

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 23rd May 2018 commencing at 7.00pm

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

Absent: Cllrs Philip Wilkinson, Kevin Docherty, Geoff Fuller and Lesley Mansell

In Attendance: Emily Merko (Finance Officer)

The meeting opened at 7.05pm

1. ELECTION OF CHAIR OF THE COMMITTEE

Cllr Wilkinson was proposed and agreed as Chair of the Committee for 2018-19.

2. ELECTION OF VICE-CHAIR OF THE COMMITTEE

Cllr Williams was proposed and agreed as Vice-Chair of the Committee for 2018-19.

3. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs G Fuller, L Mansell and P Wilkinson.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 18th April 2018 be agreed and signed as a correct record.

6. MONTHLY ACCOUNTS

Resolved:

- a) that the April monthly statements for the Current Account be agreed;
- b) that the April monthly statements for the Corporate Treasury account be agreed;
- c) that the April monthly statements for the Fixed Rate Savings account be agreed;
- d) that the debit card summary sheets for April and May be agreed (attached as Appendices 1&2);
- e) that the petty cash imprest sheet for May be agreed (attached as Appendix 3).

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

7. FIXED RATE SAVINGS ACCOUNT

The report on options for savings was considered.

- Resolved:**
- a) that the savings be moved into a 95 Day Saver account with Nationwide at a current rate of 0.90% interest which will be paid monthly;
 - b) that the interest rate be monitored regularly and reported F&P as necessary.

8. EARMARKED RESERVES

The report on funds transferred to earmarked reserves at the end of 2017-18 was noted.

9. ANNUAL RETURN FOR 2017-18

Resolved: that the Annual Return figures be recommended to Parish Council for approval.

10. YEAR-END ACCOUNTS

Resolved: that the accounts for 2017-18 be recommended to Parish Council for approval.

11. INTERNAL AUDIT REPORT 2017-18

The report of the Internal Auditor was discussed and the points raised were noted for action.

12. 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 4&5) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

13. 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 6) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

14. GRANT FUNDING 2018-19

The timeline was approved.

15. WESTFIELD PRIMARY SCHOOL FANTASTIC FUTURES WEEK

The request for funding towards this project was discussed. It was asked that further information be sought to ascertain the amount of funds requested, the

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

amount of match-funding already held or promised, the total cost of the project and what the costs are for.

16. VALUATION OF BUILDINGS ASSETS

The Committee was concerned at the very highly valuation cost of the Pavilion and asked that this cost be broken down to show how the figure had been calculated.

17. SALARY SCALES FOR 2018-19

Resolved: that the salaries be increased in line with the NALC award notice and back-dated to April.

The meeting closed at 8.05pm

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 1

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Community Projects 4232/202	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Employment Services 4006/1	Hospitality 4131/101
DC6	05/04/2018	Co-op Bank	Fun Day petty cash	£200.00			£200.00						
DC7	19/04/2018	Moneysoft	Payroll Software Licence 2018-19	£78.00								£65.00	
DC8	19/04/2018	B&NES	TEN for Fun Day	£21.00			£21.00						
DC9	23/04/2018	Sainsbury	APM refreshments	£31.54									£27.70
			TOTAL (NET)	£313.70	£0.00	£0.00	£221.00	£0.00	£0.00	£0.00	£0.00	£65.00	£27.70
			VAT:	£2.84									£2.84
			TOTAL (Gros)	£330.54									

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 2

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY												
		MONTH	May									
		SHEET	2018-19 - 2									
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Community Projects 4232/202	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Hospitality 4131/101
DC10	01/05/2018	Amazon	Gold rosette for Scruffs Dog Show	£4.50			£4.50					
DC11	01/05/2018	Ebay	Rosettes for Scruffs Dog Show	£4.49			£4.49					
DC12	17/05/2018	Screwfix	Baterries for auto-water meters	£6.19					£5.16			
			TOTAL (NET)	£14.15	£0.00	£0.00	£8.99	£0.00	£5.16	£0.00	£0.00	£0.00
			VAT:	£1.03					£1.03			
			TOTAL (Gros)	£15.18								
<i>added since the agenda was circulated</i>												

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 4

Schedule of payments in MAY							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
18/04/2018	Danny Donkey & Pals	Donkeys for Fun Day - balance of payment	4232/202	B#953	£200.00	£0.00	£200.00
23/04/2018	RHC Lifting Limited	Hanging basket bracket repair	4224/202	B#961	£275.00	£55.00	£330.00
28/04/2018	Lazy Days Landscaping	Works to auto-watering at Jubilee Green	4224/202	B#963	£240.00	£48.00	£288.00
23/04/2018	Trophies of Radstock	Inspirational Citizen medal	4102/101	B#964	£9.09	£1.81	£10.90
29/03/2018	Carter Jonas	Valuation report on Pavilion and Bowls Club	4025/1	B#965	£850.00	£170.00	£1,020.00
30/04/2018	Trinity Methodist	Hire of hall for APM	4131/101	B#966	£30.00	£0.00	£30.00
02/05/2018	Greensward	Replace two bins at Westhill Rec	4062/307	B#968	£474.00	£94.80	£568.80
		Repairs to climbing wall at Westhill play area			£140.00	£28.00	£168.00
		New padlock on machinery gate at NH Rec			£14.50	£2.90	£17.40
30/04/2018	Viking	stationary	4023/1	B#967	£45.95	£9.19	£55.14
19/04/2018	The Journal	Advert for APM	4102/1	B#969	£135.00	£27.00	£162.00
23/05/2018	Bath Spa Band	performance for Fun Day	4232/202	200963	£120.00	£0.00	£120.00
15/05/2018	Ignyte	Westfield Warbler - summer edition	4212/102	B#975	£1,000.00	£200.00	£1,200.00
08/05/2018	Nigel Ferguson	SSL certificate for website	4210/102	B#977	£40.00	£0.00	£40.00
09/05/2018	IAC	Internal Audit for 2017/18	4057/1	B#978	£325.00	£65.00	£390.00
03/06/2018	G Atherton	Street Organ for Fun Day	4232/202	200964	£120.00	£0.00	£120.00
12/05/2018	Community Heartbeat Trust	Defibrillator for Surgery	4227/202	B#982	£1,670.00	£334.00	£2,004.00
						TOTAL	£6,724.24
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							

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 5

BIG LOCAL: Schedule of invoices for payment in MAY

*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)**
01/05/2018	Oval	Office rent May	B#979	£467.28
16/05/2018	Robert Wicke	Community Worker April/May	B#980	£2,025.76
15/05/2018	Sarah Westell	Programme Coordinator April/May	B#981	£720.00
18/04/2018	Angie Seaman-Moss	Note-taker Feb-April	B#954	£68.00
23/04/2018	SWALLOW	Buffet for Dragons' Den	B#955	£150.00
25/04/2018	Victoria Hall	Photocopying for Dragons' Den	B#956	£6.00
27/04/2018	Trinity School PTFA	DD Grant: Embankment project	B#957	£500.00
27/04/2018	Trinity School PTFA	DD Grant: Allotments project	B#957	£500.00
23/04/2018	NR Amateur Boxing Club	DD Grant: refurbishment of gym club floor	B#958	£500.00
24/04/2018	Christopher Lewis-Smith	DD Grant: The Plastic Fish	B#959	£475.00
24/04/2018	SWALLOW	DD Grant: Silver Anniversary Ball	B#960	£500.00
15/05/2018	Confessions Yth Theatre	DD Grant: musical show	B#976	£500.00
15/05/2018	Confessions Yth Theatre	DD Grant: theatre group	B#976	£500.00
21/05/2018	Fosseway Press	Big Local newsletter	B#985	£594.55
20/05/2018	WAGS	DD Grant: disabled access ramp	B#984	£500.00
22/05/2018	Exit Stage Left	DD Grant: Grease production	B#986	£500.00
22/05/2018	Westfield Ladies Choir	DD Grant: Westfield Ladies Choir	B#987	£450.00
			TOTAL	£8,956.59
<i>** VAT cannot be claimed on Big Local payments as they are not VAT registered</i>				
Added since agenda was distributed				
Highlight if over £5000 as this requires full Parish Council approval				

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 6

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											£286.75
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00											£108.00
Apollo Technology	Hosted exchange	£16.35	£16.35											£32.70
Apollo Technology	Wireless Cloud Controller	£5.97	£0.00											£5.97
Avon Pension Fund	Superannuation	£614.03	£614.03											£1,228.06
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00											£0.00
(First Office) now Ricoh	Photocopier & Maintenance	£225.52	£0.00											£225.52
GPS Telecoms (DD)	Office phone and fax	£33.22	£31.31											£64.53
Greensward	Ground maintenance	£1,834.57	£1,834.73											£3,669.30
HMRC	PAYE and NI	£236.42	£236.42											£472.84
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
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00											£0.00
Net Salaries (and expenses)	Office staff	£2,437.99	£2,442.49											£4,880.48
Southern Electric	NH Pavilion	£0.00	£0.00											£0.00
Southern Electric	Christmas Tree	£0.00	£0.00											£0.00
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.00											£0.00
Total		£5,973.77	£6,139.78	£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														

Minutes are draft until agreed at the next meeting.

Signed Dated