

Westfield Parish Council

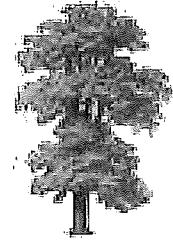
The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

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



Established 2011

All Council Meetings are open to the Public and Press

9th March 2023

TO: a) Members of the Finance & Personnel Committee:
Cllrs Diana Cooper, Geoff Fuller (ex officio), Ron Hopkins, Lesley Mansell, Paul Millard, Robin Moss, Pat Williams (Vice Chair), Phil Wilkinson (Chair), Bryan Wallbridge (ex officio)

b) All Other Members of the Council (for information)

Dear Councillor,

You are summoned to a **Meeting of Finance Personnel Committee**, on **Wednesday 22nd March 2023 at 10.00am** at The Oval Office, Cobblers Way, Westfield.

A handwritten signature in black ink, appearing to be 'LJ Close'.

Ms 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.

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 22nd February 2023 (**Pages 1-7**)
4. **Monthly Accounts** To agree the monthly accounts in respect of the following for February 2023.
 - Current Account (**Pages 8-10**)
 - Corporate Treasury Account (**Pages 11-13**)
 - Business Savings Account (**Pages 14-16**) (the interest rate at 1st March is 2.8%)
 - Debit card expenditure sheet since the last meeting (**Page 17**)
 - Petty cash imprest sheet since the last meeting – no expenditure this month.
5. **Schedule of Payments requiring authorisation**
As per item 5.2 of the Financial Regulations, a list of payments requiring authorisation is attached. Signing of invoices and BACS authorisation sheets to be completed upon approval of payments. (**Page 18**)
6. **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 19**)
7. **Annual Creditors and Bad Debt Report**
To receive reports in respect of outstanding creditors and debtors of the Parish Council (**pages 20-21**).
8. **Grant Payments from the Trusts**
Norton Hill - £3,204.54
Westhill - £188
9. **Community Emergency Plan** – verbal update

WESTFIELD PARISH COUNCIL
Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 22nd February 2023 at 10am

Present: Cllr Phil Wilkinson (Chair), Cllrs Diana Cooper, Paul Millard, Robin Moss, and Pat Williams (Vice Chair).

Absent: Cllrs Geoff Fuller, Ron Hopkins and Lesley Mansell.

In Attendance: Lesley Close, Parish Clerk
Daniel Noad, Lucy Dyble and Tracey Stephens for the first item.

Community Resilience – Emergency Planning

The Chairman welcomed Daniel Noad and Lucy Dyble of B&NES Community Resilience to talk about a Community Emergency Plan for Westfield. They outlined the reasons why such a Plan would make a difference in an emergency, how we can go about it and the support they can offer.

102. Apologies for absence

Apologies were received from Cllrs Geoff Fuller, Ron Hopkins and Lesley Mansell.

103. Declarations of interest and dispensations

There were no declarations of interest.

104. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 18th January 2023 be agreed and signed as a correct record.

105. Monthly Accounts

Resolved:

- a) that the January bank reconciliation and monthly income and expenditure statements for the Current Account be agreed.
- c) that the January bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account be agreed;
- d) that the January bank reconciliation and monthly income and expenditure statements for the Business Savings account be noted;
- e) that the summary of debit card transactions since the last meeting (Appendix 1) be agreed.
- f) that the petty cash spending (Appendix 2) be agreed.

106. 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: (1) that the schedule of payments due be agreed (attached as Appendix 3), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors via online banking.

107. 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 schedule of payments be agreed (attached as Appendix 4) and that the invoices and the BACS authorisation sheet be signed accordingly. That the BACS payments be made by two councillors via online banking.

108. Visa Debit Card

The Committee noted the JPAG Accounts and Audit Guidance states, "where debit/credit cards are in use, establish the monthly and transaction limits and ensure appropriate controls over the physical security and usage of the cards is in place".

The Parish Council has a visa debit card, used to purchase items online, draw out petty cash and purchase items such as refreshments for meetings.

It is not possible to establish monthly and transactional limits on a debit card. The only limit in place is a £250 per day cash withdrawal limit. Credit cards have the facility to place monthly and transaction limits. A credit card is essentially a loan, which raises other risks.

Resolved: To continue with the debit card, documenting here the risk due to lack of monthly and transaction limits and mitigating this with the fact that the card is kept physically locked in a box which is locked in a cabinet, with the PIN code locked in a separate cabinet. The card is used by three members of staff, all of which have been employed with full references. We have a fidelity insurance limit of £750,000. This risk to be further documented and reviewed annually within the financial risk assessment.

109. Flowers in Public Places contract

Resolved: (1) To accept the quote for the continuation of the Flowers in Public Places Contract for 2023/24 in the amount of £6,330 (budgeted £6089 back in October).

(2) To ask Roma to quote for another two layers of stone on the smaller of the planters.

110. St Nicholas Church Grant

The 2022/23 grant feedback form was received with thanks.

Resolved: (1) To confirm the 2023/24 grant in the amount of £2,485, this being last year's grant of £2,257 plus inflation in the amount of 10.1% which was the CPI in September 2022 when the 2023/24 budget was drafted. Grant to be paid in April.

(2) To ask if volunteer work might be co-ordinated on the boundary of Waterside Valley, the churchyard and the scout land.

111. Parish Council Insurance query on Footbridges at Waterside Valley

The Committee received a response to its query on the insurance of the footbridges at Waterside Valley. BHIB has responded asking for further information in order to review and ensure that it is covered as a separate property damage item. In relation to public liability, it was noted that RoSPA looked at the footbridges in its risk assessment and graded the risk as low.

Resolved: (1) That Cllrs Cooper and Millard visit the site and gather the information required.

(2) That a replacement plan be created, to assess the condition of each bridge and incrementally replace (or repair if possible) the four bridges.

112. Parish Council Retention of Documents Policy

Resolved: To adopt the NALC Schedule for the retention of documents.

The meeting closed at 11.15am.

APPENDIX 2 – Petty Cash

		February																		
		MONTH		2022-23-11		SHEET														
IMPREST VALUE	DATE	DETAILS	TOTAL	Westfield Exhibition 4240/202 4022/1	printing & stationary 4023/1	Health & Safety 4018/1	Parish Environment 4224/202	Postage 4022/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Hospitality 4131/101									
	24/1/2023	Biscuits for meeting	£1.75									£1.75								
		TOTAL (NET)	£1.75	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1.75								
		VAT:	£0.00																	
		Ongoing balance	£72.71																	

APPENDIX 3

Invoices for payment FEBRUARY

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
20/01/2023	Kelvin Hawkins	Blown stop tap repair at planter	4230/202	2095	£60.00	£0.00	£60.00
19/01/2023	GB Sport and Leisure	Surfacing of carousel, NH	4062/308	2096	£2,972.40	£594.48	£3,566.88
10/01/2023	Lamps and Tubes Illuminations Ltd	Removal of christmas lighting	4223/202	2097	£1,226.25	£245.25	£1,471.50
		Grounds maintenance, removal and disposal of christmas trees, soil and turf BMX track bank	4039/308 _ + 307		£2,496.58	£499.32	
	GreenSward Sports Consultancy			3006			£2,995.90
07/02/2023	A F Denning Limited	PAT testings	4018/1	3007	£188.00	£37.60	£225.60
30/01/2023	Apex Alarms	New emergency lights at pavilion	4039/308	3008	£124.00	£24.80	£148.80
31/01/2023	Kompan	New swings at Norton Hill	4064/308	3009	£23,312.61	£4,662.52	£27,975.13
10/02/2023	Firesield MAS Fire Protection Ltd	Fire extinguisher servicing	4062/3089	3011	£90.00	£18.00	£108.00
		Ad hoc works at Trust Grounds - Turfing around new swings, mounting of sign, repair fence post and chain link, remove concrete post	4062/308 + 307		£735.00	£147.00	
10/02/2023	GreenSward Sports Consultancy			3012			£882.00
	TOTAL						£36,443.81
<i>Added since the agenda was distributed:</i>							
16/02/2023	Jack and Jill Solutions	Extending irrigation to new planter	4227/202	3013	£50.00	£0.00	£50.00
TOTAL							£50.00

APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February
Avon Pension Fund (BACS monthly)	Superannuation	£837.60	£780.33	£794.75	£988.95	£825.98	£825.98	£825.98	£978.00	£1,264.86	£1,224.49	£1,043.87
DCK - BACS monthly	Accounting support	£0.00	£0.00	£268.75	£268.75	£268.75	£268.75	£268.75	£268.75	£268.75	£250.75	£537.50
GPS Telecoms (DD monthly)	Telephone and broadband	£75.35	£70.51	£68.45	£67.80	£67.27	£65.57	£67.48	£68.94	£70.87	£67.90	£69.46
Greensward (BACS monthly)	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	£2,121.58
HMRC (BACS monthly)	PAYE and NI	£341.95	£507.64	£537.18	£808.05	£546.34	£545.94	£429.74	£494.93	£1,061.80	£554.04	£554.04
Oval Commercial (SO-£587.70) the rest BACS -	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75
Oval Commercial (BACS)	Use of Boardroom	£60.00	£60.00	£60.00	£0.00	£90.00	£0.00	£60.00	£165.00	£90.00	£90.00	
Net Salaries (and expenses) (BACS monthly)	Office staff	£2,652.80	£2,344.00	£2,370.46	£2,865.69	£2,485.21	£2,510.61	£2,601.81	£3,040.65	£4,323.07	£3,196.02	£3,232.15
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00	£3,686.72
Ricoh (BACS quarterly)	Photocopier	£188.00	£0.00	£0.00	£170.20	£0.00	£0.00	£158.87	£0.00	£0.00	£0.00	£159.06
Southern Electric (DD - quarterly)	NH Pavilion	£0.00	£0.00	£118.55	£0.00	£0.00	£108.86	£0.00	£0.00	£95.57	£0.00	£0.00
Southern Electric (DD quarterly)	Christmas Tree	£252.54	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.59	£0.00	£0.00
SoVision IT (BACS monthly)	IT Support	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20
Total Gas & Power (DD - quarterly)	NH Pavilion	£99.54	£110.57	£0.00	£0.00	£43.77	£0.00	£0.00	£48.38	£0.00	£0.00	£44.81
Water2Business (DD six monthly)	Auto-watering systems	£91.41	£0.00	£0.00	£0.00	£30.42	£138.56	£0.00	£0.00	£0.00	£0.00	£68.57
Water2Business (BACS six monthly)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£335.04	£0.00	£0.00	£0.00	£0.00	£0.00
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Zoom subscription (DD - monthly)	Meeting space	£11.99	£11.99	£11.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Monthly Total		£7,741.71	£7,015.57	£7,388.95	£8,299.97	£11,154.99	£7,958.13	£7,543.16	£8,195.18	£10,336.04	£8,513.73	£12,526.71

Bank Reconciliation Statement as at 28/02/2023
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Westfield Parish Council	28/02/2023	273	11,289.82
			<u>11,289.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			11,289.82
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			11,289.82
			<u>11,289.82</u>
			Balance per Cash Book is :-
			11,289.82
			Difference is :-
			0.00

Payments for Month 11

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/02/2023	Oval Commercial Investments Lt	DDR1	587.70	587.70			501		177/2910/Office rental
01/02/2023	Co-op Bank	CHS	5.00			4050	1	5.00	Dup Smt Fee
02/02/2023	Amazon EU S.a.r.l.	CARD01	26.97		4.50	4227	202	22.47	Union Jack Bunting
02/02/2023	Amazon Services EU S.a.r.l.	CARD02	20.97		3.51	4227	202	17.46	Union Jack Flags
03/02/2023	Public Works Loan Board	DD	3,686.72			4902	199	3,394.67	Loan repayment Feb 23
						4901	199	292.05	Loan repayment Feb 23
06/02/2023	Radstock Co-Op Soc'y	CARD03	3.85			4131	101	3.85	Coffee
14/02/2023	GPS Telecoms Limited	DDR2	83.35	83.35		501			87609/2908/GPS Telecoms Limite
22/02/2023	Total UK Limited	DDR3	47.05	47.05		501			290052394/23/2914/Total UK Lim
22/02/2023	Fireshield MAS Fire Protection	DDR4	108.00	108.00		501			29433/2922/NH Extinguisher svc
22/02/2023	Apex Alarms Limited	DDR5	148.80	148.80		501			44781/2915/New lights NH pav
22/02/2023	RJP ELECTRICS, T/A AF DENNING	DDR6	225.60	225.60		501			IV00383/2912/pat testing
22/02/2023	DCK Accounting Solutions Limit	DDR7	645.00	645.00		501			TPC10571/2926/DCK Accounting S
22/02/2023	Kompan Ltd	DDR8	27,975.13	27,975.13		501			244632/2913/NH Play equipment
22/02/2023	Kelvin Hawkins Heating & Plumb	DDR9	60.00	60.00		501			20/01/2023/2905/Repair Wes Ave
22/02/2023	Lamps & Tubes Illuminations Lt	DDR12	1,471.50	1,471.50		501			INV-71022/2907/Lamps & Tubes I
22/02/2023	G B Sport & Leisure UK Limited	DDR13	3,566.88	3,566.88		501			11756/2906/Wetpour carousel NH
22/02/2023	Anthony Dutton	DDR	50.00	50.00		501			132/2925/Wesley Ave planter
23/02/2023	GreenSward Sports Consultancy	DDR14	3,877.90	3,877.90		501			SI-12702/2921/GreenSward Sport
23/02/2023	Ricoh UK Ltd	DDR15	190.87	190.87		501			102173058/2903/Ricoh UK Ltd
23/02/2023	SoVision IT	DDR16	203.04	203.04		501			242495/2904/SoVision IT
23/02/2023	HMRC	DDR	554.04			515		554.04	Salaries February
23/02/2023	Avon Pension Fund	DDR	1,043.87			517		1,043.87	February Salaries
24/02/2023	February Salaries	BACS	3,232.15			516		3,232.15	February Salaries
27/02/2023	Co-op Bank	CHS	5.00			4050	1	5.00	Dup Smt Fee
28/02/2023	Oval Commercial Investments Lt	DDR10	420.00	420.00		501			178/2911/Office rental
Total Payments for Month			48,239.39	39,660.82	8.01			8,570.56	
Balance Carried Fwd			11,289.82						
Cashbook Totals			59,529.21	39,660.82	8.01			19,860.38	

Receipts for Month 11

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 :	53,834.05					53,834.05	
Banked 01/02/2023		195.16						
	Nationwide B S Interest	195.16			1196	1	195.16	Nationwide B S Interest
Banked 20/02/2023		5,500.00						
Transfer	Corporate Treasury Account	5,500.00			203		5,500.00	Transfer
Total Receipts for Month		5,695.16	0.00	0.00			5,695.16	
Cashbook Totals		59,529.21	0.00	0.00			59,529.21	

Bank Reconciliation Statement as at 28/02/2023
for Cashbook 2 - Corporate Treasury Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Corporate Treasury Account	28/02/2023	117	416,007.78
			<u>416,007.78</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			416,007.78
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			416,007.78
		Balance per Cash Book is :-	416,007.78
		Difference is :-	0.00

Payments for Month 11

Nominal Ledger

<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>
20/02/2023	Current Account	Transfer	5,500.00				201	5,500.00	Transfer
Total Payments for Month			5,500.00	0.00	0.00			5,500.00	
Balance Carried Fwd			416,007.78						
Cashbook Totals			421,507.78	0.00	0.00			421,507.78	

Receipts for Month 11

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 :	421,155.03					421,155.03	
Banked 03/02/2023		352.75						
Co-Op Bank Treasury Reserve		352.75			1196	1	352.75	Co-Op Bank Treasury Reserve
Total Receipts for Month		352.75	0.00	0.00			352.75	
Cashbook Totals		421,507.78	0.00	0.00			421,507.78	

Bank Reconciliation Statement as at 28/02/2023
for Cashbook 3 - Nationwide Savings Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nationwide Savings Account	28/02/2023	70	85,000.03
			<u>85,000.03</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,000.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,000.03
		Balance per Cash Book is :-	85,000.03
		Difference is :-	0.00

Payments for Month 11

Nominal Ledger

<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>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		85,000.03						
	Cashbook Totals		85,000.03	0.00	0.00			85,000.03	

Receipts for Month 11

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	
	Banked	0.00						
			0.00					0.00
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>85,000.03</u>	<u>0.00</u>	<u>0.00</u>			<u>85,000.03</u>	

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - March
SHEET 2022-23-12

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Health and Safety 4018/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community projects 4232/202	Hospitality 4131/101	Coronation Event 4227/202
DC158	28/2/23	Thompsons	Combi Padlock - Chestnut Close gate to Waterside Valley	£15.15				£12.63						
DC159	1/3/2023	Mr Flag	Coronation Flag	£43.72										£36.43
DC160	1/3/2023	Medisave UK	Icepack for First Aid Box	£4.01			£3.34							£70.00
DC161	2/3/2023	B&NES	Event Licence Fee	£70.00										
			TOTAL (NET)	£122.40	£0.00	£0.00	£3.34	£12.63	£0.00	£0.00	£0.00	£0.00	£0.00	£106.43
			VAT:	£10.48			£0.67	£2.52						£7.29
			TOTAL (Gros)	£132.88	£0.00	£0.00	£4.01	£15.15	£0.00	£0.00	£0.00	£0.00	£0.00	£113.72

Finance Officer signature _____ Date _____

Counter signature _____ Date _____

Signed: _____ Signed: _____

Date: _____ Date: _____

Invoices for payment MARCH

Invoice Date	Supplier	Details	Nom code	Payment No. £ net	VAT	£ gross
15/02/2023	Ignyte Media Ltd	Westfield Warbler	4212/102	£1,000.00	£200.00	£1,200.00
28/02/2023	RHC Lifting Ltd	Weight testing hanging baskets	4230/202	£950.00	£190.00	£1,140.00
27/02/2023	M2 Civil and Structural Consulting Engin	Structural report for new office	4059/1	£2,350.00	£470.00	£2,820.00
28/02/2023	GreenSward Sports Consultancy	Monthly contract and re-tension chain link fencing	4062/308	£2,196.58	£439.32	£2,635.90
23/02/2023	Ricoh	Secure 30 data removal from old photocopier	4026/1	£150.00	£30.00	£180.00
06/03/2023	Robert Wicke	Final instalment of Flowers in Public Places contract 2022/23	4230/202	£1,565.00	£0.00	£1,565.00
07/03/2023	A&L Couriers	Distribution of the Warbler	4212/202	£400.00	£0.00	£400.00
					TOTAL	£9,940.90

Added since the agenda was distributed:

					TOTAL	£0.00

This amount plus regular scheduled monthly payment

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

Schedule of regular payments 2022-23 (All amounts are NET)

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March
Avon Pension Fund (BACS monthly)	Superannuation	£837.60	£780.33	£794.75	£988.95	£825.98	£825.98	£825.98	£978.00	£1,264.86	£1,224.49	£1,043.87	£1,043.87
DCK - BACS monthly	Accounting support	£0.00	£0.00	£268.75	£268.75	£268.75	£268.75	£268.75	£268.75	£268.75	£250.75	£537.50	
GPS Telecoms (DD monthly)	Telephone and broadband	£75.35	£70.51	£68.45	£67.80	£67.27	£65.57	£67.48	£68.94	£70.87	£67.90	£69.46	£69.70
Greensward (BACS monthly)	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	£2,121.58	£2,121.58
HMRC (BACS monthly)	PAYE and NI	£341.95	£507.64	£537.18	£808.05	£546.34	£545.94	£429.74	£494.93	£1,061.80	£554.04	£554.04	£554.04
Oval Commercial (SO-£587.70) the rest BACS	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75
Oval Commercial (BACS)	Use of Boardroom	£60.00	£60.00	£60.00	£0.00	£30.00	£0.00	£60.00	£165.00	£90.00	£90.00	£0.00	£50.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£2,652.80	£2,344.00	£2,370.46	£2,865.69	£2,485.21	£2,510.61	£2,601.81	£3,040.65	£4,323.07	£3,196.02	£3,232.15	£3,262.15
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00
Ricoh (BACS quarterly)	Photocopier	£188.00	£0.00	£0.00	£170.20	£0.00	£0.00	£158.87	£0.00	£0.00	£0.00	£159.06	£0.00
Southern Electric (DD - quarterly)	NH Pavilion	£0.00	£0.00	£118.55	£0.00	£0.00	£108.86	£0.00	£0.00	£95.57	£0.00	£0.00	
Southern Electric (DD quarterly)	Christmas Tree	£252.54	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.59	£0.00	£0.00	£31.36
SoVision IT (BACS monthly)	IT Support	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20
Total Gas & Power (DD - quarterly)	NH Pavilion	£99.54	£110.57	£0.00	£0.00	£43.77	£0.00	£0.00	£48.38	£0.00	£0.00	£44.81	£0.00
Water2Business (DD six monthly)	Auto-watering systems	£91.41	£0.00	£0.00	£0.00	£30.42	£138.56	£0.00	£0.00	£0.00	£0.00	£68.57	£0.00
Water2Business (BACS six monthly)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£335.04	£0.00	£0.00	£0.00	£0.00	£0.00	£160.04
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Zoom subscription (DD - monthly)	Meeting space	£11.99	£11.99	£11.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Annual Report of Debtors and Creditors

F&P Meeting 22nd March 2023

DEBTORS: sales invoices for payment relating to 2022-23

Company	Description	Estimated Amount	Notes
<i>There are no bad debts at March 2023.</i>			

CREDITORS: purchase invoices for payment before Year-End 2022-23

Invoices expected (if not received before 31st March to be accrued to the 2023-24 accounts)

Company	Description	Estimated Amount	Notes
Greensward	Monthly Maintenance - March	£2,121.58	<i>Invoice arrives near the end of each month, to be accrued if dated after 1st April</i>
GPS Telecoms	Monthly Telephone Bill	£67.00	<i>Expected by 31st March</i>
SoVISION IT	Monthly IT Support Bill	£169.20	<i>Expected by 31st March</i>
Greensward Sports	November and February Play Inspection reports	£410.00	<i>£210 each - the report and invoice usually arrive a month after the inspection</i>
Oval Office	1xoffice rent +boardroom for March	£947.75	<i>Expected by 31st March</i>
Trinity Methodist Ch	Youth Club hall hire Jan-March	£455.00	<i>to be accrued if dated after 1st April</i>
Youth Connect SW	Final quarter youth service fee Jan-March	£2,660.54	<i>to be accrued if dated after 1st April</i>
MJW Architects	Stage 4 of new office	£1,960.00	<i>to be accrued if dated after 1st April</i>
Southern Electric	Pavilion electrics quarterly	£108.00	<i>Expected by 31st March</i>
Southern Electric	Christmas Tree electrics quarterly	£30.00	<i>Expected by 31st March</i>
New Leaf Studios	Certificate of Lawful Use	£420.00	<i>Expected by 31st March</i>
BHIB	Insurance 2022/23	£3,810.00	<i>Expected by 31st March</i>
Jesters Carnival Club	Christmas Lights Switch On stewarding	£120.00	<i>Expected by 31st March</i>
MSN Silver Band	Christmas Lights Switch On music	£125.00	<i>Expected by 31st March</i>

Financial Commitments - Outstanding Purchase Orders for items/services ordered in 2022-23 financial year but not yet delivered:

Company	Description	Estimated Amount (NET)	Notes
Wybone	2 x dog bins Waterside Valley	849.98	Ordered 21/2/23
South West Marquees	Marquees for Coronation Big Lunch	1849.15	To be invoiced after 7/5/23
Silver Band	Music for Coronation Big Lunch	75	To be invoiced after 7/5/23
Jesters Carnival Club	Stewards for Coronation Big Lunch	360	To be invoiced after 7/5/23
TS Security	Security for Coronation Big Lunch	90	To be invoiced after 7/5/23
B&NES	Tree Surveys Norton Hill, Westhill, Amenity Land, Christmas Tree, Waterside Valley	£300.00	Ordered 10/1/23
SoVisionIT	Baracuda Spam Filtering and Cyber Essentials Certification	£1,977.60	Arranged 24/10/22
GB Sport and Leisure	Repairs to Carousel bowl at Westhill	£704.80	Arranged 12/10/22
Crossmans Solicitors	Conveyancing for purchase of land at Waterside Valley	£500.00	Arranged 22/8/22 - completion is imminent
David Matthews	Purchase of land at Waterside Valley	£20,000.00	Arranged 22/8/22 - completion is imminent

Financial Commitments - final staged payments of work ordered in the year but not yet undertaken

Company	Description	Estimated Amount (NET)	Notes
Auditing Solutions	Final audit visit relating to 2022/23 accounts	£175.00	Final audit visit in April
Neil Howlett	Solicitor for Parish Council's arrangements at Westhill Club	£800	£800 paid as interim invoice October 2022
MJW Architects	Final stages of new office plans and project management	£3,920	Likely to be undertaken after April 2023
New Leaf Studios	Landscape Architectural Support	£2,640.00	Likely to be undertaken after April 2023

Pre-payments		Estimated Amount	Notes
Company	Description	Estimated Amount	Notes
Daniel Moyses	Ice-creams for Coronation Big Lunch 7/5/23	£600.00	Paid 14/12/22

