

# WESTFIELD PARISH COUNCIL

## Minutes of the Finance & Personnel Meeting held at The Oval Office on Wednesday 21<sup>st</sup> June 2023 at 10am

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

Absent: Cllrs Diana Cooper, Geoff Fuller (ex officio), Paul Millard

In Attendance: Lesley Close, Parish Clerk

### 17. Apologies for absence

Apologies were received from Cllrs Diana Cooper, Geoff Fuller and Paul Millard.

### 18. Declarations of interest and dispensations

There were no declarations of interest.

### 19. Minutes

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 24<sup>th</sup> May 2023 be agreed and signed as a correct record.

### 20. To discuss the monthly accounts reports going forward

The Internal Auditor had confirmed that quarterly reports were acceptable, but queried whether the software would accommodate this. Further investigation revealed that the software allows for entry only in the current month and the following month. Quotes were therefore received from Rialtas and DCK for closing down the monthly accounts every two months, instead of every quarter and running the monthly reports. Rialtas had quoted £275 every second month for half a day, using remote access. The quote from DCK outlined a full day's work on site and the Clerk had queried whether it could be accommodated in half a day.

**Resolved:** to delegate authority to the Clerk to accept the lowest quote once clarification has come in from DCK.

### 21. Monthly Accounts

**Resolved:**

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

A query had been raised with the Public Works Loan Board (PWLB) in relation to paying off in one tranche the remaining 2.5 years of the play area loan. The PWLB had sent an analysis of the payment due should the Parish Council decide to do this.

**Resolved:** Not to pay the loan off early because of there is no clear financial benefit in doing so.

## **22. 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 June 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.

## **23. 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.

## **24. Annual Review of the Treasury Management Policy**

**Resolved:** that the policy be accepted.

The Committee noted that the vandalised wall at Norton Hill Recreation Ground had been repaired at a cost of £660. The person responsible had been identified on CCTV. Feedback from the local Police suggested financial compensation would not be available but that they would be willing to do some work for the Parish Council.

**Resolved:** to respond to the Police stating that their idea of the person involved taking responsibility for their action and doing some work for the Parish Council is good, but not practical from a health and safety perspective unless it is done under the full responsibility of the Police. Are there any alternatives because the Parish Council is fully supportive of restorative justice even if it simply means a letter from the person involved stating why they did this. If the Police are willing to take responsibility, one idea is that, under the supervision of the Police the young person waters the young trees which line the A367 at Norton Hill Recreation Ground.

It was agreed to exclude the press and public on the grounds that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

## **25. Staff Appraisal of the Clerk**

**Resolved:** that the salary of the Clerk moves into Scale LC3, from SCP 32 to Scp 33 with effect from 1/4/23. The meeting closed at 10.20am.





## APPENDIX 3 – Invoices for payment

Invoices for payment JUNE							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
22/05/2023	Trophies of Radstock	Engraving Chain of Office	4102/102	3090	£4.17	£0.83	£5.00
29/05/2023	GreenSward Sports Consultancy	Contract work plus BMX track maint, additional litter picks	4039/307 + 308	3091	£2,711.58	£542.32	£3,253.90
25/04/2023	Ricoh UK Ltd	Quarterly photocopying charge	4026/1	3092	£127.00	£25.40	£152.40
25/05/2023	Community Heartbeat Trust	Defib at Westhill	4231/202	3094	£1,880.00	£376.00	£2,256.00
06/06/2023	Hayley Spiller	Face painting Coronation Lunch	4227/202	3095	£150.00	£0.00	£150.00
07/06/2023	St John Ambulance	First Aid Coronation Lunch	4227/202	3096	£105.60	£21.12	£126.72
07/06/2023	Philip Wilkinson	Chairs Allowance - travel	4101/102	3097	£34.65	£0.00	£34.65
05/06/2023	A&L Couriers	Delivery of the Warbler	4212/102	3098	£400.00	£0.00	£400.00
<b>TOTAL</b>							<b>£6,378.67</b>
<i>Added since the agenda was distributed:</i>							
19/06/2023	Foundations Up	Repair to wall at Norton Hill	4062/308	3103	£660.00	£132.00	£792.00

#### APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April	May	June
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	£254.00
Southern Electric (DD - quarterly)	NH Pavilion	£85.42	£0.00	£178.14
Southern Electric (DD quarterly)	Christmas Tree	£0.00	£0.00	£30.84
SoVision IT (BACS monthly)	IT Support	£169.20	£167.75	£167.75
Total Gas & Power (DD - quarterly)	NH Pavilion	£0.00	£47.88	£0.00
Water2Business (DD six mnthly)	Auto-watering systems 2365915101	£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
<b>Monthly Total</b>		<b>£8,405.18</b>	<b>£8,619.74</b>	<b>£8,602.67</b>