

**WESTFIELD PARISH COUNCIL**  
**Minutes of the Finance & Personnel Meeting**  
**held at The Oval Office on Wednesday 20<sup>th</sup> September 2023 at 10am**

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

Absent: Cllrs Geoff Fuller (ex officio), Paul Millard and Phil Wilkinson

In Attendance: Lesley Close, Parish Clerk

**40. Apologies for absence**

Apologies were received from Cllrs Millard and Wilkinson.

**41. Declarations of interest and dispensations**

There were no declarations of interest.

**42. Minutes**

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 19<sup>th</sup> July 2023 be agreed and signed as a correct record.

**43. Monthly Accounts**

**Resolved:**

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

**44. 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 September 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; (2) that the August payments be agreed retrospectively.

**45. 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.

#### **46. Grant feedback – St Nicholas Churchyard**

**Resolved:** to note the feedback on the spending of the 2022/23 grant.

#### **47. Football Foundation Grant**

**Resolved:** (1) To note with thanks to Tracey Stephens, the award of grant from the Football Foundation for improvements to the pitch at Norton Hill Recreation Ground in the total amount of £16,000 over six years with the Football Foundation contributing £10,666 and the Parish Council £5,334 from its regular maintenance budget.  
(2) Greensward has confirmed that no further budgeting is required by the Parish Council in respect of match funding.  
(3) When going out to tender for grounds maintenance next year, being an approved Football Foundation Contractor will be a key feature of the specification.

#### **48. Cyber Security**

**Resolved:** (1) To accept in principle the quotation from BHIB for a Cyber Security Policy in the amount of £345.25 subject to a query on what are the trigger points which generate the quotation.  
(2) To note that Cllr Cradock is looking at writing a Cyber Policy/Procedure, setting out procedure in the event of a Cyberattack.

#### **49. Annual Review of Fees and Charges**

**Resolved:** (1) to keep the 2024/25 football fees in line with 2023/24.  
(2) to keep the allotment fee at £100 pa  
(3) to increase the Norwest Bowls fee as set out in the lease

#### **50. External Audit Report**

**Resolved:** To note the External Audit report and recommend it to Parish Council.

#### **51. Energy Contracts Quotes**

(1) Pavilion – Total Energies (Gas) – not yet received  
(2) Pavilion – SSE (Electric) – not yet received  
(3) Christmas Tree – SSE (Electric) – agreed with the lowest quote of SSE.

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.

**52. Quotes for (1) new office and (2) bridges at Waterside Valley**

**New Office at Norton Hill Recreation Ground**

- Resolved:**
- (1) to ask for a meeting with the Architect when the revised quote(s) come in from the shortlisted candidates.
  - (2) to agree the Architects new fees once a quotation has been agreed and we are certain we are moving ahead.

**Pedestrian Bridges at Waterside Valley – awaiting feedback from B&NES**

The meeting closed at 10.35am.

APPENDIX 1 – Debit Card

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 4131/101	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		
DC185	13/9/2023	Viking	Stationery	£167.95		£167.95							
DC186	14/9/2023	Thompsons Hardware	Trough for Remembrance	£3.29				£3.29					
			<b>TOTAL (NET)</b>	<b>£762.75</b>	<b>£0.00</b>	<b>£167.95</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>£89.65</b>		<b>£13.59</b>		<b>£0.66</b>		<b>£2.52</b>	<b>£53.26</b>		<b>£19.62</b>
			<b>TOTAL (Gross)</b>	<b>£852.40</b>	<b>£0.00</b>	<b>£181.54</b>	<b>£0.00</b>	<b>£0.66</b>	<b>£0.00</b>	<b>£15.15</b>	<b>£347.39</b>		<b>£307.66</b>

APPENDIX 2 – Petty Cash

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/1	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Events 4232/202	Hospitality 4131/101
		Balance b/f	<b>£89.40</b>								
	02/08/2023	Tea and Coffee	£8.45								£7.04
	16/08/2023	Biscuits for 16/8 visit Victor da Cuna	£2.70								£2.25
	21/08/2023	Recorded delivery letter to Waterford Park	£2.60	£2.60							
		<b>TOTAL (NET)</b>	£13.75	<b>£2.60</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£9.29</b>
		<b>VAT:</b>	£1.86								<b>£1.86</b>
		<b>Ongoing balance</b>	<b>£73.79</b>		£0.00						

## APPENDIX 3 – Invoices for payment

### August

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
28/07/2023	Tindle Newspapers (The Journal)	Front Garden Comp advert	4203/202	3140	£132.00	£26.40	£158.40
31/07/2023	soVisionIT	Cyber Essentials certification	4027/1	3141	£1,412.50	£282.50	£1,695.00
08/08/2023	RoSPA Playsafety Ltd	Annual play inspections	4065/307/308	3142	£323.00	£64.60	£387.60
13/07/2023	RJP Electrics Ltd	Defib check at co-op	4231/202	3144	£270.00	£34.00	£204.00
11/07/2023	M Sustainability	SBEM Calcs new office	4910/199	3145	£641.25	£0.00	£641.25
<b>TOTAL</b>							<b>£3,086.25</b>

### September

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
21/08/2023	Wicksteed Playgrounds	Bolt caps on outdoor gym	4062/307	3154	£18.94	£3.79	£22.73
30/08/2023	GB Sport and Leisure	Bolt caps at play area	4062/307/308	3155	£21.30	£4.26	£25.56
31/08/2023	GreenSward Sports Consultancy	Monthly fee/ad hoc repairs/training	4039/4062/307/308	3156	£2,715.58	£543.12	£3,258.70
23/08/2023	Ignyte Limited	Westfield Warbler print	4212/102	3158	£1,000.00	£200.00	£1,200.00
24/08/2023	TS Security Ltd	Park Attendant - 4 week trial	4224/202	3159	£360.00	£72.00	£432.00
02/09/2023	Community Heartbeat Trust	Defib for Elm Tree Ave	4231/202	3160	£1,830.00	£366.00	£2,196.00
01/11/2023	BDO LLP	External Audit	4056/1	3161	£630.00	£126.00	£756.00
06/09/2023	Lamps and Tubes Illuminations Ltd	Rental of column decs	4223/202	3162	£5,130.00	£1,026.00	£6,156.00
06/09/2023	Lamps and Tubes Illuminations Ltd	Rental of 3 added column decs	4223/202	3163	£900.00	£180.00	£1,080.00
<b>TOTAL</b>							<b>£15,126.99</b>
<i>Added since the agenda was distributed:</i>							
11/09/2023	A&L Couriers	Distribution of the Warbler	4212/102	3167	£400.00	£0.00	£400.00
11/09/2023	Colin Thompson & Sons	Broken lock at the Pavilion	4062/308	3168	£165.00	£33.00	£198.00

## APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April	May	June	July	August	Sept
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	£127.00
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	£208.35
Total Gas & Power (DD - quarterly)	NH Pavilion	£0.00	£47.88	£0.00	£0.00	£42.98	£0.00
Water2Business (DD six mnthly)	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 mnthly)	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