

WESTFIELD PARISH COUNCIL
Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 19th July 2023 at 10am

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

Absent: Geoff Fuller (ex officio)

In Attendance: Lesley Close, Parish Clerk

26. Apologies for absence
There were no apologies.

27. Declarations of interest and dispensations
There were no declarations of interest.

28. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 21st June 2023 be agreed and signed as a correct record.

29. Monthly Accounts

Resolved:

- a) that the bank reconciliation and monthly income and expenditure statements for the Current Account April / May be agreed.
- b) that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account April / May be agreed.
- c) that the bank reconciliation and monthly income and expenditure statements for the Business Savings account April / May be agreed.
- e) that the summary of debit card transactions since the last meeting (Appendix 1 – July) be agreed.
- f) that the petty cash reconciliation for July (Appendix 2) be agreed.

30. 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 July 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.

31. 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.

32. To confirm the Exercise of Public Rights took place 5th June – 14th July 2023

Resolved: to note that the Exercise of Public Rights took place in the above timescale.

33. Budget Variation Report

Resolved: To agree the budget variation report and amend the typo on budget heading 4013/1 Rent Payable to read £11,120 and not £1,120.

34. Verification of Bank Reconciliations

Resolved: To note that the Councillor's verification of bank reconciliations had been signed by Cllr Jackson 3/7/23.

35. Payments in August

Resolved: That Cllrs Moss and Williams meet in August to pay the invoices, which would be ratified in September. Cllr Wilkinson to replace Cllr Moss if the banking facility has not yet been set up for him.

36. CIL and s.106 Fund

Resolved: To note the current CIL and s.106 income and expenditure.

37. Feedback on Grants 2022/23

It was good to see such positive feedback from last year's grant recipients.

Grant from the FA for the pitches at Norton Hill and Westhill – The Clerk outlined the fact that the FA has offered £16,000 funding for Norton Hill pitch on condition of £5,374 in match funding. The Deputy Clerk is talking with the teams and contractor to work out where this match funding might come from.

Resolved: (1) to delegate authority to Cllrs Moss, Williams and Wilkinson to make a decision on this if needed before the next meeting;
(2) if the grant funding goes ahead, to ask Greensward for a quote for their maintenance work to cover the same time span as the grant.

Defibrillators – The Clerk outlined the results of the fixed electric tests of the defibrillators, some of which will require upgrades to the hosts' circuit boards to meet new regulations. The organisations which host defibrillators do so to support the local community and do not ask for a refund for the electricity it uses.

Resolved: To ask Dennings for an indication of the costs of undertaking the necessary upgrades and to put this to Parish Council for a virement from the grants budget to the health and safety budget.

Grant Presentation 2023 – Cllr Cooper outlined difficulties in trying to tie a Parish Council grant presentation to an existing event at Mardons.

Resolved: To look at having our own presentation evening at Westhill Club, inviting recipients to give small presentations.

38. Community Resilience

Resolved: (1) to agree the draft Community Resilience Plan with the following amendments (a) Cllr Cooper to obtain a contact name and number from Mardons; and (b) at 6.3 Local Risk Assessment to add the risk of fire, explosion and chemical leak from Industrial Units in the Parish.
(2) to note that Cllr Millard has been booked into the workshop on 28th September.

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.

39. Quotes for new office

Resolved: that following the extension of the deadline to 31/7/23, authority be delegated to Cllrs Moss and Wilkinson to open the tenders, agree the winning tender and commission the work. All Councillors to be informed of the decision once it is made.

Pedestrian Bridges at Waterside Valley

Resolved: that if the final quotes come in before September, authority be delegated to Cllrs Moss and Wilkinson to open the tenders, agree the winning tender and commission the work.

The meeting closed at 10.35am.

APPENDIX 3 – Invoices for payment

Invoices for payment JULY							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
26/06/2023	Crossmans Solicitor	Legal fees - Waterside Valley	EMR 341	3104	£709.00	£136.00	£845.00
22/06/2023	GB Sport and Leisure	Repairs at play areas	4062/307	3105	£704.80	£140.96	£845.76
20/06/2023	Signefex Ltd	Plaques for coal truck planters	4227/202	3106	£599.00	£119.80	£718.80
23/06/2023	Trophies of Radstock	Front Garden comp. trophies	4227/202	3107	£62.00	£12.40	£74.40
02/07/2023	David Matthews	Reimbursement legal fees	EMR 341	3114	£850.00	£0.00	£850.00
29/06/2023	SoVISION IT	Barracuda spam filtering	4027/1	3117	£27.07	£5.41	£32.48
01/07/2023	Oval Commercial Investments Ltd	Boardroom hire - June	4013/1	3118	£50.00	£10.00	£60.00
10/07/2023	SLCC	Subscription 2023/24	4024/1	3119	£321.00	£0.00	£321.00
TOTAL							£3,747.44
<i>Added since the agenda was distributed:</i>							
06/07/2023	SoVISION IT	New router	4027/1	3121	£450.00	£90.00	£540.00
11/07/2023	RJP Electrics Ltd	Electric testing - xmas lights	4223/202	3122	£170.00	£34.00	£204.00
11/07/2023	RJP Electrics Ltd	Electric testing - defibs	4231/202	3123	£170.00	£34.00	£204.00
11/07/2023	RJP Electrics Ltd	Electric testing - defibs	4231/202	3124	£170.00	£34.00	£204.00
11/07/2023	RJP Electrics Ltd	Electric testing - defibs	4231/202	3125	£170.00	£34.00	£204.00
11/07/2023	RJP Electrics Ltd	Electric testing - defibs	4231/202	3126	£170.00	£34.00	£204.00
14/07/2023	RJP Electrics Ltd	Electric testing - defibs	4231/202	3127	£170.00	£34.00	£204.00
30/06/2023	Trinity Methodist Church	Youth Club hire of hall	4237/202	3128	£360.00	£0.00	£360.00
30/06/2023	SoVISION IT	Barracuda spam filtering	4027/1	3115	£300.00	£60.00	£360.00
18/07/2023	C&R Fencing	Fence at Westhill	4062/307	3130	£583.00	£116.60	£699.60
TOTAL							£2,124.00

APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April	May	June	July
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	£306.00
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	£208.35
Total Gas & Power (DD - quarterly)	NH Pavilion	£0.00	£47.88	£0.00	£0.00
Water2Business (DD six mnthly)	Auto-watering systems 2365915101	£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