

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Monday 10th September 2012 commencing at 10.00am

Present: Chair of the Committee: Cllr R Moss
Vice Chair: Cllr P Wilkinson

Councillors: R Appleyard, A Clarke, G Fuller and
B Wallbridge

In Attendance: Mrs L J Welch (Parish Clerk)
Mrs H Franklin (Finance Officer)

Councillor P Wilkinson in the Chair.

32. Apologies for Absence

Apologies for absence/lateness were received and accepted with the reasons given from:

- Councillor T Pack who is in hospital
- Councillor S Hamilton who had a previous engagement

33. Declarations of Interest

Declarations of Pecuniary Interests were received from:

- Councillor R Moss - Agenda Item 8, Disposal of Assets;
- Councillor G Fuller - Agenda Item 8, Disposal of Assets

34. Minutes

Resolved: That the Minutes and Confidential Minutes of the Finance Personnel meeting held on 25th June 2012 be agreed and signed as a correct record;

35. Matters Arising from the Minutes

There were no Matters Arising from the Minutes.

36. Monthly Accounts

Minutes are draft until agreed at the next meeting.

Signed Dated

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- Resolved:** (a) That the monthly accounts as presented for May, June and July together with the Petty Cash reconciliation for May be agreed and signed off.
- (b) That the Parish Council supports the new proposals to exclude Parish Councils from the impact of the Localising Support for Council Tax Scheme.

37. Internal Audit Report

(a) Terms of the Internal Audit Provision 2012-13

Members considered correspondence from IAC Internal Audit Compliance Limited setting out the terms of the internal audit provision for 2012-13.

Resolved: That the terms of the internal audit provision for 2012-13 be agreed.

(b) Internal Audit Risk Assessment

Members considered the evaluation of the Council's risks from an Internal Audit perspective.

Resolved: That the Council supports and agrees the proposals noted within the evaluation.

38. NatWest Bank

Members considered the completion of a Mandate in respect of the Council as Sole Trustee of a Charity with regards to Norton Hill Recreation Ground and the Miners Recreation of Pleasure Ground at Westfield following changes of signatory.

Resolved: That the Mandate in respect of Norton Hill Recreation Ground and the Miners Recreation of Pleasure Ground at Westfield be completed following the changes of signatory.

Having declared a pecuniary interest Councillors R Moss and G Fuller did not take part or vote in the following item.

39. Disposal of Assets

Members considered a report on the disposal of assets and the making good of Unit G1.

Resolved: (a) That the final income figure of £22,186.88 for the sale of assets be noted and that thanks be extended to all concerned during this process;

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- (b) That it be noted that administration time and costs associated with this process be taken into consideration and that a report indicating the income and expenditure involved in the process be produced.

40. Norwest Bowling Club

Members received a verbal update from the Parish Clerk in respect of the lease which was agreed at Council on 3rd September 2012 and forwarded to the Norwest Bowls Club for signature. Nothing further has been heard from the Norwest Bows Club.

Resolved: That the Parish Clerk liaise with the Solicitor in respect of the pursuance of the signing of the lease.

41. Training Statement of Intent for Councillors and Employees

Members considered a report outlining the Training Statement of Intent for Councillors and Employees together with a review of the ALCA training programme which is a requirement to achieve Quality Local Council status. It was agreed that training was important and that it should be specifically identified that Councillors if possible attend 'Being a Good Councillor' either on 12th January 2013 or 27th April 2013 and 'Engaging with the Community' on 4th February 2013.

- Resolved:**
- (a) That the Training Statement of Intent be agreed;
 - (b) That if possible all Councillors attend the following training events:
 - (i) Being a Good Councillor either on 12th January 2013 or 27th April 2013;
 - (ii) Engaging with the Community on 4th February 2013;
 - (c) That the Parish Clerk ascertains whether a block booking discount could be agreed but it was noted that the 'Being a Good Councillor' session could be carried out 'In House' if required;
 - (d) That an 'open' budget be considered with regards to training issues and that this be taken to full Council for consideration.

42. Christmas tree fencing

- Members considered a quotation in respect of the fencing works.

Resolved: (a) That two further quotations be obtained in respect of the fencing works and that it be reaffirmed that only one gate at the back is required;

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- (b) That the electricity box already installed by the Contractor be turned around to facilitate the opening being on the inside of the proposed fencing.

43. Proposed Pedestrian Access from Upper Court to Norton Hill Recreation Ground

Members considered the outcome of the consultation of the proposed pedestrian access from Upper Court to Norton Hill Recreation Ground together with three tenders which had been received for the works.

Resolved: That the works go ahead but the Clerk contacts Bath & N E Somerset Council for a quotation since they are likely to adopt this land and therefore maintain it.

44. Radstock Parish Church – grant funding

Members considered a Westfield Parish boundary map showing the proportion of the graveyard located in this Parish in anticipation of a grant funding request being received.

Members felt that it did not necessarily have any on-going responsibility to continue to contribute to the Radstock Church year on year.

Resolved: That any consideration to grant funding be addressed if and when an application for funding was received from Radstock Church.

45. Westhill Sports & Social Club

Members considered the notes of a meeting held at the above club on 7th August 2012.

Resolved: (a) That the notes of the meeting held on 7th August 2012 be agreed;

- (b) That consideration be given to a grant funding request if received with the Council being mindful of additional support to bring the changing rooms up to a more acceptable standard on par with the facilities at Norton Hill.

46. Late payment condition on invoices

Members received a verbal update in respect of outstanding payments and considered the implementation of a standard Late Payment Condition on all invoices.

Resolved: (a) That the Council implement a strict 30 day payment cycle on all invoices with a late payment penalty of 5% per month or a

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one-off £25 late payment administration fee, whichever is the larger;

- (b) That all invoices be amended to outline the 30 day payment terms and conditions of the Council;
- (c) That a Reminder be sent to the Norwest Bowls Club in respect of an invoice raised on 20th June 2012 with regards to the Clubs quarterly rent (April – June 2012) advising of the changes but also warning that since this payment is considerably overdue; failure to settle this account within 7 days will incur a £25 late administration fee.

The meeting finished at 10.45 am

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