

WESTFIELD PARISH COUNCIL

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

Present: Cllr Philip Wilkinson (Chair) and Cllrs Diana Cooper, Geoff Fuller, Robin Moss and Patricia Williams

Absent: Cllrs Ron Hopkins and Bryan Wallbridge

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

The meeting opened at 7.00pm.

46. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ron Hopkins.

47. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Fuller declared an interest in item 9 Grants, as a Trustee of P.E.O.P.L.E.
Cllr Moss declared an interest in item 10 Action Plan, regarding the running track at Westhill Recreation Ground as he was Chair of Big Local CIC from which a grant had been sought.

48. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 18th September 2019 be agreed and signed as a correct record.

49. BUDGET VARIATION UPDATE

The budget variations were noted.

50. MONTHLY ACCOUNTS

Resolved:

- a) that the September monthly statement for the Current Account be agreed;
- b) that the September monthly statement for the Corporate Treasury account be agreed;
- c) that the September 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 (Appendix 1) and debit card (Appendix 2) transactions since the last meeting be agreed.

51. VERIFICATION OF BANK RECONCILIATIONS

The bank reconciliations had been checked and verified against the bank statements by Councillor Moss in accordance with Financial Regulation 2.2.

Minutes are draft until agreed at the next meeting.

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Westfield Parish Council

52. 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.

The Committee considered the contract for delivery of youth services in Westfield by the newly established Youth Connect South West Ltd from 4th November 2019. The contract was unchanged from that agreed in May by Parish Council except for the dates and the pro-rata payment.

The Committee received a quote for replacement of the auto-watering systems at the two hanging basket carousels at Wesley Avenue and Nightingale Way.

- Resolved:**
- a) that the contract with Youth Connect South West Ltd be signed within the meeting and the first payment agreed;
 - b) that the quote of £250 from Jack and Jill Solutions for replacement of the auto-watering systems be accepted;
 - c) that the schedule of payments due be agreed (attached as Appendix 3) and that the BACS authorisation sheet be signed within the meeting accordingly.

53. 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.

54. GRANTS

The recommendations of the sub-Committee along with updates on additional information requested were considered.

- Resolved:**
- a) to recommend a grant of £1000 to Mardons Carnival Club based on the additional information received. The grant to be offered but held by the Parish Council until the club was in a position to proceed with a purchase;
 - b) to recommend a grant of £700 to the Silver Band for the refurbishment of the second euphonium;
 - c) that, as no quotes to support the current application or feedback on last year's grant had been received, to recommend that no grant be given this year to Westhill Sports & Community Centre;
 - d) to recommend a grant of £750 to WISH
 - e) that all the grant recommendations be forwarded to Parish Council for approval.

55. WESTFIELD ACTION PLAN 2019-20

It was noted that the project year was progressing successfully so far. Particular mention was made of the new benches which were good value for money and are being well used.

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Councillor Moss would chase progress on the requested grit bins for Welton Road and Alder Terrace.

56. FESTIVE LIGHTS SWITCH-ON

Resolved: to agree the increased cost of £495+VAT for an engineer to attend the switch-on event.

57. OFFICE BROADBAND

Resolved: to allow the officers, in discussion with broadband providers and Apollo Technology, to upgrade the office to the best package in terms of availability, speed and cost for faster broadband.

58. BUDGET 2020-21

A budget to cover the cost of website accessibility requirements (as per minute 61) was recommended.

59. ANNUAL REVIEW OF FEES AND CHARGES

Resolved: that it be recommended to meetings of the two Trusts that the 2019-20 charges for pitch hire, allotments and the Fun Fair be frozen for 2020/21.

60. TRUSTS POLICY

Resolved: to approve the policy and pass to the next meetings of the Trusts for approval. To be reviewed again 2023.

61. WEBSITE ACCESSIBILITY REGULATIONS

The requirements were noted and it was agreed that the Parish Council should do all that is required to comply with the new regulations by the deadline of September 2020.

62. NATIONAL AUDIT OFFICE CONSULTATION ON THE NEW CODE OF AUDIT PRACTICE

The consultation was noted, there was no feedback suggested from the Parish Council.

63. 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.

64. STAFF APPRAISALS

The reports on the Officers' appraisals were considered.

Resolved: a) that spinal point salary increases be agreed as follows:

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Westfield Parish Council

- Admin Assistant from SP8 to SP9 (7-12 range)
 - Finance Officer from SP12 to SP13 (13-17 range)
 - Parish Clerk from SP29 to SP30 (29-32 range)
- b)** that the increases be back-dated to 1st April 2019.

The meeting closed at 7.50pm.

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APPENDIX 1

WESTFIELD PARISH COUNCIL PETTY CASH											
		MONTH SHEET	October 2019-20 - 7								
IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	consumables (Civic Exp) 4102/102	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Events 4232/202	Hospitality 4131/101
£100.00	27/08/2019	Cash in hand	£100.00								
	30/07/2019	Refreshments	£1.00								£0.83
	02/09/2019	Refreshments	£1.00								£0.83
	12/09/2019	Refreshments	£2.50								£2.50
	26/09/2019	Refreshments	£0.65								£0.65
	02/10/2019	Refreshments	£1.25								£1.25
		TOTAL (NET)	£6.06	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£6.06
		VAT:	£0.34								£0.34
		Ongoing balance	£95.50								
		cheque required	n/a								
											<i>previously reported</i>

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APPENDIX 2

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - October
SHEET 2019-20 - 7

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Health & Safety 4018/1	Parish Environment 4224/202	Christmas 4223/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community plan 4226/202	Hospitality 4131/101
DC54	09/10/2019	Buildbase	AA batteries	£4.20		£3.50							
DC55	16/10/2019	Lidl	Xmas Lights Switch-On refreshments	£24.54					£20.45				
DC56	22/10/2019	Asda	Tree for Santa's grotto	£52.95					£44.13				
			TOTAL (NET)	£68.08	£0.00	£3.50	£0.00	£0.00	£64.58	£0.00	£0.00	£0.00	£0.00
			VAT:	£13.61		£0.70			£12.91				
			TOTAL (Gros)	£81.69									
										<i>added since the agenda was circulated</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	£0.00	£573.48	£0.00	£0.00						£573.48
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£0.00	£0.00	£0.00	£302.40	£0.00	£0.00						£302.40
Apollo Technology	Hosted exchange / G-Suite	£0.00	£0.00	£386.40	£0.00	£0.00	£0.00	£386.40						£772.80
Apollo Technology	Wireless Cloud Controller	£0.00	£0.00	£0.00	£0.00	£11.94	£0.00	£0.00						£11.94
Avon Pension Fund	Superannuation	£659.97	£659.97	£659.97	£659.97	£659.97	£659.97	£659.97						£4,619.79
GPS Telecoms (DD)	Office phone and fax	£31.54	£30.42	£32.25	£32.37	£30.73	£31.11	£30.36						£218.78
Greensward	Ground maintenance	£1,886.65	£1,951.62	£1,951.62	£1,951.54	£1,951.58	£1,951.58	£1,951.58						£13,596.17
HMRC	PAYE and NI	£268.39	£268.79	£268.79	£268.79	£268.79	£268.79	£268.79						£1,881.13
KCOM (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95						£139.65
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75						£3,428.25
Oval Commercial	Use of Boardroom	£60.00	£60.00	£60.00	£60.00	£60.00	£0.00	£60.00						£360.00
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						£18,346.44
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00						£3,686.72
Ricoh	Photocopier & Maintenance	£180.50	£0.00	£0.00	£0.00	£175.56	£0.00	£166.82						£522.88
Southern Electric	NH Pavilion	£0.00	£0.00	£154.14	£0.00	£152.97	£0.00	£0.00						£307.11
Southern Electric	Christmas Tree	£0.00	£1.87	£18.78	£0.00	£18.78	£0.00	£0.00						£39.43
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£235.06	£0.00	£0.00						£235.06
Total		£6,240.27	£6,112.94	£6,654.77	£9,782.21	£7,567.68	£6,037.42	£6,646.74	£0.00	£0.00	£0.00	£0.00	£0.00	
This amount plus one off payments														

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APPENDIX 5

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APPENDIX 6

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