House Surgery	Sugar Smart grant	B1173	£498.74
21/12/2018	Youth Connect	Sugar Smart grant	B1172	£500.00
			TOTAL	£998.74

*** VAT cannot be claimed on Big Local payments as they are not VAT registered*

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APPENDIX 4

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY											
		Report for F&P - January									
		SHEET	2018-19 - 10								
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Premises Maintenance 4038/308	N/H maintenance 4062/308	W/H Maintenance 4062/307	Christmas 4223/202	Hospitality 4131/101
DC28	13/12/2018	Cash withdrawal	payment to Network Scouts for Xmas Lights marshalling	£200.00						£200.00	
DC30	20/12/2018	Permaframe	Deposit for door repair at Norwest Bowls Club	£255.00			£255.00				
			TOTAL (NET)	£455.00	£0.00	£0.00	£255.00	£0.00	£0.00	£200.00	£0.00
			VAT:	£0.00							
			TOTAL (Gros)	£455.00							

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APPENDIX 5

Schedule of regular payments 2018-19 *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	£286.75	£0.00	£0.00	£0.00	£286.75	£0.00	£0.00	£286.75	£0.00			£860.25
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00	£0.00	£0.00	£0.00	£108.00	£0.00	£0.00	£151.20	£0.00			£367.20
Apollo Technology	Hosted exchange	£16.35	£16.35	£16.35	£0.00	£16.35	£16.35	£16.35	£32.70	£16.35	£16.35			£163.50
Apollo Technology	Wireless Cloud Controller	£5.97	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.97	£0.00	£0.00			£11.94
Avon Pension Fund	Superannuation	£614.03	£614.03	£661.46	£629.83	£629.83	£629.83	£738.18	£645.31	£645.31	£645.31			£6,453.12
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£277.41	£0.00	£0.00	£0.00	£0.00			£277.41
Ricoh	Photocopier & Maintenance	£225.52	£0.00	£0.00	£227.46	£0.00	£0.00	£186.07	£0.00	£0.00	£182.49			£821.54
GPS Telecoms (DD)	Office phone and fax	£33.22	£31.31	£32.65	£31.33	£31.80	£29.56	£31.95	£32.26	£31.57	£31.49			£317.14
Greensward	Ground maintenance	£1,834.57	£1,834.73	£1,834.73	£1,834.41	£1,834.57	£1,834.57	£1,834.57	£1,990.81	£1,886.65	£1,886.65			£18,606.26
HMRC	PAYE and NI	£236.42	£236.42	£301.49	£255.18	£254.98	£255.18	£437.93	£276.62	£276.62	£276.62			£2,807.46
KCOM (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95			£199.50
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			£4,897.50
Oval Commercial	Use of Boardroom	£60.00	£60.00	£60.00	£60.00	£60.00	£0.00	£80.00	£93.00	£60.00	£60.00			£593.00
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			£7,373.44
Net Salaries (and expenses)	Office staff	£2,437.99	£2,442.49	£2,594.80	£2,508.37	£2,491.75	£2,491.55	£2,828.32	£2,595.05	£2,541.90	£2,608.95			£25,541.17
Southern Electric	NH Pavilion	£0.00	£0.00	£154.14	£0.00	£0.00	£155.77	£0.00	£0.00	£129.09	£0.00			£439.00
Southern Electric	Christmas Tree	£0.00	£0.00	£0.00	£19.99	£0.00	£18.78	£0.00	£0.00	£18.78	£0.00			£57.55
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00
Total		£5,973.77	£6,139.78	£6,165.32	£9,762.99	£5,828.98	£6,613.45	£6,663.07	£6,181.42	£6,553.92	£9,904.28	£0.00	£0.00	
This amount plus one off payments														
Highlight if over £5000 as this requires full Parish Council approval														
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