

# Westfield Parish Council

The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

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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

12<sup>th</sup> Sept 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 20<sup>th</sup> September 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.

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## 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 19<sup>th</sup> July 2023 (**Pages 1-7**)
4. **Monthly Accounts** To agree the monthly accounts in respect of the following for June/July 2023.
  - Current Account (**Pages 8-12**)
  - Corporate Treasury Account (**Pages 13-17**)
  - Business Savings Account (the interest rate at 1<sup>st</sup> July is 2.8%) – (**Pages 18-22**)
  - Debit card expenditure sheet since the last meeting (**Page 23**)
  - Petty cash imprest sheet since the last meeting (**Page 24**)
5. **Schedule of Payments requiring authorisation**  
As per item 5.2 of the Financial Regulations, a list of payments requiring authorisation is attached. Signing of invoices and BACS authorisation sheets to be completed upon approval of payments. August (retrospectively) and September (**Pages 25-26**)
6. **Schedule of Payments due on a regular basis**  
As per item 5.6 of the Financial Regulations, a list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation such as salaries, PAYE and NI, superannuation and regular maintenance, is attached. (**Pages 27**)
7. **Grant feedback -St Nicholas Churchyard (Page 28)**
8. **Football Foundation Grant (Pages 29-35)**
9. **Cyber Security Insurance Information from our Insurance company Zurich (Page 36) Information from BHIB (Pages 37-47) Information from our IT contractor (Page 48)**
10. **Annual Review of Fees and Charges (Pages 49-50)**
11. **External Audit Report (Pages 51-53)**
12. **Energy Contracts quotes (1) Pavilion – Total Energies for the gas supply (to follow); (2) Christmas Tree – SSE for the electricity supply (Page 54)**

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.

13. **Quotes (1) new office (2) bridges at Waterside Valley**  
Analysis of reserves in the light of forthcoming spending (**Page 55**)

**WESTFIELD PARISH COUNCIL**  
**Minutes of the Finance & Personnel Meeting**  
**held at The Oval Office on Wednesday 19<sup>th</sup> 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 21<sup>st</sup> 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 5<sup>th</sup> June – 14<sup>th</sup> 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 28<sup>th</sup> 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
					<b>TOTAL</b>		<b>£3,747.44</b>
<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
					<b>TOTAL</b>		<b>£2,124.00</b>



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

Bank Reconciliation Statement as at 31/07/2023  
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/07/2023	275	27,035.23
			<u>27,035.23</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			27,035.23
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			27,035.23
		Balance per Cash Book is :-	27,035.23
		Difference is :-	0.00

Time: 12:35

## Current Account

## List of Payments made between 01/07/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2023	Southern Electric	DD1	187.04		0062/3010/Southern Electric
03/07/2023	Oval Commercial Investments Lt	FPI3	587.50		255/3026/Oval Commercial Inves
03/07/2023	Oval Commercial Investments Lt	FPI3A	0.20		255/3026/Oval Commercial Inves
03/07/2023	Co-op Bank	DD2	5.00		Duplicate Statement Fee
06/07/2023	MrFlag.com	CCARD5	199.20		MrFlag.com
14/07/2023	GPS Telecoms Limited	FPI6	85.66		89550/3029/GPS Telecoms Limite
19/07/2023	Trophies of Radstock	FPI7	74.40		3681/3021/Trophies of Radstock
19/07/2023	Soc Local Council Clerks	FPI8	321.00		MEM244912-1/3041/Soc Local Cou
19/07/2023	Trinity Methodist Church	FPI9	360.00		23062/3023/Trinity Methodist C
19/07/2023	DCK Accounting Solutions Limit	FPI10	367.20		TPC10841/3040/DCK Accounting S
19/07/2023	Oval Commercial Investments Lt	FPI11	480.00		Purchase Ledger Payment
19/07/2023	Sign Efex Ltd (formerly Frome	FPI13	718.80		INV19697/3020/Sign Efex Ltd (f
19/07/2023	Crossmans Solicitors	FPI14	845.00		CON/KS/W001690002/3018/Crossma
19/07/2023	G B Sport & Leisure UK Limited	FPI15	845.76		12833/3019/G B Sport & Leisure
19/07/2023	SoVision IT	FPI18	1,182.50		244052/3033/SoVision IT
19/07/2023	RJP ELECTRICS, T/A AF	FPI19	1,224.00		IV00574/3039/RJP ELECTRICS, T/
19/07/2023	GreenSward Sports Consultancy	FPI20	2,545.90		SI-12862/3022/GreenSward Sport
19/07/2023	HMRC	FPI17	1,127.92		HMRC
19/07/2023	July Salaries	FPI21/23	3,423.16		July Salaries
19/07/2023	Tracey and David Matthews	FPI16	850.00		23.02.337/3042/Tracey and Davi
19/07/2023	HMRC	FPI12	688.46		HMRC
25/07/2023	Crossmans Solicitors	Refund	-845.00		Purchase Ledger Payment
<b>Total Payments</b>			<b>15,273.70</b>		

## Current Account

Receipts received between 01/07/2023 and 31/07/2023

## 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>
	Banked 31/07/2023	202.14						
Tfr	Nationwide Savings Account	202.14			204		202.14	To Current Account
	<b>Total Receipts:</b>	202.14	0.00	0.00			202.14	

Time: 12:35

## Current Account

## List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2023	Co-op Bank	DD1	5.00		Duplicate Statement Fee
01/06/2023	Oval Commercial Investments Lt	FPI2	587.70		244/3009/Oval Commercial Inves
05/06/2023	Ignyte Media Ltd	FPI4	1,200.00		6544/2993/Ignyte Media Ltd
06/06/2023	Crossmans Solicitors	FPI7	21,195.19		Purchase Ledger Payment
06/06/2023	Mr Flag	CCARD6	49.32		Mr Flag
07/06/2023	Proper Job	CCARD8	2.99		Padlock
07/06/2023	Viking	CCARD9	97.15		Viking
14/06/2023	GPS Telecoms Limited	FPI10	86.16		89193/3008/GPS Telecoms Limite
21/06/2023	Trophies of Radstock	FPI11	5.00		3552/2992/Trophies of Radstock
21/06/2023	St John's Ambulance	FPI13	126.72		SP23003280/3014/St John's Ambu
21/06/2023	Oval Commercial Investments Lt	FPI15	388.74		251/3007/Oval Commercial Inves
21/06/2023	A&L Couriers	FPI16	400.00		17/3015/A&L Couriers
21/06/2023	GreenSward Sports Consultancy	FPI21	3,253.90		SI-12839/2991/GreenSward Sport
21/06/2023	Ricoh UK Ltd	FPI22	304.80		102269384/3012/Ricoh UK Ltd
21/06/2023	SoVision IT	FPI23	201.30		243806/3016/SoVision IT
21/06/2023	Foundations Up Construction Lt	FPI18	792.00		3190/3017/Foundations Up Const
21/06/2023	The Community Heartbeat Trust	FPI20	2,256.00		2440/3001/The Community Heartb
21/06/2023	HMRC	FPI17	566.63		PAYE/NI
21/06/2023	Avon Pension Fund	FPI19	1,052.02		Avon Pension Fund
21/06/2023	Hayley Spiller	FPI4	150.00		2023/3013/Hayley Spiller
21/06/2023	P Wilkinson Mileage	FPI12	34.65		P Wilkinson Mileage
23/06/2023	June Salaries	FPI24/26	3,250.16		June Salaries
26/06/2023	Co-op Bank	DD27	5.00		Duplicate Statement Fee
30/06/2023	Southern Electric	DD28	32.38		0073/3011/Southern Electric
<b>Total Payments</b>			<b>36,042.81</b>		

## Current Account

Receipts received between 01/06/2023 and 30/06/2023

## 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>
CHAPS3	Banked 01/06/2023	202.14						
CHAPS3	Bank Interest	202.14			1196	1	202.14	Bank Interest
CHAPS3	Banked 01/06/2023	-202.14						
CHAPS3	Bank Interest	-202.14			1196	1	-202.14	Bank Interest
	Banked 05/06/2023	19,000.00						
TFR	Corporate Treasury Account	19,000.00			203		19,000.00	To Current Account
DEP29	Banked 30/06/2023	28,780.58						
DEP29	B&NES Cil Exp 06/06/28	28,780.58			1179	1	28,780.58	B&NES Cil Exp 06/06/28
	Banked 30/06/2023	195.62						
TFR	Nationwide Savings Account	195.62			204		195.62	To Current Account
<b>Total Receipts:</b>		<b>47,976.20</b>	<b>0.00</b>	<b>0.00</b>			<b>47,976.20</b>	



Corporate Treasury Account

Payments made between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
05/06/2023	Current Account	TFR	19,000.00			201	19,000.00	To Current Account
<b>Total Payments:</b>			19,000.00	0.00	0.00		19,000.00	



Westfield Parish Council 2023-24

Cashbook 2

Corporate Treasury Account

Receipts received between 01/06/2023 and 30/06/2023

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>
Banked 05/06/2023		510.63						
	Co-op Bank		510.63		1196	1	510.63	Corporate Treasury
<b>Total Receipts:</b>		510.63	0.00	0.00			510.63	

## Payments for Month 4

## Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		440,665.03						
	<b>Cashbook Totals</b>		440,665.03	0.00	0.00			440,665.03	

Receipts for Month 4

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 :	440,665.03					440,665.03	
	Banked	0.00						
			0.00					0.00
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>440,665.03</u>	<u>0.00</u>	<u>0.00</u>			<u>440,665.03</u>	

Bank Reconciliation Statement as at 31/07/2023  
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	31/07/2023	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

Payments for Month 4

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>
1/07/2023	Current Account	Tfr	202.14			201		202.14	To Current Account
<b>Total Payments for Month</b>			202.14	0.00	0.00			202.14	
<b>Balance Carried Fwd</b>			85,000.03						
<b>Cashbook Totals</b>			<u>85,202.17</u>	0.00	0.00			<u>85,202.17</u>	

Nationwide Savings Account

Receipts received between 01/07/2023 and 31/07/2023

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>
Banked 31/07/2023		202.14						
	Nationwide Bank	202.14			1196	1	202.14	Nationwide Bank
Total Receipts:		202.14	0.00	0.00			202.14	

Date: 07/08/2023

Westfield Parish Council 2023-24

User: AEB

Time: 12:56

Cashbook 3

Nationwide Savings Account

Payments made between 01/06/2023 and 30/06/2023

Nominal Ledger Analysis

<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 Details</u>
01/06/2023	Current Account	TFR	195.62				201	195.62	To Current Account
<b>Total Payments:</b>			195.62	0.00	0.00			195.62	

## Nationwide Savings Account

Receipts received between 01/06/2023 and 30/06/2023

## 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>
Banked 30/06/2023		195.62						
	Nationwide Bank	195.62			1196	199	195.62	Business Saver Interest
	Total Receipts:	195.62	0.00	0.00			195.62	



WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - August & September  
2023-24-5-6  
SHEET

REF	DATE	SUPPLIER	DETAILS	TOTAL	Subscriptions 4024/1	printing & stationary 4023/1	Postage 4022/1	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Christmas 4223/202	Hire of rooms and Hospitality	Training 4005/1
DC175	2/8/2023	Thomsons Hardware	Padlock for Westhill Rec	£15.15						£12.63			
DC176	3/8/2023	NALC	Training - Social media in the public sector - CB	£39.22									32.68
DC177	3/8/2023	NALC	Training - Reconnecting communities through community transport - CB	£39.22									32.68
DC178	3/8/2023	NALC	Training - Engaging with local communities through digital engagement - CB	£39.22									32.68
DC179	16/8/2023	NPF	Training - Recruiting and managing volunteers - LC	£95.00									95
DC180	16/8/2023	NPF	Training - Recruiting and managing volunteers - CB	£95.00									£95.00
DC181	9/8/2023	Hyperretail via ebay	1 x trial christmas tree	£27.99							£27.99		
DC182	5/9/2023	Amazon.co.uk	1 x christmas tree	£39.99							£33.32		
DC183	5/9/2023	Amazon.co.uk	2 x christmas trees	£79.98							£66.64		
DC184	5/9/2023	Amazon.co.uk	7 x christmas trees	£199.43							£166.18		
			<b>TOTAL (NET)</b>	<b>£594.80</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£12.63</b>	<b>£294.13</b>	<b>£0.00</b>	<b>£288.04</b>
			<b>VAT:</b>	<b>£75.40</b>						<b>£2.52</b>	<b>£53.26</b>		<b>£19.62</b>
			<b>TOTAL (Gross)</b>	<b>£670.20</b>						<b>£15.15</b>	<b>£347.39</b>		<b>£307.66</b>

*added since the agenda was circulated*

Finance Officer signature \_\_\_\_\_ Date \_\_\_\_\_

Counter signature \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_







**Schedule of regular payments 2023-24**

(All amounts are NET)

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec
Avon Pension Fund (BACS monthly)	Superannuation	£1,043.87	£1,060.18	£1,052.02	£1,127.92	£1,070.99	£1,070.99			
DCK - BACS monthly	Accounting support	£237.85	£375.00	£0.00	£306.00	£0.00	£306.00			
GPS Telecoms (DD monthly)	Telephone and broadband	£71.32	£70.92	£71.80	£69.37	£69.37	£74.46			
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.51	£2,121.58			
HMRC (BACS monthly)	PAYE and NI	£553.84	£559.34	£566.63	£688.46	£597.04	£596.84			
Oval Commercial (SO-£587.70) the rest BACS - monthly	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75			
Oval Commercial (BACS)	Use of Boardroom	£50.00	£56.00	£70.00	£50.00	£50.00	£10.00			
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,232.35	£3,288.04	£3,250.16	£3,423.16	£3,293.46	£3,293.66			
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00			
Ricoh (BACS quarterly)	Photocopier	£0.00	£33.30	£254.00	£0.00	£140.10	£0.00			
Southern Electric (DD - quarterly)	NH Pavilion	£85.42	£0.00	£178.14	£0.00	£0.00	£113.57			
Southern Electric d/d annually	Xmas Lights on lampposts	£0.00	£0.00	£0.00	£0.00	£0.00	£384.01			
Southern Electric (DD quarterly)	Christmas Tree	£0.00	£0.00	£30.84	£0.00	£0.00	£37.57			
SoVision IT (BACS monthly)	IT Support	£169.20	£167.75	£167.75	£208.35	£208.35	£0.00			
Total Gas & Power (DD - quarterly)	NH Pavilion	£0.00	£47.88	£0.00	£0.00	£42.98	£0.00			
Water2Business (DD six monthly)	AUTO-watering systems 2365915101 - Wesley Ave; 02- Coal Truck Jubilee Green; 03- Jubilee Green; 04- Coal	£0.00	£0.00	£0.00	£0.00	£0.00	£227.16			
Water2Business (DD six monthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00	£0.00	£222.94			
Youth Connect South West (Bacs quarterly)	Youth Work contract 1/4/23-31/3/25	£0.00	£2,843.06	£0.00	£0.00	£2,843.06	£0.00			
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00			

## Parish Clerk

---

**From:** Ian Egginton-Metters <ian@eggintonmetters.co.uk>  
**Sent:** 30 July 2023 21:40  
**To:** Parish Clerk  
**Subject:** Ref[2]: Cutting the grass in the St Nicholas Churchyard

Dear Lesley

We appointed a few weeks ago but the gardener couldn't start until this week (beginning of August). The number of cuts is not quite how we approach the work, rather identifying the most important parts of the churchyard required for access and safety, whether close to the Church or pathway routes through the most used websites, or as required for special occasions or new graves. The gardener will undertake extra work over the coming 2+ months to 'catch up' and less during the winter months.

I hope that is sufficient for now.

In appreciation.

Ian

Ian Egginton-Metters  
Treasurer, St Nicholas Church, Radstock  
Home: 6 Bristol Road, Radstock, Somerset BA3 3EE  
07939 230053  
[ian@eggintonmetters.co.uk](mailto:ian@eggintonmetters.co.uk)

----- Original Message -----

From "Parish Clerk" <[parishclerk@westfieldparishcouncil.co.uk](mailto:parishclerk@westfieldparishcouncil.co.uk)>  
To "Ian Egginton-Metters" <[ian@eggintonmetters.co.uk](mailto:ian@eggintonmetters.co.uk)>  
Cc "Deputy Clerk" <[deputyclerk@westfieldparishcouncil.co.uk](mailto:deputyclerk@westfieldparishcouncil.co.uk)>; "Admin Assistant" <[adminassistant@westfieldparishcouncil.co.uk](mailto:adminassistant@westfieldparishcouncil.co.uk)>  
Date 28/06/2023 08:23:33  
Subject RE: Cutting the grass in the St Nicholas Churchyard

Dear Ian

Thank you for this update, which I have circulated to councillors so that they understand the steps you are taking in this respect.

Once you have the contractor in place, please may I ask for another update outlining the number of cuts you expect for the rest of the season? This will help to reassure those who are concerned about it.

Thank you again and best wishes,

*Lesley*

Lesley Close  
Parish Clerk  
Westfield Parish Council  
The Oval Office  
Cobblers Way

Tracey Stephens  
**Westfield Parish Council**  
The Oval Office  
Cobblers Way  
Westfield  
Radstock  
BA3 3BX



04/08/2023

### Offer Letter

Ref: G-218331

Dear Tracey Stephens,

#### **Westfield Parish Council: Grass Pitch Maintenance Fund (NORTON HILL RECREATION GROUND) - Football**

I am delighted to inform you that your application to the Football Foundation for a grant has been successful. We have agreed to award you a six-year revenue grant of **67%** of a total project cost of **£16,000** subject to a maximum payment of **£10,666** to Westfield Parish Council. This funding is to be used towards the enhanced grass pitch maintenance works, as set out within your PitchPower Report.

For the purposes of this offer letter, this is known as the "Project". The details, aims, objectives and targets of the Project are as set out in your Application.

#### ***Terms and Conditions***

The grant is to be used specifically for the delivery of the Project and is subject to our Grass Pitch Maintenance Fund Terms and Conditions which you'll be able to review through your online account.

These T&Cs set out your formal agreement with the Foundation, including your grant acceptance, payment and monitoring requirements as well as other key information. Please take the time to read these carefully.

Your grant is also subject to the following specific condition(s):

#### **Pre-Claim**

- That a minimum of two representatives from the Organisation complete a Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) and evidence of completion is provided to the Foundation, before any payments are released.

Further information on the Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) can be found at <https://www.thegma.org.uk/learning/training>

### Ongoing

- That the Organisation provides the Foundation with Monitoring information in respect of the condition of each of the grass pitches at your site for the period of claw-back. Pitch assessment data must be submitted at least twice per year using the PitchPower tool <https://footballfoundation.org.uk/pitchpower> within the following window (1) 1st November – 31st March (essential) and within at least one of these windows; (2) 1st April – 30th June or (3) 1st July – 31st October.

Whenever pitch assessment data is submitted, it is important that there is at least one month between the readings. On receipt of the data, the Pitch Advisory Service will provide a PitchPower Report from which the recommendations identified are to be undertaken in order to improve and maintain the grass pitches at your site to at least the Pitch Quality Standard (PQS) of 'Good'. Visit the GMA website for information on the Grounds Management Framework and to see what 'Good' means <https://thegma.org.uk/GMF>

The payment schedule for your grant is as follows:

	Year 1 / Claim 1	Year 2 / Claim 2	Year 3 / Claim 3	Year 4 / Claim 4	Year 5 / Claim 5	Year 6 / Claim 6	Total
<b>Cost</b>	£2,666	£2,666	£2,666	£2,666	£2,666	£2,666	<b>£16,000</b>
<b>Foundation Grant</b>	£2,666	£2,666	£1,778	£1,778	£888	£888	<b>£10,666</b>
<b>Applicant contribution</b>	£0	£0	£888	£888	£1,778	£1,778	<b>£5,334</b>

### What happens next?

First of all, you need to formally accept your grant offer! You can do this easily via your Football Foundation Account. Please note that, in line with our General Terms and Conditions, you have **two months** from the date of this letter to accept your grant offer.

Once you have accepted your grant, and discharged any pre-claim conditions that may apply, you will need to complete our online claim form to claim your year 1 project costs. This is paid upfront to help cover your maintenance costs for the year.

A few essential pointers here:

- You will need to provide a bank statement in the Organisation name as shown on your Offer Letter.



- The works should be procured by the Organisation named on the award Offer Letter, this should be the name shown on any invoices.

A guide on how to complete and submit your claim is available here: <https://footballfoundation.org.uk/support-with-claims>

Once this has been checked and approved by our Grant Assessment Team, your year 1 payment will be paid and you will then be able to start your Project.

For subsequent claims in the following years, the Organisation will be required to evidence the total spend for works completed at the site. The total cost of the works is outlined in your Payment Schedule.

If you have any questions about this stage and what happens next, please contact [enquiries@footballfoundation.org.uk](mailto:enquiries@footballfoundation.org.uk).

### ***What happens then?***

Any works covered by the Project should align to the recommendations in your PitchPower report and be completed by an external contractor/supplier.

Please note funds must not be used for:

- Routine maintenance such as grass cutting or line marking.
- The repair, servicing or maintenance of machinery.
- The payment of in house/internal club grounds team or volunteers.

For further information on the criteria of the Fund and what is eligible, please see: <https://footballfoundation.org.uk/grant/grass-pitch-maintenance-fund>

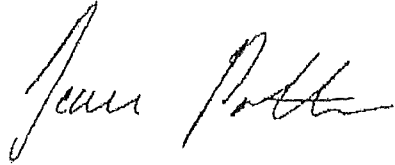
### ***Publicity***

We imagine you're as keen as us to shout about your funding success. Once you've formally accepted your grant offer, you'll be sent an email with a link to our Funding Publicity Portal. Here, you'll find the resources and guidance you need to share the good news.

If you have any questions around grant publicity, please don't hesitate to get in contact using the [Contact Us](#) page on our website.

Congratulations on your funding success and best of luck with your Project!

With best wishes,

A handwritten signature in black ink, appearing to read 'Dean Potter', written in a cursive style.

**Dean Potter**

**Director of Grant Management**

## Football Foundation Funding for Changing Rooms

### Tenure required

We'll ask you to demonstrate that you have the required ownership, by either freehold, or uninterruptible leasehold from the date of grant offer for a varying period, for a length of time dependent on the grant amount:

- Up to £25,000 – 5 years
- £25,001 up to £100,000 – 10 years

### Documents required

To ensure your application is processed, you should include the following documents:

- Photographs of the existing building or works to be completed
- Condition survey of the existing building (if required)
- Plans and drawings of the existing building configuration and as proposed
- Specification and schedule of works
- A minimum of two like-for-like quotations from experienced contractors, based upon the design details and specification
- Evidence of additional partnership funding
- Evidence of security of tenure in the form of a signed lease or freehold title document
- Planning approval notice
- Landlord's consent to the works
- Building regulations approval where required
- Building and contents insurance

Once you've submitted your application and supporting documents, you'll receive a confirmation email. Your application will be assessed by our Grant Management Team who'll be in contact if they have any queries about your application.

### **Community Engagement**

Where your changing pavilion project requires a grant in excess of £25,000, you'll need to provide evidence of how you've collaborated with local people **to design the inclusive facilities you propose in your project plan.** Don't worry, it doesn't have to

be complicated - our Community Engagement Toolkit will help you through each stage of the process.

Welcome to the Football Foundation's Community Engagement Toolkit

Football is the beautiful game that brings people together. We believe it should be accessible to EVERYONE.

We can make this happen through investments into sports facilities, improving lives for local communities facing stubborn inequalities in activity levels and access.

Why is this important?

Research shows that four groups face the greatest inequalities. Before submitting your application, we encourage you to engage with these priority groups to find out what opportunities and access they need from facilities and activities:

- Low socio-economic groups
- Women and girls
- People with disabilities
- Culturally diverse communities

The most successful community sport and physical spaces are designed and delivered in partnership with local people. The traditional 'build it and they will come' approach is not the most effective philosophy in facility delivery. Communities are more likely to engage in activities and facilities if they've been involved in their planning and development.

What is community engagement?

Community engagement doesn't have to be complicated. It's about speaking, listening and working with people to understand their needs. This will help you design, develop and deliver truly collaborative programmes and facilities.

Consultation alone doesn't create adequate connections with communities, which is why engagement is so important. Working collaboratively to build lasting and rewarding partnerships and relationships helps build trust with local communities, instilling ownership, inclusivity and pride in your project.

Community engagement is an ongoing process which doesn't stop when the project is delivered. Continual engagement ensures that facilities and activities meet the changing needs of the community.

This Toolkit is designed to help you transform your connections and relationships, enabling you to collaborate with local people to design facilities and activities that are inclusive for everyone.

## Parish Clerk

---

**From:** Briony Worth <briony.worth@uk.zurich.com>  
**Sent:** 26 July 2023 14:50  
**To:** Parish Clerk  
**Subject:** RE: Cyber Security Insurance

**Importance:** High

Hi Lesley,

We don't have any guidance notes, no. We don't offer cover for cyber-attacks as we don't provide cyber cover anymore.

There is a section of cover under the Public Liability section that covers proceedings brought against the insured under the DPA/GDPR. That's all we offer in this respect.

### Section 11 – Data Protection

The **insurer** will indemnify the **insured** for legal costs and expenses incurred with the **insurer's** prior consent, and all the **insured** is required to pay as damages to an individual arising from proceedings brought against the **Insured** under the following provisions:

- a) Sections 168 and 169 of the Data Protection Act 2018
- b) Article 82 of Regulation (EU) 2016/679 (General Data Protection Regulation).

Provided always that:

- i) the **insurer** will not be liable under this Section for:
  - 1) fines, penalties, liquidated, punitive or exemplary damages
  - 2) the costs of notifying any person regarding loss of personal data
  - 3) the cost of replacing, reinstating, rectifying or erasing any personal data
  - 4) any deliberate or intentional criminal act or omission giving rise to any claim under this Section committed by the **insured**
- ii) the liability of the **insurer** under this Section will not exceed £1,000,000 in any one period of insurance.

I hope this helps.

Best Wishes,

**Briony Worth (Cert CII)**

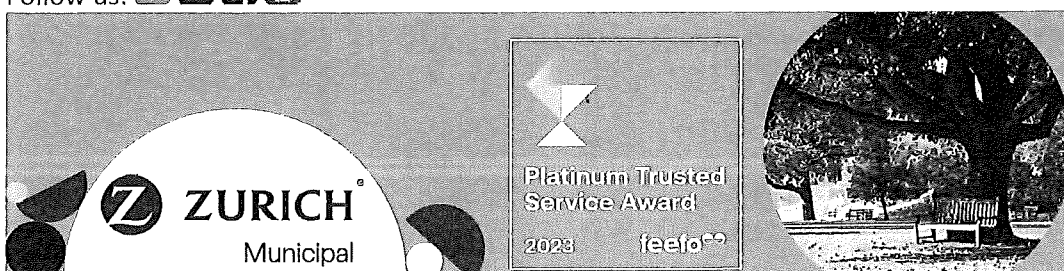
**Senior Customer Account Manager**

Direct: 01243 832 116 or Mobile: 07501 951277

Sales Team: 0800 917 9420

Email: briony.worth@uk.zurich.com

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**IMPORTANT:** If you wish to make any changes to your policy and provide instructions by email, please note cover will not be in place immediately and confirmed following written confirmation from us. If you require an urgent response please contact us by phone on 0330 0240606.

**From:** Parish Clerk <[parishclerk@westfieldparishcouncil.co.uk](mailto:parishclerk@westfieldparishcouncil.co.uk)>  
**Sent:** Thursday, July 27, 2023 9:29 AM  
**To:** BHIB Councils Enquiries <[enquiries@bhibcouncils.co.uk](mailto:enquiries@bhibcouncils.co.uk)>  
**Cc:** Deputy Clerk <[deputyclerk@westfieldparishcouncil.co.uk](mailto:deputyclerk@westfieldparishcouncil.co.uk)>; Admin Assistant <[adminassistant@westfieldparishcouncil.co.uk](mailto:adminassistant@westfieldparishcouncil.co.uk)>  
**Subject:** Cyber Cover

Caution! This message was sent from outside your organisation.

Morning Emma

I wondered if you offered cyber insurance please? Our current Insurer does not offer specific cyber cover. So what we have with them is public liability for Data Protection whereby we are indemnified for legal costs and expenses and damages to an individual arising from proceedings brought against us.

The items below are specifically not covered.

1. Fines, penalties, liquidated, punitive or exemplary damages *- not covered?*
2. The costs of notifying any person regarding the loss *- covered*
3. The cost of replacing, reinstating, rectifying or erasing any personal data *- covered*
4. Any deliberate or intentional criminal act or omission giving rise to any claim under this Section committed by the insured. *- not covered*

Whilst item 4 appears to be a reasonable clause, I wonder if a specific cyber cover policy might cover items 1-3?

I should add that we do not have any issues or claims against us – I am researching this having undertaken a Cyber Security webinar and realised that potentially the Parish Council is vulnerable in not having a policy. We have however achieved Cyber Essentials Certification and place high value on cyber security.

Any help or advice would be much appreciated.

With many thanks,



## Quotation Schedule

POLICY REFERENCE:	9749135
BINDING AUTHORITY REFERENCE:	B11791268022000
THE POLICYHOLDER:	Westfield Parish Council
PRINCIPAL ADDRESS:	The Oval Office Cobblers Way Westfield BA3 3BX
THE INSURER:	Underwritten by certain underwriters at Lloyd's'
BUSINESS:	Council
BROKER:	BHIB Limited
PERIOD OF INSURANCE:	FROM: 01 September 2023 TO: 31 August 2024 Both days inclusive Local Standard Time at the Policyholder's Principal Address stated above in this Schedule
LIMIT OF LIABILITY:	<b>Limit of Indemnity: £250,000</b> This is the maximum amount in the aggregate that the policy will pay including <b>Defence Costs</b> , irrespective of the number of <b>Claims, Losses, Business Interruption Losses or Cyber Events</b> giving rise to an indemnity under this policy  <b>Sub-Limit of Liability: £25,000</b> Funds Transfer Fraud and Theft of Funds Held in Escrow
RETENTION:	<b>Retention each and every Cyber Event: £1,000</b> Save that:- In respect of cover under Clause 1.2 the <b>Waiting Period</b> is 8 hours per <b>Business Interruption Event</b> . The <b>Retention</b> above will apply to each and every <b>Business Interruption Event</b> once the <b>Waiting Period</b> has been satisfied. In respect of cover under Clause 1.3 the <b>Retention</b> is NIL
PREMIUM:	£308.26
INSURANCE PREMIUM TAX:	£36.99
TOTAL:	£345.25
POLICY WORDING:	OSR: Cyber Plus v2022.1
RETROACTIVE DATE:	Unlimited
LAW AND JURISDICTION:	This agreement is governed by the law of England and Wales and is subject to the jurisdiction of the courts of England and Wales
TERRITORY:	Worldwide
SEAT OF ARBITRATION:	England and Wales



## ENDORSEMENTS:

Please refer to the endorsement library contained within the policy wording for the full text of the endorsement were only the title is shown.

001: AMENDED GENERAL DEFINITION 2.2

### AMENDED GENERAL DEFINITION 2.2

It is hereby noted and agreed that General Definition 2.2 is deleted and replaced with the following:

**Business Interruption Loss** means the Insured's reasonable expenses necessary to maintain the operation, functionality or services of the Insured's business, as direct result of a **Business Interruption Event** but only:

- (i) after the expiration of the **Waiting Period**, and
- (ii) until the date on which the Insured's business is restored to the same or equivalent condition, functionality and service that existed prior to the loss, however not exceeding 180 days from the date on which the outage, interruption or degradation commenced, such 180 day period not to be limited by the expiration of **Period of Insurance**;

**Business Interruption Loss** shall also include costs and expenses incurred to avoid mitigate the effects of a system outage or network interruption or degradation of the network, preserve evidence and/or substantiate the Insured's loss.

### FTF: FUNDS TRANSFER FRAUD/THEFT OF THIRD PARTY FUNDS ENDORSEMENT

The above policy (in this endorsement, the **Policy**) is amended as follows. Words in bold have the meanings defined in the above **Policy**, as amended by this endorsement.

#### SCHEDULE

The following provisions are inserted to the **Policy** Schedule:

#### FUNDS TRANSFER FRAUD / THEFT OF THIRD PARTY FUNDS COVER

Inception Date of coverage applicable to Funds Transfer Fraud Event cover and Third Party Funds Theft Event cover granted under this endorsement:	01 September 2023
Retention each and every Fund Transfer Fraud and/or Third Party Funds Theft Event:	£500
Maximum aggregate sum the Insurer will pay in respect of any and all Funds Transfer Fraud(s) and / or Third Party Funds Theft Event(s) under the Policy:	£25,000

The aggregate sum set out above shall be part of and not in addition to the **Limit of Liability** set out in the **Policy** Schedule.

#### 1. INSURANCE COVER

##### NEW COVERS

The following provisions are inserted into the **Policy**:

*In consideration of the payment of or agreement to pay the premium by the Policyholder on behalf of the Insured, the Insurer will pay, or where specified, reimburse the Insured, in excess of the applicable Retention, up to the maximum aggregate sum above, for:*

- 1.5 any loss of funds or assets of the Insured, which: (i) occurs on or after the above Inception Date; (ii) is notified to the Insurer during the Period of Insurance in compliance with the Policy terms; and (iii) is the sole and direct result of a Funds Transfer Fraud Event.
- 1.6 any Loss arising from any Claim against the Insured by any Third Party which (i) occurs on or after the above Inception Date, (ii) is notified to the Insurer during the Period of Insurance in compliance with the Policy terms; and (iii) is the sole and direct result of a Third Party Funds Theft Event.

#### 2. GENERAL DEFINITIONS

The definition of **Claim** at clause 2.3 is deleted and replaced by the following definition:

**Claim** means any written demand, civil, criminal, judicial, administrative, regulatory or arbitral proceeding against the Insured seeking compensation or other legal remedy or penalty as a result of a **Data Liability Event**, **Media Liability Event**, **Network Security Event**.

**Funds Transfer Fraud Event or Third Party Funds Theft Event.**

##### NEW DEFINITIONS

The following definitions are inserted into the **Policy**:

"**Funds Transfer Fraud Event** means the commission by any **Third Party**:

- i. via **Unauthorised Access** leading to any unauthorised electronic transfer of the Insured's funds or other financial assets from the Insured's computer system or network due to the fraudulent manipulation of electronic documentation which is stored on the Insured's computer system;
- ii. of theft of funds or other financial assets from the Insured's bank account by electronic means, if the bank is unable to restore the Insured to the exact same financial position they were in prior to the **Funds Transfer Fraud Event** taking place
- iii. of theft of money or other financial assets from the Insured's corporate credit cards by electronic means; and / or
- iv. of any phishing, vishing or other social engineering attack against the Insured that results in the unauthorised transfer of Insured's funds or other financial assets to a **Third Party**

**Third Party** means any legal entity or natural person who is not an Insured.

**Third Party Funds Theft Event** means the theft of money or other financial assets belonging to a **Third Party** for which the Insured is legally liable as a result of **Unauthorised Access** into the Insured's computer system.

### 3. EXCLUSIONS

Exclusion 3.13 of the Policy is deleted and replaced with the following exclusion:

*The Insurer shall not be liable to make any payment or provide any benefit or service in respect of any Claim or Loss:*

- arising out of the electronic transfer of any funds, monies or goods belonging to the Insured, or for which the Insured is legally responsible, except for a Fund Transfer Fraud Event or Third Party Funds Theft Event.

#### NEW EXCLUSIONS

The following exclusions are inserted into the Policy:

*The Insurer shall not be liable to make any payment or provide any benefit or service in respect of any Claim or Loss:*

- for any Loss or other financial losses in any way directly or indirectly connected with cryptocurrencies are excluded from the cover provided under the "FUNDS TRANSFER FRAUD / THEFT OF THIRD FUNDS PARTY" endorsement in respect of any Funds Transfer Fraud Event or Third Party Funds Theft Event.
- for any Loss or other financial losses caused by any Funds Transfer Fraud Event or Third Party Funds Theft Event where such event is perpetrated by, or with the knowledge or collusion of, any director, partner or employee of the Insured.

All other terms and conditions of the Policy remain unchanged

#### LMA3100: SANCTION LIMITATION AND EXCLUSION CLAUSE

No (re)insurer shall be deemed to provide cover and no (re)insurer shall be liable to pay any claim or provide any benefit hereunder to the extent that the provision of such cover, payment of such claim or provision of such benefit would expose that (re)insurer to any sanction, prohibition or restriction under United Nations resolutions or the trade or economic sanctions, laws or regulations of the European Union, United Kingdom or United States of America.

LMA3100  
15/09/10

#### LMA5062: FRAUDULENT CLAIM CLAUSE

If the (re)insured shall make any claim knowing the same to be false or fraudulent, as regards amount or otherwise, this contract shall become void and all claim hereunder shall be forfeited.

LMA5062  
04/09/06

#### LMA5289: NUCLEAR AND RADIOACTIVE CONTAMINATION EXCLUSION (LIABILITY)

This contract does not cover any actual or alleged loss, liability, damage, defence cost, cost or expense directly or indirectly caused by, arising or resulting from nuclear reaction, nuclear explosion, nuclear radiation or radioactive contamination, however such reaction, explosion, radiation or contamination may have been caused.

LMA5289  
14/06/07

#### LSW1001: SEVERAL LIABILITY NOTICE INSURANCE

The subscribing Insurers' obligations under contracts of insurance to which they subscribe are several and not joint and are limited solely to the extent of their individual subscriptions. The subscribing Insurers are not responsible for the subscription of any co-subscribing Insurer who for any reason does not satisfy all or part of its obligations.

LSW1001  
08/94

#### NMA1270: RADIOACTIVE CONTAMINATION EXCLUSION CLAUSE

This Policy does not cover

- loss or destruction of or damage to any property whatsoever or any loss or expense whatsoever resulting or arising therefrom or any consequential loss
- any legal liability of whatsoever nature

Where there is any conflict between the terms of this endorsement and the terms of the policy, the terms of this endorsement shall apply, subject at all times to the application of any Sanctions clause.

directly or indirectly caused by or contributed to by or arising from ionising radiations or contamination by radioactivity from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel.

NMA1270  
03/12/1959

#### TELEPHONE HACKING NEW: TELEPHONE HACKING ENDORSEMENT

The above policy is amended as follows. Words in bold have the meanings defined in the Policy.

#### SCHEDULE

The following provisions are inserted into the Policy Schedule:

##### TELEPHONE HACKING COVER

Inception date applicable to any Telephone Hacking Event:	01 September 2023
Retention each and every Telephone Hacking Event:	£1,000
Maximum aggregate sum the Insurer will pay in respect of any and all Telephone Hacking Events:	£250,000

Optimum Speciality Risks is a trading name of Independent Broking Solutions Limited and is authorised and regulated by the Financial Conduct Authority (FCA) under company number 312026 Registered Office: Unit 2 Kildegaard Business Park, Easthorpe Road, Easthorpe, Colchester, Essex, CO5 9HE.  
Registered in England and Wales No: 616849

The aggregate sum set out above shall be part of and not in addition to the **Limit of Liability** set out in the **Policy Schedule**.

## 1. INSURANCE COVER

### NEW COVER

The following provision is inserted into the **Policy**:

*In consideration of the payment of or agreement to pay the premium by the **Policyholder** on behalf of the **Insured**, the **Insurer** will pay, or where specified, reimburse the **Insured**, in excess of the applicable **Retention**, up to the maximum aggregate sum above, for:*

- 1.7 any **Loss** arising from a **Claim** against the **Insured** made by a **Telcom Provider** which (i) occurs on or after the above **Inception Date**, (ii) is notified to the **Insurer** during the **Period of Insurance** in compliance with the **Policy** terms; (iii) and is the sole and direct result of a **Telephone Hacking Event**.

## 2. GENERAL DEFINITIONS

The definition of **Claim** at clause 2.3 is amended by including the following at the end of the definition:

**Claim** means any written demand, civil, criminal, judicial, administrative, regulatory or arbitral proceeding against the **Insured** seeking compensation or other legal remedy or penalty as a result of a **Data Liability Event**, **Media Liability Event**, **Network Security Event**

or **Telephone Hacking Event** (where that written demand, civil, criminal, judicial, administrative, regulatory or arbitral proceeding is made by a **Telcom Provider**).

### NEW DEFINITIONS

The following definitions are inserted into the **Policy**:

**Telcom Provider** means any telephone or communications service provider with whom the **Insured** has a written contract for the provision of telephony or communication services.

**Telephone Hacking Event** means any **Unauthorised Access** to the **Insured's** internal digital telephony infrastructure.

All other terms and conditions of the **Policy** remain unchanged.

### TERRITORIAL RESTRICT 0704: TERRITORIAL RESTRICTION ENDORSEMENT (07/04/2022)

In consideration of the premium charged, it is hereby understood and agreed that this policy is amended as follows:

Notwithstanding anything to the contrary in this policy, or any appendix or endorsement added to this policy, there shall be no coverage afforded or benefit provided by this policy for any:

- i. entity organized or incorporated pursuant to local law of the **Specified Area**, or headquartered in a **Specified Area**;
- ii. natural person during such time such natural person is located in a **Specified Area**;
- iii. part of a claim, action, suit or proceeding brought or maintained in a **Specified Area**;
- iv. loss of, theft of, damage to, loss of use of, encryption of, interruption to the operations or availability of, or destruction of any part property (tangible or intangible) located in a **Specified Area**, including, but not limited to, any computer system, data, digital assets, money or securities located in a **Specified Area**.

For purposes of this endorsement, "**Specified Area**" means:

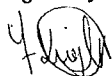
- a. The Republic of Belarus; or
- b. The Russian Federation as recognized by the United Nations (or their territories, including territorial waters, or protectorates where they have legal control; legal control shall mean where recognized by the United Nations).

Where there is any conflict between the terms of this endorsement and the terms of the policy, the terms of this endorsement shall apply, subject at all times to the application of any Sanctions clause.

If any provision of this endorsement is or at any time becomes to any extent invalid, illegal or unenforceable under any enactment or rule of law, such provision will, to that extent, be deemed not to form part of this endorsement but the validity, legality and enforceability of the remainder of this endorsement will not be affected.

All other terms, conditions and exclusions remain unchanged.

Signed by and on behalf of Optimum Speciality Risks:



Freddy Knight  
Optimum Speciality Risks  
150 Minorities,  
London,  
EC3N 1LS

Optimum Speciality Risk acts as agent of the Insurer in performing its duties under the Binding Authority, including binding cover and collecting premiums.

Optimum Speciality Risk is a trading name of Independent Broking Solutions Limited and is authorised and regulated by the Financial Conduct Authority (FCA) under company number 312026 Registered Office: Unit 2 Kildegaard Business Park, Easthorpe Road, Easthorpe, Colchester, Essex, CO5 9HE. Registered in England and Wales No: 616849

Lloyd's is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered Office: One Lime Street, London, EC3M 7HA.

Optimum Speciality Risks is a trading name of Independent Broking Solutions Limited and is authorised and regulated by the Financial Conduct Authority (FCA) under company number 312026 Registered Office: Unit 2 Kildegaard Business Park, Easthorpe Road, Easthorpe, Colchester, Essex, CO5 9HE. Registered in England and Wales No: 616849



## Statement of Fact for Your OSR Council Policy

### IMPORTANT INFORMATION

This Statement of Fact records the information provided to Optimum Specialty Risks and any assumptions that have been made about your business/organisation. It is important that the information is correct otherwise your claim maybe refused or policy cancelled. This document must be read together with your schedule and the policy wording.

#### Duty of Disclosure

Please note that under English law, a business insured has a duty to disclose to the insurer every material circumstance which it knows or ought to know after reasonable search, in order that a fair presentation of the risk is made to the insurer. It is important to remember that you have a duty to make a fair presentation of the risk to the insurer at the start of the policy, when there are any mid-term changes and at the renewal of the policy.

A circumstance is material if it would influence an insurer's judgement in determining whether to take the risk and, if so on what terms. If you are in any doubt whether a circumstance is material we recommend that it should be disclosed.

Failure to disclose a material circumstance may entitle the insurer to impose different terms on the cover or proportionately reduce the amount of any claim payable, in some circumstances the insurer will be entitled to avoid the policy from inception and in this event any claims under the policy would not be paid.

### INSURED DETAILS

THE POLICYHOLDER: Westfield Parish Council

PRINCIPAL ADDRESS: The Oval Office  
Cobblers Way  
Westfield  
BA3 3BX

TRADE: Council

### FINANCIALS

TURNOVER: Less than £500,000

DOES REVENUE GENERATED FROM THE USA EXCEED 25% OF TOTAL TURNOVER? No

### INSURED DECLARATION

QUOTATION OBTAINED: 02 August 2023

POLICY REFERENCE: 9749135

Does the insured have any financial nexus, financial agreements or contractual associations to Russia, Ukraine or Belarus?	No
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Can you confirm that the proposer(s), or any partner, or any director, or any officer, have: a) never been declared bankrupt or disqualified from being a company director b) no outstanding County Court Judgement(s) or Sheriff Court Decree(s) c) never been officers of a company that has been declared insolvent, or had a receiver or liquidator appointed, or entered into arrangements with creditors in accordance with the Insolvency Act 1986 d) never been convicted of or charged with a criminal offence, other than a conviction spent under the Rehabilitation of Offenders Act 1974 e) never had any insurance proposal declined, renewal refused, had any special or increased terms applied or had insurance cancelled or avoided by Underwriters	Yes
Does the Insured deploy a business grade firewall at all external gateways of their network and a business grade antivirus application across your entire network, including servers or endpoints?	Yes
Does the Insured (or their cloud service provider) back up data that is necessary to run the insured business at least every 7 days?	Yes
Is the Insured backed up data up data stored offline in an environment which is completely separate to the insured network and tested at least every 180 days for integrity?	Yes
Does the Insured install critical patches within 30 days of release?	Yes
Does the insured have a written procedure for validating all changes to vendor/client/customer contact details and/or bank account details in writing and then over the telephone with oral confirmation from the relevant employee/partner/director of the Insured or vendor/client/customer before the changes are actioned?	Yes
Is that written procedure always followed?	Yes
Is the insured compliant with the Payment Card Industry (PCI) Data Security Standards, if applicable?	Yes
Has the insured suffered any loss or has any claim been made against them or are they aware of any matter that is reasonably likely to give rise to any loss or claim where they would seek an indemnity from our cyber insurance policy in the last 36 months?	No
Additional Information	

#### CHANGES REQUIRED

Please tell your insurance adviser immediately if any details in this document are incorrect &/or require changing. We may need to change the terms and condition of your quotation/policy or premium.



## OSR Cyber Insurance Insurance Product Information Document

This insurance is underwritten by Talbot Underwriting Ltd, and has been arranged and has been administered by Optimum Speciality Risk ("OSR"). OSR is a trading name of Independent Broking Solutions Limited which is authorised and regulated by the Financial Conduct Authority with number 312026. Registered address: Unit 2 Kildegaard Business Park, Easthorpe, Road, Easthorpe, Colchester, Essex CO5 9HE. Registered in England No. 616849.

This document provides a summary of the cover, exclusions and restrictions. The full terms and conditions of this insurance can be found in the policy document which is available on request from your broker. Complete pre-contractual information on the product (terms and conditions of this insurance) is provided in other documents.

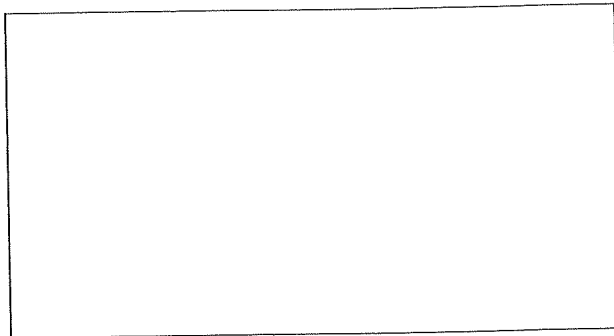
### What is this type of insurance?

This policy will protect your business from cyber-attack and any liabilities that arise due to a breach of privacy legislation, including but not limited to the Data Protection Act and the General Data Protection Regulation (GDPR). Cover is also provided for Media Liability and Payment Card Industry Fines and Penalties. You have direct access to a 24/7/365 helpline in the event of an incident.

 <b>What is insured?</b>	 <b>What is not insured?</b>
<p>Following a Cyber Event (defined as unauthorised access, an operator error, a denial of service attack or the introduction of any malware, including ransomware) into or against your network or any cloud provider with whom you have a written contract:</p> <ul style="list-style-type: none"> <li>✓ Re-instatement of your data,</li> <li>✓ Loss of your gross profit caused by the Cyber Event,</li> <li>✓ A specialist IT forensic company to investigate the cause and scope of the Cyber Event.</li> </ul> <p>Following your loss of third party data or a breach of any privacy legislation worldwide (a Data Liability Event) :</p> <ul style="list-style-type: none"> <li>✓ Defence Costs, we will appoint a specialist law firm to defend you,</li> <li>✓ A specialist IT forensic company to investigate what data has been compromised,</li> <li>✓ Costs to notify data subjects if this is required by legislation or considered necessary to protect your reputation,</li> <li>✓ A Public Relations Company to protect and mitigate any damage to your reputation.</li> </ul> <p>In addition, where this data relates to credit or debit card information:</p> <ul style="list-style-type: none"> <li>✓ Credit monitoring costs for affected individuals,</li> <li>✓ Any fines and penalties that you are required to pay by the Payment Card Industry as well as Assessment Costs that includes fraudulent transactions for which you are liable.</li> <li>✓ Your legal liability for the transmission of a virus to a third party, or your unknowingly taking part in a denial of service attack.</li> <li>✓ Your legal liability for accidentally infringing any copyright or trademark, or any defamation, provided always that this liability is incurred in undertaking your usual business practices.</li> </ul>	<ul style="list-style-type: none"> <li>× Any bodily injury or physical damage. Note that (i) data is not considered to be physical property; (ii) redundant devices as a result of a cyber event are excluded unless the additional Bricking cover is purchased as part of the optional Fund Transfer Fraud/Bricking endorsement).</li> <li>× Any claims or losses about which you were aware but did not tell us before incepting the policy.</li> <li>× Any losses attributable to or based upon any intentional, criminal or fraudulent acts committed or condoned by any Principal, Partner or Director of your business.</li> <li>× Any gross profit loss where the interruption to your network is less than the Waiting Period shown in the schedule.</li> <li>× Any losses caused by the failure of electricity or telecommunications.</li> <li>× Any statutory fines, unless these are considered to be insurable at law. Note this does not apply to Payment Card Industry fines and penalties.</li> <li>× Any losses caused by bankruptcy, insolvency or liquidation of you or your cloud service provider.</li> <li>× Any losses caused by the loss of media without password or biometric protection (including smartphones, tablets and laptops).</li> <li>× Any losses caused by a breach of any anti-Spam legislation anywhere in the world.</li> </ul>

*\*  
Answers  
—*

- ✓ A loss arising from a claim made by a Telecom Provider which arises from any unauthorised access to your internal digital telephony infrastructure.
- ✓ Theft or unauthorized transfer of your funds by electronic means.
- ✓ Phishing or social engineering resulting in transfer of your funds to an unintended party.
- ✓ Third party funds held in your account being transferred to an unintended party.



**Are there any restrictions on cover?**

- ! You are responsible for the excess / retention amount (including the waiting period) as shown on your policy documents.
- ! Endorsements may apply to your policy. These will be shown in your policy documents.
- ! Fund Transfer Fraud and Bricking is excluded from the policy, unless purchased as additional coverages



**Where am I covered?**

- ✓ Your policy will respond to losses anywhere in the world and will also defend you (if necessary) anywhere that an action is taken against you, including the United States and its dependent territories.



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### What are my obligations?

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- Prior to the beginning of the period of insurance or when making changes to your policy, you must give complete and accurate answers to any questions you are asked relating to the insurance.
- You must tell **Optimum Speciality Risks** as soon as practicable if you become aware of any inaccuracies or changes in the information you have provided to us, whether happening before or during the period of insurance.
- In the event of a suspected damage, loss or potential claim you must contact the helpline number given in your policy.
- You must not admit any liability or enter into any settlements without our prior written consent.
- You must co-operate with us, and any counsel that we may appoint.
- You should take all reasonable steps to prevent further loss or damage.
- Failure to meet your obligations could result in a claim being rejected, a reduction in the amount we pay or the cancellation of your policy



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### When and how do I pay?

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- Your broker will advise you of the full details of when and the options by which you can pay.



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### When does the cover start and end?

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- Your period of insurance is given in your policy document and is usually (but not always) of 12 months duration.



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### How do I cancel the contract?

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You may cancel this policy after the fourteen (14) day cooling off period, provided you have not made a claim, you will be entitled to a refund of any premium paid, subject to a deduction for any time for which you have been covered and the administrative cost of providing the insurance.

You may cancel this policy at any time by contacting OSR on +44 (0) 203 675 0910 or at 150 Minorities, London, EC3N 1LS or your broker, and such cancellation being effective 10 business days after such notice is received by OSR. In such case, OSR shall refund any unearned premium calculated at pro rata rate of the annual premium, except in the event of a Claim having been notified prior to the date of cancellation whereupon no refund shall be due, unless agreed otherwise by OSR.

This policy may not be cancelled by OSR except for non-payment of the premium, upon expiry of a period of notice of not less than 21 days.

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## Parish Clerk

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**From:** BHIB Councils Enquiries <enquiries@bhibcouncils.co.uk>  
**Sent:** 04 August 2023 10:54  
**To:** Parish Clerk  
**Subject:** RE: Cyber Cover

Hello Lesley

I can have checked with the insurers and they have confirmed that they are on record saying that they WILL pay ICO fines where legally permissible, however that is a decision which can be made solely by the judiciary.

I trust this is ok however if you have any other queries then please do let me know.

Many thanks, Lee Cleaver



**Councils Team**

DD: 0330 0130036



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We invest in people Gold

We are committed to supporting councils with their risk management approach.

Download our free risk assessment templates.

The banner features a dark background with various risk management terms like "ANALYSE", "EVALUATE", "CONTROL", "ASSESSMENT", "RISK", "PROCESS", and "CHECK" scattered across it. A central graphic shows a funnel or flowchart. The text is in a clean, white, sans-serif font.

---

**From:** Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>  
**Sent:** Thursday, August 3, 2023 12:44 PM  
**To:** BHIB Councils Enquiries <enquiries@bhibcouncils.co.uk>  
**Subject:** RE: Cyber Cover

Caution! This message was sent from outside your organisation.

Hi Lee

Many thanks for this. Please can you tell me a little more about the fines, penalties, liquidated, punitive or exemplary damages which we might have to pay. I see that fines to the Payment Card Industry are covered but statutory fines, unless they are considered to be insurable at law, are not. What is the difference please?

**Parish Clerk**

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**From:** soVisionIT - Support Desk <support@sovisionit.com>  
**Sent:** 03 August 2023 13:02  
**To:** Parish Clerk  
**Subject:** Ticket Updated: T20230803.0042 - Cyber certification

Hi Lesley,

I had a read through the questions pertaining to the IT and all are correct as you have responded.

Thanks  
Marcus

===== General Ticket Information =====

Account Name: Westfield Parish Council  
Reported By: Lesley Close

Ticket Number: T20230803.0042

Ticket Title: Cyber certification

Ticket Description: I had a quick question about our Cyber Certification please. I am looking at cyber security insurance and wondered if the Statement of Fact, attached has been completed correctly?

Thank you for your help in this and best wishes,

Lesley

Lesley Close  
Parish Clerk  
Westfield Parish Council  
The Oval Office  
Cobblers Way  
Westfield BA3 3BX

01761 410669

Please note my working hours are Monday to Thursday 9am to 2pm.

[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.westfieldparishcouncil.co.uk&c=E,1,-omNuJxNstGYaw0kKQRFADaeNHw6RXvj4Tz0PC3AOyH8Vd2akUti7RizXweA21YaRCRdKvFK6qOb65iPBrGTVpEtVby3B7pK9jIouAaPopY64bYSvg,,&typo=1<https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fwww.westfieldparishcouncil.co.uk%2f&c=E,1,i\\_so58Jc4zoGYSmGa7j4h1w\\_6sCwcUMa8XJCnfmWkfYhCSpozKxwu7Sk27Z2Om5NYyUsfnhOjRNZnGlcuRf5Oj3-V\\_oRihsTgdPXwhgqwCqfdefeG6JyQ,,&typo=1>](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.westfieldparishcouncil.co.uk&c=E,1,-omNuJxNstGYaw0kKQRFADaeNHw6RXvj4Tz0PC3AOyH8Vd2akUti7RizXweA21YaRCRdKvFK6qOb65iPBrGTVpEtVby3B7pK9jIouAaPopY64bYSvg,,&typo=1<https://linkprotect.cudasvc.com/url?a=http%3a%2f%2fwww.westfieldparishcouncil.co.uk%2f&c=E,1,i_so58Jc4zoGYSmGa7j4h1w_6sCwcUMa8XJCnfmWkfYhCSpozKxwu7Sk27Z2Om5NYyUsfnhOjRNZnGlcuRf5Oj3-V_oRihsTgdPXwhgqwCqfdefeG6JyQ,,&typo=1>)

Twitter: @westfield\_pc

[www.facebook.com/westfieldparishcouncil](http://www.facebook.com/westfieldparishcouncil)<<http://www.facebook.com/westfieldparishcouncil>>



Schedule of Fees and Charges 2024/25

**4. Norwest Bowling Club**

Following the 2019 lease review it was agreed to put the lease up to £1,000 for 2019/20 and thereafter, as per the lease, by the following formula:

$$a \times b = c \quad c / d = \text{new rent effective 1st October}$$

a = current rent  
 b = CPI in July of the previous year  
 d = the CPI of July of the year before that  
<https://www.ons.gov.uk/economy/inflationandpriceindices>

2022/23 rent                      1031.16 x 111.4 / 109.2 = **£1,051.93**  
 2023/24 rent                      1051.93 x 121.2 / 111.4 = **£1,144.46**                      This is an increase of 8.8% over the previous year.  
 2024/25 rent                      1144.46 x 129 / 121.2 = **£1,218.11**                      This is an increase of 6.4% over last year

**Norwest Bowling Club rent 1<sup>st</sup> October – 30<sup>th</sup> September**

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
CPI July	2014 – 127.8	2015 - 128	2016 – 128.79 or 100.6	2017 – 103.2	2018 - 105.9	2019- 108.0	2020- 109.2	2021- 111.4	2022 - 121.2	2023- 129	2024-
Rent from Norwest Bowling Club	£410.78	£428.55	£429.22	£431.86	£443.02	£1,000.00	£1,019.83	£1031.16	£1051.93	£1,144.46	£1,218.11

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

### WESTFIELD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

05/06/2023

and recorded as minute reference:

40

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.westfieldparishcouncil.co.uk

## Section 2 – Accounting Statements 2022/23 for

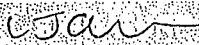
### WESTFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	488,850	464,017	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	207,650	218,590	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	80,073	56,700	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-53,185	-53,230	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-7,373	-7,373	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-251,998	-180,791	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	464,017	497,913	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	460,755	496,407	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	712,608	738,616	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	24,435	17,692	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

25/5/2023

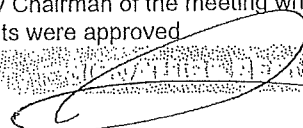
I confirm that these Accounting Statements were approved by this authority on this date:

05/06/2023

as recorded in minute reference:

41/2023

Signed by Chairman of the meeting where the Accounting Statements were approved



### Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

Westfield Parish Council

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2022/23

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2023/24 for the exercise of public rights, since the approval date was not prior to the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2023/24 and ensure that it makes proper provision for the exercise of public rights during 2024/25.

#### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name



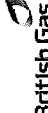
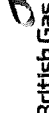
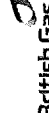

BDO LLP - Southampton

External Auditor Signature

DocuSigned by:  
BDO LLP  
2BEB056D80974E4

Date

30 August 2023

Price Comparison		ENERGISAVE		
Client Name: Westfield Parish Council Address Line 1: Supply For Christmas Lights Postcode: BA3 4NN MPAN: 03801110/2200042147766		Quotation Date: 17 Aug 2023 Contract Start Date: 01 Oct 2023 Payment Method: Monthly Direct Debit Total EAC: 53		
Supplier	Term	Day Rate (p/kWh)	Standing Charge (p/day)	Annual Cost
SSE	1	28.14900	55.15600	£216.24
		Plan Type: .		
SSE	2	28.69000	55.15600	£216.53
		Plan Type: .		
SSE	3	28.94000	55.15600	£216.66
		Plan Type: .		
	1	39.52000	56.00000	£225.35
	2	41.99000	56.00000	£226.65
	1	29.39000	60.00000	£234.58
	2	29.84000	62.00000	£242.12
	3	29.81000	65.00000	£253.05
	1	28.63000	456.00000	£1,686.87





