

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 22nd March 2017 commencing at 7.00pm

Present: Cllr Wilkinson (Chair), Cllrs K Docherty, G Fuller, and P Williams.

Absent: Cllrs D Cooper, R Hopkins and L Mansell.

In Attendance: Mrs L Welch (Clerk) and Ms E Merko (Finance Officer)

120. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs D Cooper, L Mansell and R Hopkins.

121. DECLARATIONS OF INTEREST

There were no declarations of interest.

122. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 22nd February 2017 be agreed and signed as a correct record.

123. MONTHLY ACCOUNTS

Resolved:

- a) that the February monthly statements for the Current Account be agreed;
- b) that the February monthly statement for the Corporate Treasury account be agreed;
- c) that the February monthly statement for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest sheet for March be agreed;
- e) that authority be delegated to Cllrs Fuller and Wilkinson to authorise a cheque payment to balance to the petty cash imprest up to £100 on 31st March 2017 (as recommended by the Internal Auditor).

124. 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:

- a) that the schedule of payments for March be agreed (attached as Appendices 1-2) and that the BACS authorisation sheets and cheques be signed, within the meeting, accordingly;
- b) that authority be delegated to Cllrs Fuller, Jackson and Wilkinson to approve the transfer of funds for the Youth

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Westfield Parish Council

Consultation once approved by B&NES and when in receipt of account details for the transfer.

125. 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 3) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

126. ANNUAL CREDITORS AND BAD DEBT REPORTS

It was noted that there were no outstanding debts to the Parish Council. The list of creditors was noted. It was noted that invoices from SWALLOW and Westfield Methodist had now been received. Invoices from B&NES for play area inspections and from Southern Electric for festive lights had not been received but would be added to the list of accruals to be added to the 2016/17 budget spend by the accountant as part of the year-end process. The work by Greensward to repair the swings had not yet been completed and would therefore be paid in 2017-18.

127. FUN FAIR FEE

Resolved: that the fees for the Fun Fair be agreed as follows, as agreed by the Norton Hill Recreation Ground Trust in November:
Set up/dismantle - £90 per day
Operational - £150 per day
Water use - £50

128. WESTFIELD FC SPONSORSHIP REQUEST

It was agreed that it the Parish Council would not offer sponsorship, however, it was requested that the team be given details of the grant-giving schedule and encouraged to submit a specific request for a grant if required.

129. TREASURY MANAGEMENT POLICY

Resolved: that the Treasury Management policy be agreed and recommended to Parish Council.

130. EXPENSES POLICY

Resolved: that the Expenses policy be agreed and recommended to Parish Council.

131. CODE OF CORPORATE GOVERNANCE

Resolved: that the Code of Corporate Governance be agreed and recommended to Parish Council.

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132. REVIEW OF THE EFFECTIVENESS OF THE INTERNAL CONTROL ENVIRONMENT

Resolved: that the Review be agreed and recommended to Parish Council.

133. ANTI-FRAUD AND CONFIDENTIAL REPORTING POLICIES

Resolved: that the Anti-fraud AND Confidential Reporting policies be agreed and recommended to Parish Council;

134. ELLIS WHITTAM PERSONNEL SUPPORT

Resolved: that the renewal of the three-year agreement with Ellis Whittam, at a cost of £750 for Employment Law and HR support plus £23.37 for legal expenses insurance, be agreed.

135. BIG LOCAL

It was reported that Big Local were in the final stages of the process to become a Community Interest Company (CIC). However, they had confirmed that they still needed LTO support and were in serious talks with a local company about taking over the LTO role and employing the two community workers. Regular updates would be sought.

The meeting closed at 7.45pm.

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APPENDIX 1

Schedule of invoices for payment in MARCH							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
28/02/2017	DLP Planning Ltd	Feasibility Study for Community Centre March fee	4206/202	B#612	£2,000.00	£400.00	£2,400.00
25/02/2017	Danny Donkey & Pals	Deposit for donkeys for Fun Day	4232/202	B#609	£50.00	£0.00	£50.00
24/02/2017	Zurich	Training course event management	4005/1	B#610	£30.00	£6.00	£36.00
27/02/2017	AF Denning	PAT testing	4018/1	B#611	£92.00	£18.40	£110.40
01/02/2017	Nigel Ferguson	Website domain and hosting	4210/202	B#615	£100.00	£0.00	£100.00
02/03/2017	Robert Wilkinson	Delivery of Warbler (Feb)	4212/202	B#612	£300.00	£0.00	£300.00
09/03/2017	Land Registry	Application for title deeds to land SE of Linden Close	4227/202	200938	£14.00	£0.00	£14.00
01/03/2017	FlexAd	First Aid training for Youth project - taken from grant to Youth Connect	4203/202	B#622	£246.00	£0.00	£246.00
22/03/2017	B&NES Youth Connect	Transfer of funds held for Youth Consultation	570/0	TBC	£1,600.00	£0.00	£1,600.00
23/02/2017	Zurich	Insurance premium for 2017-18	4025/1	B#625	£2,254.94	£67.57	£2,322.51
01/03/2017	ALCA	Subscription 2017-18	4024/1	B#626	£716.70	£0.00	£716.70
06/03/2017	SWALLOW	Room hire March	4131/1	B#627	£10.00	£0.00	£10.00
22/03/2017	Westfield Methodist	Hall hire for Youth café (taken from grant to Youth Connect)	4203/202		£290.00	£0.00	£290.00
						TOTAL	£8,195.61
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							

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APPENDIX 2

BIG LOCAL: Schedule of invoices for payment in MARCH

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)**
01/03/2017	Oval Commercial	Office rent - February	580/0	B#613	£467.28
01/03/2017	Oval Commercial	Boardroom use - February	580/0	B#613	£24.00
21/03/2017	Rob Wicke	Community Worker Feb/Mar	580/0	B#630	£2,445.00
21/03/2017	Sarah Westell	Plan Ccoordinator Feb/Mar	580/0	B#628	£742.50
07/03/2017	Writhlington Village Hall	tarmac car park	580/0	B#624	£7,000.00
				TOTAL	£10,678.78

** VAT cannot be claimed on Big Local payments

Added since agenda was distributed

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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	£0.00	£286.75	£0.00	£0.00	£286.75	£0.00	£0.00	£286.75	£0.00
Apollo Technology	Remote Back-up (quarterly)	£0.00	£90.00	£0.00	£0.00	£90.00	£0.00	£0.00	£108.00	£0.00	£0.00	£108.00	£0.00
Apollo Technology	Hosted excahnge	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85
Apollo Technology	Wireless access controller	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.97	£0.00
Avon Pension Fund	Office staff	£1,170.92	£1,170.92	£1,170.92	£1,200.64	£1,178.37	£1,178.37	£1,178.37	£1,261.31	£1,188.72	£1,188.72	£1,188.72	£1,188.72
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£301.62	£0.00	£0.00	£0.00	£0.00	£171.62	£0.00
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£23.95	£0.00	£0.00	£26.08	£0.00	£0.00	£0.00	£0.00	£24.05	£0.00
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£26.30	£0.00	£66.30	£0.00	£0.00	£0.00	£0.00	£0.00	£23.79	£0.00
First Office	Photocopier & Maintenance	£0.00	£206.01	£0.00	£0.00	£197.56	£0.00	£0.00	£202.33	£0.00	£0.00	£231.20	£0.00
GPS Telecoms (DD)	Office phone and fax	£26.36	£26.27	£26.97	£28.69	£27.04	£26.00	£26.69	£26.52	£27.82	£25.34	£25.18	£28.11
Greensward	Ground maintenance	£0.00	£1,834.73	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57
HMRC	Tax and NI office	£236.78	£236.98	£236.98	£264.50	£242.82	£243.02	£242.82	£305.83	£247.97	£247.77	£247.77	£247.97
KCOM (was Eclipse) (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45
Oval Commercial	Use of Boardroom	£0.00	£60.00	£80.00	£0.00	£120.00	£0.00	£60.00	£60.00	£60.00	£48.00	£0.00	£0.00
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	£0.00	£0.00
Salaries (and expenses)	Office staff	£2,321.59	£2,320.34	£2,311.34	£2,395.42	£2,332.95	£2,332.75	£2,332.95	£2,601.22	£2,366.22	£2,387.67	£2,388.79	£2,387.92
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67	£0.00	£98.47	£0.00	£0.00	£93.90	£0.00	£0.00	£0.00	£94.02
Southern Electric	Christmas Tree Lights	£1.27	£0.00	£18.78	£0.00	£0.00	£18.78	£0.00	£0.00	£20.43	£0.00	£0.00	£20.21
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.44	£0.00	£0.00	£0.00	£0.00	£0.00	£6.16	£0.00	£-0.42	£0.00	£0.00
Total		£4,278.17	£6,753.69	£6,344.73	£9,931.79	£6,996.08	£6,482.44	£6,196.65	£7,307.84	£6,266.98	£9,939.62	£7,057.66	£6,322.77
This amount plus one off payments													
Highlight if over £5000 as this requires full Parish Council approval added since agenda was distributed													

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