

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 22nd June 2016 commencing at 7pm

Present: Cllr P Williams (Chair), Cllrs D Cooper, G Fuller and R Hopkins.

Absent: Cllrs K Docherty and P Wilkinson.

In Attendance: Mrs Lesley Welch (Parish Clerk) and Mrs E Merko (Finance Officer)

16. Apologies for Absence

Apologies were received from Cllr Wilkinson who was away. It was confirmed that the meeting was quorate.

17. Declarations of Interest

There were no declarations of interest.

18. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 18th May 2016 be agreed and signed as a correct record.

19. Monthly Accounts

Resolved:

- a) that the May monthly statement for the Current Account be agreed;
- b) that the May monthly statement for the Corporate Treasury account be agreed;
- c) that the May monthly statement for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest sheet for June be agreed;
- e) that the petty cash imprest for Fun Day be agreed.

20. Schedule of payments requiring authorisation

In accordance with item 5.2 of the Financial Regulations, the schedule of payments was circulated with the agenda.

Resolved: that the schedule of payments for May be agreed (attached as Appendices 1-2) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly.

21. 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.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

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.

22. Internal Audit Report for 2015-16

The report of actions taken to address the points raised by the Internal Auditor and were noted.

23. Big Local

The Committee heard that an end date had not yet been agreed with Big Local for termination of the LTO contract. Further updates would be given at the next meetings.

It was agreed to exclude the press and public on the grounds that in view of the confidential nature of the business to be transacted, it was advisable in the public interest that the press and public be temporarily excluded.

24. Salary Scales for 2016-18

The new salary scales for 2016-17 and 2017-8, as recommended by NALC and SLCC, were approved.

Resolved: that the new salary scales be implemented with immediate effect and backdated to April 2016.

The meeting closed at 7.30pm

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APPENDIX 1

Schedule of invoices for payment in JUNE							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
23/05/2016	C&R Fencing	New fence at Norwest Bowls	4917/199	B#383	£2,682.00	£536.40	£3,218.40
19/05/2016	Zurich	Additional premium for new fencing	4025/1	B#384	£54.75	£0.00	£54.75
25/05/2016	Kelvin Hawkins	Works to thermostat at Pavilion	4062/308	B#385	£100.00	£20.00	£120.00
24/05/2016	Southwest Foundation	Part 2 payment for evidence gathering for Neighbourhood Plan	4206/202	B#391	£600.00	£0.00	£600.00
01/06/2016	Matthew Lloyd	Delivery of Westfield Warbler Removal of fly-posters	4212/202 4062/308	200905	£350.00	£0.00	£350.00
01/06/2016	Oval Commercial	Boardroom for Neighbourhood Plan	4206/202	B#386	£20.00	£4.00	£24.00
27/05/2016	Wicksteed	Pnew play equipment at Westhill Rec	4064/307	B#389	£18,000.00	£3,600.00	£21,600.00
02/06/2016	Norton Hill Rec Trust	Transfer of FunFair hire fee to Trust	1019/603	B#392	£1,020.00	£0.00	£1,020.00
31/05/2016	MNR Journal	Advert for final NP consultation	4206/202	B#395	£135.00	£27.00	£162.00
31/05/2016	MNR Journal	Advert for Flowers Tender	4224/202	B#395	£89.00	£17.80	£106.80
06/06/2016	Flowers by Nicola	Second installment for hanging baskets	4230/202	B#396	£593.75	£0.00	£593.75
26/05/2016	Greensward	Clearing fly-tipping at Westhill Resiting football pitch at Norton Hill	4224/202 4062/308	B#402	£385.00	£77.00	£462.00
09/06/2016	Strode Sound	PA for Fun Day	4232/202	B#408	£149.35	£29.87	£179.22
08/06/2016	Trophies of Radstock	Engrave Chain of Office	4102/102	B#407	£9.62	£1.93	£11.55
11/06/2016	IAC	Internal Audit services for 2015-16	4057/1	B#409	£325.00	£65.00	£390.00
16/06/2016	Bathampton Morris Men	Fun Day performance	4232/202	B#413	£150.00	£0.00	£150.00
16/06/2016	AF Denning	Fixed electric test of Defibrillator unit	4231/202	B#414	£40.00	£8.00	£48.00
						TOTAL	£29,090.47
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval							
							<i>* approved 6th June 2015 and invoice paid</i>

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APPENDIX 2

BIG LOCAL: Schedule of invoices for payment in JUNE

*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	Nom code	Chq no	Total (GROS)**
27/05/2016	Fosseway Press	printing for Roundabout Radstock event	580/0	B#390	£43.20
10/06/2016	Robert Wicke	Community Worker May/June	580/0	B#404	£1,995.00
01/07/2016	Oval Comercial	Office rental July	580/0	B#403	£467.28
13/04/2016	Lemon Gazelle	Governance Development interim payment	580/0	B#405	£720.00
14/06/2016	Sarah Westell	Plan Coordinator May/June	580/0	B#406	£720.00
14/06/2016	Musicians SW	Second part of Big Fund grant	580/0	B#411	£198.12
14/06/2016	John Bull	Big Fund grant - Walking Festival	580/0	B#412	£750.00
15/06/2016	Oval Comercial	Boardroom use -June	580/0	B#403	£24.00
15/06/2016	Oval Comercial	Boardroom use -July	580/0	B#403	£24.00
15/06/2016	Oval Comercial	Boardroom use -August	580/0	B#403	£24.00
15/06/2016	Oval Comercial	Office rental August	580/0	B#403	£467.28
15/06/2016	Oval Comercial	Office rental September	580/0	B#403	£467.28
				TOTAL	£5,900.16

** VAT cannot be claimed on Big Local payments

Added since agenda was distributed

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These invoices have been paid on 16th June 2016 as there was a deadline on the spending of grant funds.

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APPENDIX 3

Schedule of regular payments 2016-17 (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									
Apollo Technology	Remote Back-up (quarterly)	£0.00	£90.00	£0.00									
Apollo Technology	Hosted excahnge	£14.85	£14.85	£14.85									
Avon Pension Fund	Office staff	£1,170.92	£1,170.92	£1,170.92									
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00									
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£23.95									
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£26.30									
First Office	Photocopier & Maintenance	£0.00	£206.01	£0.00									
GPS Telecoms (DD)	Office phone and fax	£26.36	£26.27	£26.97									
Greensward	Ground maintenance	£0.00	£1,834.73	£1,834.57									
HMRC	Tax and NI office	£236.78	£236.98	£236.98									
KCOM (was Eclipse) (DD)	Broadband	£19.95	£19.95	£19.95									
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£23.95									
Oval Commercial	Use of Boardroom	£0.00	£60.00	£80.00									
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00									
Salaries (and expenses)	Office staff	£2,321.59	£2,320.34	£2,311.34									
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67									
Southern Electric	Christmas Tree Lights	£1.27	£0.00	£18.78									
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.44	£0.00									
Total		£4,278.17	£6,753.69	£5,882.23	£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													
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