

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting Held on Thursday 20th January at 9am at the Car Park, Oval Office

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

Attending: Adam Faulkner, Finance Officer and Lesley Close, Clerk

Cllr Wilkinson proposed and was seconded by Cllr Hopkins that all the decisions recorded below at the consultation meeting on Zoom on Wednesday 19th January be agreed. Apologies for absence were received and accepted from Cllrs Diana Cooper, Geoff Fuller, Lesley Mansell and Robin Moss. This was agreed unanimously.

Consultation meeting held remotely on Zoom on Wednesday 19th January 2022 at 7pm

Present: Cllr Philip Wilkinson (Chair), Cllrs Ron Hopkins, Diana Cooper and Patricia Williams

Absent: Cllrs Geoff Fuller, Eleanor Jackson, Robin Moss and Bryan Wallbridge

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

77. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Lesley Mansell.

78. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

79. MINUTES OF THE LAST MEETING

Resolved: that the Minutes of the Finance & Personnel meeting held on 15th December 2021 be agreed and signed as a correct record.

80. BUDGET VARIATION UPDATE

Resolved: The variances to December 31st were noted.

81. MONTHLY ACCOUNTS

Resolved: a) that the December monthly statement for the Current account be agreed;
b) that the December monthly statement for the Corporate Treasury account be agreed;
c) that the December 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

82. VERIFICATION OF BANK RECONCILIATIONS

Resolved: As there had been no non-signatory present to verify the bank statements this task would be taken forward and verified at the next meeting.

83. 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: 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.

84. 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.

85. COMMUNITY INFRASTRUCTURE LEVY (CIL) and Section 106 FUNDS

Resolved: The report on income received, spending and the timescales for spending was noted.

86. BUDGET AND PRECEPT 2022/23

The budget required no further amendments and was approved for recommendation to the Parish Council.

There was discussion of the precept and the options for management of the general reserve.

Resolved: a) to recommend the budget, with no further changes, for approval by Parish Council;
b) to recommend to Parish Council a precept figure of £218,590 for 2022/23 which would ensure that the Council did not need to use its ear marked reserve to fund budgeted expenditure. The recommended precept represented a 4.46% / £4.89 per annum increase on a Band D council tax property, bringing it to £114.71 per annum;
c) to put the Precept Leaflet to the Parish Council for consideration.

87. FIXED ASSET REGISTER

Resolved: The Fixed Assets register was recommended for agreement to the Parish Council.

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88. ANNUAL REVIEW OF INTERNAL CONTROL ENVIRONMENT

Resolved: that the internal control environment policy be approved for recommendation to the Parish Council.

89. FINANCIAL RISK MANAGEMENT 2022

Resolved: that the following policies be recommended to Parish Council for approval:

- Financial Management Strategy 2022
- Financial Risk Assessment for 2022
- Annual Review of Insurance Schedule
- Local Council Risk Survey summary report

The meeting closed at 7:45pm.

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Westfield Parish Council

APPENDIX 2

Invoices for payment JANUARY							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
13/12/2021	WCS Services Ltd	Legionella Risk Assessment	4018/1	B#1819	£500.00	£100.00	£600.00
16/12/2021	Youth Connect South West	Delivery of Youth Work Sessions	4237/202	B#1820	£2,660.54	£532.11	£3,192.65
21/12/2021	Greensward Sports Consultancy	Monthly Maintenance and Ad Hoc	4062/307 & 308, 4225/202, 4062/199, 4039/307 & 308	B#1821	£2486.58	£497.32	£2983.90
7/12/2021	Colour Studios Ltd	Heritage Trail Map Signs	4227/202	B#1822	£275.00	£55.00	£330.00
20/12/2021	SoVision IT	Monthly IT Support (December - January)	4027/1	B#1823	£169.20	£33.84	£203.04
22/12/2021	Apex Alarms	Annual Routine Services at NH: Alarm system, CCTV system, Emergency Lighting	4062/308	B#1824	£230.00	£46.00	£276.00
30/11/2021	Apollo Technology	G-Suite Accounts August- December 2021	4027/1	B#1825	£690.00	£138.00	£828.00
1/1/2022	Oval Commercial Investments Ltd	Suite 4 Office Rent	4013/1	B#1826	£350.00	£70.00	£420.00
31/12/2021	Apollo Technology	G-Suite Accounts January 2022	4027/1	B#1827	£138.00	£27.60	£165.60
6/1/2022	Mardons Carnival Club	Mashalling at Christmas Lights Switch On	4223/202	B#1833	£120.00	£0.00	£120.00
TOTAL							£6,135.29
<i>Added since the agenda was distributed:</i>							
14/01/2022	Tindle Newspapers	Advert for Second Round of Grants in Journal	4203/202	B#1834	£98.35	£19.67	£118.02
1/12/2022	A F Denning Ltd	Installation of Christmas Trees & removal of christmas lights and trees	4223/202	B#1835	£947.00	£189.40	£1,136.40
1/14/2022	Zonkey	Annual Website Maintenance Cost	4210/102	B#1836	£417.50	£83.50	£501.00
1/18/2022	Lamps & Tubes Illuminations Ltd	Christmas Lights Display (Second Invoice)	4223/202	B#1837	£1,532.65	£306.53	£1,839.18
1/18/2022	SoVision IT	Monthly IT Support (January - February)	4027/1	B#1838	£169.20	£33.84	£203.04
16/01/2022	Kelmn Hawkins	Norton Hill Rec Shower Maintenance	4062/308	B#1840	£25.00	£5.00	£30.00
TOTAL							£3,827.64
This amount plus regular scheduled monthly payment							
Highlight if over £5000 as this requires full Parish Council approval							

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APPENDIX 3

Schedule of regular payments 2021-22 <i>amounts are all NET</i>														
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
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	£7,983.41	£10,947.22	£0.00	£0.00	
This amount plus one off payments														
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