

WESTFIELD PARISH COUNCIL
Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 18th October 2023 at 10am

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

Absent: Cllrs Geoff Fuller (ex officio) and Ron Hopkins.

In Attendance: Lesley Close, Parish Clerk

53. Apologies for absence

Apologies were received from Cllr Hopkins.

54. Declarations of interest and dispensations

There were no declarations of interest.

55. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 20th September 2023 be agreed and signed as a correct record.

56. Monthly Accounts

Resolved:

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

57. Verification of Bank Reconciliations

The verification by a Councillor (not a bank signatory or Chair of the Council) at 30th September 2023 would be undertaken as soon as possible.

58. 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: that the schedule of payments due in October 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.

59. 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.

60. Community Infrastructure Levy (CIL and Section 106 Funds)

Resolved: to note the update report of the Clerk.

61. Grants

Thanks were expressed to the Grants Sub Committee.

Resolved: To receive the grant payments proposed by the Grants Sub Committee and recommend them to Parish Council.

62. Westfield Action Plan

Resolved: To agree the Action Plan.

63. Budget 2024/25

The Budget for 2024/25 was being drafted.

Resolved: To agree the budget variation report at 30th September 2023.

64. Cyber Security

Resolved: (1) To accept the quotation from BHIB for a Cyber Security Policy in the amount of £345.25 (incl. IPT) following the response to a query on what are the trigger points which generate the quotation.
(2) To agree the cyber security risk assessment.
(3) To agree the Data Breach Policy

65. To confirm the purchase of wreaths for Remembrance

Resolved: (1) To agree the wreaths in the amount of £82.50 for three;
(2) To request one wreath for Westfield to mark D0 Day in June 2024.

66. Energy Contracts at the Pavilion

Resolved: To accept the lowest quote from Eon Next in the amount of £441.70 for gas and £818.03 for electricity, for a three-year contract.

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.

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

New Office

The spec has been pared down and the revised quote will go to Parish Council in November. If it is still too high then portacabins will be investigated.

Bridges at Waterside Valley

The Structures Engineer at B&NES has still not responded in relation to the proposed work to the footbridges. The Clerk to write to Mandy Bishop at B&NES and copy in Cllr Moss.

The meeting closed at 10.37am.

APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April	May	June	July	August	Sept	October
Avon Pension Fund (BACS monthly)	Superannuation	£1,043.87	£1,060.18	£1,052.02	£1,127.92	£1,070.99	£1,070.99	£1,070.99
DCK - BACS monthly	Accounting support	£237.85	£375.00	£0.00	£306.00	£0.00	£306.00	£250.00
GPS Telecoms (DD monthly)	Telephone and broadband	£71.32	£70.92	£71.80	£69.37	£69.37	£74.46	£69.37
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.51	£2,121.58	£2,121.58
HMRC (BACS monthly)	PAYE and NI	£553.84	£559.34	£566.63	£688.46	£597.04	£596.84	£570.64
Oval Commercial (SO-£587.70) the rest BACS - monthly	Office Rental	£839.75	£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	£50.00
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	£3,319.86
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00
Ricoh (BACS quarterly)	Photocopier	£0.00	£33.30	£254.00	£0.00	£140.10	£127.00	£0.00
Southern Electric (DD - quarterly)	NH Pavilion	£85.42	£0.00	£178.14	£0.00	£0.00	£113.57	£0.00
Southern Electric d/d annually	Xmas Lights on lampposts	£0.00	£0.00	£0.00	£0.00	£0.00	£384.01	£0.00
Southern Electric (DD quarterly)	Christmas Tree	£0.00	£0.00	£30.84	£0.00	£0.00	£37.57	£0.00
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	£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	£0.00
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00	£0.00	£222.94	£0.00
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	£2,843.06
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00
Monthly Total		£8,405.18	£11,462.80	£8,602.67	£12,521.31	£11,316.61	£9,633.88	£11,135.25