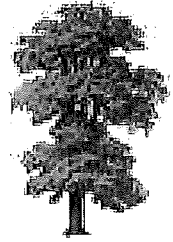


Westfield Parish Council



The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

Phone: 01761 410669

Email: council@westfieldparishcouncil.co.uk

Chairman: Cllr P Wilkinson Parish Clerk: Ms L Close FSLCC

Established 2011

All Council Meetings are open to the Public and Press

26th September 2023

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 2nd October 2023 at 7pm at the Oval Office Boardroom, Cobblers Way, Westfield.**

A handwritten signature in black ink, appearing to be 'L Close'.

Ms L Close
Parish Clerk

Before the meeting there will be a public session of up to 15 minutes to enable residents of Westfield to ask questions, and make comments on items on the agenda. Members of the Public are asked to restrict their comments, and/or questions to five minutes.

AGENDA

- 1. Co-options**
To co-opt to the vacancy on the Parish Council and receive the Declaration of Acceptance of Office.
- 2. Apologies for absence and to consider the reasons given**
Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given.
- 3. 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 Parish Council 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.

4. **Minutes of the Parish Council meeting – 3rd July 2023**
To confirm and sign as a correct record the minutes of the Parish Council Meeting. (Pages 1-3)
5. **Committee Membership** – to confirm the Committee membership of Cllr James Cradock
6. **Committee and Working Group reports**
To note the minutes of the Committees and Working Groups below:
 - **Environment and Development** – 11th September 2023 (Pages 4-8)
 - **Finance and Personnel** – 20th September 2023 (Pages 9-15)
7. **Approval of any items over £5,000 and consideration of any virement**
Lamps and Tubes – Christmas Lights £6,030
8. **External Audit To receive the External Audit Report as recommended by the F&P Committee minute 50 (Pages 16-18)**
9. **Calendar of meetings 2024 (Pages 19-20)**
10. **Outside Bodies reports** – for reporting only
To nominate Cllr Hopkins to the Standards Board (B&NES)
11. **Creating Community identity** – for reporting only
12. **Chairman's report** - for reporting only
13. **Bath and North East Somerset Councillors' reports** – for reporting only

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Office
Monday 4th September 2023 commencing at 7.00pm

- Present:** Chair: Cllr P Wilkinson
Cllrs: D Cooper, J Cradock, G Fuller, E Jackson, R Hopkins, P Millard and P Williams
- Attending:** Lesley Close, Parish Clerk and Tracey Stephens, Deputy Clerk.
One member of the public
- Absent:** Cllr J Honess and R Moss

The member of the public explained the difficulty turning right out of Longfellow Road. He requested that the Parish Council approach B&NES with a view to putting a yellow box on the A367 at the junction with Longfellow Road as traffic often stops there when the pedestrian crossing lights are red. Cllr Jackson to take this up with B&NES.

58. Co-options

Cllr Jackson proposed the appointment of James Cradock and Cllr Cooper seconded.

Resolved: James Cradock to be appointed as a Westfield Parish Councillor

It was noted that there is still one vacancy and Councillors were asked to keep an eye open for potential candidates.

59. Apologies for absence and to consider the reasons given

Apologies were received from Cllrs Honess and Moss.

60. Declarations of interest and dispensations

There were no declarations of interest.

61. Minutes of the Parish Council meeting – 3rd July 2023

Two amendments were suggested:

- a. Item 54 - Outside Bodies should read 'the ground floor of the Mardons building'
- b. Item 55 – Creating Community Identity should read 'The theme this year is 'It's Our Neighbourhood''

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: with these amendments the minutes of 3rd July 2023 were agreed and signed as a correct record.

62. Committee and Working Group reports

(a) Environment and Development Committee – 10th July 2023

It was noted that a B122 Caution was sent in relation to the land that Westhill Club stands on which is to be registered to the Club after the Parish Council had requested a Notification against first registration. There were no objections.

The resident of 13 Waterford Park had apparently cleared the land on Waterside Valley in front of their property and been sent a letter requesting clarification on their intention. There had been no response.

Resolved: to send a solicitor's letter to the resident at 13 Waterford Park asking for an explanation and rectification and advising that the Waterside Valley land is owned by the Parish Council.

The minutes of the Environment and Development Committee meeting of 10th July 2023 were noted.

(b) Finance and Personnel Committee – 18th July 2023

It was noted that the tenders for the building of the new office had been received. The architect had raised questions which were being put to the two preferred contractors.

Resolved: to delegate authority to Cllrs Wilkinson, Cooper and Moss to make the final decision once the questions had been answered.

The minutes of the Finance and Personnel Committee meeting of 18th July were noted.

63. Approval of any items over £5000 and consideration of any virement

Resolved: to allow the virement of up to £1,000 from Grants to Health and Safety for the purpose of funding changes to circuit boards necessitated by new regulations, for those accommodating public access defibrillators.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

64. To confirm there are no professional, personal or financial interests with the current auditors

Internal - Auditing Solutions Ltd. Clackerbrook Farm, 46 The Common, Bromham, WILTSHIRE SN15 2JJ

External - BDO LLP, Arcadia House, Maritime Walk - Ocean Village, Southampton SO14 3TL

There were no interests to declare.

65. The Extended Bio Diversity Duty for public authorities including town and Parish Councils

Resolved: to accept the Biodiversity Policy with some small changes

66. Outside Bodies reports

Radstock Museum – Cllr Jackson reported on a meeting of the Friends of Radstock Museum

67. Creating Community Identity

It was noted that there had been no response to a request for a meeting with the Chief Executive with regard to directional signs to Westfield.

Resolved: to send a letter recorded delivery emphasising the requirement for a meeting.

68. Chairman's report

Cllr Wilkinson reported on an increase of vandalism over recent weeks, which has been reported to the police.

69. Bath and North East Somerset Councillors' reports

Cllr Jackson circulated her written report at the meeting. She reported on meetings in Westfield with Mark Shelford, Avon and Somerset Police Commissioner and Victor Da Cunha, Chief Executive Officer of Curo. She also reported an upcoming meeting with a chief officer at B&NES regarding bus services.

The meeting closed at 8pm

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held in the boardroom at the Oval Office, Cobblers Way, Westfield on 11th September 2023 commencing at 7pm.

Present: Cllrs Diana Cooper (Chair), James Cradock, Geoff Fuller, James Honess, Ron Hopkins (Vice Chair), Eleanor Jackson, Paul Millard and Pat Williams

Also attending: Lesley Close, Parish Clerk, Tracey Stephens, Deputy Clerk

Apologies: Cllr Phil Wilkinson

51. Apologies for absence and to consider the reasons given

Apologies were received from Cllr Wilkinson and accepted.

52. Declarations of interest and dispensation

Cllr Jackson declared an interest in item 7 – Mendip Local Plan Part II as a member of the Local Development Forum and Planning Policy committee.

Cllr Hopkins declared an interest in item 5 – Planning applications for consideration - 23/03346/FUL - as he lives next door to 30 Wells Road.

53. Minutes of the last meeting

Resolved: The minutes of the last meeting held on 10th July 2023 were agreed as a true record and signed by the Chair.

54. Neighbourhood Plan working group

Cllr Hopkins gave a report on the progress of the Neighbourhood Plan review. It was noted that B&NES have been asking the Parish Council to delay it's review of the plan. Work will continue to go on to highlight the areas that require amendments while further meetings will be put on hold until a future date.

55. Planning applications for consideration

There were no objections to the following:

23/02874/FUL	Unit 1, First Avenue	Change of use of existing classes E(g)/B2/B8, the erection of a rear canopy and secure fence with new access gates to create a secure service year. Insertion of 1 loading bay door and 2x dock levellers, upgrade of the external wall cladding and roof cladding with the inclusion of solar
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Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

		panels and rooflights. Provision of new cycle stores and new hard surfacing.
23/03346/FUL	Summerfield, 30 Wells Road	Erection of first floor side extension

23/03260/FUL – 1 Orchard Close, Erection of a detached triple garage with annex over

The Committee objected to this application on the grounds that, due to the materials proposed on the construction and the size, it was not in character with the rest of the development.

56. Planning Decisions

The planning decisions were noted.

57. Mendip Local Plan Part II

The Mendip Local Plan Part II was noted

58. Speeding data collected on A367

A verbal report was given that the office had approached David Boardman of B&NES to enquire how to go about getting more speed signs for the A367. There had not yet been a response.

59. Recreation Ground – Norton Hill

New office – An email from solicitors Wellers Hedley was circulated further to an enquiry made as the Parish Council is building on Trust land. It was noted that there is no requirement for a special concession from the Charities Commission as there is no request for a lease, but instead a licence to use the land.

Dogs on leads and in the play area – it was noted that a resident had asked for clearer signs for the play area stating that dogs are not permitted within the fenced area.

Resolved: to get signs for both gates to the play area

Vandalism over the summer – the spate of vandalism over the summer, and actions taken to rectify any damage, was noted.

60. Recreation Ground - Westhill

Changing Rooms – a letter from the solicitor was circulated. It was noted that the solicitor had suggested a meeting on site with representatives from the Club, the Parish Council and the solicitors.

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: to arrange a meeting a Westhill with trustees from the Club, Councillors and solicitors.

Park Assistant Trial – Feedback from the security company that monitored the number of dogs on the recreation ground without leads was noted.

Resolved: to not continue with the Park Assistant at Westhill. However to continue to use social media and the Warbler to promote dogs on leads.

Vandalism over the summer – the spate of vandalism at the playground and the actions taken to rectify any damage were noted.

61. Waterside Valley

Grass Cutting – an update was given to note that Somer Valley Rediscovered had recommended that grass cutting was not done now as it was too late in the season and would be detrimental to the ground.

Resolved: to schedule a grass cut for early spring.

62. Events

Grant presentation event – It was noted that a grant presentation event had been organised for Tuesday 12th December from 6:30pm at Westhill Club. Cllr Jackson suggested that we could include the presentation of any Westfield in Bloom awards at the event, which all Councillors agreed as a good idea.

80th Anniversary of D-Day, 6th June 2024

Resolved: to not purchase a beacon for celebrating the D Day event but to mark it in a quiet and respectful way.

Christmas lights switch on – this event has been arranged for Thursday 30th November, starting at 6:30pm.

63. Barriers on the footpaths at Inner Elm Terrace / Wesley Ave and Woodpecker Ave / Lynton Road

a. Inner Elm Terrace/Wesley Avenue and Woodpecker Avenue/Lynton Road

It was noted that a chicane was not feasible at Woodpecker Avenue/Lynton Road after an email from Alison Sherwin of B&NES explained that they would not concur with cycle guidance LTN 1/20. Bollards were suggested in its place, but it was felt that they would not have the desired effect.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

Resolved: to reply to the police that a chicane barrier would not be installed at Woodpecker Avenue/Lynton Road and that the response to the consultation at Inner Elm Terrace showed that residents were against barriers of any kind.

b. End of Chaucer Road

The request for a barrier to prevent pit bikes from coming from the Old Pit Road through the housing estate was noted. It was felt that there is no suitable spot for this barrier to work.

Resolved: to respond to the resident advising that it is not feasible to put a barrier at this location.

c. Linden Close

There were no locations at the entrance to the Waterside Valley from Linden Close which would be possible to install barriers to prevent pit bikes.

64. Love Parks Week and survey

A summary of activities undertaken during Love Parks week was noted. It was noted that this engendered good relations with the public and thanks were offered to Caitlin for the work.

65. Defibrillators update – Westhill Club and Elm Tree Avenue

An update was given on the two new defibrillators. The one at Westhill Club is due to go live on Friday 15th September and the one for the Co-op at Elm Tree Avenue was on order.

66. Communications – Facebook increase

The increase in traffic on Facebook and Instagram was noted and it was felt that it was good that there was more communication with the residents of Westfield, increasing the Community Identity of the Parish Council.

67. Meeting with Victor da Cunha

Cllr Jackson reported on a meeting with Victor da Cunha. She thanked Cllr Millard for his help with the visit to Westfield.

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.

Minutes subject to approval at the next meeting.

Signed Dated

68. Quotes

Bridges at Waterside Valley – The quotes had been opened under delegated authority during the summer and the Clerk had applied to the Sperring Charity (£5,000), the Quartet Express Fund (£5,000) and the B&NES Strategic CIL fund (£23,335). The outcome of the applications should be known in October.

The meeting closed at 8:43pm

Minutes subject to approval at the next meeting.

Signed **Dated**

WESTFIELD PARISH COUNCIL
Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 20th 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 19th 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					
			TOTAL (NET)	£762.75	£0.00	£167.95	£0.00	£0.00	£0.00	£12.63	£294.13	£0.00	£288.04
			VAT:	£89.65		£13.59		£0.66		£2.52	£53.26		£19.62
			TOTAL (Gross)	£852.40	£0.00	£181.54	£0.00	£0.66	£0.00	£15.15	£347.39		£307.66

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	£89.40								
	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							
		TOTAL (NET)	£13.75	£2.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£9.29
		VAT:	£1.86								£1.86
		Ongoing balance	£73.79		£0.00						

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
SoVition 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

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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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.	Yes ✓	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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:

08/06/2023

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

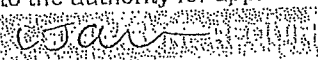
WESTFIELD PARISH COUNCIL

	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:

00041/2023/000

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

Date

30 August 2023

CALENDAR OF MEETINGS 2024

JANUARY

- 8th Council
- 15th Environment and Development - 7pm
- 24th Finance and Personnel - 10am

FEBRUARY

- 5th Council - 7pm
- 12th Environment and Development – 7pm
- 21st Finance and Personnel - 10am

MARCH

- 4th Council - 7pm
- 11th Environment and Development – 7pm
- 20th Finance and Personnel - 10am
- Wednesday 27th Annual Parish Meeting 7pm

APRIL

- Tuesday 2nd Council - 7pm
- 8th Environment and Development – 7pm
- 17th Finance and Personnel - 10am

MAY

- Tuesday 7th Council – Annual Meeting of the Parish Council - 7pm
- 13th Environment and Development – 7pm
- 22nd Finance and Personnel - 10am

JUNE

- 3rd Council - 7pm
- 10th Environment and Development - 7pm
- 19th Finance and Personnel - 10am

JULY

1st Council - 7pm

8th Environment and Development – 7pm

17th Finance and Personnel - 10am

SEPTEMBER

2nd Council - 7pm

9th Environment and Development – 7pm

18th Finance and Personnel - 10am

OCTOBER

7th Council - 7pm

14th Environment and Development – 7pm

23rd Finance and Personnel - 10am

NOVEMBER

4th Council - 7pm

11th Environment and Development – 7pm

20th Finance and Personnel - 10am

DECEMBER

2nd Council - 7pm

9th Environment and Development – 7pm

11th Finance and Personnel - 10am