

# Westfield Parish Council

The Oval Office, St Peter's Business Park  
Westfield, BA3 3BX

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Established 2011

Chairman: Cllr G Fuller Parish Clerk: Ms L J Close FSLCC

## All Council Meetings are open to the Public and Press

12<sup>th</sup> January 2022

- TO: a) Members of the Finance & Personnel Committee:  
Cllrs Cooper, Fuller, Hopkins, Mansell, Moss, Williams, Wilkinson,  
Wallbridge  
b) All Other Members of the Council (for information)

Dear Councillor,

You are summoned to the Meeting of the **Finance & Personnel Committee** of Westfield Parish Council, on **Thursday 20th January 2022 at 9:30am** in the Car Park, The Oval Office, Cobblers Way, Westfield.

This will be preceded with a Consultation Meeting on Zoom on **Wednesday 19th January 2022 at 7pm** on Zoom (details below)

### Join Zoom Meeting

<https://us06web.zoom.us/j/95182538708?pwd=eU4wRzR0VmtjUTZKODhNK0NSdjY5dz09>

**Meeting ID:** 951 8253 8708

**Passcode:** 239034

The meeting will consider the items set out below.

  
Mrs L J Close  
Parish Clerk

### Public Questions

This section, at the Chairman's discretion may last up to 15 minutes and is not part of the formal meeting of the Council.

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## AGENDA

1. **APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN.**  
Committee to receive apologies for absence and, if appropriate, to resolve to approve the reasons given in accordance with the Local Government Act 1972 s85(1)
2. **DECLARATIONS OF INTEREST AND DISPENSATIONS**  
Members to declare any interests they may have in agenda items, in accordance with the requirements of the Council's Code of Conduct. The Committee may consider agreeing a dispensation, providing the request is put in writing and the dispensation is allowed on the grounds set out in s.33 of the Localism Act 2011.
3. **MINUTES**  
To confirm and sign as a correct record the minutes of the Finance & Personnel meeting held on 15<sup>th</sup> December 2021 (**pages 1-5**)
4. **BUDGET VARIATION UPDATE**  
As per Financial Regulation 4.8, to receive and agree written explanations of the budget variations which are over 15% or £100 as at 31<sup>st</sup> December 2021. (**pages 6-12**).
5. **MONTHLY ACCOUNTS**  
To agree the monthly accounts in respect of the following for December 2021:
  - Current Account (**pages 13-15**)
  - Corporate Treasury Account (**pages 16-18**)
  - Nationwide Savings Account (**pages 19-21**)  
(The interest rate at 1st January 2021 remains at 0.40% variable)
  - Debit card expenditure sheet (**page 22**)There have been no Petty Cash transactions since the last meeting.
6. **VERIFICATION OF BANK RECONCILIATIONS**  
To receive the Councillor's verification of the bank reconciliation. Financial Regulation 2.2 requires that at least once a quarter and at each financial year end a Councillor other than the Chair of the Council or a bank signatory, should verify the bank reconciliations. They should sign the reconciliation and the original bank statement as evidence.
7. **SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION**  
As per item 5.2 of the Financial Regulations, a list of payments requiring authorisation is attached and an updated copy will be brought to the meeting. Signing of invoices and BACS authorisation sheets to be completed upon approval of payments. (**page 23**).

- 8. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS**  
As per 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 such as salaries, PAYE and NI, superannuation and regular maintenance, is attached (page 24).
- 9. COMMUNITY INFRASTRUCTURE LEVY (CIL) and Section 106 FUNDS**  
To note funds received and spent; the timeframe for spending and to identify projects if necessary. (pages 25-26) This is a quarterly standing item on the agenda to ensure that the Committee is updated on funds available.
- 10. BUDGET AND PRECEPT 2022/23**  
a) To consider and agree the final budget as approved in principle by Parish Council (pages 27-35).  
b) To discuss and agree the precept (pages 36-38)  
All items for recommendation to Parish Council on 7th February 2022.
- 11. FIXED ASSET REGISTER**  
To review and decide on the agreement of the Fixed Assets Register (pages 39-41)
- 12. ANNUAL REVIEW OF INTERNAL CONTROL ENVIRONMENT**  
To review the document regarding the Annual Review of the Effectiveness of the Internal Control Environment (pages 42-44)
- 13. FINANCIAL RISK MANAGEMENT 2022**  
a) To consider the strategy document (pages 45-48);  
b) to review the Financial Risk Assessment for 2022 (pages 49-52);  
c) to discuss the Annual Review of Insurance Schedule (pages 53-54 );  
d) To receive the Local Council Risk Survey summary report (pages 55-56).  
All items for recommendation to Parish Council on 7th February 2022.



Westfield Parish Council

**WESTFIELD PARISH COUNCIL**

**Minutes of the Finance & Personnel Meeting  
Held on Thursday 16<sup>th</sup> December at 10.30am at the Car Park, Oval Office**

Present: Cllr Philip Wilkinson (Chair) and Cllrs Ron Hopkins and Patricia Williams.

It was proposed by Cllr Wilkinson and seconded by Cllr Williams that the decisions made at the consultation meeting on 15<sup>th</sup> December, outlined below, be agreed. This was agreed unanimously.

**Consultation meeting held remotely on Zoom on Wednesday 15<sup>th</sup> December 2021 at 7pm**

Present: Cllr Philip Wilkinson (Chair), Eleanor Jackson, Lesley Mansell and Patricia Williams

Absent: Cllrs Diana Cooper, Geoff Fuller, Ron Hopkins, Robin Moss and Bryan Wallbridge

In Attendance: Lesley Close (Parish Clerk), Adam Faulkner (Finance Officer)

**69. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs Diana Cooper, Geoff Fuller and Ron Hopkins.

**70. DECLARATIONS OF INTEREST AND DISPENSATIONS**

There were no declarations of interest.

**71. MINUTES OF THE LAST MEETING**

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 18<sup>th</sup> November 2021 be agreed and signed as a correct record.

**72. MONTHLY ACCOUNTS**

**Resolved:** a) that the October and November monthly statement for the Current account be agreed;  
b) that the October and November monthly statement for the Corporate Treasury account be agreed;  
c) that the October and November monthly statement for the Business Savings account be agreed and the interest rate of 0.40% be noted;  
d) that the summary of debit card transactions since the last meeting (Appendix 1) be agreed.  
There had been no petty cash transactions since the last meeting.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

Westfield Parish Council

**73. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION**

In accordance with item 5.2 of the Financial Regulations, the updated schedule of payments was considered at the meeting.

**Resolved:** a) that the schedule of payments due be agreed (Appendix 2), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors remotely via online banking;

**74. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS**

In accordance with item 5.6 of the Financial Regulations, an updated list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation was considered at the meeting.

**Resolved:** that the invoices and the BACS authorisation sheet (Appendix 3) be signed accordingly. That the BACS payments be made by two councillors remotely via online banking.

**75. FORWARD PLANNING AND THREE-YEAR BROADCAST**

The three-year broadcast was received by the majority of councillors and attendees. However, the broadcast was to be reviewed fully in the following month due to some councillors not receiving the documentation before and up to the time of the meeting.

**76. INTERNAL AUDIT REPORT 2021/2022**

The report of the Internal Auditor was noted. Thanks were extended to the officers for their hard work.

The meeting closed at 7:15pm.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....



## Westfield Parish Council

## APPENDIX 2

Invoices for payment DECEMBER							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
18/11/2021	Ammerdown Estate	Christmas Trees	4223/202	B#1797	£500.00	£0.00	£500.00
18/11/2021	SoVision IT	IT Support Monthly Bill	4027/1	B#1799	£169.20	£33.84	£203.04
19/11/2021	A&L Couriers	Delivery of Westfield Warbler	4212/102	B#1800	£400.00	£0.00	£400.00
25/11/2021	Greenward Sports Consultancy Ltd	Monthly Grounds Maintenance	4039/307 & 308	B#1801	£2,121.58	£424.32	£2,545.90
26/11/2021	Community Heartbeat Trust	Red Dynamo Torch	4231/202	B#1807	£9.00	£1.80	£10.80
1/12/2021	Oval Commercial Investment Ltd	Suite 4 Office Rental	4013/1	B#1808	£350.00	£70.00	£420.00
7/12/2021	SAS Event Barriers	Barriers for Christmas Switch On Event	4223/202	B#1809	£395.00	£79.00	£474.00
26/11/2021	Rialtas Business Solutions Ltd	OMEGA Training Session	4005/1	B#1810	£200.00	£40.00	£240.00
30/11/2021	Lamps & Tubes Illuminations Ltd	Christmas Lighting Display	4223/202	B#1811	£3,277.50	£735.75	£4,414.50
7/12/2021	Robert Wicke	Heritage Trail Maps	4227/202	B#1812	£40.00	£0.00	£40.00
22/11/2021	Trophies of Radstock	Engraved Christmas Decorations	4227/202	B#1813	£19.17	£3.83	£23.00
8/12/2021	SoVision IT	Microsoft Office 365, Sharepoint	4027/1	B#1814	£1,400.00	£280.00	£1,680.00
					<b>TOTAL</b>		<b>£4,793.74</b>
<i>Added since the agenda was distributed:</i>							
19/11/2021	The Journal - Tindle Newspapers	Advert for Christmas Lights	4223/202	B#1815	£145.08	£29.02	£174.10
9/12/2021	MSN & Radstock Silver Band	Silver Band Attendance at Christmas Lights	4223/202	B#1816	£125.00	£0.00	£125.00
10/12/2021	St John Ambulance	First Aid Cover for Christmas Lights	4223/202	B#1817	£96.00	£19.20	£115.20
8/12/2021	Auditing Solutions Ltd	Internal Audit 2020/2021	4057/1	B#1818	£275.00	£55.00	£330.00
					<b>TOTAL</b>		<b>£619.30</b>
This amount plus regular scheduled monthly payment							
Highlight if over £5000 as this requires full Parish Council approval							

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....



Westfield Parish Council

APPENDIX 3

Schedule of regular payments 2021-22 amounts are all NET														
Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Apollo Technology	IT Support costs	£0.00	£1,096.09	£0.00	£90.00									£1,186.09
Avon Pension Fund	Superannuation	£879.56	£879.56	£879.56	£879.56	£1,155.54	£870.40	£870.40	£870.40	£1,006.11				£8,291.09
GPS Telecoms	Telephone and broadband	£67.93	£66.10	£66.56	£67.18	£67.07	£66.94	£71.68	£66.30	£66.49				£608.25
Greensward	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58				£19,094.22
HMRC	PAYE and NI	£313.77	£313.97	£313.77	£313.97	£375.53	£305.17	£305.37	£305.37	£497.41				£3,044.33
Oval Commercial	Office Rental	£899.75	£899.75	£899.75	£899.75	£899.75	£899.75	£899.75	£899.75	£899.75				£7,557.75
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	£60.00	£0.00	£0.00				£120.00
Net Salaries (and expenses)	Office staff	£2,821.62	£2,821.42	£2,821.62	£2,821.42	£3,744.96	£2,794.17	£2,793.97	£2,793.97	£3,131.00				£26,544.15
Public Works Loans Board	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
Ricoh	Photocopier	£148.41	£0.00	£0.00	£162.15	£0.00	£0.00	£160.03	£0.00	£0.00				£470.59
Southern Electric	NH Pavilion	£0.00	£0.00	£117.76	£0.00	£0.00	£104.08	£0.00	£0.00	£109.28				£331.12
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.60				£87.18
SoVision IT	Support/Provider				£169.20	£169.20	£169.20	£180.60	£169.20	£169.20				£1,026.60
Total Gas & Power	NH Pavilion	£0.00	£46.61	£0.00	£0.00	£47.52	£0.00	£52.91	£0.00	£0.00				£147.04
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00	£0.00	£57.71	£23.17	£0.00	£0.00	£0.00				£80.88
Water2Business	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00				£0.00
Zoom subscription	Meeting space	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99				£107.91
	Monthly Total	£7,204.61	£8,197.07	£7,202.88	£11,163.52	£8,590.85	£7,394.74	£7,468.28	£7,178.56	£7,883.41	£0.00	£0.00	£0.00	
	This amount plus one off payments													
	Highlight if over £5000 as this requires full Parish Council approval													

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Budget Variation Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Full Council</u>								
<u>1 Central Services</u>								
1176 Precept Received	0	207,650	207,650	0			100.0%	
1179 CIL income	3,331	3,331	0	(3,331)			0.0%	
1196 Interest Received	29	256	300	44			85.4%	
Central Services :- Income	<u>3,360</u>	<u>211,237</u>	<u>207,950</u>	<u>(3,287)</u>			<u>101.6%</u>	<u>0</u>
4001 Wages & Salaries	3,637	29,991	39,890	9,899		9,899	75.2%	
4002 Employer's NIC	197	1,221	1,849	628		628	66.0%	
4003 Employer's Superannuation	800	6,598	8,776	2,178		2,178	75.2%	
4005 Training	0	290	500	210		210	58.0%	
4006 Employment Services	0	74	74	0		0	100.0%	
4008 Travel & Subsistence	0	54	200	146		146	27.1%	
4011 Rates Payable	0	1,035	1,065	30		30	97.2%	
4013 Rent Payable	840	8,129	10,254	2,125		2,125	79.3%	
4018 Health & Safety	500	517	846	329		329	61.2%	
4021 Telephone & Fax	66	675	800	125		125	84.3%	
4022 Postage	0	69	220	151		151	31.5%	
4023 Stationery Printing, Public's	0	254	500	246		246	50.8%	
4024 Subscriptions	0	1,280	1,348	68		68	95.0%	
4025 Insurance	0	2,877	2,650	(227)		(227)	108.5%	
4026 Photocopying Charges	0	471	725	254		254	64.9%	
4027 Information Technology	2,259	5,446	4,546	(900)		(900)	119.8%	
4030 Recruitment	0	384	0	(384)		(384)	0.0%	384
4036 Furniture & Equipment	0	0	250	250		250	0.0%	
4050 Bank Charges	10	105	120	15		15	87.5%	
4056 Audit Fees - External	0	200	618	418		418	32.4%	
4057 Audit Fees - Internal	275	265	335	70		70	79.1%	
4058 Accountancy Support	0	38	445	408		408	8.4%	
Central Services :- Indirect Expenditure	<u>8,585</u>	<u>59,973</u>	<u>76,011</u>	<u>16,038</u>	<u>0</u>	<u>16,038</u>	<u>78.9%</u>	<u>384</u>
Net Income over Expenditure	<u>(5,225)</u>	<u>151,264</u>	<u>131,939</u>	<u>(19,325)</u>				
6000 plus Transfer from EMR	0	384						
Movement to/(from) Gen Reserve	<u>(5,225)</u>	<u>151,648</u>						
<u>100 Corporate Management</u>								
4061 Pension Deficit Funding	0	4,573	2,287	(2,286)		(2,286)	200.0%	
Corporate Management :- Indirect Expenditure	<u>0</u>	<u>4,573</u>	<u>2,287</u>	<u>(2,286)</u>	<u>0</u>	<u>(2,286)</u>	<u>200.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(4,573)</u>	<u>(2,287)</u>	<u>2,286</u>				

12/01/2022

## Westfield Parish Council 2021-22

10:00

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Budget Variation Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Democratic Process</u>						676	32.4%	
4131 Hire Meeting Rooms/Hospitality	12	324	1,000	676				
Democratic Process :- Indirect Expenditure	<u>12</u>	<u>324</u>	<u>1,000</u>	<u>676</u>	<u>0</u>	<u>676</u>	<u>32.4%</u>	<u>0</u>
Net Expenditure	<u>(12)</u>	<u>(324)</u>	<u>(1,000)</u>	<u>(676)</u>				
<u>102 Civic Support</u>						600	0.0%	
4101 Chair's Allowance	0	0	600	600				
4102 Civic Expenses	0	87	280	193		193	31.1%	
4210 Website	0	0	409	409		409	0.0%	
4212 Newsletter	0	4,595	5,665	1,070		1,070	81.1%	375
Civic Support :- Indirect Expenditure	<u>0</u>	<u>4,682</u>	<u>6,954</u>	<u>2,272</u>	<u>0</u>	<u>2,272</u>	<u>67.3%</u>	<u>375</u>
Net Expenditure	<u>0</u>	<u>(4,682)</u>	<u>(6,954)</u>	<u>(2,272)</u>				
6000 plus Transfer from EMR	0	375						
Movement to/(from) Gen Reserve	<u>0</u>	<u>(4,307)</u>						
<u>199 Capital and Projects</u>							0.0%	
1099 Miscellaneous Income	0	240	0	(240)			0.0%	2,401
1179 CIL income	28,863	36,645	0	(36,645)			0.0%	
Capital and Projects :- Income	<u>28,863</u>	<u>36,885</u>	<u>0</u>	<u>(36,885)</u>				<u>2,401</u>
4062 Ground Maintenance ad hoc	35	35	0	(35)		(35)	0.0%	
4901 Loan Interest	0	429	813	384		384	52.8%	
4902 Loan Capital Repaid	0	3,257	6,560	3,303		3,303	49.7%	
4913 CAP Tree Works	0	10,995	0	(10,995)		(10,995)	0.0%	5,785
4917 CAP Fencing at NH Rec	0	5,997	0	(5,997)		(5,997)	0.0%	5,832
4918 CAP Lights on Pit Path	0	0	8,000	8,000		8,000	0.0%	
4930 CAP Waterside Valley	0	91,579	0	(91,579)		(91,579)	0.0%	90,961
4990 Rolling Capital Provision	0	0	5,000	5,000		5,000	0.0%	
Capital and Projects :- Indirect Expenditure	<u>35</u>	<u>112,293</u>	<u>20,373</u>	<u>(91,920)</u>	<u>0</u>	<u>(91,920)</u>	<u>551.2%</u>	<u>102,578</u>
Net Income over Expenditure	<u>28,828</u>	<u>(75,408)</u>	<u>(20,373)</u>	<u>55,035</u>				
6000 plus Transfer from EMR	0	102,578						
6001 less Transfer to EMR	0	2,401						
Movement to/(from) Gen Reserve	<u>28,828</u>	<u>24,769</u>						
Full Council :- Income	32,223	248,121	207,950	(40,171)			119.3%	
Expenditure	8,632	181,845	106,625	(75,220)	0	(75,220)	170.5%	
Net Income over Expenditure	<u>23,591</u>	<u>66,277</u>	<u>101,325</u>	<u>35,048</u>				
plus Transfer from EMR	0	103,337						
less Transfer to EMR	0	2,401						
Movement to/(from) Gen Reserve	<u>23,591</u>	<u>167,213</u>						

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Budget Variation Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Environment &amp; Development</b>								
<b>202 Community Support</b>								
4043 s106 Expenditure	0	188	0	(188)		(188)	0.0%	
4203 Grants	0	5,818	15,000	9,182		9,182	38.8%	1,000
4223 Christmas	647	10,868	13,148	2,280		2,280	82.7%	
4224 Parish Environment (Plants etc	0	46	2,250	2,205		2,205	2.0%	
4225 Green space maintenance	220	1,563	3,496	1,933		1,933	44.7%	
4227 E & D Projects	315	729	5,000	4,271		4,271	14.6%	
4230 Flowers in Public Places	0	4,170	5,782	1,612		1,612	72.1%	
4231 De-fibrillator	0	912	600	(312)		(312)	152.0%	
4232 Community Projects	0	187	2,351	2,164		2,164	8.0%	
4237 Youth Provision	2,661	10,712	11,977	1,265		1,265	89.4%	
4241 St Nicholas Churchyard	0	2,191	2,191	0		0	100.0%	
Community Support :- Indirect Expenditure	3,842	37,384	61,795	24,411	0	24,411	60.5%	1,000
Net Expenditure	(3,842)	(37,384)	(61,795)	(24,411)				
6000 plus Transfer from EMR	0	1,000						
Movement to/(from) Gen Reserve	(3,842)	(36,384)						
<b>303 Westfield Allotments</b>								
1012 Income from WAGS	0	100	100	0			100.0%	
Westfield Allotments :- Income	0	100	100	0			100.0%	0
4039 Grounds maintenance	0	0	100	100		100	0.0%	
Westfield Allotments :- Indirect Expenditure	0	0	100	100	0	100	0.0%	0
Net Income over Expenditure	0	100	0	(100)				
<b>307 Westhill Recreation Ground</b>								
1177 Grants Received	0	0	285	285			0.0%	
Westhill Recreation Ground :- Income	0	0	285	285			0.0%	0
4039 Grounds maintenance	947	8,525	11,376	2,851		2,851	74.9%	
4062 Ground Maintenance ad hoc	10	1,742	5,000	3,258		3,258	34.8%	
4064 Play equipment	0	77	0	(77)		(77)	0.0%	
4065 Play area inspections	0	376	622	247		247	60.4%	
Westhill Recreation Ground :- Indirect Expenditure	957	10,720	16,998	6,278	0	6,278	63.1%	0
Net Income over Expenditure	(957)	(10,720)	(16,713)	(5,993)				

12/01/2022

## Westfield Parish Council 2021-22

10:00

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Budget Variation Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>308 Norton Hill Recreation Ground</u>							0.0%	
1106 s106 income	0	11,285	0	(11,285)			0.0%	
1177 Grants Received	0	0	1,375	1,375				
							820.7%	0
Norton Hill Recreation Ground :- Income	0	11,285	1,375	(9,910)				
4011 Rates Payable	0	674	925	251	251	72.9%		
4012 Water	0	265	620	355	355	42.8%		
4014 Electricity	140	362	525	163	163	69.0%		
4015 Gas/Heating Oil	0	145	275	130	130	52.7%		
4039 Grounds maintenance	1,174	10,714	14,092	3,378	3,378	76.0%		
4062 Ground Maintenance ad hoc	330	2,288	10,000	7,712	7,712	22.9%		
4063 CCTV	0	358	100	(258)	(258)	358.0%		358
4065 Play area inspections	0	406	396	(10)	(10)	102.5%		
Norton Hill Recreation Ground :- Indirect Expenditure	1,645	15,212	26,933	11,721	0	11,721	56.5%	358
Net Income over Expenditure	(1,645)	(3,927)	(25,558)	(21,631)				
6000 plus Transfer from EMR	0	358						
Movement to/(from) Gen Reserve	(1,645)	(3,569)						
Environment & Development :- Income	0	11,385	1,760	(9,625)			646.9%	
Expenditure	6,444	63,316	105,826	42,510	0	42,510	59.8%	
Net Income over Expenditure	(6,444)	(51,931)	(104,066)	(52,135)				
plus Transfer from EMR	0	1,358						
Movement to/(from) Gen Reserve	(6,444)	(50,573)						
Grand Totals:- Income	32,223	259,506	209,710	(49,796)			123.7%	
Expenditure	15,076	245,160	212,451	(32,709)	0	(32,709)	115.4%	
Net Income over Expenditure	17,147	14,346	(2,741)	(17,087)				
plus Transfer from EMR	0	104,695						
less Transfer to EMR	0	2,401						
Movement to/(from) Gen Reserve	17,147	116,640						

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Budget Variation Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>COUNCIL</u></b>								
<b><u>603 Norton Hill Recreation Ground</u></b>								
1015 Pitch Hire	42	856	350	(506)			244.6%	
1018 Bowling Income	1,012	767	1,025	258			74.8%	
1196 Interest Received	1	0	0	(0)			0.0%	
Norton Hill Recreation Ground :- Income	1,055	1,623	1,375	(248)			118.0%	0
4601 Trust Grant to WPC	1,054	0	1,375	1,375		1,375	0.0%	
Norton Hill Recreation Ground :- Indirect Expenditure	1,054	0	1,375	1,375	0	1,375	0.0%	0
Net Income over Expenditure	1	1,623	0	(1,623)				
6001 less Transfer to EMR	1	0						
Movement to/(from) Gen Reserve	0	1,623						
<b><u>604 Westhill Recreation Ground</u></b>								
1015 Pitch Hire	279	206	285	80			72.1%	
1196 Interest Received	3	0	0	(0)			0.0%	
Westhill Recreation Ground :- Income	281	206	285	79			72.2%	0
4601 Trust Grant to WPC	279	0	285	285		285	0.0%	
Westhill Recreation Ground :- Indirect Expenditure	279	0	285	285	0	285	0.0%	0
Net Income over Expenditure	3	206	0	(206)				
6001 less Transfer to EMR	3	0						
Movement to/(from) Gen Reserve	0	206						
COUNCIL :- Income	1,336	1,829	1,660	(169)			110.2%	
Expenditure	1,332	0	1,660	1,660	0	1,660	0.0%	
Net Income over Expenditure	4	1,829	0	(1,829)				
less Transfer to EMR	4	0						
Movement to/(from) Gen Reserve	0	1,829						
Grand Totals:- Income	1,336	1,829	1,660	(169)			110.2%	
Expenditure	1,332	0	1,660	1,660	0	1,660	0.0%	
Net Income over Expenditure	4	1,829	0	(1,829)				
less Transfer to EMR	4	0						
Movement to/(from) Gen Reserve	0	1,829						

## **2021/22 Budget Variation update to 31<sup>st</sup> December 2021**

As per Financial Regulation 4.8, please find below written explanations of the budget variations which are over 15% (or over £100) as at 31<sup>st</sup> December 2021.

### ***Central Services:***

#### 1179/1 CIL Income

This represents the Income received towards investment in Cobbler's Way, reference 16/04714/RES Parcel 6781

#### 4025/1 Insurance

The Pre-pay insurance was slightly higher than estimated, as well as an increase in this amount due to additional fidelity guarantee costs

#### 4027/1 Information Technology

This is over budget because of the additional outstanding payments to Apollo Technology for G-Suite

#### 4030/1 Recruitment

Two instances of spending towards posting job adverts in the local papers for the Finance Officer role at WPC.

### ***Corporate Management:***

#### 4061/100 Pension Deficit Funding

In the previous year, we paid the full deficit for three years. The total paid has been split into three payments with two thirds set aside as a pre-payment.

### ***Capital and Projects:***

#### 1099/199 Miscellaneous Income

Income received from Aviva Insurance after a claim on a damaged fence.

#### 1179/199 CIL Income

Income received greater than originally projected. This was being funded by grants from B&NES, mostly for Cobbler's way (as stated above).

### ***Community Support:***

#### 4043/202 s106 Expenditure

Fun Day was not able to go ahead this year so there will be no income. However, there has been some expenditure for new signs at Waterside Valley.

#### 4231/202 Defibrillator

This year, numerous spendings were made which included a red dynamo torch, testing of 4 defibrillators, replacement AED Battery and two pads, and movement of the defibrillator from Elm Tree Pharmacy to Co-op.

***Norton Hill Recreation Ground:***

1106/308 s106 income

This represents the income received in November 2021 which is to be used for the purchase and installation of a new climber at Norton Hill Recreation Ground.

4063/308 CCTV

The increased spending comes from the replacement of the DVR for the CCTV at Norton Hill Recreation ground.

1015/603 Pitch Hire

During October 2021, Westfield (Youth and Adult) and Meadow Rangers teams hired the Norton Hill pitch for extra matches/practice sessions.



Date: 11/01/2022

Westfield Parish Council 2021-22

Page 1

Time: 15:58

Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 1 - Current Account

User: AJF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Westfield Parish Council	31/12/2021	246	13,789.53
			<u>13,789.53</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			13,789.53
<u>Receipts not Banked/Cleared (Plus)</u>			
31/12/2021 NWINT56		28.88	
			<u>28.88</u>
			13,818.41
		Balance per Cash Book is :-	13,818.41
		Difference is :-	0.00

## Receipts for Month 9

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	19,939.29					19,939.29	
	Banked: 09/12/2021	28,863.35						
	Bath & NE Somerset Council	28,863.35			1179	199	28,863.35	CIL16/04714
	Banked: 15/12/2021	18,000.00						
151221	Corporate Treasury Account	18,000.00			203		18,000.00	Cashflow Correction
	Banked: 24/12/2021	3,330.75						
1604714RES	Bath & NE Somerset Council	3,330.75			1179	1	3,330.75	16/04714/RES Cobbler's Way
	Banked: 31/12/2021	28.88						
NWINT56	Nationwide Savings Account	28.88			204		28.88	NW Interest Dec 21
Total Receipts for Month		50,222.98	0.00	0.00			50,222.98	
Cashbook Totals		70,162.27	0.00	0.00			70,162.27	

## Westfield Parish Council 2021-22

User: AJF

Date: 12/01/2022

Cashbook 1

For Month No: 9

Time: 13:06

Current Account

## Payments for Month 9

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/11/2021	Southern Electric	DDR3	147.19	147.19		501		5.00	NH Electric Bill Dec 21
11/12/2021	GPS Telecoms Limited	DDR1	79.79	79.79		501		39,000.00	Telephone Bill Dec 21
11/12/2021	Southern Electric	DDR2	32.13	32.13		501		5.00	Christmas Electric Bill Dec 21
01/12/2021	Co-op Bank	DDR0001	5.00			4050	1	5.00	Dup Stmt Fee
15/12/2021	Corporate Treasury Account	151221	39,000.00			203		39,000.00	Cashflow Transfer Dec 21
16/12/2021	A&L Couriers	B1800	400.00	400.00		501			Westfield Warbler Winter 21
16/12/2021	Ammerdown Estate	B1797	500.00	500.00		501			Christmas Trees
16/12/2021	Auditing Solutions Ltd	B1818	330.00	330.00		501			Internal Audit 21/22
16/12/2021	DrainFast	B1798	145.00	145.00		501			NH Drain Clearing Nov 21
16/12/2021	GreenSward Sports Consultancy	B1801	2,545.90	2,545.90		501			Monthly Maintenance
16/12/2021	The Community Heartbeat Trust	B1807	10.80	10.80		501			Red Dynamo Torch
16/12/2021	The MSN, Radstock & District J	B1815	174.10	174.10		501			Advert for Xmas Lights
16/12/2021	Lamps & Tubes Illuminations Lt	B1811	4,414.50	4,414.50		501			Christmas Lighting Display
16/12/2021	Oval Commercial Investments Lt	B1808	420.00	420.00		501			Suite 4 Monthly Rent
16/12/2021	Oval Commercial Investments Lt	DDROVAL	587.70	587.70		501			Suite 5 Monthly Rent
16/12/2021	Rialtas Business Solutions Lim	B1810	240.00	240.00		501			OMEGA Training Session
16/12/2021	MSN & Radstock Silver Band	B1816	125.00	125.00		501			Silver Band at Xmas Lights
16/12/2021	SoVision IT	B1799	203.04	203.04		501			IT Support Monthly Bill
16/12/2021	SoVision IT	B1814	1,680.00	1,680.00		501			Microsoft Office 365
16/12/2021	St John's Ambulance	B1817	115.20	115.20		501			First Aid Cover Xmas Lights
16/12/2021	Trophies of Radstock	B1813	23.00	23.00		501			Engraved Christmas Decorations
16/12/2021	Rob Wicke	B1812	40.00	40.00		501			Westfield Heritage Trail Maps
16/12/2021	Westfield Parish Council	B1802-1804	3,131.00			516		3,131.00	December Salaries
16/12/2021	HMRC	B1805	497.41			515		497.41	NIC -PAYE Month 9
16/12/2021	Avon Pension Fund	B1806	1,006.11			517		1,006.11	Pensions Month 9
16/12/2021	S.A.S. (Bristol) Ltd	B1809	474.00	474.00		501			Barriers for Xmas Lights
17/12/2021	Co-op Bank	DDR003	5.00			4050	1	5.00	Dup Statement Fee
24/12/2021	Zoom Video Communications Inc	DDR002	11.99	11.99		501			Monthly Subscription
Total Payments for Month			56,343.86	12,699.34	0.00			43,644.52	
Balance Carried Fwd			13,818.41						
Cashbook Totals			70,162.27	12,699.34	0.00			57,462.93	

Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 2 - Corporate Treasury Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Corporate Treasury Account	31/12/2021	108	413,699.72
			<u>413,699.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			413,699.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			413,699.72
		Balance per Cash Book is :-	413,699.72
		Difference is :-	0.00

Date: 12/01/2022

Westfield Parish Council 2021-22

Page: 1

User: AJF

Time: 13:06

Cashbook 2

Corporate Treasury Account

For Month No: 9

Nominal Ledger Analysis

Receipts for Month 9

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	392,699.72					392,699.72	
	Banked: 15/12/2021	39,000.00						
151221	Current Account	39,000.00			201		39,000.00	Cashflow Transfer Dec 21
Total Receipts for Month		39,000.00	0.00	0.00			39,000.00	
Cashbook Totals		<u>431,699.72</u>	<u>0.00</u>	<u>0.00</u>			<u>431,699.72</u>	

Continued on Page 2

## Payments for Month 9

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
15/12/2021	Current Account	151221	18,000.00			201		18,000.00	Cashflow Correction
<b>Total Payments for Month</b>			18,000.00	0.00	0.00			18,000.00	
<b>Balance Carried Fwd</b>			413,699.72						
<b>Cashbook Totals</b>			431,699.72	0.00	0.00			431,699.72	



## Receipts for Month 9

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	85,000.03					85,000.03	
NW Int	Banked: 31/12/2021	28.88						
NW Int	Nationwide Bank		28.88		1196	1	28.88	NW Interest Dec 21
Total Receipts for Month		28.88	0.00	0.00			28.88	
Cashbook Totals		<u>85,028.91</u>	<u>0.00</u>	<u>0.00</u>			<u>85,028.91</u>	



Westfield Parish Council 2021-22

User: AJF

For Month No: 9

Date: 12/01/2022

Cashbook 3

Time: 13:07

Nationwide Savings Account

Payments for Month 9		Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
11/12/2021	Current Account	NWINT56	28.88			201	28.88 NW Interest Dec 21
Total Payments for Month			28.88	0.00	0.00		28.88
Balance Carried Fwd			85,000.03				
Cashbook Totals			85,028.91	0.00	0.00		85,028.91





## Schedule of regular payments 2021-22 amounts are all NET)

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Apollo Technology	IT Support costs	£0.00	£1,096.09	£0.00	£90.00									£1,186.09
Avon Pension Fund	Superannuation	£879.56	£879.56	£879.56	£879.56	£1,155.54	£870.40	£870.40	£870.40	£1,006.11	£887.36			£9,178.45
GPS Telecoms	Telephone and broadband	£67.93	£66.10	£68.56	£67.18	£67.07	£66.94	£71.68	£66.30	£66.49	£65.14			£673.39
Greensward	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58			£21,215.80
HMRC	PAYE and NI	£313.77	£313.97	£313.77	£313.97	£375.53	£305.17	£305.37	£305.37	£497.41	£327.92			£3,372.25
Oval Commercial	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75			£8,397.50
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	£60.00	£0.00	£0.00	£0.00			£120.00
Net Salaries (and expenses)	Office staff	£2,821.62	£2,821.42	£2,821.62	£2,821.42	£3,744.96	£2,794.17	£2,793.97	£2,793.97	£3,131.00	£2,837.56			£29,381.71
Public Works Loans Board	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			£7,373.44
Ricoh	Photocopier	£148.41	£0.00	£0.00	£162.15	£0.00	£0.00	£160.03	£0.00	£0.00	£0.00			£470.59
Southern Electric	NH Pavilion	£0.00	£0.00	£117.76	£0.00	£0.00	£104.08	£0.00	£0.00	£109.28	£0.00			£331.12
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.60	£0.00			£87.18
SoVision IT	IT Support/Provider				£169.20	£169.20	£169.20	£180.60	£169.20	£169.20	£169.20			£1,195.80
Total Gas & Power	NH Pavilion	£0.00	£46.61	£0.00	£0.00	£47.52	£0.00	£52.91	£0.00	£0.00	£0.00			£147.04
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00	£0.00	£57.71	£23.17	£0.00	£0.00	£0.00	£0.00			£80.88
Water2Business	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00
Zoom subscription	Meeting space	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99			£119.90
	<b>Monthly Total</b>	<b>£7,204.61</b>	<b>£8,197.07</b>	<b>£7,202.88</b>	<b>£11,163.52</b>	<b>£8,590.85</b>	<b>£7,394.74</b>	<b>£7,468.28</b>	<b>£7,178.56</b>	<b>£7,983.41</b>	<b>#####</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

This amount plus one off payments

Highlight if over £5000 as this requires full Parish Council approval

## CIL funds 2021-22

CIL Funds carried over from previous years:

£947.44

*expires July 2025*

### CIL INCOME

2021/22		Notes	Expiry date of funds
17/6/2021	£2,400.68	21/00068/VAR 12 Milton Road	June 2026
3/11/2021	£5,380.52	17/04186/FUL The Shambles Wells Road and 21/03451/ODCOU Lilliput House Fosseway	November 2026
9/12/2021	£28,863.35	16/04714/RES Parcel 6781 Cobblers Way, Westfield, Radstock + 21/03451/ODCOU Lilliput House Fosseway, Westfield, Radstock.	December 2026
24/12/2021	£3,330.75	16/04714/RES Parcel 6781 Cobblers Way, Westfield, Radstock	December 2026
12/1/2022	£13323.00	16/04714/RES Parcel 6781 Cobblers Way, Westfield, Radstock	January 2027
TOTAL		£7,781.20	

### CIL EXPENDITURE

Date	Budget Code	Item/Purpose	Amount

TOTAL £0.00

CIL repaid following a repayment notice:

N/A

Balance of 2020-21 CIL funds £947.44

Balance of 2021-22 CIL funds £7,781.20

Balance of CIL funds overall: £8,728.64

## s106 funds 2021-22

s106 Funds carried over from previous years:

£95,871.97

### s106 INCOME

Date	Amount	Purpose of the grant
17/11/2021	£11,285.00	New Climber at Norton Hill Recreation Ground

TOTAL £11,285.00

### s106 EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
------	-------------	--------------	--------

Stand-alone pavilion at Westhill Rec			
Funds received for this project:			£8,000.00
1/4/2021		Balance of spend so far b/d	£4,510.03
Total 2020-21 spend for stand-alone Pavilion			£0.00
<i>Balance</i>			<i>£3,489.97</i>

Purchase of land at Waterside Valley			
Funds received for this project:			£93,000.00
1/4/2021	4930/199	Balance of spend so far b/d	£618.00
		Purchase Price	£90,000.00
21/7/2021	4930/199	Solicitor's fees	£580.00
		Searches	£381.00
Total spend on purchase of land:			£91,579.00
<i>Balance</i>			<i>£1,421.00</i>

**TOTAL s106 spend in 2021-22**                    £91,579.00  
**Balance of 2021-22 s106 funds**                £15,577.97

Prepared by: Adam Faulkner, Finance Officer  
 Verified by: Lesley Close, Parish Clerk

## Westfield Parish Council Proposed Budget 2022-23

DRAFT 1

CODE	ITEM	Current budget 2021-22	Actual at 6 months	Estimate to year end	Proposed 2022-23 budget	NOTES
<b>EXPENDITURE</b>						
<b>1 Central Services</b>						
4001	Wages & Salaries	39,890	20,057	40,114	40,866	Includes £1000 contingency to be transferred to EMR at year end if unused
4002	Employer's NIC	1,849	801	1,602	1,842	
4003	Employer's Superannuation	8,776	4,413	8,826	8,771	
4005	Training	500	60	500	500	
4006	Employment Services	74	74	74	80	Moneysoft payroll software licence - check website for 2022 fee
4008	Travel & Subsistence	200	54	100	200	
4011	Rates Payable	1,065	1,035	1,035	1,066	Rates apply on the office premises - small business relief means the charge on the first premises Suite 5 is £0 but we incur a charge on Suite 4. 2021-22: 1035 +3%. Office £1035 in 2021/22 add 3% in 2022/23 There is also a charge on Pavilion (see 4011/308).
4012	Water	0	53	53	0	
4013	Rent Payable (office premises)	10,254	6,046	12,092	10,080	Contract with Oval on Suite 5 until Dec 2022: £489.75pcm Contract on Suite 4 until September 2021: £350pcm Assume higher rent on Suite 4 (originally quoted) of £379.50pcm Oct-March
4014	Electricity	0	140	140	0	PAT testing £110 + Fixed elects testing - Christmas tree (2020, 2025, 2030) £90 + fire extinguisher service £50 + Pavilion intruder alarm service £85,
4018	Health and Safety	846	17	756	846	emergency lights, sounder, strobe £60 +3% Legionella survey £445 (every 2 years: 2019, 2021, 2023) (Annual tree survey (now budgetted under Recreation Grounds), Boiler service (now budgetted under NH Rec Gas))
4021	Telephone & Fax	800	484	970	1,000	2021-22: GPS line rental and fibre broadband £65pcm + calls NB. Telephone system updates package will require renewal in October 2023.
4022	Postage	220	69	120	220	
4023	Stationery, Printing & Publications	500	170	400	500	
4024	Subscriptions	1,348	1,245	1,348	1,289	NALC £949, SLCC £300 ; Data Protection £40

*This shading denotes items in the remit of the E&D Committee*

4025	Insurance	2,650	2,877	2,877	2,877	2,877	LTA with BHIB until April 2023 2021-22: there was a big claim for the fence repairs that may affect the premium. Additional premium £101 for increase in fidelity guarantee
4026	Photocopying charges	725	311	725	747	747	5 year contract with Ricoh to Nov 2022. £127,200q plus copies (average £54pq).
4027	Information Technology	4,546	2,778	3,800	4,682	4,682	New contract with SOVISIONIT from July 2021 RBS Omega support and maint £ (check cost) plus MTD software £ (check cost)
4030	Recruitment	0	384	384	384	384	Broadband costs are under 4021 Telephone&Internet Estimated cost of recruiting a single officer: adverts £250, 2022-23: budget to top EMR up again
4036	Furniture & Equipment	250	0	250	250	250	
4050	Bank charges	120	70	140	145	145	duplicate banks statements = 2 per month a £5 per statement
4056	Audit Fees - External	618	200	800	800	800	Current cost +3% - awaiting confirmation of 2022-23 cost, external audit costs increased from 600 to 800 bracket due to moving up in cost tier
4057	Audit Fees - Internal	335	-10	335	350	350	As tendered by Auditing solutions
4058	Accountancy Support	445	38	445	460	460	DCK year end closedown
6001	Trf to Earmarked Reserve	0	0	0	0	0	Transfer of any unused salaries and recruitment contingency
6000	Trf from Earmarked	76,010	384	384	0	0	
	<b>Sub total</b>		<b>41,750</b>	<b>78,270</b>	<b>77,955</b>	<b>77,955</b>	
<b>100 Corporate Management</b>							
4061	Pension deficit funding	2,287	4,573	2,287	2,287	2,287	2019 actuary's valuation set the deficit as £6860 for the 3 years April 2020 - March 2023 - split into 3 = 2287pa
	<b>Sub total</b>	<b>2,287</b>	<b>4,573</b>	<b>2,287</b>	<b>2,287</b>	<b>2,287</b>	
<b>101 Democratic Process</b>							
4005	Training	0	0	0	0	0	EMR balance is £7769 - suggest no need to budget more at present
4007	Conference expenses	0	0	0	0	0	
4008	Travel and subsistence	0	0	0	0	0	EMR balance is £1497 - suggest no need to budget more at the moment
4110	Election Costs	0	0	0	0	0	A budget for potential By-Elections as B&NES are likely to start charging Parishes for this. The projected cost of £5538 was received from Monitoring Officer in 2019 and has been placed in EMR. No further budget needed at present
4131	Meeting rooms/hospitality	1,000	94	190	680	680	Hire of boardroom for 3 meetings pcm for 11 months at £20 per meeting - £660 +3% Zoom subscription? £11.99pcm + ad hoc expenses
6001	Trf to Earmarked Reserves	0	0	0	0	0	
	<b>Sub total</b>	<b>1,000</b>	<b>94</b>	<b>190</b>	<b>680</b>	<b>680</b>	





4225	Green Spaces Maintenance	3,496	1,343	3,496	1,296	Ownerless amenity land: Grass cutting (1258 (2021 cost)+3%) Tree maintenance - tree survey every two years 2019, 2021, 2023, 2025 = £225 (2021 cost)+3% Plus £2000 contingency for funds towards EMR Street Scene Maintenance (F&P 20.11.19) - ?not sure if this is to be budgetted every year...? Carry over any surplus to earmarked reserves
4227	E & D Projects E&D	5,000	395	5,000	5,000	Potential to reduce this as there is £16,000 in EMR
4230	Flowers in Public Places E&D	5,782	4,117	5,782	5,955	Flowers contractor 2021-22 £5362+3% plus water - 5 supplies plus church - estimate £300 based on 2020-21 cost
4231	Defibrillator E&D	600	903	903	900	6 defibrillators - Shops, Mardons, Fire Station, Doctors' Surgery, Pavilion, Whitsones Annual fixed electrics check (£55 per defibrillator (2021 cost)) plus sundry items such as replacement pads (£100 per defibrillator)
4232	Community projects E&D	2,351	70	70	2,481	2021 Fun Day was cancelled 2022 Fun Day budget £2286 as per 2020 Plus 3 x poppy wreaths for Remembrance (£65). The Fun Day spending over budget is balanced with funds from EMR
4237	Youth Provision E&D	11,977	8,052	10,820	11,663	2021-22: saving on hall hire costs 2022-23: Yth Connect SW £10463 (confirmed) plus hall hire £30pw for 40 weeks
4241	St Nicholas Churchyard	2,191	2,191	2,191	2,259	As approved by PC 03.12.18 - budget one third of total cost then increase each year by CPI rate from September of the current year. i.e. multiple last year's budget by 1 plus this year's CPI rate (see calculation on last year's budget). CPI rate in September 2021 was 3.1
NEW	Waterside Valley	0	0	0	10,000	Estimate as this is a new project and the Management Plan is underway
6000	Tf from Earmarked Reserve	-	1,000	1,000	0	
	<b>Sub total</b>	<b>61,794</b>	<b>24,441</b>	<b>59,660</b>	<b>70,347</b>	
<b>303 Allotments</b>						
4039	Grounds maintenance E&D	100	0	100	100	
	<b>Sub total</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>100</b>	
<b>307 Westhill Recreation Ground</b>						
4039	Grounds Maintenance contract E&D	11,376	5,684	11,376	11,376	As per Greensward contract 2020-24: 2021-22 £11376, 2022-23 £11376, 2023-24 £11661
4062	Grounds Maintenance ad hoc E&D	5,000	1,453	3,120	5,000	All additional works above the maintenance contract. Inc annual tree inspections £107 per recreation ground
4065	Play Area Inspections E&D	622	376	629	648	Annual inspection £289+3% (RoSPA) 4 quarterly inspections £340+3% (Greensward) Increased due to outdoor gym

		16,998	7,513	15,125	17,024
	<b>Sub total</b>				
<b>308 Norton Hill Recreation Ground</b>					
4011	Rates	925	674	674	925
4012	Water	620	265	550	620
4014	Electricity	525	222	525	585
4015	Gas	275	92	275	358
4039	Grounds Maintenance contract E&D	14,092	7,046	14,092	14,092
4062	Grounds Maintenance ad hoc E&D	10,000	1,440	10,000	10,000
4063	CCTV E&D	100	358	458	100
4065	Play Equip inspections E&D	396	406	600	593
6000	TfT from Earmarked Reserve	0	358	358	0
	<b>Sub total</b>	<b>26,933</b>	<b>10,861</b>	<b>27,532</b>	<b>27,273</b>
	<b>Total expenditure</b>	<b>212,449</b>	<b>311,649</b>	<b>440,560</b>	<b>236,120</b>

		240	207,650	300	100
<b>INCOME</b>					
1099	Miscellaneous income (Capital and Projects)	0	240	240	0
1176	Precept	207,650	103,825	207,650	
1196	Interest received	300	199	300	300
1012	Allotments income - WAGS	100	100	100	100

a portion of 2021-22 rates were credited on account and will act as a pre-payment against next year. (pre-payment already processed in OMEGA). 2021/22 £895 (before credit) add 3% for 2022/23

Annual Legionella test in July £120 + water rates approx £500pa

Estimate £450 for the year plus:  
Fixed electrics testing - £140 each. Predicted 30% increase in gas and electricity rates 2022/23

Garage - 2019, 2024, 2029, 2034  
Pavilion plus security light at boules court - 2020, 2025, 2030, 2035  
New gas contract: average usage = 145kw pcm at 4.271 per unit = £75 for the year plus 30p per day standing charge = £110 plus Boiler service £90

As per Greensward contract 2020-24:  
2021-22 £14092, 2022-23 £14092, 2023-24 £14445

All additional works above the maintenance contract including contingency for Fun Fair repairs. Inc annual tree inspections £107 per recreation ground

Check spending over last few years and the Fun Fair EMR - potential to reduce this.  
Transfer surplus at year-end to EMR for future fun fair repairs. 3 extra pavilion cleans in August at £45 each

Annual service £85 + sundries  
Annual inspection £236+3% (RoSPA)  
4 quarterly inspections £340+3% (Greensward)

this figure to be worked out on the Precept calculation report and at Parish Council in Feb

At the moment we are only receiving interest on the Nationwide account as per Annual list of fees and charges

1177	Grants received (Norton Hill Trust)	1,375	0	1,375	1,375	This figure should be pulled in from the Norton Hill Trust budget tab (below)
1177	Grants received (Westhill Trust)	285	0	285	206	This figure should be pulled in from the Westhill Trust budget tab (below)
1179	CIL income	0	2,401	7,782		
<b>Total income</b>		<b>209,710</b>	<b>106,765</b>	<b>217,732</b>	<b>1,981</b>	

Earmarked Reserves estimated at 01.04.2022 - the info below is pulled through from the Summary tab - so make all amends on that tab!

CODE	TITLE	PREDICTED BALANCE AT 01/04/2022				
320	Tree Works	5,398				EMR to cover one-off tree works expected in 2021-22 from 2019-20 surplus of E&D Projects and Pavilion Rates
322	Grants unpaid	800				for WPC Grants promised but not yet paid
324	Training	7,769				no change on last year
325	Legal Fees	6,000				no change on last year
326	Elections	5,538				To cover the costs of a By-Election if it arises
327	E&D projects	16,187				no change on last year
329	Play equipment	24,098				no change on last year
330	Community Fund	14,113				no change on last year
331	Community Centre	88,000				no change on last year
332	CCTV	4,017				no change on last year
333	Youth Provision	33,484				no change on last year
335	Conferences and travel	1,497				no change on last year
336	Street Scene Maintenance	2,948				£2500 budgeted to add to this reserve
337	Recruitment	539				no change on last year
343	NH maintenance repairs	9,258				topped up with any budget surplus from 4062/308 to cover cost of post-Fun Fair repairs
344	Salaries Contingency	1,252				To cover unexpected wages or locum costs - surplus from budget code 4001/1
345	Lights on Pit Path	8,000				to build up over 4 years to cover the cost
346	Nature Trail	4,120				2020-21 surplus of Fun Day and VE Day
347	Waterside Valley	23,000				0
		<b>256,018</b>				
315	Rolling Capital Reserve	64,863				0
328	Grants received in advance	0				0
334	s106 - funds rec'd in advance	4,779				Funds towards WH Pavilion
339	CIL 2019-20	0				0
340	CIL 2020-21	947				0

341	CIL 2021-22	2,401.0
		329,008

TRUST - Norton Hill Recreation Ground proposed budget 2022-23						
DRAFT 1						
CODE	ITEM	Current budget 2021-22	Actual at 6 months	Estimate to year end	Proposed 2022-23 budget	NOTES
<b>EXPENDITURE</b>						
4601	Trust Grant to WPC	1,375	0	1,375	1,375	As per the Trust Policy the income from use of pitch and facilities is paid to the Parish Council as a grant towards cost of upkeep.
	Total expenditure	1,375	0	1,375	1,375	
<b>INCOME</b>						
1015	Pitch Hire	350	42	350	350	2021-22 teams: Meadow Rangers, Chilcompton Sports, Westfield FC Youth Teams are fluid at the moment so cautious on budget for next year.
1018	Bowling income -Norwest	1,025	511	1,025	1025	As per new rent agreement and Schedule of Fees & Charges. Rent year starts in October so calculate 6 months at this year's rent and 6 months at new rent.
	Total income	1,375	553	1,375	1,375	
	Deficit / surplus	0	553	0	0	

<u>TRUST - Norton Hill Recreation Ground proposed budget 2022-23</u>						
DRAFT 1						
CODE	ITEM	Current budget 2021-22	Actual at 6 months	Estimate to year end	Proposed 2022-23 budget	NOTES
<b>EXPENDITURE</b>						
4601	Trust Grant to WPC	1,375	0	1,375	1,375	As per the Trust Policy the income from use of pitch and facilities is paid to the Parish Council as a grant towards cost of upkeep.
	Total expenditure	1,375	0	1,375	1,375	
<b>INCOME</b>						
1015	Pitch Hire	350	42	350	350	2021-22 teams: Meadow Rangers, Chilcompton Sports, Westfield FC Youth Teams are fluid at the moment so cautious on budget for next year.
1018	Bowling income -Norwest	1,025	511	1,025	1,025	As per new rent agreement and Schedule of Fees & Charges. Rent year starts in October so calculate 6 months at this year's rent and 6 months at new rent.
	Total income	1,375	553	1,375	1,375	
	Deficit / surplus	0	553	0	0	

## Budget Summary

Year Ending 31st March 2023

	2021-22		2022-23	Budget	
	Projected	Budgeted	Proposed	Incr/Decr	
<b>REVENUE EXPENDITURE</b>					
Reallocated Services	78270	76010	77955	1945	
Corporate and Democratic Services	9766	10241	10047	-194	
Grant expenditure	101059	105825	114744	8919	
	0	0	0		
	<u>189095</u>	<u>192076</u>	<u>202746</u>	<u>10670</u>	
<b>INCOME</b>					
Reallocated Services (bank interest & misc income)	540	300	300	0	
Corporate and Democratic Services	0	0	0	0	
Income Granted to WPC	100	100	100	0	
	1581	1660	1581	-79	
	<u>2221</u>	<u>2060</u>	<u>1981</u>	<u>-79</u>	
<b>NET REVENUE EXPENDITURE</b>	<u>186874</u>	<u>190016</u>	<u>200765</u>	<u>10749</u>	
<b>CAPITAL EXPENDITURE (NET)</b>					
Rolling Capital Fund	23995	13000	13000	0	
Loan charges	6560	6560	6743	183	
Loan Repayments	813	813	631	-182	
	<u>31368</u>	<u>20373</u>	<u>20374</u>	<u>1</u>	
<b>TOTAL NET EXPENDITURE</b>	<u>218242</u>	<u>210389</u>	<u>221139</u>	<u>10750</u>	
Financed as follows					
General Reserve at 1st April 2021	63332	63332	52740		
Predicted General Reserve at y/e 31st March 2022	52740	60593	50191 **		
Used to Fund Expenditure	10592	2739	2549		
<b>PRECEPT</b>	207650	207650	218590	<u>10940</u>	5.27%
<b>Total NET Expenditure</b>	<u>218242</u>	<u>210389</u>	<u>221139</u>	<u>10750</u>	
Band D Equivalent Tax Base	<u>1890.83</u>	<u>1890.83</u>	<u>1905.53</u>		
<b>Precept per Band D Equivalent</b>	<u>£109.82</u>	<u>£109.82</u>	<u>£114.71</u>	<u>£4.89</u>	4.46%

\*\*Note: the recommended minimum reserve is equal to 3 months net expenditure:

46719 47504

3 months net expenditure: 50191 \*\* 4 months net expenditure: 66922 \*\*

Earmarked Reserves	1/4/2021	31/3/2022	31/3/2022
		(Projected)	(Available)
Rolling Capital Fund	64863	64863	64863
Other Earmarked Reserves	354447	247517	247517
	<u>419310</u>	<u>312380</u>	<u>312380</u>

## Funds held in Trust (Westfield Parish Council is sole trustee)

	1/4/2021	31/3/2022	31/3/2022
		(Projected)	(Available)
Westhill Recreation Ground Trust	6811	6812	6812 Held at NatWest
Norton Hill Recreation Ground Trust	4650	4651	4651 Held at NatWest
	<u>11461</u>	<u>11463</u>	<u>11463</u>

Model A - Increasing the precept by 5.27% in order to ensure we have the required 3 months net expenditure as a cash flow reserve.



Year Ending 31st March 2023

Budget Summary

	<u>2021-22</u>		<u>2022-23</u>	Budget	
	Projected	Budgeted	Proposed	Incr/Decr	
<b>REVENUE EXPENDITURE</b>					
Reallocated Services	78270	76010	77955	1945	
Corporate and Democratic Services	9766	10241	10047	-194	
Grant expenditure	101059	105825	114744	8919	
	0	0	0		
	<u>189095</u>	<u>192076</u>	<u>202746</u>	<u>10670</u>	
<b>INCOME</b>					
Reallocated Services (bank interest & misc income)	540	300	300	0	
Corporate and Democratic Services	0	0	0	0	
Income Granted to WPC	100	100	100	0	
	1581	1660	1581	-79	
	<u>2221</u>	<u>2060</u>	<u>1981</u>	<u>-79</u>	
			<u>200765</u>	<u>10749</u>	
<b>NET REVENUE EXPENDITURE</b>	<u>186874</u>	<u>190016</u>	<u>200765</u>	<u>10749</u>	
<b>CAPITAL EXPENDITURE (NET)</b>					
Rolling Capital Fund	23995	13000	13000	0	
Loan charges	6560	6560	6743	183	
Loan Repayments	813	813	631	-182	
	<u>31368</u>	<u>20373</u>	<u>20374</u>	<u>1</u>	
	<u>218242</u>	<u>210389</u>	<u>221139</u>	<u>10750</u>	
<b>TOTAL NET EXPENDITURE</b>					
Financed as follows					
General Reserve at 1st April 2021	63332	63332	52740		
Predicted General Reserve at y/e 31st March 2022	52740	60593	39251 **		
Used to Fund Expenditure	10592	2739	13489		
<b>PRECEPT</b>	207650	207650	207650	<u>0</u>	0.00%
<b>Total NET Expenditure</b>	<u>218242</u>	<u>210389</u>	<u>221139</u>	<u>10750</u>	
Band D Equivalent Tax Base	1890.83	1890.83	1905.53		
<b>Precept per Band D Equivalent</b>	<u>£109.82</u>	<u>£109.82</u>	<u>£108.97</u>	<u>-£0.85</u>	-0.77%

\*\*Note: the recommended minimum reserve is equal to 3 months net expenditure: 46719 47504 3 months net expenditure: 50191 4 months net expenditure: 66922 \*\*

	1/4/2021	31/3/2022 (Projected)	31/3/2022 (Available)
Earmarked Reserves			
Rolling Capital Fund	64863	64863	64863
Other Earmarked Reserves	354447	236577	236577
	<u>419310</u>	<u>301440</u>	<u>301440</u>

Funds held in Trust (Westfield Parish Council is sole trustee)	1/4/2021	31/3/2022 (Projected)	31/3/2022 (Available)	
Westhill Recreation Ground Trust	6811	6812	6812	Held at NatWest
Norton Hill Recreation Ground Trust	4650	4651	4651	Held at NatWest
	<u>11461</u>	<u>11463</u>	<u>11463</u>	

Model B - keeping the precept the same, but viring £10,940 from ear marked reserves, in order to ensure we have the required 3 months net expenditure as a cash flow reserve. Not necessarily recommended because effectively we are removing funds for capital or one-off expenditure and using it to fund the operating expenditure, which is not sustainable over a number of years. But given the high level of earmarked reserves it might be acceptable as a one-off.

Budget Summary

Year Ending 31st March 2023

REVENUE EXPENDITURE	<u>2021-22</u>		<u>2022-23</u>	<i>Budget</i>
	Projected	<i>Budgeted</i>	Proposed	<i>Incr/Decr</i>
Reallocated Services	78270	76010	77955	1945
Corporate and Democratic Services	9766	10241	10047	-194
Grant expenditure	101059	105825	114744	8919
	0	0	0	
	<u>189095</u>	<u>192076</u>	<u>202746</u>	<u>10670</u>
<b>INCOME</b>				
Reallocated Services ( <i>bank interest &amp; misc income</i> )	540	300	300	0
Corporate and Democratic Services	0	0	0	0
Income Granted to WPC	100	100	100	0
	1581	1660	1581	-79
	<u>2221</u>	<u>2060</u>	<u>1981</u>	<u>-79</u>
<b>NET REVENUE EXPENDITURE</b>	<u>186874</u>	<u>190016</u>	<u>200765</u>	<u>10749</u>
<b>CAPITAL EXPENDITURE (NET)</b>				
Rolling Capital Fund	23995	13000	13000	0
Loan charges	6560	6560	6743	183
Loan Repayments	813	813	631	-182
	<u>31368</u>	<u>20373</u>	<u>20374</u>	<u>1</u>
<b>TOTAL NET EXPENDITURE</b>	<u>218242</u>	<u>210389</u>	<u>221139</u>	<u>10750</u>
Financed as follows				
General Reserve at 1st April 2021	63332	63332	52740	
Predicted General Reserve at y/e 31st March 2022	52740	60593	43404 **	
Used to Fund Expenditure	10592	2739	9336	
<b>PRECEPT</b>	207650	207650	211803	<u>4153</u> 2.00%
<b>Total NET Expenditure</b>	<u>218242</u>	<u>210389</u>	<u>221139</u>	<u>10750</u>
Band D Equivalent Tax Base	<u>1890.83</u>	<u>1890.83</u>	<u>1905.53</u>	
<b>Precept per Band D Equivalent</b>	<u>£109.82</u>	<u>£109.82</u>	<u>£111.15</u>	<u>£1.33</u> 1.21%

\*\*Note: the recommended minimum reserve is equal to 3 months net expenditure:

46719 47504

3 months net expenditure: 50191

4 months net expenditure: 66922 \*\*

Earmarked Reserves	<u>1/4/2021</u>	<u>31/3/2022</u>	<u>31/3/2022</u>
		<i>(Projected)</i>	<i>(Available)</i>
Rolling Capital Fund	64863	64863	64863
Other Earmarked Reserves	354447	240730	240730
	<u>419310</u>	<u>305593</u>	<u>305593</u>

Funds held in Trust (Westfield Parish Council is sole trustee)

	<u>1/4/2021</u>	<u>31/3/2022</u>	<u>31/3/2022</u>
		<i>(Projected)</i>	<i>(Available)</i>
Westhill Recreation Ground Trust	6811	6812	6812 <i>Held at NatWest</i>
Norton Hill Recreation Ground Trust	4650	4651	4651 <i>Held at NatWest</i>
	<u>11461</u>	<u>11463</u>	<u>11463</u>

Model C - a 2% increase in precept, and viring £6,787 from ear marked reserves, in order to ensure we have the required 3 months net expenditure as a cash flow reserve. Not necessarily recommended because effectively we are removing funds for capital or one-off expenditure and using it to fund the operating expenditure, which is not sustainable over a number of years. But given the high level of earmarked reserves it might be acceptable as a one-off.



Time capsule with memorial plaque	1,761	Memorial plaque added Nov 2016 E273 Inc installation.	The area at the top of Elm Tree Avenue is visited regularly by staff and Councillors for defib checks, noticeboard, flowers etc. Any issues are dealt with on	£80,000 "Year memorials"	1891.54
Christmas Lights (Removed festive lights - see note)	4,035	Christmas Tree lights (purchased 27/11/22 added to 21/24 - some sets replaced 31/20 but have not amended total) Festive lights on lamp posts have been removed because they are not an asset as they are leased to owners - but they are covered on the insurance as temporary festive lights for additional damage etc whilst in our Parish	The lights are checked annually by Tony Dunning before they are put up and any issues are rectified at that time.	£50,000 Street furniture when up on the trees, Contents when stored in the garage.	4497.78 and 5868.00 for 36 (added to 36) temporary festive lights
Snow Warden equipment					
Turbocast 300 Grit Spreader	0	Donated by BARNES 2011 (E986 for insurance purposes)	All gritters except one are now stored in the garage. Any issues are raised on a case by case basis.	£30,000 "Mowers and machinery"	3025.05
Turbocast 250 Grit Spreader	853	Purchased 28/11/2012	Rees Taylor changed the belt on this gritter in 2017.		
Turbocast 300 Salt Spreader	250	Purchased 6/1/2014			
Turbocast 300 Salt Spreader	898	Purchased Dec 2016			
Standpipes and Auto-watering systems					
At hanging basket carousels - Westley Ave & Ngale Way	8905	Installed 22/04/2015 - replaced Oct 2019 (no change to asset value)	Checked regularly throughout the summer/Autumn by the flowers contractor. Auto-watering timers removed for the winter to avoid frost damage.	£120,000	21655.09
Standpipes at coal trucks and Jubilee Green	8474	Installed Feb 2017 - 3776 + 550 (Pipeline) + 3748 (Biscuit Wagon)			
Auto-watering systems at shops and church	697	Installed on new hanging basket trees instead. System remains for church IS			
Auto-watering systems at two coal trucks	370	Installed May 2017 - replaced May 2020 (no change to asset value)			
Auto watering and tap at Jubilee Green	728	Installed June 2017			
Auto-watering to 4 x hanging basket trees around shops	923	Installed June 2019 - Used equipment that was taken down from the shops (see above)			
<b>VEHICLES &amp; EQUIPMENT TOTAL 282,691</b>					
<b>Infrastructure Assets</b>					
Flowers displays infrastructure					
Planters and Coal Trucks (2)	2,156	Checked throughout the summer/Autumn by the flowers contractor.		£120,000 "Street furniture"	12719.03
Hanging basket carousels and planter at Wee Ave and Ngale Way	2,549	purchased May 2014			
4 x basket trees at Elm Tree Ave shops (06/19)	7,469	Installed June 2019 E2490 purchase price + E5019 installation cost	Checked throughout the summer/Autumn by the flowers contractor.	£120,000	7469
Fencing					
Fencing - Weeshill Recreation Ground	10,739		Recreation grounds checked weekly by Greensward		
Fencing to Christmas Tree, Elm Tree Ave	1,339		The area at the top of Elm Tree Avenue is visited regularly by staff and Councillors for defib checks, noticeboard, flowers etc. Any issues are dealt with on a case by case basis.		
Fencing to allotments	3,500	April 2013	Site overseen by Norwest Bowling Club with whom the Parish Council has a good working relationship. Issues are raised and dealt with on a case by case basis.		
Fencing at Norton Hill Play Area	6,335	Play area fence Oct 2013 High fence Oct 2015	Recreation grounds checked weekly by Greensward		
Basket ball fence and extension	3,753	Installed June 2014		£66,882 "Gates and fences"	3801.42 6868.84
Fencing - Norwest Bowls and on side road	8,401	Fencing - completed May 2016 E2682	Recreation grounds checked weekly by Greensward		
Fencing - Norton Hill pavilion end plus replacement gate	5,174	Fencing - side road to Norwest Bowls (January 2017) E5715 Fencing at pavilion end Feb 2016 E4029 Replacement gate Oct 2017 E1145	Site overseen by Norwest Bowling Club with whom the Parish Council has a good working relationship. Issues are raised and dealt with on a case by case basis.	£66,220 "Gates and fences"	228,390.69 8001.75
Access ramp at Norton Hill Rec	1,148	Installed Feb 2016	Recreation grounds checked weekly by Greensward		
Fencing - at the tennis courts	13,284	Installed January 2017	Recreation grounds checked weekly by Greensward		
Railings at Upper Court/Norton Hill Recreation Ground	900	Installed January 2017	Recreation grounds checked weekly by Greensward		
Signage					
Signage (Trust Land)	668		Recreation grounds checked weekly by Greensward		
Gateway signage for Westfield - 1 sign @ E593 - 1 @ E325.82 (purchased 14/3/16 and 29/6/16)	2,523		The signs are passed regularly by staff and Councillors and any issues are dealt with on a case by case basis.	£120,000 "street furniture"	12719.03 2598.69
Youth Shelter	2,250		Play equipment checked weekly by Greensward		
Litter and Dog Bins	1,784	new litter bin at Weeshill Rec 11/6/23 E310 dog bin replaced July 2016 - cost remains the same (discard one and purchase new one)	Recreation grounds checked weekly by Greensward	£120,000 "street furniture"	12719.63 "street furniture"
Peasnope court at Norton Hill (5/14)	2,150		Recreation grounds checked weekly by Greensward	£100,850 "ground surfaces"	228,360.69 "various play equipment"
Tarmac of former tennis court, Norton Hill (03/7/14)	11,510		Recreation grounds checked weekly by Greensward	£99,891 "ground surfaces"	228,360.69 "various play equipment"
CCTV at Norton Hill	6,117	Installed Feb 2015 E485 Additional camera installed (June 2017) E1252	Recreation grounds checked weekly by Greensward Probably once every two months on an average. Previously - 2 cameras installed at Norton Hill Recreation Ground	£7991 "CCTV"	228,360.69 "various play equipment"
Noticeboards at local shops, allotments, Nightingale Way (28/2/15)	2,670	Jubilee Green Board (FOC - E543.27) (plus installation E390) WAGS Noticeboard (E922) (plus installation) Nightingale Way noticeboard (E1138) (plus installation)	Noticeboards visited regularly by staff and volunteers putting up notices.	£120,000 "street furniture"	12719.63 "street furniture"
Benches					

£120,000 "street furniture"	£120,000 "street furniture"	12718.63 "street furniture" £8405 added Sept 2019
£120,000 "street furniture"	added to insurance 23rd Dec "street furniture"	
£120,000 "street furniture"	£120,000 "Street furniture"	2548.34

Public Liability: £10,000,000	Public Liability: £10,000,000	100,000
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£108,000 "Contents"	£108,000 "Contents"	6880.4
£490 "Retailia"	£486	405.84

4 benches at Norton Hill (ball/pelange area)	250	Installed May 2014. £1000. 3 moved to play area. 1 put in garage Aug 2019	Recreation grounds checked weekly by Greensward
Memorial benches at Wells Rd and Shakespeare Rd	2285	Installed June 2017. Benches £1240 + Installation £1025	The memorial benches are passed regularly by staff and Councillors, residents also raise issues where necessary. Any issues are dealt with on a case by case basis.
2 benches at Westhill Rec	889	Installed Dec 2018. £714+£155 Installation from picnic table (see above)	
Granite coloured benches and picnic tables at Norton Hill Rec	9155	Installed Aug 2019. 7005+£1000 Installation-750 to account for benches moved from picnic table (see above)	Recreation grounds checked weekly by Greensward
Granite coloured picnic tables and benches at Westhill Rec	6393	4 x picnic tables and 3 x assembly picnic table £5728.12 (Theme Bins) Installation £595 (Greensward) installed October 2020	
Heritage Walk x 4 noticeboards + waymarker signs (Sept 2017)	3,055	Benches £205 + waymarker signs £498 + Installation £1600 + artwork £653 (cost of artwork not included in insurance cover)	The signs are passed regularly by staff and Councillors, residents also raise issues where necessary. Any issues are dealt with on a case by case basis.

INFRASTRUCTURE ASSETS TOTAL 118,384

Community Assets

Recreation Ground - Norton Hill - Sole Trustee	1	Recreation grounds checked weekly by Greensward
Recreation Ground - Westhill - Sole Trustee	1	Recreation grounds checked weekly by Greensward
Altiments at Waterford Park - leasehold	1	
Community Public Access Defibrillators	1	
Elm Tree shops	1,870	donated June 2013 - register value £1, actual value £2500
Mardons	1,870	Installed October 2017
Fire Station	1,870	Installed Jan 2018
Westfield Surgery	1,735	Installed May 2018
Norton Hill Pavilion	1,735	Bought using donation from Waterside Carnival Club. Installed Feb 2020.
Whitstones Fish n Chips	1,735	
Chain of office (1/4/16)	313	The Chain of Office is stored in the office.

COMMUNITY ASSETS TOTAL 8,897

690,056

87,532 Net additions/disposals

Highlighted items denote items added this year  
All assets on Trust (one) are purchased by the Parish Council with Parish Council funds\* therefore these remain assets of the Parish Council.  
\* Parish Council funds include grants made by the two Trusts to the Parish Council as per the Trusts Policy.

updated: 4/1/2022

## Annual Review of the Effectiveness of the Internal Control Environment

The system of internal control is based within a framework comprising the Code of Conduct, internal regulations (including but not limited to Financial Regulations) and administrative procedures.

It is further enhanced by the regular provision of management and financial information. The system is constantly monitored by members as well as officers within the council, most particularly by the Council's Finance and Personnel Committee.

The key elements of the Council's internal control environment are:

- Standing Orders, Financial Regulations and other policies covering a range of functions are implemented and reviewed regularly. Compliance with policies, procedures, laws and regulations is the responsibility of the Council together with the Parish Clerk.
- The Council has adopted a "Code of Corporate Governance"
- The Council has undertaken a Financial Risk Assessment in order to provide a comprehensive framework for the management of risk throughout the council.
- The Council undertakes a thorough review each year of its insurance schedule.
- The Council has measures to prevent and detect fraud, outlined below.
- Through reviews by internal and external auditors and other external agencies, the Council constantly seeks ways of ensuring the economic, effective and efficient use of resources, and for securing continuous improvement in the way in which its functions are exercised.

In June 2014, following a review of the Financial Regulations, the following procedures were agreed:

**1. *Procedures to ensure the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible***

The Finance Officer will enter invoices received onto the Omega system on a weekly basis. Following relevant checks, all outstanding invoices are put to the next Finance and Personnel Committee for authorisation and payment.

Income is recorded and banked on a weekly basis by the Finance Officer and is undertaken in accordance with the Financial Risk Assessment and Lone Working Policy.

**2. *Procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct lost records***

When orders are placed with suppliers a purchase order is raised at the point of ordering. This includes the agreed amount, VAT and delivery charges.

Purchase orders are recorded on the purchase order spreadsheet and filed in a Purchase Order book.

On receipt of an invoice the Finance Officer attaches the relevant purchase order to the invoice. The goods, work, supplier and amount for payment is checked. It is then passed to the Clerk who also checks these items and authorises the invoice.

If the amount relates to a regular payment, a single purchase order is raised for the year and each month is checked off, so that duplication of payment in a single month does not take place.

The schedule of income and expenditure is prepared monthly by the Finance Officer for scrutiny by the Finance and Personnel Committee.

The Admin Assistant scans and records all mail received by post on a daily basis, marking whether the item is financial in nature and who it is from and to which officer it is given.

All invoices, whether received by post or by email, are retained in hard copy in line with the records retention schedule.

**3. *Duties of Officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions***

The Finance Officer will enter all items on to the computer, print off reports and undertake a preliminary check of all invoices received.

The Clerk will check the invoices against purchase order and sign the invoices accordingly.

Payments are made by BACS using online banking. This is a two-step process: payments are first authorised at F&P by two signatories. The Finance Officer sets up the payments within the online banking facility. A bank signatory must then logon separately to the online banking to approve the payments. Upon approval payments are sent. Any payments made by telephone are first agreed by the Finance and Personnel Committee and witnessed by the Clerk. The witnessing of such transactions is signed by the Clerk, or by the Chair of the Council in her absence.

The Parish Clerk/Finance Officer will arrange for the PAYE and NI returns as well as superannuation returns to be sent electronically, with payment sent separately as authorised by the Council.

**4. *Procedures to ensure that uncollectable amounts are approved by the RFO before being put to the Council to be written off and approvals are shown in the accounting records***

The annual bad debt report is put to the Finance and Personnel Committee in March and if there are items to write off, the report is signed by the Clerk.

## 5. Measures to show that risk is properly managed

The Council approved the use of the LCRS Risk Assessment software and a report is generated each year by the Clerk to assess all risks and this is coupled with the annual review of the insurance schedule.

<b>Review History</b>	<b>To be reviewed annually</b>
Reviewed by Finance and Personnel	18/3/15
Reviewed by Finance and Personnel	23/3/16
Reviewed by Parish Council, no changes	3/5/16
Reviewed by Finance and Personnel	22/3/17
Reviewed by Parish Council, no changes	03/04/17 and 2/5/17
Reviewed by Finance and Personnel	22/3/18
Agreed by Parish Council	3/4/18
Reviewed by Finance and Personnel	20/3/19
Agreed by Parish Council	01/04/2019
Reviewed by Finance and Personnel	18/03/2020
Agreed by Parish Council	04/05/2020
Reviewed by Finance and Personnel	17/06/2021
Agreed by Parish Council	03/05/2021
Reviewed by Finance and Personnel	20/1/22
Agreed by Parish Council	
<b>Date of next review</b>	<b>May 2023</b>



**WESTFIELD PARISH COUNCIL**  
**RISK MANAGEMENT STRATEGY 2022**

**1. Introduction**

1.1 This document forms the Council's Risk Management Strategy. The objectives of this strategy are to:

- Develop risk management and raise its profile across the Council;
- Integrate risk management into the culture of the organisation;
- Manage risk in accordance with best practice.

**2. What is Risk Management?**

2.1 *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance.'* Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. Risk management is not simply about health and safety, but applies to all aspects of the Council's work.

2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

**Strategic Risk** - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst case scenario Government intervention.

**Compliance Risk** - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

**Financial Risk** - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

**Operating Risk** - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

### 3. Risk Management Policy Statement

Westfield Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses and to minimise uncertainty in achieving its goals and objectives.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

### 4. Implementing the Risk Management Strategy

#### 4.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur.

Options for control include:

**Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists;

**Reduction** – loss control measures are implemented to reduce the impact/likelihood of the risk occurring ;

**Transfer** – the financial impact is passed to others e.g. by revising contractual terms;

**Sharing** - the risk is shared with another party;

**Insuring** - insure against some or all of the risk to mitigate financial impact; and

**Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

#### 4.2 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

#### 4.3 Risk Management System

**Risk Identification** – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. Risks are identified in the Annual Risk Assessments.

**Risk Analysis** – Once risks have been identified they need to be systematically assessed. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

**Risk Prioritisation** - An assessment should be undertaken of the impact and likelihood of risks occurring, and prioritised as low, medium or high.

## 5. Roles and Responsibilities

5.1 **Councillors** – risk management is seen as a key part of the Councillors' stewardship role which would include:

- (a) Approval of a Risk Management Strategy;
- (b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- (c) Consideration, and if appropriate, endorsement of the Financial Risk Assessment which include the internal controls of the Council; and
- (d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

5.2 **Employees** – All employees will maintain an awareness of the impact and costs of risks. The Parish Clerk will, where required,

- (a) provide advice as to the legality of policy and service delivery choices;
- (b) update the Council on the implications of new or revised legislation;
- (c) assist in handling any litigation claims;
- (d) advise on any health and safety implications of the chosen or proposed arrangements for service delivery;
- (e) assess and implement the Council's insurance requirements;
- (f) provide assistance and advice on budgetary planning and control;

5.3 **Role of Internal Audit** – Internal Audit provides an important scrutiny role to provide independent assurance to the Council that the necessary risk management systems are in place and all significant risks are being managed effectively.

Feedback from Internal and External Audit can identify areas for improvement, as can the sharing of best practice via professional bodies, the National Association of Local Councils and relevant local council forums.

5.4 **Finance and Personnel Committee** – Annually review the Risk Management Strategy and the Review of the Insurance Schedule

## 6. Implementation Timetable and future monitoring

### Risk Management Strategy

Adopted by the Finance and Personnel Committee 9<sup>th</sup> January 2012.

Reviewed by the Committee 28/01/13.

Presented for review February 2014, January 2015, January 2016, January 2017, January 2018, January 2019, January 2020, January 2021, January 2022.

Agreed by Parish Council February 2020 and February 2021.

### Annual Review of the Insurance Schedule

Reviewed by the Finance and Personnel Committee 9<sup>th</sup> January 2012 and 28<sup>th</sup> January 2013.

Presented for review February 2014, January 2015, January 2016, January 2017, January 2018, January 2019, January 2020, January 2021, January 2022.

Agreed by Parish Council February 2020 and February 2021.

Financial Risk Assessment – Reviewed by the Finance and Personnel Committee 9<sup>th</sup> January 2012 and 28<sup>th</sup> January 2013. Presented for review February 2014, January 2015, January 2016, January 2017, January 2018, January 2019, January 2020, January 2021, January 2022.

Agreed by Parish Council February 2020 and February 2021.

Review of Internal Financial Controls Reviewed by the Finance and Personnel Committee 9<sup>th</sup> January 2012, 2013, 2014, 2015. Reviewed by F&P in March and agreed by Parish Council in May of 2016, 2017, 2018, 2019, 2020, 2021.

LCRS Risk Assessment summary presented for review to Finance and Personnel Committee in October 2018, January 2020, January 2021, January 2022.

Agreed by Parish Council February 2021.

<b>Review History</b>	<b>To be reviewed annually</b>
Adopted by F&P	9/1/2012
Reviewed by F&P	28/1/13
Reviewed by F&P	12/2/14
Reviewed by F&P	21/1/15
Reviewed by F&P	20/1/16
Reviewed by F&P	18/1/17
Reviewed by F&P	17/1/18
Reviewed by F&P	23/1/19
Reviewed by F&P	22/1/20
Agreed by Parish Council	3/2/20
Reviewed by F&P	20/1/21
Agreed by Parish Council	01/02/21
Reviewed by F&P	20/1/22
<b>Next review</b>	<b>January 2023</b>

# Risk Assessment Form

## Westfield Parish Council

Review Date: November 2022

Assessment Date: 01 11 21

Activity: Financial Risk Assessment

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Cash/ debit card stolen - Personal injury - Loss of income	Staff		<p>See Separate Cash Handling Assessment.                      Petty cash and debit card kept in locked cabinet.                      Petty cash folio slip signed by purchaser and countersigned by Parish Clerk. Receipts attached to folio slip.                      Petty cash and debit card imprests reconciled by Finance Officer monthly.                      Fidelity Guarantee insurance in place to cover improper use of the card by employees.                      Note: the insurance does not cover theft of the card by anyone other than employees and members. If the card was stolen by a third party this would be reported to and dealt with by the bank as soon as possible.                      Trustworthy reference taken up on all office staff.                      Payments &amp; Receipts Schedule examined by Finance &amp; Personnel Committee each month.                      Debit card is kept in the locked cabinet. PIN is accessed only by office staff who use the card and is kept in a separate locked cabinet.                      Use of the debit card is restricted to a single transaction value of £500 (Financial Reg 6.18)                      Wherever possible when making online purchases a Parish Council account should be set up.                      Where it is not possible to set up a Parish Council account the card details should not under any circumstances be saved to a personal account.                      Keep the PIN separate from the card, in a locked cabinet – accessible by office staff                      When making online purchases a Parish Council account should be set up</p>		LOW	
Banking - Loss of monies - Security	Council		Parish Clerk and Finance Officer only personnel who are authorised to transfer money between Council accounts.		LOW	

<p><b>Cheque Fraud</b></p> <ul style="list-style-type: none"> <li>- Loss of monies</li> <li>- Reputation</li> </ul>	Council		<p>Clerk and Finance Officer only officers who can make BACS payments.</p> <p>All staff salaries signed off each month by the Clerk and two Councillors. Finance Officer can check payments and receipts. Apart from the Clerk and Finance Officer, no other staff have any authorisation with the bank.</p> <p>Receipt logged for all monies (cheques or cash) received. All payments processed by online banking must be authorised by two separate users.</p> <p>Trustworthy reference taken up on Finance Officer.</p> <p>On 1/10/15 the Parish Council took advice from St James Wealth Management who raised (1) the fact that we are only covered for £85,000 per bank should a bank go under – we should be aware of banks which are the same bank but different names eg Tesco bank is not a bank in its own right but is part of another bank; (2) that the low risk banks are those which operate solely in the UK (Santander whilst offering higher interest rates is based in Europe).</p> <p>Two Members to sign all cheques and initial invoices as seen. Cheques raised only when invoice has been signed off by Parish Clerk. In cases where this is not possible for logistical reasons the Clerk is emailed a list of payments for confirmation and the invoices are signed afterwards.</p> <p>Finance Officer conducts bank reconciliation, checked and signed off monthly by the Parish Clerk as recommended by the Internal Auditor, and once a quarter by a Member that is not a bank signatory as per the Financial Regulations.</p> <p>Orders issued for all works and materials.</p> <p>Payments &amp; Receipts Schedule examined by Finance and Personnel Committee each month.</p>	LOW	
<p><b>Direct Debit/Standing Order Fraud</b></p> <ul style="list-style-type: none"> <li>- Loss of monies</li> </ul>	Council		<p>List of direct debits and standing orders to be put to the Finance and Personnel Committee every two years in accordance with the Financial Regulations.</p> <p>Finance Officer conducts bank reconciliation, checked and signed off by the Parish Clerk and by a Member that is not a bank signatory.</p> <p>Monthly direct debit payments signed off by two Councillors.</p> <p>Trustworthy reference taken up on Finance Officer.</p> <p>Payments &amp; Receipts Schedule examined by Finance and Personnel Committee each month.</p>	LOW	AF Nov 2021
<p><b>Online banking and BACS Fraud</b></p> <ul style="list-style-type: none"> <li>- Loss of monies</li> </ul>	Council		<p>Two Members to sign a list of proposed BACS payments and initial invoices as seen and checked against the list</p> <p>BACS payment only approved when invoice has been signed off by Parish Clerk.</p> <p>Finance Officer conducts bank reconciliation, checked and signed off monthly by the Parish Clerk as recommended by the Internal Auditor, and once a quarter by a Member that is not a bank signatory as per the Financial Regulations.</p>	LOW	

			Orders issued for all works and materials.. Payments & Receipts Schedule examined by Finance and Personnel Committee each month. BACS payroll checked by Parish Clerk. Telephone banking PIN kept in a locked cabinet in the office. Trustworthy reference taken up on Finance Officer. Security tokens used for access to online banking kept securely either in the office or by the signatory All online banking payments are required to be authorised by a second signatory			
<b>Fire</b> - Loss of records	Council		See Separate Fire Risk Assessment. Off-site automatic back up set up. Register of Assets maintained		LOW	
<b>Postage</b> - Loss of monies	Council		Postage purchased through the Consortium/Viking Direct. Postage logged in postage book. Trustworthy reference taken up on all Officers. Small amount of mail.		LOW	
<b>Payroll Information</b> - privacy - security of staff - bank details - loss of data due to system fault - loss of service of employee	Employees		Staff files kept in locked cupboard. Password protection on payroll information. All payroll undertaken in-house. Regular off site back up.		LOW	
<b>Loss of Revenue</b> - non payment - loss of booking - bank reconciliation	Council		Cancellation policy administered ie. payment required for bookings not cancelled. Reminders sent for unpaid invoices. All bad debts put to the Finance and Personnel Committee. Late payment penalty clause introduced by the Finance and Personnel Committee in September 2012. Bank reconciliation undertaken on receipt of bank statement.		LOW	
<b>Precept</b> Illegal expenditure Annual precept not the result of detailed consideration. Inadequate monitoring of performance			General Power of Competence obtained 2012 and renewed 2015 and 2018. Clerk and Councillors informed of the parameters of the General Power of Competence. Precept considered at Finance and Personnel Committee before recommendation to Parish Council. Quarterly budget comparison sheets circulated to all Councillors and considered and Finance and Personnel Committee.		LOW	

Changes in legislation			To continue to support NALC in its opposition to a 2% cap in precept increases. Cash flow reserves of 3-4 month net revenue expenditure maintained. Local Council Quality Award achieved September 2015 and again 4/1/2019		MEDIUM	
<b>Reserves</b> To ensure the level of reserves is neither too high or too low for the level of expenditure in the Council			4 months net revenue expenditure reserves agreed by F&P 28/10/13. This was reduced to 3 months net expenditure by F&P 22/01/19 To be reviewed each year at the time of setting the precept.		LOW	
<b>Accounting</b> Non compliant records Non compliance with internal audit Non compliance with statutory deadlines			Membership of NALC / ALCA ensures that we are kept up to date with compliance requirements and training opportunities. Ensure accounts and returns are submitted on time. Appoint internal auditor and examine all internal audit reports at Committee.		LOW	
<b>Insurance</b> Public liability Employers' liability Fidelity guarantee Loss of revenue Personal accident Insurance will not cover living Christmas Tree or loss of metered water at Allotment site.			All items covered in insurance schedule. Insurance schedule reviewed annually by Finance and Personnel Committee. WAGS informed of the lack of cover for loss of metered water at Allotment Site and encouraged to check the meter regularly. 4/3/13.		LOW	
<b>Working from home for a length of time during the pandemic</b>	Employees		During lockdown it was deemed safer to keep the debit card at the home of the Finance Officer. Kept in a safe place in the home. Returned to the office after lockdown. Checked insurance situation in respect of keeping the debit card at home when required -2/1/20 – BHIB confirmed there is a £250,000 limit on the card and £350 limit on cash. The laptop falls within the £90,000 limit.		LOW	

Assessor's signature:	Clerk's signature:
Date:	Date:



## WESTFIELD PARISH COUNCIL

### Annual Review of the Insurance Schedule 2022

The Insurance Schedule is available to view by arrangement. I would highlight the following points:

#### **(1) Sums insured**

I have checked the sums insured for each of the Council's premises against our fixed asset register.

#### **(2) Fidelity Guarantee**

As a minimum this figure should equate to half the year's precept plus cash balances in the bank. I calculate the Fidelity Guarantee therefore as **£579,657** (being £103,825 plus balances in the bank, which at 31<sup>st</sup> March 2021 were £475,832)

The Fidelity Guarantee was increased to a new limit of £750,000 on 1<sup>st</sup> April 2021.

#### **(3) Business Interruption and Loss of earnings**

The loss of earnings cover in the event of business interruption should be broken down into two elements (1) actual lost income eg from Trust grants, Allotments lease and any budgeted Fun Day income which equates to £1,681 in the 2022-23 budget; and (2) unavoidable loss should we no longer be able to operate in our current manner. This is a set figure of £50,000 and would cover costs for 24 months if the office was suddenly no longer usable, for example finding new office premises, leasing computers etc.

#### **(4) Employers' Liability**

The limit of indemnity is £10 million.

#### **(5) Public Liability**

The limit of liability is £10 million.

#### **(6) Personal Accident**

Councillors and employees are covered for personal accident to the limit of £100,000 any one person. Volunteers, (currently 40) are covered under Public Liability and also Personal Accident cover. BANES cover the volunteer Snow Wardens for personal accident under their own policy.

#### **(7) Claims during the year**

There were no claims in the last year.

#### **(8) Additions this year**

During 2021 we added the following items to the schedule:

- July 2021 land at Waterside Valley

## **(9) Third Party Insurance**

Organisations which occupy Parish Council land on a long term basis are (1) Norwest Bowls, who have sent us a copy of their insurance schedule showing £5 million public liability and (2) Westfield Allotment and Garden Society, who have sent us a copy of their insurance schedule showing £5 million public liability.

### **Other items to note**

Legionella is not covered as a risk unless regular risk assessments are carried out on all water systems. These are undertaken regularly.

Fidelity Guarantee covers misuse / theft of the debit card by an employee or member but not theft by a third party which would need to be taken up with the bank.

The ownerless green space in Waterford Park that is being maintained by the Parish Council and the two allotments sites are covered for Public Liability only. WAGS have their own insurance for the allotment sites.

Land at Waterside Valley is covered under public liability only because there are no assets on the land.

## **(10) Review of the insurance premium**

- The annual premium with Aviva in 2011 was £5,072.86.
- Following a review was reduced in 2012 to £4,427.25.
- In 2013/14 the premium was £4,024.84 due to further reductions of fixed assets and staff time.
- Following a tendering process, the Parish Council changed to Zurich with effect from 1<sup>st</sup> April 2014, with a premium of £2,515 and this went up to £2,625.83 in 2015 and up to £2808.70 in 2016.
- A new Long-Term Agreement (LTA), three-year contract, was accepted with Zurich in March 2017 with a current premium of £2725.84.
- A new Long-Term Agreement (LTA), three-year contract, was accepted with BHIB Councils Insurance in March 2020 with a current premium of £2429.60. In 2021 the premium was £2774.58 plus £103.66 for the increase in fidelity guarantee = £2878.24 (there was no extra charge for adding land at Waterside Valley).

Lesley Close  
Parish Clerk  
5<sup>th</sup> January 2022

**LCRS 6. Overall risk summary**

Area / Function	Duty	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Allotments	Duty to provide allotments. Power to improve and adapt land for allotments, and to let graz	20	11	0	
Car Parks	Powers to provide	17	5	0	
Code of Conduct	Duty to adopt a code of conduct	1	1	0	
Computing	Power to facilitate discharge of any function	3	3	0	
Council Meetings	Power to meet	4	3	0	
Council Property and Documents	Duty to disclose documents and to adopt publication scheme	4	3	0	
Crime Prevention - CCTV	Powers to spend money on crime detection and prevention measures.	10	7	0	
Data Protection	Duty of Notification and Duty to Disclose (subject access)	1	1	0	
Employment of Staff	Duty to Appoint	8	0	0	
Financial Management	Duty to ensure responsibility for financial affairs	11	0	0	
GDPR	Duty to comply with the regulations.	23	0	0	
Gifts	Power to accept gifts	1	1	0	
Investments	Power to participate in schemes of collective investment	4	4	0	
Land	Power to acquire by agreement, to appropriate, to dispose of land	14	9	0	
Litter	Power to provide receptacles. Power to take enforcement action against those that litter.	7	5	0	
Meeting of the Council	Duty to meet	5	5	0	

# LCRS 6. Overall risk summary

Assessment year: 2021

Area / Function	Duty	Responsibility	No of risks	Number scored	No of uncontrolled Risks	Your action plan rank
Newsletters	Power to provide information relating to matters affecting local government		7	4	0	
Open spaces	Power to acquire land and maintain		13	5	0	
Planning & Development Control	Rights of consultation		1	1	0	
Play Areas	Power to provide		4	4	0	
Provision of Office Accommodation	Power to provide		6	6	0	
Provision of Website/Internet Access	Power to provide 'free resource'		2	2	0	
Web Sites	Power for councils to have their own websites		19	9	0	

Completed by: *Lesley Ware*

Date: *6/1/22*

Position: *Parish Clerk*

Overall totals/scores 185 89 0

How to complete:  
 1. Review each area and the number of uncontrolled risks.  
 2. Decide which area is at most risk and should be actioned firstly mark this as number one.  
 3. Repeat on all areas until all uncontrolled areas are allocated.



