

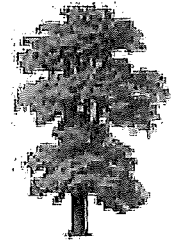
Westfield Parish Council

The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

Phone: 01761 410669 council@westfieldparishcouncil.co.uk

[/westfieldparishcouncil](#) [@westfield_pc](#)



Established 2011

Chairman: Cllr P Wilkinson Parish Clerk: Ms L J Close FSLCC

All Council Meetings are open to the Public and Press

8th June 2023

TO: a) Members of the Finance & Personnel Committee:
Cllrs Diana Cooper, Geoff Fuller (ex officio), Ron Hopkins, Paul Millard, Robin Moss (Chair), Pat Williams (Vice Chair), Phil Wilkinson (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 21st June 2023 at 10.00am** at The Oval Office, Cobblers Way, Westfield.



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 24th May 2023 **(Pages 1-7)**
4. **To discuss the monthly accounts reports going forward (Page 8)**
5. **Monthly Accounts** To agree the monthly accounts in respect of the following for May 2023.
 - Current Account – pending
 - Corporate Treasury Account - pending
 - Business Savings Account (the interest rate at 1st May is 2.8%) – pending
 - Debit card expenditure sheet since the last meeting **(Page 9)**
 - Petty cash imprest sheet since the last meeting **(Page 10)**
6. **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. **(Pages 11)**
7. **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 12)**
8. **Annual Review of the Treasury Management Policy (Pages 13-15)**

To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

9. **Staff Appraisal of the Clerk (Cllr Wilkinson)**

WESTFIELD PARISH COUNCIL
Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 24th May 2023 at 10am

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

Absent: Cllr Geoff Fuller (ex officio)

In Attendance: Lesley Close, Parish Clerk

1. Election of Chair

Cllr Robin Moss was proposed by Cllr Wilkinson, seconded by Cllr Cooper.

Resolved: that Cllr Moss be elected Chair of the Committee, unanimously.

2. Election of Vice Chair

Cllr Pat Williams was proposed by Cllr Wilkinson, seconded by Cllr Cooper.

Resolved: that Cllr Williams be elected Vice Chair of the Committee, unanimously.

3. Apologies for absence

Apologies were received from Cllr Geoff Fuller.

4. Declarations of interest and dispensations

In relation to a payment to Rob Wicke, a Declaration of Interest was received from Cllr Moss, as Director of the Big Local for Radstock and Westfield, of which Rob Wicke is an employee.

5. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 19th April 2023 be agreed and signed as a correct record.

6. To confirm the meeting day and time of this Committee for 2023/24

Resolved: that the meeting continues on Wednesday mornings at 10am.

7. To confirm the membership of the Grants Sub Committee

Resolved: that the Grants Sub Committee comprises the Chair of the Parish Council Phil Wilkinson, Chair of F&P Robin Moss, Cllrs Cooper, Millard and Williams.

8. To discuss the monthly accounts reports going forward

Resolved: that pending the comments of the Auditor, the Omega reports be published monthly instead of quarterly, with the debit card payments, petty cash and upcoming direct debits and invoices continuing to be reported monthly.

9. Monthly Accounts

- Resolved:**
- a) that the bank reconciliation and monthly income and expenditure statements for the Current Account be considered every quarter, pending the comments of the auditor;
 - c) that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account be considered every quarter, pending the comments of the auditor;
 - d) that the bank reconciliation and monthly income and expenditure statements for the Business Savings account be considered every quarter, pending the comments of the auditor;
 - e) that the summary of debit card transactions since the last meeting (Appendix 1 – May) be agreed.
 - f) that the petty cash reconciliation for May (Appendix 2) be agreed.

10. 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 in May 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.

11. 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.

12. Quarterly Budget Variation Report

- Resolved:** that the report be noted.

13. Internal Audit Report

- Resolved:** that the report and comments be noted for recommendation to Parish Council. The Office staff were thanked for all their work.

14. Annual Governance and Accountability Return 2022/23

- Resolved:**
- (1) to recommend to Parish Council the assertions highlighted in the Annual Governance Statement;
 - (2) to recommend to Parish Council the Accounting Statements for the year 2022/23.

15. **Year End Summary of Accounts including Earmarked Reserves on page 12 of the report highlighting funds carried into Earmarked Reserves at the end of 2022/23**

Resolved: to note the report.

16. **Notification of the dates of the period for the exercise of public rights**

Resolved: to accept these as 5th June – 14th July inclusive.

The meeting closed at 10.20am.

APPENDIX 3
Invoices for payment MAY

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
30/04/2023	SoVISION IT	Multi factor authorisation	4027/1	3064	£225.00	£45.00	£270.00
28/04/2023	RBS Rialtas	Annual licence for Omega	4058/1	3065	£386.05	£77.21	£463.26
21/04/2023	Tindle Newspapers West Country Ltd	Coronation ad and office tender ad	4227/202; 4910/199	3066	£253.00	£50.60	£303.60
20/04/2023	Auditing Solutions	Internal Audit - last inst.	4057/1	3068	£160.00	£32.00	£192.00
26/04/2023	GreenSward Sports Consultancy	Ad hoc maintenance	4062/307 + 308	3069	£125.00	£25.00	£150.00
30/04/2023	Signefex Ltd	Boules banner	4203/202	3071	£89.00	£17.80	£106.80
08/05/2023	Jesters Carnival Club	Christmas lights stewarding	4223/202	3072	£120.00	£0.00	£120.00
08/05/2023	Jesters Carnival Club	Coronation event stewarding	4227/202	3073	£320.00	£0.00	£320.00
07/05/2023	Peter Dayman-Johns	Coronation event entertainment	4227/202	3074	£180.00	£0.00	£180.00
01/05/2023	M Sustainability	SBEM calcs for Bdg Regs	4910/199	3075	£237.50	£0.00	£237.50
						TOTAL	£2,343.16
<i>Added since the agenda was distributed:</i>							
07/05/2023	Westfield Sports and Community Centre	Food and drink at Coronation event	4227/202	3077	£2,025.00	£0.00	£2,025.00
15/05/2023	The Fabulous Lunch Company Ltd	Cakes for Coronation event	4227/202	3078	£220.00	£0.00	£220.00
16/05/2023	J Padfield	Hay bales - Coronation event	4227/202	3079	£135.00	£0.00	£135.00
19/05/2023	TS Security Ltd	Security at Coronation event	4227/202	3080	£90.00	£18.00	£108.00
01/03/2023	Youth Connect South West Ltd	Youth provision Jan-March 2023	4237/202	3081	£2,660.54	£532.11	£3,192.65
18/05/2023	Youth Connect South West Ltd	Youth provision April-June 2023	4237/202	3082	£2,843.06	£568.61	£3,411.67
17/05/2023	Ignyte Limited	May Warbler	4212/102	3084	£1,000.00	£200.00	£1,200.00
						TOTAL	£10,292.32

APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April	May
Avon Pension Fund (BACS monthly)	Superannuation	£1,043.87	£1,060.18
DCK - BACS monthly	Accounting support	£237.85	£375.00
GPS Telecoms (DD monthly)	Telephone and broadband	£71.32	£70.92
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58
HMRC (BACS monthly)	PAYE and NI	£553.84	£559.34
Oval Commercial (SO-£587.70) the rest BACS -	Office Rental	£839.75	£839.75
Oval Commercial (BACS)	Use of Boardroom	£50.00	£56.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,232.35	£3,288.04
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00
Ricoh (BACS quarterly)	Photocopier	£0.00	£33.30
Southern Electric (DD - quarterly)	NH Pavilion	£85.42	£0.00
Southern Electric (DD quarterly)	Christmas Tree	£0.00	£0.00
SoVision IT (BACS monthly)	IT Support	£169.20	£167.75
Total Gas & Power (DD - quarterly)	NH Pavilion	£0.00	£47.88
Water2Business (DD six monthly)	Auto-watering systems 2365915101 -	£0.00	£0.00
Water2Business (DD six monthly)	NH Pavilion 70215504	£0.00	£0.00
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00
Monthly Total		£8,405.18	£8,619.74

Parish Clerk

From: Stuart Pollard <stuart@councilaudit.co.uk>
Sent: 28 May 2023 16:40
To: Parish Clerk
Subject: RE: A question about reports to the Finance and Personnel Committee please

Hi Lesley

I trust that all is well with you.

In theory, I can see no problem with the proposed approach from a practical and pragmatic viewpoint and I fully appreciate the desire to reduce accounting costs.

The only possible problem may be in only closing Omega down once quarterly rather than monthly as it is designed for. Can I suggest that you run the intended approach past them to ensure that it creates no problems with running the software.

Please keep me posted and if you wish to discuss further, please call me on my mobile, as below.

Kind regards

Stuart

Stuart J Pollard
Director



Auditing Solutions Ltd., Company Number 04357952
Clackerbrook Farm, 46 The Common, Bromham, WILTSHIRE SN15 2JJ
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From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>
Sent: Thursday, May 25, 2023 12:59 PM
To: Stuart Pollard <stuart@councilaudit.co.uk>
Cc: Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>; Admin Assistant <adminassistant@westfieldparishcouncil.co.uk>; Robin Moss (Cllr) <Robin_Moss@BATHNES.GOV.UK>; Phil Wilkinson <phil.wilkinson@westfieldparishcouncil.co.uk>
Subject: A question about reports to the Finance and Personnel Committee please

Hi Stuart,

Schedule of regular payments 2023-24 (All amounts are NET)

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March
Avon Pension Fund (BACS monthly)	Superannuation	£1,043.87	£1,060.18	£1,052.02									
DCK - BACS monthly	Accounting support	£237.85	£375.00	£0.00									
GPS Telecoms (DD monthly)	Telephone and broadband	£71.32	£70.92	£71.80									
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58									
HMRC (BACS monthly)	PAYE and NI	£553.84	£559.34	£566.63									
Oval Commercial (SO-£587.70) the rest BACS	Office Rental	£839.75	£839.75	£839.75									
Oval Commercial (BACS)	Use of Boardroom	£50.00	£56.00	£70.00									
Net salaries (and expenses) (BACS monthly)	Office staff	£3,232.35	£3,288.04	£3,250.16									
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00									
Ricoh (BACS quarterly)	Photocopier	£0.00	£33.30	£127.00									
Southern Electric (DD - quarterly)	NH Pavilion	£85.42	£0.00	£0.00									
Southern Electric (DD quarterly)	Christmas Tree	£0.00	£0.00	£0.00									
SoVision IT (BACS monthly)	IT Support	£169.20	£167.75	£0.00									
Total Gas & Power (DD - quarterly)	NH Pavilion	£0.00	£47.88	£0.00									
Water2Business (DD six mnthly)	AUTO-watering systems	£0.00	£0.00	£0.00									
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00									
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00									
	Monthly Total	£8,405.18	£8,619.74	£8,098.94	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

This amount plus one off payments

Review of the Treasury Management Policy and Annual Report on the Terms and Conditions of Borrowings

Background

In 2012 the Finance Committee agreed the Treasury Management Policy and Terms and Conditions of Borrowing. The purpose of this report is to conduct an annual review of this policy, outlined below

Investment Strategy

The Parish Council is required by the Local Government Act 2003 to determine an annual Investment Strategy. The Strategy will be a public document as defined by the Freedom of Information Act 2000.

All of the Parish Council's investments will be Specified Investments and therefore:

- a) All investments will be made in sterling and any payments or repayments will also be made in sterling;
- b) All investments will be short term investments not to exceed 12 months;
- c) Westfield Parish Council will use accounts with UK banks/building societies and/or local authorities or other public authorities.

Accounts

Westfield Parish Council maintains the following accounts/investments:

- Current account for everyday needs –with the Co-operative Bank
- Corporate Treasury savings account – with the Co-operative Bank
- Business 95-day Saver account – with Nationwide

In accordance with minute 131 of the Finance and Personnel Committee 23/04/12, approximately £10,000 is retained in the Current Account. An agreed amount of reserves is held in a high interest account with the remainder in the instant access Savings Account for transfer to the current account month on month to meet expenditure.

On 1/10/15 the Parish Council took advice from St James Wealth Management who raised the following issues for on-going consideration:

- (1) the Parish Council is only covered for £75,000 per bank should a bank close. (Increased to £85,000 in January 2017) Therefore it is worth being aware of banks which operate under the umbrella of a single bank 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.

The high interest investment reserves were increased to £75,000 in October 2016 (minute 60 of the Finance and Personnel Committee 19/10/16) and

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further increased to £85,000 in December 2017 (minute 82 of the Finance and Personnel Committee 22/11/17).

Reserves

In October 2013 Westfield Parish Council agreed to aim for four months net expenditure included in the annual precept to be held in general reserve. In December 2019, after consideration of risks that were no longer relevant this was reduced to "at least 3 months net expenditure". This means that we regularly have appropriate surplus funds available and it is important that such funds are invested prudently with due regard to the Council's fiduciary responsibility to the Council Tax payers and to the priority for security and liquidity of those investments.

For information, amounts held in reserves are detailed below.

	General Reserves	Earmarked Reserves
31 March 2012	£41,098	£29,065
31 March 2013	£81,288	£33,183
31 March 2014	£101,246	£45,132
31 March 2015	£52,854	£124,647
31 March 2016	£84,370	£165,498
31 March 2017	£84,461	£164,120
31 March 2018	£55,288	£225,681
31 March 2019	£55,287	£270,150
31 March 2020	£57,084	£329,004
31 March 2021	£63,332	£354,447
31 March 2022	£62,992	£401,095
31 March 2023	£51,741	£446,172

External Borrowing

In order to borrow to fund capital expenditure, application must first be made to the County Association (ALCA). The NALC website provides support and guidance on the application process.

Current External Borrowing

The Council has the following external loan:

Westhill Recreation Ground - £87,560, commencing September 2010 for a period of 15 years.

	Years remaining	Loan outstanding
31 March 2012	13.5	£82,577
31 March 2013	12.5	£77,456
31 March 2014	11.5	£72,192
31 March 2015	10.5	£66,781
31 March 2016	9.5	£61,219
31 March 2017	8.5	£55,502

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31 March 2018	7.5	£49,625.92
31 March 2019	6.5	£43,585.58
31 March 2020	5.5	£37,377
31 March 2021	4.5	£34,208
31 March 2022	3.5	£24,435
31 March 2023	2.5	£17,692

Change of Investments

The body authorised to make a change to the investments is the Finance and Personnel Committee.

Review History	To be reviewed annually
Considered by Finance and Personnel	18/3/15
Agreed by Parish Council	7/4/15
Considered by Finance and Personnel	23/3/16
Agreed by Parish Council	06/06/16
Considered by Finance and Personnel	22/03/17
Agreed by Parish Council	03/04/2017
Considered by Finance and Personnel	21/3/18
Agreed by Parish Council	3/4/18
Considered by Finance and Personnel	20/03/19
Agreed by Parish Council	01/04/2019
Considered by Finance and Personnel	19/03/2020
Agreed by Parish Council	04/05/2020
Considered by Finance and Personnel	18/03/2021
Agreed by Parish Council	4 th May 2021
Considered by Finance and Personnel	23/3/22
Agreed by Parish Council	3 rd May 2022
Date of next review	June 2023

