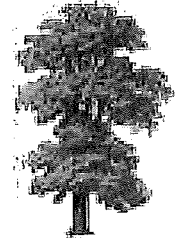


Westfield Parish Council

The Oval Office, St Peter's Business Park
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Chairman: Cllr P Wilkinson Parish Clerk: Ms L J Close FSLCC

Established 2011

All Council Meetings are open to the Public and Press

11th July 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 19th July 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 21st June 2023 (**Pages 1-6**)
4. **Monthly Accounts** To agree the monthly accounts in respect of the following for April/May 2023.
 - Current Account (**Pages 7-11**)
 - Corporate Treasury Account (**Pages 12-16**)
 - Business Savings Account (the interest rate at 1st July is 2.8%) – (**Pages 17-21**)
 - Debit card expenditure sheet since the last meeting (**Page 22**)
 - Petty cash imprest sheet since the last meeting (**Page 23**)
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. (**Page 24**)
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 25**)
8. **To confirm the Exercise of Public Rights took place 5th June – 14th July 2023**
9. **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 31st May 2023. (**Pages 26-30**)
10. **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. Signed on 3/7/23 by Cllr Jackson.
11. **Payments in August**
To agree to allow authorisation of payments during August when there will be no F&P meeting, with these payments to be ratified in September.
12. **CIL and Section 106 Funds – quarterly report**
To note funds received and spent; the timeframe for spending and to identify projects if necessary (**Pages 31-32**)
13. **Feedback on Grants 2022/23 (Pages 33-40)**

14. Community Resilience Draft Plan (Pages 41-54) Seminar (Page 55)

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.

15. Quotes for new office

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 21st 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

1. Apologies for absence

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

2. Declarations of interest and dispensations

There were no declarations of interest.

3. Minutes

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

4. 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.

5. 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.

6. **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.

7. **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.

8. **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.

9. **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 2 – Petty Cash

MONTH
SHEET

June
2023-24-3

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/101	Civic Expenses 4102/102	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Travel & Subsistence 4008/1	Hospitality 4131/101
		Balance b/f	100									
	31/5/2023	Bin bags	£4.00		£3.33							
	15/06/2023	Carabinas for flag	£4.60					£3.83				
		TOTAL (NET)	£7.16	£0.00	£3.33	£0.00	£0.00	£3.83	£0.00	£0.00	£0.00	£0.00
		VAT:	£1.44		£0.67			£0.77				
		Ongoing balance	£91.40									

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
						TOTAL	£6,378.67
<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 monthly)	Auto-watering systems	£0.00	£0.00	£0.00
Water2Business (DD six monthly)	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	£8,602.67

Bank Reconciliation Statement as at 31/05/2023
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
30173.4	31/03/2023	275	30,173.40
			<u>30,173.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			30,173.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			30,173.40
		Balance per Cash Book :-	<u>30,173.40</u>
		Difference is :-	0.00

*Bank reconciliation
agreed*

signed

Eleanor Jackson

date

3/7/23

Payments for Month 1

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
3/04/2023	Water 2 Business (was BrisWate	1	160.04	160.04		501			Water to 10/2/23
3/04/2023	Oval Commercial Investments Lt	3	587.70	587.70		501			217/2969/Oval Commercial Inves
3/04/2023	Co-op Bank	2	5.00			4050	1	5.00	Dup Statement Fee
3/04/2023	Moneysoft Ltd	7	93.60	93.60		501			Purchase Ledger Payment
1/04/2023	Corporate Treasury Account	8 Corr	90,000.00			203		90,000.00	To correct original entry
1/04/2023	Corporate Treasury Account	8	90,000.00			203		90,000.00	
4/04/2023	GPS Telecoms Limited	10	85.58	85.58		501			88402/2970/GPS Telecoms Limite
3/04/2023	Rob Wicke	12	2,500.00	2,500.00		501			1/2957/1st of 3
3/04/2023	Trophies of Radstock	13	24.24	24.24		501			3377/2949/Insp Citizen
3/04/2023	G B Sport & Leisure UK Limited	14	135.31	135.31		501			12256/2953/G B Sport & Leisure
9/04/2023	DCK Accounting Solutions Limit	15	285.42	285.42		501			TPC10674/2955/DCK Accounting S
9/04/2023	Oval Commercial Investments Lt	16	480.00	480.00		501			218/2968/Oval Commercial Inves
9/04/2023	jolly jumpers	19	705.00	705.00		501			JJ1516/2959/jolly jumpers
9/04/2023	Bath & N E Somerset	21	1,726.43	1,726.43		501			2023/4/2971/Amenity land
9/04/2023	Bath & N E Somerset	22	2,013.33	2,013.33		501			39182010/2966/parking space
9/04/2023	GreenSward Sports Consultancy	24	2,791.90	2,791.90		501			SI- 12755/2952/GreenSward Sport
9/04/2023	MJW Architects	25	4,704.00	4,704.00		501			0949/2951/MJW Architects
9/04/2023	SoVision IT	26	203.04	203.04		501			243250/2956/SoVision IT
9/04/2023	HMRC PAYE/NI	18	553.84			515		553.84	HMRC PAYE/NI April
9/04/2023	Avon Pension Fund	20	1,043.87			517		1,043.87	Avon Pension Fund April
9/04/2023	Radstock&Writhin	23	2,485.00			4203	202	2,485.00	St Nicholas Church Grant
9/04/2023	Trinity Methodist Church	13	512.00	512.00		501			Yt Club Jan-Mar23
9/04/2023	Avon Local Councils Associatio	11	1,019.15	1,019.15		501			SUBS-2023- 009/2958/ALCA Subs
0/04/2023	Co-op Bank	27	5.00			4050	1	5.00	Dup Statement Fee
4/04/2023	April Salaries	27-29	3,232.35			516		3,232.35	April Salaries
7/04/2023	Viking	32	60.66		10.11	4023	1	50.55	Office Supplies
7/04/2023	Amazon EU S.a.r.l.	31	2.99		0.50	4231	202	2.49	Alcohol Wipes
8/04/2023	Southern Electric	33	85.42	85.42		501			2954/Southern Electric
Total Payments for Month			205,500.87	18,112.16	10.61			187,378.10	
Balance Carried Fwd			22,173.15						
Cashbook Totals			227,674.02	18,112.16	10.61			209,551.25	

Payments for Month 2

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2/05/2023	Oval Commercial Investments Lt	2	587.70	587.70		501			233/2989/Oval Commercial Inves
2/05/2023	Co-op Bank	1	5.00			4050	1	5.00	Dup Statement Fee
3/05/2023	South West Marquees	4	1,775.18		295.86	4227	202	1,479.32	South West Marquees
4/05/2023	Tesco	5	40.50		6.75	4227	202	33.75	Tesco
1/05/2023	Petty Cash	6	48.19			250		48.19	To Petty Cash
2/05/2023	GPS Telecoms Limited	7	85.10	85.10		501			88797/2981/1371/GPS Telecoms L
3/05/2023	Total UK Limited	10	47.88	47.88		501			299034059/23/2990/Total UK Lim
4/05/2023	Sign Efex Ltd (formerly Frome	11	106.80	106.80		501			INV19591/2973/Boules banner
4/05/2023	TS Security	1	108.00	108.00		501			TS-WESTFIELD/2997/Big Lunch
4/05/2023	J Padfield	13	135.00	135.00		501			2014/018/2998/J Padfield
4/05/2023	Auditing Solutions Ltd	14	192.00	192.00		501			A7944/2976/Auditing Solutions
4/05/2023	The Fabulous Lunch Company	15	220.00	220.00		501			1990/2999/The Fabulous Lunch C
4/05/2023	M Sustainability	16	237.50	237.50		501			INV-0512/2983/M Sustainability
4/05/2023	Jesters Carnival Club	17	440.00	440.00		501			001/2986/Jesters Carnival Club
4/05/2023	DCK Accounting Solutions Limit	18	450.00	450.00		501			TPC10679/2977/DCK Accounting S
4/05/2023	Rialtas Business Solutions Lim	19	463.26	463.26		501			SM28557/2979/Rialtas Business
4/05/2023	WESTFIELD SPORTS AND COMMUNITY	25	2,025.00	2,025.00		501			BIG LUNCH/3000/WESTFIELD/
4/05/2023	GreenSward Sports Consultancy	26	2,695.90	2,695.90		501			SI-12795/2975/GreenSward Sport
4/05/2023	Youth Connect SW Ltd	27	6,604.32	6,604.32		501			INV-0799/2996/Youth Connect SW
4/05/2023	Ricoh UK Ltd	28	39.96	39.96		501			102237968/2974/Ricoh UK Ltd
4/05/2023	SoVision IT	29	201.30	201.30		501			243553/2994/SoVision IT
4/05/2023	SoVision IT	30	270.00	270.00		501			243407/2980/1422/SoVisio IT
4/05/2023	Tindle Newspapers West Country	31	303.60	303.60		501			600027701/2978/Tindle Newspaper
4/05/2023	HMRC PAYE/NI May	20	559.34			515		559.34	HMRC PAYE/NI May
4/05/2023	May Salaries	21-23	3,288.04			516		3,288.04	May Salaries
4/05/2023	Avon Pension Fund May	22	1,060.18			517		1,060.18	Avon Pension Fund May
4/05/2023	PDJ Disco	32	180.00	180.00		501			7052023/2984/big lunch
25/05/2023	Co-op Bank	25	5.00			4050	1	5.00	DUP Statement Fee
Total Payments for Month			22,174.75	15,393.32	302.61			6,478.82	
Balance Carried Fwd			30,375.54						
Cashbook Totals			52,550.29	15,393.32	302.61			36,854.36	

Receipts for Month 1

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 :	12,969.68					12,969.68	
5	Banked 03/04/2023	100.00						
5	Westfield Allotments & Garden	100.00			1012	303	100.00	Westfield Allotments & Garden
	Banked 03/04/2023	202.14						
4	Nationwide Savings Account	202.14			204		202.14	
6	Banked 05/04/2023	112,574.00						
6	Bath & NE Somerset Council	112,574.00			1176	1	112,574.00	Precept
	Banked 11/04/2023	90,000.00						
8	Corporate Treasury Account	90,000.00			203		90,000.00	
9	Banked 13/04/2023	11,632.59						
9	HMRC VAT	11,632.59			105		11,632.59	HMRC VAT
	Banked 28/04/2023	195.61						
1	Nationwide Savings Account	195.61			204		195.61	
Total Receipts for Month		214,704.34	0.00	0.00			214,704.34	
Cashbook Totals		227,674.02	0.00	0.00			227,674.02	

Receipts for Month 2

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 :	22,173.15					22,173.15	
	Banked 15/05/2023	19,000.00						
8	Corporate Treasury Account	19,000.00			203		19,000.00	
	Banked 16/05/2023	11,175.00						
9	Corporate Treasury Account	11,175.00			203		11,175.00	
	Banked 31/05/2023	202.14						
3	Nationwide Savings Account	202.14			204		202.14	
Total Receipts for Month		30,377.14	0.00	0.00			30,377.14	
Cashbook Totals		<u>52,550.29</u>	<u>0.00</u>	<u>0.00</u>			<u>52,550.29</u>	

Bank Reconciliation Statement as at 31/05/2023
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	31/03/2023	117	459,154.40
			<u>459,154.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			459,154.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			459,154.40
		Balance per Cash Book is :-	459,154.40
		Difference is :-	0.00

*Bank reconciliation agreed
Signed Eleanor M Jackson
date 3/7/23*

Payments for Month 1

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>
1/04/2023	Current Account	8	90,000.00			201		90,000.00	
Total Payments for Month			90,000.00	0.00	0.00			90,000.00	
Balance Carried Fwd			488,833.57						
Cashbook Totals			578,833.57	0.00	0.00			578,833.57	

Payments for Month 2

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>
31/05/2023	Current Account	8	19,000.00				201	19,000.00	
31/05/2023	Current Account	9	11,175.00				201	11,175.00	
Total Payments for Month			30,175.00	0.00	0.00			30,175.00	
Balance Carried Fwd			459,154.40						
Cashbook Totals			489,329.40	0.00	0.00			489,329.40	

Receipts for Month 1

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 :	398,363.90					398,363.90	
1	Banked 05/04/2023	469.67						
1	Interest Received	469.67			1196	1	469.67	Interest Received
	Banked 11/04/2023	90,000.00						
8 Corr	Current Account	90,000.00			201		90,000.00	To correct original entry
	Banked 11/04/2023	90,000.00						
8	Current Account	90,000.00			201		90,000.00	
Total Receipts for Month		180,469.67	0.00	0.00			180,469.67	
Cashbook Totals		<u>578,833.57</u>	<u>0.00</u>	<u>0.00</u>			<u>578,833.57</u>	

Receipts for Month 2

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 :	488,833.57					488,833.57	
1	Banked 05/05/2023	495.83						
1	Co-op Bank		495.83		1196	1	495.83	Co-op Bank
Total Receipts for Month		495.83	0.00	0.00			495.83	
Cashbook Totals		<u>489,329.40</u>	<u>0.00</u>	<u>0.00</u>			<u>489,329.40</u>	

Bank Reconciliation Statement as at 31/05/2023
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	31/03/2023	71	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

BANK Reconciliation
agreed

signed

Eleanor M Tucker,

date

3/7/23

Receipts for Month 1

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 28/03/2023		202.14						
	Nationwide Bank		202.14		1196	1	202.14	Nationwide Bank
Banked 28/04/2023		195.61						
	Nationwide Bank		195.61		1196	1	195.61	Nationwide Bank
Total Receipts for Month		397.75	0.00	0.00			397.75	
Cashbook Totals		85,397.78	0.00	0.00			85,397.78	

Receipts for Month 2

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	
3	Banked 31/05/2023	202.14						
3	Nationwide Bank	202.14			1196	1	202.14	Nationwide Bank
Total Receipts for Month		202.14	0.00	0.00			202.14	
Cashbook Totals		<u>85,202.17</u>	<u>0.00</u>	<u>0.00</u>			<u>85,202.17</u>	

Payments for Month 1

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>
3/04/2023	Current Account	4	202.14				201	202.14	
3/04/2023	Current Account	1	195.61				201	195.61	
Total Payments for Month			397.75	0.00	0.00			397.75	
Balance Carried Fwd			85,000.03						
Cashbook Totals			85,397.78	0.00	0.00			85,397.78	

Payments for Month 2

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>
1/05/2023	Current Account	3	202.14			201		202.14	
Total Payments for Month			202.14	0.00	0.00			202.14	
Balance Carried Fwd			85,000.03						
Cashbook Totals			<u>85,202.17</u>	0.00	0.00			<u>85,202.17</u>	

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	£1,127.92								
DCK - BACS monthly	Accounting support	£237.85	£375.00	£0.00	£0.00								
GPS Telecoms (DD monthly)	Telephone and broadband	£71.32	£70.92	£71.80	£69.37								
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58								
HMRC (BACS monthly)	PAYE and NI	£553.84	£559.34	£566.63	£688.46								
Oval Commercial (SO-£587.70) the rest BACS	Office Rental	£839.75	£839.75	£839.75	£839.75								
Oval Commercial (BACS)	Use of Boardroom	£50.00	£56.00	£70.00	£50.00								
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,232.35	£3,288.04	£3,250.16	£3,423.16								
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72								
Ricoh (BACS quarterly)	Photocopier	£0.00	£33.30	£254.00	£0.00								
Southern Electric (DD - quarterly)	NH Pavilion	£85.42	£0.00	£178.14	£0.00								
Southern Electric (DD quarterly)	Christmas Tree	£0.00	£0.00	£30.84	£0.00								
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	£0.00								
Water2Business (DD six mnthly)	Auto-watering systems	£0.00	£0.00	£0.00	£0.00								
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00								
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00								
	Monthly Total	£8,405.18	£8,619.74	£8,602.67	£12,006.96	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

This amount plus one off payments

2023/24 Budget Variation update to 31st May 2023

As per Financial Regulation 4.8, please find below written explanations of the budget variations which are over 15% (or over £100) as at 31st May 2023.

1196/1 Interest Received In the first two months we have received £1,363 in interest received, which is over double our annual budget. This will not be sustained as we start spending large amounts of money on the new changing rooms at Westhill and the office at Norton Hill. But it is worth noting that it is a significant amount of unbudgeted income and might mitigate some of our rising costs.

4011/1 Rates Came in at £136 over budget for the year. £115 of which will go back into this budget heading in the form of a credit note.

4013/1 Rent Payable is showing in the report as having an annual budget of £1,112. This should read £11,120. **With the Committee's permission we will amend the budget accordingly.**

4225/202 Green Space Maintenance shows a spend to date of £1,726, which takes us £379 over budget. This relates to cutting of ownerless amenity grass. The predicted overspend was reported to Committee in the last financial year as soon as we realised.

4227/202 E&D Projects shows a spend of £5,522 which takes us £522 over budget. All these payments relate to invoices for the Coronation Lunch which will come out of Community Events Ear Marked Reserves. We will do the transfer.

4231/202 Defibrillator shows spending of £1882, taking us £978 over budget. This relates to the new defib for Westhill Club. The Carnival Club are sending us a donation of £1,880.

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>1 Central Services</u>								
1176 Precept Received	0	112,574	225,148	112,574			50.0%	
1196 Interest Received	698	1,363	500	(863)			272.6%	
Central Services :- Income	<u>698</u>	<u>113,937</u>	<u>225,648</u>	<u>111,711</u>			<u>50.5%</u>	<u>0</u>
4001 Wages & Salaries	3,832	7,604	46,535	38,931	38,931		16.3%	
4002 Employer's NIC	233	461	2,819	2,358	2,358		16.4%	
4003 Employer's Superannuation	843	1,673	10,238	8,565	8,565		16.3%	
4005 Training	0	0	500	500	500		0.0%	
4008 Travel & Subsistence	0	0	200	200	200		0.0%	
4011 Rates Payable	0	1,202	1,066	(136)	(136)		112.8%	
4012 Water	0	0	50	50	50		0.0%	
4013 Rent Payable	886	1,776	1,112	(664)	(664)		159.7%	
4014 Electricity	0	0	760	760	760		0.0%	
4015 Gas/Heating Oil	0	0	465	465	465		0.0%	
4017 Cleaning	0	0	1,445	1,445	1,445		0.0%	
4018 Health & Safety	0	0	871	871	871		0.0%	
4021 Telephone & Fax	0	75	1,000	925	925		7.5%	
4022 Postage	0	0	220	220	220		0.0%	
4023 Stationery Printing, Public'ns	0	51	515	464	464		9.8%	
4024 Subscriptions	0	1,019	1,369	350	350		74.4%	
4025 Insurance	0	2,493	3,945	1,452	1,452		63.2%	
4026 Photocopying Charges	0	160	770	610	610		20.8%	
4027 Information Technology	168	640	5,480	4,840	4,840		11.7%	
4030 Recruitment	0	0	384	384	384		0.0%	
4036 Furniture & Equipment	0	0	250	250	250		0.0%	
4050 Bank Charges	10	20	145	125	125		13.8%	
4056 Audit Fees - External	0	(630)	825	1,455	1,455		(76.4%)	
4057 Audit Fees - Internal	0	(80)	360	440	440		(22.2%)	
4058 Accountancy Support	0	358	935	577	577		38.3%	
Central Services :- Indirect Expenditure	<u>5,972</u>	<u>16,822</u>	<u>82,259</u>	<u>65,437</u>	<u>0</u>	<u>65,437</u>	<u>20.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,274)</u>	<u>97,115</u>	<u>143,389</u>	<u>46,274</u>				
<u>100 Corporate Management</u>								
4061 Pension Deficit Funding	0	0	2,287	2,287	2,287		0.0%	
Corporate Management :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,287</u>	<u>2,287</u>	<u>0</u>	<u>2,287</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,287)</u>	<u>(2,287)</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre 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>								
4131 Hire Meeting Rooms/Hospitality	8	41	680	639		639	6.1%	
Democratic Process :- Indirect Expenditure	<u>8</u>	<u>41</u>	<u>680</u>	<u>639</u>	<u>0</u>	<u>639</u>	<u>6.1%</u>	<u>0</u>
Net Expenditure	<u>(8)</u>	<u>(41)</u>	<u>(680)</u>	<u>(639)</u>				
<u>102 Civic Support</u>								
4101 Chair's Allowance	0	0	600	600		600	0.0%	
4102 Civic Expenses	4	4	290	286		286	1.4%	
4210 Website	0	0	435	435		435	0.0%	
4212 Newsletter	1,000	1,000	5,941	4,941		4,941	16.8%	
Civic Support :- Indirect Expenditure	<u>1,004</u>	<u>1,004</u>	<u>7,266</u>	<u>6,262</u>	<u>0</u>	<u>6,262</u>	<u>13.8%</u>	<u>0</u>
Net Expenditure	<u>(1,004)</u>	<u>(1,004)</u>	<u>(7,266)</u>	<u>(6,262)</u>				
<u>199 Capital and Projects</u>								
4901 Loan Interest	0	0	442	442		442	0.0%	
4902 Loan Capital Repaid	0	0	6,931	6,931		6,931	0.0%	
4910 CAP New Office	238	293	0	(293)		(293)	0.0%	
4990 Rolling Capital Provision	0	0	5,000	5,000		5,000	0.0%	
Capital and Projects :- Indirect Expenditure	<u>238</u>	<u>293</u>	<u>12,373</u>	<u>12,081</u>	<u>0</u>	<u>12,081</u>	<u>2.4%</u>	<u>0</u>
Net Expenditure	<u>(238)</u>	<u>(293)</u>	<u>(12,373)</u>	<u>(12,081)</u>				
<u>202 Community Support</u>								
4203 Grants	0	2,574	15,000	12,426		12,426	17.2%	
4223 Christmas	120	(30)	13,949	13,979		13,979	(0.2%)	
4224 Parish Environment (Plants etc	0	0	2,250	2,250		2,250	0.0%	
4225 Green space maintenance	0	1,726	1,347	(379)		(379)	128.2%	
4227 E & D Projects	4,483	5,522	5,000	(522)		(522)	110.4%	
4230 Flowers in Public Places	0	2,500	6,098	3,598		3,598	41.0%	
4231 De-fibrillator	1,880	1,882	904	(978)		(978)	208.2%	
4237 Youth Provision	5,504	2,868	12,012	9,144		9,144	23.9%	
4241 St Nicholas Churchyard	0	0	2,485	2,485		2,485	0.0%	
4243 Waterside Valley	0	(420)	10,000	10,420		10,420	(4.2%)	
Community Support :- Indirect Expenditure	<u>11,987</u>	<u>16,623</u>	<u>69,045</u>	<u>52,422</u>	<u>0</u>	<u>52,422</u>	<u>24.1%</u>	<u>0</u>
Net Expenditure	<u>(11,987)</u>	<u>(16,623)</u>	<u>(69,045)</u>	<u>(52,422)</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>303 Westfield Allotments</u>								
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)				
<u>307 Westhill Recreation Ground</u>								
1177 Grants Received	0	0	206	206			0.0%	
Westhill Recreation Ground :- Income	0	0	206	206			0.0%	0
4011 Rates Payable	0	0	953	953		953	0.0%	
4012 Water	0	0	640	640		640	0.0%	
4014 Electricity	0	0	760	760		760	0.0%	
4015 Gas/Heating Oil	0	0	465	465		465	0.0%	
4017 Cleaning	0	0	1,445	1,445		1,445	0.0%	
4039 Grounds maintenance	1,286	2,347	11,661	9,314		9,314	20.1%	
4062 Ground Maintenance ad hoc	134	239	5,000	4,761		4,761	4.8%	
4063 CCTV	0	0	100	100		100	0.0%	
Westhill Recreation Ground :- Indirect Expenditure	1,420	2,586	21,024	18,438	0	18,438	12.3%	0
Net Income over Expenditure	(1,420)	(2,586)	(20,818)	(18,232)				
<u>308 Norton Hill Recreation Ground</u>								
1177 Grants Received	0	0	1,495	1,495			0.0%	
Norton Hill Recreation Ground :- Income	0	0	1,495	1,495			0.0%	0
4011 Rates Payable	0	811	953	142		142	85.1%	
4012 Water	0	0	640	640		640	0.0%	
4014 Electricity	0	(27)	760	787		787	(3.5%)	
4015 Gas/Heating Oil	46	46	465	419		419	9.8%	
4039 Grounds maintenance	1,286	2,347	14,445	12,098		12,098	16.2%	
4062 Ground Maintenance ad hoc	15	35	10,000	9,965		9,965	0.3%	
4063 CCTV	0	0	100	100		100	0.0%	
4065 Play area inspections	0	0	611	611		611	0.0%	
Norton Hill Recreation Ground :- Indirect Expenditure	1,346	3,211	27,974	24,763	0	24,763	11.5%	0
Net Income over Expenditure	(1,346)	(3,211)	(26,479)	(23,268)				

Detailed Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	698	114,037	227,449	113,412			50.1%	
Expenditure	21,975	40,581	223,008	182,427	0	182,427	18.2%	
Net Income over Expenditure	<u>(21,277)</u>	<u>73,457</u>	<u>4,441</u>	<u>(69,016)</u>				
Movement to/(from) Gen Reserve	<u>(21,277)</u>	<u>73,456</u>						

CIL funds 2023-24

CIL Funds carried over from previous years: **£80,321.96**

expires July 2025

CIL INCOME

2023/24		Notes	Expiry date of funds
23/6/2023	£28,780.58	16/04714/RES Parcel 6781 Cobblers Way	6/28

TOTAL £28,780.58

CIL EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
19/4/2023	4990/199	Architect stages 4 and 5	£3,920.00
18/04/2023	4990/199	Tender advert - The Journal	£55.00
09/05/2023	4910/199	M Sustainability SBEM Calcs for Bdg Regs	£237.50
05/06/2023	EMR 341	Purchase of land at Waterside Valley	£21,195.19
26/06/2023	EMR 341	WPC legal fees for purchase of land at WV	£845.00
19/07/2023	EMR 341	Vendor's legal fees for purchase of land at WV	£850.00

TOTAL £27,102.69

CIL repaid following a repayment notice: **N/A**

Balance of 2021-22 CIL funds **£46,021.91**

Balance of 2022-23 CIL funds **£34,300.05**

Balance of CIL funds overall: **£80,321.96**

s106 funds 2022-23

s106 Funds carried over from previous years: **£3,489.97**

s106 INCOME

Date	Amount	Purpose of the grant

TOTAL £0.00

s106 EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
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Stand-alone pavilion at Westhill Rec			
		Funds received for this project:	£8,000.00
1/4/2020		Balance of spend so far b/d	£4,510.03
		Total 2023-24 spend for stand-alone Pavilion	£0.00
		<i>Balance</i>	£3,489.97

TOTAL s106 spend in 2023-24 **£0.00**
Balance of 2023-24 s106 funds **£3,489.97**

Prepared by: Lesley Close, Parish Clerk

Verified by: F&P Committee 19/07/23

Grants 2022-23 – feedback


Organisation	2022-23 grant awarded	Purpose of the grant	How the grant was spent	Benefits from the grant
Radstock Museum	£500	Towards costs of running a memory café	<p>Yes.</p> <p>The grant has helped to pay the salary of the part time employee who has been recruited to run the Community Cafes. The salary has also been supported by grants from other bodies and it is hoped that the project can continue to run for at least a further year or longer if additional funding can be obtained.</p>	<p>Three different types of community cafes have now successfully been set up running from Radstock Museum. These cafes have been well received and attended this year and remain free to those who attend to make them as accessible as possible, especially for individuals who may be older and otherwise socially isolated. Most cafes also have two volunteers. Sessions are designed to be inclusive for all, facilitated by the community manager.</p> <p>The Memory club welcomes older adults with any type of memory issues, we have found that most come with their carer. We offer fun activities based on cognitive stimulation therapy that aim to stimulate and engage members while providing an optimal environment where we can reflect on the past together. This provides social benefits to memory club alongside with a familiar structure where sessions always begin with the use of our reality orientation board and word warm up, and end with a reflection of what has been done during the session. One carer has said that regularly attending memory club has been “like an anchor to my mum’s week.”</p> <p>History club has been very popular and is becoming self sufficient with members choosing their topics. Sessions may include an invited speaker or members may bring in items from</p>

				<p>home to be discussed. Often with strong memories of their own past. Members describe this group as interesting and friendly, and where people have lots of local knowledge. Another member said “it is very interesting and something you still think about when you get home.”</p> <p>The Wellbeing café has been the slowest to get going however is now growing in popularity. This cafe has been set up for carers, with the option to attend with or without their cared for. The aim is to provide a relaxing environment where we may discuss topics such as the stresses of caring or practice some techniques to improve wellbeing such as gentle exercises. One member says “what a lovely place to find a carers café, a mix of ages and backgrounds and caring duties, however we all found something to chat about and there are common denominators when you have to care for anyone!”</p> <p>The Community cafes have run with support from other agencies such as the Carers centre, The Alzheimer’s Society, Age UK, Swan Transport, Life Project, Curio rural independent living service and the social prescribers and care co-ordinators from local GP practices. The NHS states that older people are especially vulnerable to loneliness and social isolation, and that it can have a serious effect on health. According to Age UK more than 2 million people in England over the age of 75 live alone and more than a million older people go over a month</p>
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Grants 2022-23 – feedback

			without speaking to a friend, neighbour or family member. Evidence suggests that improving wellbeing can reduce loneliness, promote good health and improve relaxation. Leading to individuals feeling more positive, fulfilled and more able to get the most out of life. Volunteering can also be very rewarding and has many similar benefits such as improving wellbeing and confidence.
SWALLOW	£975	To build a storage cupboard	<p>SWALLOW staff and members alike are very happy with the new addition to their work space. Staff have commented that it's really good to work in a much tidier space and be able to put things away properly at the end of a session. One of our members also commented 'The new cupboard is great – now I know where to find my things!'</p> <p>We believe that the new cupboard now enables our members to do things more independently during their sessions. Because the shelving is clearly marked, they are able to get things out and tidy away with confidence, and without having to ask for support. It has also encouraged a new table layout within the room that is much easier for our members who use wheelchairs to move around in.</p> <p>An additional benefit is that the room is often used for meetings and training, and now looks much more presentable as a result of the</p>

Grants 2022-23 – feedback

				<p>cupboard. It has increased the multi-purpose usability of the room.</p> <p>We would like to thank Westfield Parish ever so much for supporting the construction of our new cupboard.</p>
Trinity Methodist	£300	Noticeboard on outside wall of church	Purchase and installation of reconditioned notice board still waiting for new glass front but already in use to advertise Church and community events.	Wonderful to have larger board to display events in, much easier to see from the road and pavement. Interior improvements started now so the whole work will allow better church and community use of the hall and Church building.

Dial-a-ride	£1,000	Ongoing costs of providing the service	It has been used towards our daily operational needs, and has been much appreciated as demand for our service has rocketed following the local bus cuts.	We have been able to continue to provide a much needed service in the local area.
West of England Rural Network	£600	Towards cost of running a reminiscence group	<p>The grant was spent on staff costs to deliver six Reminiscence sessions to residents local to Westfield. The grant also included an amount allocated to outreach development work and this is still being spent to continue the project. The group have requested that we keep the sessions running for a bit longer, so we have agreed to run a further three sessions. This is particularly important because Village Agent work has identified more isolated people who wish to take part.</p> <p>We used Trinity Methodist Church Hall and held monthly, hour long, sessions. Refreshments were provided and the sessions were facilitated by a staff member experienced in using reminiscence to bring people together, stimulate memories and improve wellbeing.</p>	<p>We reached a group of locals who had otherwise been fairly isolated, coping with health, mobility and financial issues. We regularly had between eight and fifteen people at the sessions.</p> <p>For one gentleman, it was his first time out in many months after a hospital stay. With the help of Swan Transport he was able to attend each session, mix with people again and forget about his problems for a while. Being linked with WERN, also meant he was able to directly access his Village Agent, and so a supportive ongoing relationship has been established.</p> <p>For all the participants, exploring long-suppressed memories provided a chance to laugh, remember and bond and so improved their wellbeing and sense of worth. One lady was moved to (happy) tears during the session on Homes. She was looking at a photograph of a 1950s kitchen cabinet which was identical to the one her Grandmother used to have at her home in London. Janet recalled it in great detail and commented “I’ve not thought about it in years, it’s brought my grandmother back to life for me. It’s actually quite emotional but it’s lovely to remember”.</p>

Grants 2022-23 – feedback

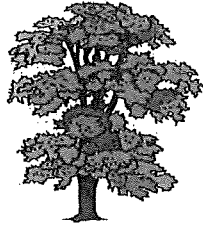
				<p>The group, only a few of whom knew each other at the beginning, have also benefitted from getting to know each other and have formed a supportive group, welcoming to new attendees.</p> <p>The camp will be an excellent opportunity for many of our girls, building confidence and team work skills. For many of our younger campers this will be a new experience, to be away from home .</p> <p>We are very thank ful to Westfield Parish Council for giving us this opportunity as a camp would not happen without the grant we recieved.</p>
Trinity Girls Brigade	£600	Towards the cost of a residential camp	<p>The £600 will be spent on a coach for travel between Radstock and Weston Super Mare for our annual camp this August. The 30 girls going are very excited about being able to go away together.</p>	<p>The new music has enthused the training band as it is more modern than the very limited music we previously had.</p> <p>Not all the music has been introduced to them yet, as some of it is at a higher level, but this will be slowly given out as and when they reach the required standard.</p> <p>We have been out to one local school to introduce them to Brass Bands and we are hoping to be able to go to more in the new school year.</p>
MSNR Silver Band	£500	To help with costs of training band	<p>The grant we received has been fully spent on music for our Training Band. We started the Training Band in September and it has gone from strength to strength and currently we have 15 members.</p> <p>We have bought 20 “Tune a Day Books” at a cost of £140 and with the remainder of the money we have bought 10 sets of Training Band music at a cost of £450.</p>	

Grants 2022-23 – feedback

Westfield Voices	£400	Ongoing costs of performance and rehearsal fees	<p>The whole amount has been spent and has been invaluable in keeping the choir running. We have used it towards payment of the rent for our rehearsal space and towards the costs of our conductor. This has enabled us to give 8 performances for local events, care homes and churches. We have also been able to hold a very successful charity concert in aid of The Stroke Association. We are very grateful for the continued support of Westfield Parish Council.</p> <p>Yes thank you the grant has been spent. Swan has had 58 active passengers over the last year from the Westfield area. We have carried out 88 journeys for people living in Westfield and have carried out another 92 journeys bringing people into services or to meet people in Westfield.</p> <p>Destinations for Westfield residents have included Frome seeing family or attending the hospital/ medical centre, Keynsham; health centre, Vision Express, Chocolate Quarter, Shaftesbury, Bath; RUH and Riverside Health Centre, Shepton and Paulton hospitals, Hope House and St Chads surgeries, Bloomfield Care Home, dentists in Midsomer Norton, and attending Boogie nights at West Hill Social Club.</p> <p>We have 2 passengers who live in Westfield who we identified as lonely or isolated and they have become regulars at Swan's Cuppa and Chats which are held at a variety of local cafes. Journeys into Westfield have been to attend the hairdresser, the surgey, West Hill Club, Marden's Social Club, and to attend the West of</p>	<p>We are beginning to reach a wider audience and have recently recruited some new members. Increasing our membership will not only make us more self sufficient but allow us to accept more bookings when not all members are available. We are also able to accept bookings from organisations and groups which do not have the funding to pay for our performances but which benefit enormously from them.</p> <p>The Westfield residents who attend Swan's Cuppa and Chats say that Swan 'is their lifeline' that 'the drivers are so kind' and one said 'I feel like I belong'.</p> <p>We included quotes from our last June 22 survey in our application for this money, but we will soon be doing another survey to check that we are still meeting need. Certainly comments made to staff and our drivers indicate that we are, and that our service is very highly appreciated and valued.</p> <p>We have enjoyed watching those isolated passengers forming friendships through our Cuppa and Chats, and savour knowing that these people now contact each other between get togethers.</p> <p>We are aware that levels of anxiety and general mental health conditions are worse now than they were pre- Covid. As a result we find that the amount of time spent on the telephone with passengers confirming and checking their bookings is now much higher than it used to be, but we are glad that we can</p>
SWAN	£900	Towards community transport and cuppa and chat sessions		

Grants 2022-23 – feedback

			<p>England Rural Network reminiscence group held at the Methodist Church Hall.</p> <p>We have spent the money as anticipated with £450 on salaries, £250 towards volunteer expenses (the anticipated rise in 45p mileage rate has not yet happened), and £125 towards telephone, broadband, computer support etc.</p>	<p>be there on the phone as an assurance for them.</p> <p>Enabling our passengers to leave their homes whether for social or medical purposes is of massive benefit for their mental and physical wellbeing, and we are grateful that Westfield Parish Council have decided to share in making this possible in their community.</p>
<p>1st Radstock Scouts</p>	<p>£1,000</p>	<p>Towards replacing doors and windows</p>	<p>Thank you so much for the award of £1,000 to 1st Radstock Scout Group. I can confirm the grant has been spent in full. I am delighted to say that the grant went towards the installing of 1 new set of entrance doors and 3 fire exit doors to our hall. This has made things much more secure for us and this together with the installation of an intruder alarm systems means that hopefully we will not get any more break-ins. The installation of the new entrance doors have been sited so that we are fully accessible which is in readiness for the installation in due course of the accessible toilet facilities.</p> <p>Having the grant awarded allowed us to proceed with the much needed upgrade and we feel much safer for it.</p> <p>Thank you from everyone at 1st Radstock Scout Group</p>	<p>Please see above</p>



WESTFIELD PARISH COUNCIL

Community Emergency Plan

Version: DRAFT 1

Date of Plan: xx

This Plan is next due for review on: xx

If an emergency occurs, your first action should ALWAYS be to contact the emergency services by dialling 999

Map of area covered by plan is on Page XX

Supported by

**Bath & North East
Somerset Council**

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1. First things to do in the event of an emergency

1. Ring 999 to inform the Emergency Services and provide
 - Clear
 - Concise
 - Actual information as soon as possible
2. Contact the plan volunteers
3. Meet at the Coordinators Assembly Point

Primary Coordinator Assembly Point

Name of Venue: Westfield Parish Council office

Address of Venue: The Oval Office, Cobblers Way, Westfield, Radstock, BA3 3BX

In the event that the above location is inaccessible the following will be used:

Backup Coordinator Assembly Point

Name of Venue: Mardon's Social Club

Address of Venue: Mardon's Close, Nightingale Way, Westfield, Radstock, BA3 4NL

The coordinator and Plan Group may then decide to:

- Agree locations and open Evacuation Assembly Point/s [If required]
- Contact plan volunteers with specific skills, equipment or resources who may be able to help with the emergency situation
- Contact other plan volunteers using the other Communications Tree

2. Activating the community emergency plan

The Plan may be activated when:

- An emergency has occurred
- Warnings are received prior to an anticipated emergency
- Emergency services request support or are not able to attend immediately.
- No emergency / warning has occurred but it is felt a community response would be of benefit, particularly for more vulnerable residents e.g. prolonged cold snap and icy conditions.

Until help arrives and without endangering yourself or other local people **contact the appropriate members of the community listed in the plan and ask them to report to the agreed assembly point.**

When the emergency services or other responders have arrived try to make contact with them, explain who you are and what your role is.

It is to be noted that these people are not 'on call' and therefore may not be available at the time of calling

Role	Name	Tel	Mobile	Address
Coordinator	Phil Wilkinson	01761 431355	07803 927626	16 Bryant Avenue, Westfield, BA3 3SR
Deputy	Geoff Fuller		07540 998603	22 Elm Tree Avenue, Westfield, BA3 3SZ
Team Member 1	Mardons contact???			Mardons Social Club, Nightingale Way, Westfield, BA3 4NL
Team Member 2	Lesley Close	01761 410669	07521 292634 951471	Westfield Parish Council
Team Member	Terry Andrews		07517 160181	Westhill Sports and Social Club, Westhill Road, Westfield, BA3 3TE
Team Member	Tracey Stephens	01761 410669	07771 864557	Westfield Parish Council

Add more team members to suit your plan needs or available volunteers

- The Plan can be activated by the Emergency coordinator based on that person's assessment of the situation. It is easier to stop the plan should events come under control sooner than expected than to not respond at all.
- Sometimes full plan activation will not be required and the plan should also be seen as a resource to solve smaller issues within the community
- If details of an incident are received from a source other than the emergency services or local authority then those receiving the notification must contact the emergency services to ensure they are aware of the incident. This may require making a 999 call.

3. Communications in an emergency

If appropriate, and safe the Emergency Team should aim to meet face to face to assess and give direction

The primary communications channels are:

Whatsapp,

4. Emergency Team initial actions

On receipt of the initial contact

- If it comes from the emergency services or BANES, note their immediate requirements, if any.
- If it comes from another source:
 - Ensure that the emergency services are aware of the incident
 - If necessary call 999
 - Contact the Co-ordinator (or next in line) and decide if the plan should be activated (in full or in part)

Assembly points for the emergency team

The location needs to be in a safe and accessible area (depending on the emergency)

- Primary assembly location: Westfield Parish Council office
- Backup assembly location: Mardons Social Club

Emergency team members should:

- Assemble at designated assembly point
- Make initial contact with BANES and/or the emergency services
- Review the situation and identify/take actions (if safe to do so)
- Keep a log of proceedings and update each other on actions
- When the emergency services or other responders arrive, make contact with them, agree roles and actions and follow their lead.

5. Checklist for Team Meeting:

1. Assess the current situation

Shared Situational Awareness

In the initial stages, pass information between emergency responders and Control Rooms using the METHANE mnemonic.

- M** Major Incident declared?
- E** Exact Location
- T** Type of incident
- H** Hazards present or suspected
- A** Access - routes that are safe to use
- N** Number, type, severity of casualties
- E** Emergency services present and those required

2. Allocate roles, such as:

- I. Coordination, communications, contacting those with the relevant local skills and resources, contacting vulnerable residents, opening up assembly/evacuation centres, gathering further information on the incident.

3. Communications

- I. Are WhatsApp and/or phone systems available (or is door knocking required)?
- II. Contact the community group coordinators to start cascade
- III. Contact people with relevant skills and resources

4. Establishing contact with the emergency services

- I. Pass on any useful information (use METHANE)
- II. Agree roles, communications and resources required
- III. Follow lead taken by responders

5. What actions can be safely taken (eg. If emergency services delayed)

- I. Supporting the vulnerable
- II. Opening up assembly points (and stationing a team member there)
- III. Contacting people on the resources/skills list

6. Community resources and skills

6.1 Evacuation Assembly Points

Record here details of accommodation that would be suitable for persons, including casualties, requiring temporary shelter until help arrives e.g. halls, hostels, churches etc. Local authority premises, schools, leisure/community /day centers will be opened by the local authority as appropriate.

Key Holders Name	Facility Address	What3Words	Phone No.	Mobile No.	Email Address
Someone at Mardons	Mardons Social Club	Pirate. Angle. Magically			
Terry Andrews	Westhill Social Club	Enjoys. Novels. Origin		07517 160181	andrewsterry828@gmail.com

Ensure that the managers of these buildings are aware of their inclusion in this Plan, and that they are briefed as to what might be expected of them in an emergency i.e. to open the building, provide shelter (including heating if appropriate) and refreshments to evacuees.

6.2 Local Skills and Resources

Resources available within the community include:

Skills available within the community include:

Name	Phone	Insert resources – 1 per column	Insert Skills – 1 per column	Eg: Tractor	Eg: First Aid
Mr Smith	075xxxxxxx			x	
Mrs Johnson	075xxxxxxx		x		x

Defibrillator

Location: Elm Tree Avenue Coop
 What3Words: Intervals.doubts.juicy
 Access Code: C123X

Location: Fire Station, Wells Road
 What3Words: rests.clipped.joystick
 Access Code: C123X

Location: Westfield Surgery
 What3Words: outbound.singer.rats
 Access Code: C123X

Location: Norton Hill Recreation Ground
 What3Words: district.published.allows
 Access code: C123X

Location: Whitstones Fish and Chips
 What3Words: forum.scoping.loopholes
 Access Code: C123X

Location: Mardons Social Club
 What3Words: pirate.angle.magically
 Access Code: C123X

6.3 Local Risk Assessment

Known potential hazards

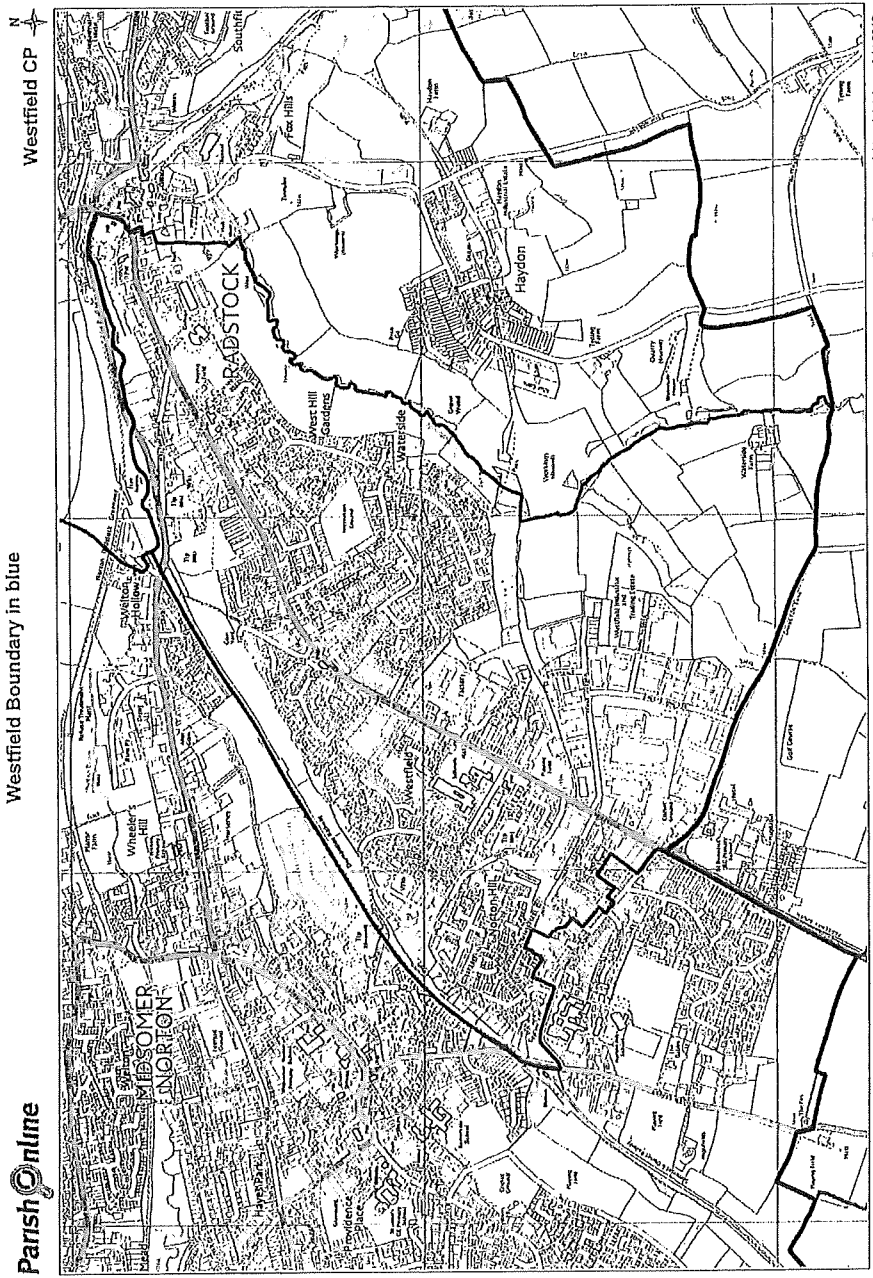
Insert information eg:

Gas pipeline (& map)

Or

Local catchment area – flooding (& map if available)

7. Map of the Community



8. Emergency Contact numbers

Name / Contact	Role	Daytime contact number	24hr contact number
Emergency Services		999	999
Local GP Surgeries	Westfield Surgery	01761 436333	
B&NES Council	Emergency Planning Duty Officer	01225 47 7477	01225 47 7477
Environment Agency	Floodline	0345 9881188	
Environment Agency	Incident Hotline	0800 807060	0800 807060
NHS Direct			
Utility companies	British Gas	0800 111999	
	Western Power	0800 6783105	
	Wessex Water	0345 600 3600	0345 600 4600

9. Top Tips – Personal Resilience

There is an important part to be played by individuals and households to help themselves at a personal level. There is a lot that individuals can do to cope better during, and recover quicker from, an emergency.

Personal resilience is the foundation of community resilience. If individuals are unable to look after themselves, then they cannot assist others in an emergency. Those at greatest risk can also reduce the burden on the emergency services if they take small but effective measures to manage their own resilience better. The more at risk you, your household or business is (for example, if you live within a flood zone), the greater your preparations should be.



When a severe weather event is forecast, postpone any travel arrangements you might have if you are able to do so. If that proves impossible then there are some sensible precautions that you can take when driving in poor conditions on rural roads. Try to ensure you have the following in your vehicle:

- Ice scraper and de-icer
- Torch and spare batteries
- Boots and hi-vis jacket
- First aid kit
- Jump leads
- Mobile phone charger
- Warm drink in a vacuum flask, drinking water and snacks
- A shovel
- Road atlas
- Sunglasses (snow can dazzle)
- Personal medication
- A blanket or sleeping bag and warm hat



The following is a simple checklist that can be followed during an emergency to ensure that you don't forget important things. Some of these can be undertaken beforehand, whereas for others you will need to wait until an emergency warning has been issued in your area.

Items for an emergency grab bag (if you need to be evacuated):

- Prescription medicines & toiletries
- Identity documents (driving license / passport / insurance documents / NHS numbers)
- First aid kit and whistle to signal for help
- Radio and torch (preferably wind-up or with spare batteries)
- Notebook & pen / pencil with key contact details such as the doctor / dentist / school
- Spare glasses / contact lenses, house / car keys
- Mobile phone charger
- Wet wipes, bin bags and plastic ties for personal sanitation
- Items for any pets
- Other useful things to be aware of:
 - Knowing where and how to turn off your utilities (gas / water / electricity)
 - Family meeting place / alternative place to stay in case of evacuation
 - Important computer information backed up onto a USB stick or the Cloud
 - 3 days' supply of non-perishable food and water to be kept in your home
 - Check smoke / carbon dioxide alarms weekly
 - Storing items of sentimental value or importance upstairs or on upper shelves (bank statements / photo albums etc)
 - Even if you cannot manage all of these, by doing what you can, you will be better prepared for an emergency affecting your home or business.

10. Useful information

Avon and Somerset Local Resilience Forum (LRF) community risk register (a guide to the top 10 risks in this region and what you can do to be prepared in your home)

<https://media.aspolice.net/uploads/production/20200107090454/Community-Risk-Register.pdf>

Reporting a power cut (and advice)

[National Grid - How to report a power cut](#)

Registering as a vulnerable customer

[National Grid - Priority services](#)

Bristol water report a problem

<https://www.bristolwater.co.uk/home/account-and-services/your-water/problems-with-my-water>

Bristol water register as vulnerable

<https://www.bristolwater.co.uk/home/account-and-services/your-account/priority-services>

Wessex Water report a problem

<https://www.wessexwater.co.uk/report-a-problem>

Wessex Water register as vulnerable

<https://www.wessexwater.co.uk/help-and-advice/priority-services>

Weather warnings and advice (Met Office)

[UK weather warnings - Met Office](#)

Flood alerts and guidance

[How to plan ahead for flooding - Check for flooding - GOV.UK \(check-for-flooding.service.gov.uk\)](#)

Flood maps are available online

[Flood map for planning - GOV.UK \(flood-map-for-planning.service.gov.uk\)](#)

A guide to rural community resilience is available on the communities prepared website

[Building resilience in rural communities – Communities Prepared](#)

Parish Clerk

From: Emergency Planning <EmergencyPlanning@BATHNES.GOV.UK>
Sent: 27 June 2023 17:02
To: All Parish Contacts
Subject: You Are Invited To Bath and North East Somerset Community Resilience Day - September 28th 2023

We are pleased to invite you to the first BANES Community Resilience day run by Bath and North East Somerset Council and the Environment Agency.

The day will consist of a morning of presentations from agencies such as B&NES council, Environment Agency, Avon Fire Rescue Service and a community case study. The afternoon will be a workshop session where we will run through an emergency scenario and complete tasks.

There will also be various information stands that will be providing community resilience resources throughout the day.

To book a place, please register on <https://www.eventbrite.co.uk/e/bath-and-north-east-somerset-community-resilience-day-tickets-663484087767?aff=oddtcreator>

Please note that there are only 40 places available, therefore it is preferred that only 1 representative attends per community.