

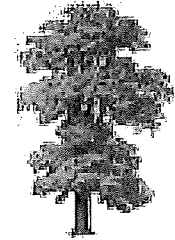
# Westfield Parish Council

The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

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Established 2011

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

## All Council Meetings are open to the Public and Press

11<sup>th</sup> Oct 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 18<sup>th</sup> October 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 20<sup>th</sup> September 2023 (**pages 1-7**)

### 4. Monthly Accounts

To agree the accounts August and September:

- Current Account – **to follow**
- Corporate Treasury Account – **to follow**
- Business Savings Account – **to follow**  
(the interest rate at 1<sup>st</sup> September has gone up to 3.75%)
- Petty cash imprest sheet – no transactions to report
- Debit card expenditure sheet – October (**page 8**)

### 5. Verification of Bank Reconciliations

To receive the Councillor's verification of the bank reconciliation. Financial Regulation 2.2 requires that at least once a quarter and at each financial year end a Councillor other than the Chair of the Council or a bank signatory, should verify the bank reconciliations. They should sign the reconciliation and the original bank statement as evidence.

### 6. 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. (**page 9**)

### 7. 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. (**page 10**)

### 8. Community Infrastructure Levy (CIL) and Section 106 Funds

To note funds received and spent; the timeframe for spending and to identify projects if necessary (**pages 11-12**). This is a quarterly standing item on the agenda to ensure that the Committee is updated on funds available.

### 9. Grants 2023-24

To consider the report of the Grants Sub Committee for recommendation to Parish Council. **To follow.**

### 10. Westfield Action Plan 2023/24

To review the updated Action Plan and edit where necessary (**pages 13-17**).

### 11. Budget 2024-25

Members to highlight new items which could be included for consideration in the budget setting process for 2023-24.

### 12. Cyber Security

- (1) Response to query on the insurance policy from BHIB (**page 18**)
- (2) Draft Cyber Security risk assessment (**pages 19-20**)
- (3) Draft Data Breach Policy (**pages 21-22**)

**13. To confirm the purchase of wreaths for Remembrance: £82.50 for 3 wreaths (VAT not applicable)**

**14. Energy Contracts quotes (1) Pavilion – gas and electrics To follow**

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.

**15. Quotes (1) new office (page 23); (2) bridges at Waterside Valley**

**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	£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							
		<b>TOTAL (NET)</b>	£13.75	£2.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£9.29
		<b>VAT:</b>	£1.86								£1.86
		<b>Ongoing balance</b>	£73.79		£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>

*Added since the agenda was distributed:*

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

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - October  
SHEET  
2023-24-7

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Health & Safety 4018/1	Furniture & equipment 4036/1	Parish Environment 4224/202	Christmas 4223/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Ad hoc	Hospitality 4131/101
DC187	26/9/2023	Wickes	Sand for remembrance trough	£6.00					£5.00					
			TOTAL (NET)	£5.00	£0.00	£0.00	£0.00	£0.00	£5.00	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT:	£1.00					£1.00					
			TOTAL (Gros)	£6.00										
<b>added since the agenda was circulated</b>														

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	£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	£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 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	£0.00		
Water2Business (DD six monthly)	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	£0.00		
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00		
<b>Monthly Total</b>		<b>£8,405.18</b>	<b>£11,462.80</b>	<b>£8,602.67</b>	<b>£12,521.31</b>	<b>£11,316.61</b>	<b>£9,633.88</b>	<b>£8,042.19</b>	<b>£0.00</b>	<b>£0.00</b>

Highlight if over £5000 as this requires full Parish Council approval

## CIL funds 2023-24

CIL Funds carried over from previous years: £80,321.96

*expires July 2025*

### CIL INCOME

2023/24		Notes	Expiry date of funds
23/6/2023	£28,780.58	16/04714/RES Parcel 6781 Cobblers Way	6/28
31/7/2023	£16.40	17/04186/FUL The Shambles Wells Road,	7/28
26/09/2023	£3,197.84	16/04714/RES Parcel 6781 Cobblers Way,	9/28
TOTAL		£31,994.82	

### CIL EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
19/4/2023	4990/199	Architect stages 4 and 5	£3,920.00
18/04/2023	4990/199	Tender advert - The Journal	£55.00
09/05/2023	4910/199	M Sustainability SBEM Calcs for Bdg Regs	£237.50
05/06/2023	EMR 341	Purchase of land at Waterside Valley	£21,195.19
26/06/2023	EMR 341	WPC legal fees for purchase of land at WV	£845.00
19/07/2023	EMR 341	Vendor's legal fees for purchase of land at WV	£850.00
TOTAL			£27,102.69

CIL repaid following a repayment notice: N/A

Balance of 2021-22 CIL funds £46,021.91

Balance of 2022-23 CIL funds £34,300.05

Balance of CIL funds overall: £80,321.96

## s106 funds 2022-23

s106 Funds carried over from previous years: £3,489.97

### s106 INCOME

Date	Amount	Purpose of the grant
TOTAL		£0.00

### s106 EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
------	-------------	--------------	--------

Stand-alone pavilion at Westhill Rec		
		Funds received for this project: £8,000.00
1/4/2020		Balance of spend so far b/d £4,510.03
		Total 2023-24 spend for stand-alone Pavilion £0.00
		<i>Balance</i> £3,489.97

**TOTAL s106 spend in 2023-24** £0.00

**Balance of 2023-24 s106 funds** £3,489.97

**Prepared by:** Lesley Close, Parish Clerk

**Verified by:** F&P Committee 18/10/23

### Westfield Parish Council Action Plan 2023 at October 2023

Item	Details - Aims and objectives arising from community engagement	Target date	Link to budget code	Current details and progress	Update October 2023
Christmas Lights switch-on event	The event continues to be successful and well attended. <b>ON-GOING</b>	Annual event	4223/2 02	Provision for three extra lights added in 2022, although 2 of them were not installed. Switch On event 2022 very well attended. Temporary Event Notice is no longer required by B&NES.	
Nature trail to link to the proposed park in Westfield	This suggestion was raised at the Neighbourhood Plan consultations. This is being considered by the Green and Open Spaces Working Group. In Dec/Jan 2020/1 the services of a surveyor were undertaken to establish land value and an approach was made to the landowner who declined the offer of £10,000.	ongoing	4912/1 99 S106 / CIL	As it would appear that the landowner is not willing to sell at the moment, this project is on hold and has been somewhat replaced for the time being by the planned purchase of a section of the Waterside Valley.  <b>ON HOLD</b>	
Westfield Inspirational Citizen Award	2018: John Reynolds of Westfield TT 2019: Martin Bates of WAGS 2020: Catherine Cooper for Terracycle collection 2021: three winners – Debbie Maggs, Mike Chivers, Nigel Swift 2022: Eddie and Rachael Liddiard 2023 – Marion Harrington	Annual	4102/1 02	<b>ON-GOING</b>	
Stand-alone Pavilion at	The Neighbourhood Plan supported a proposal for the	ongoing	4928/1 99	Discussion commenced with Westfield Club to regularise	The boundary swap to be registered with Land Registry



**Westfield Parish Council Action Plan 2023 at October 2023**

<p>Westhill Recreation Ground</p>	<p>development of a parish facility in Westfield to meet the social, recreational and cultural needs of the community.          s106 funds have been obtained for a feasibility study which has now formed the basis of a Planning Application which is currently under consideration with B&amp;NES. Multiple funding sources were investigated. Sperring Trust have pledged £5000.</p>			<p>ownership and to use part of the premises for changing rooms. An Architect has been selected to design and manage the works once the legal ownership is confirmed.           Westhill Club has almost completed its work to become a Co-operative and thus have a legal constitution. The constitution confirms the land is in the ownership for public recreation for perpetuity. When this is complete the land will transfer to them and then a lease swap giving some land for patio use to the Club and changing rooms to the Parish Council.   <b>ON-GOING</b></p>	<p>following a plan to be drawn up by the Architect. Plans commencing for the conversion of the former skittle alley to changing rooms. A new fence line to encompass the Club's new outdoor space to be costed and installed by the Club. The Clerk has offered to help the Club find grant funding from external sources.</p>
<p>Youth provision in Westfield</p>	<p>The Parish Council budgets to fund the Youth Service for Westfield.</p>	<p>ongoing</p>	<p>4237/202</p>	<p>YCSW send regular updates on their work. The Parish Council has signed a two-year contract for their services through to March 2025.   <b>ON-GOING</b></p>	
<p>Climate Emergency</p>	<p>Following the declaration of a climate emergency at Parish Council on 2<sup>nd</sup> March 2020 a working group was formed. There is opportunity for the Working Group to report to each Parish Council meeting.</p>	<p>n/a</p>		<p>Items of a Climate Emergency are considered under the remit of E&amp;D.   <b>ON-GOING</b></p>	

\*GOS = Green & Open Spaces Group

Westfield Parish Council Action Plan 2023 at October 2023

Office space and storage in the light of Covid	Parish Council explored the options to allow the staff to return safely to work. It was agreed to hire the office next door to increase space for social distancing and storage. Government guidance and the increase/decrease of Covid in the area is monitored weekly.	Ongoing	4013/1	<p>The offices were closed during periods of National lockdown in November and Jan-March but are being used when permitted.</p> <p>The one-year contract for the second office expired October 2021 and is now used on a month by month basis with 2 month notice to vacate.</p> <p>The first office tenancy is due to expire December 2022.</p> <p>Plans have been drawn up for a new office at Norton Hill Recreation Ground.</p> <p><b>ON-GOING</b></p>	
Purchase of Waterside Valley	In January 2021 a section of the Waterside Valley came up for sale and the Parish Council agreed to investigate purchase in order to ensure the land free from development for future generations.	Ongoing	4930/1 99	<p>The Parish Council's offer of £90,000 was accepted subject to searches, consultation, contract etc.</p> <p>The public consultation received many comments, all of them positive, many containing additional helpful information.</p> <p>A section 106 grant of £93,000 has been secured to cover purchase and legal costs.</p>	The second piece of land has been purchased and added to the Parish Council's asset register and insurance.

**Westfield Parish Council Action Plan 2023 at October 2023**

					Further land is being purchased to the value of £20,000 plus legal fees up to £850 <b>COMPLETE</b>	
Coronation Big Lunch	To mark the Coronation of Charles III, to hold a Big Lunch at Westhill Recreation Ground. This will take the form of a mini fun day, with refreshments provided. All free of charge	May 2023	4227/202	<b>COMPLETE</b>		This event was appreciated in the community.
Neighbourhood Plan Review	Five years after the adoption of the Neighbourhood Plan at Referendum, it has been agreed to conduct a review to keep it relevant.	May 2025		(1) We have gone out to tender for a planning consultant to help create a new housing policy relating to affordable housing for Westfield residents; (2) We have gone out to tender for a housing needs survey to give evidence for item (1) above. (3) Funding up to £10,000 is available from DEFRA. <b>ON-GOING</b>		

<b>Review History</b>	<b>To be reviewed twice a year</b>
Agreed by Finance and Personnel	20/5/2015
Reviewed by Finance and Personnel	23/09/2015
Reviewed by Finance and Personnel	19/05/2016
Reviewed by Finance and Personnel	19/10/2016

\*GOS = Green & Open Spaces Group

Westfield Parish Council Action Plan 2023 at October 2023

Reviewed by Finance and Personnel	19/04/2017
Reviewed by Finance and Personnel	18/10/2017
Reviewed by Finance and Personnel	18/04/2018
Reviewed by Finance and Personnel	17/09/2018
Reviewed by Finance and Personnel	17/04/2019
Reviewed by Finance and Personnel	23/10/2019
Reviewed by Finance and Personnel	22/04/2020
Reviewed by Finance and Personnel	21/10/2020
Reviewed by Finance and Personnel	22/04/2021
Reviewed by Finance and Personnel	20/10/2021
Reviewed by Finance and Personnel	19/10/22
Reviewed by Finance and Personnel	19/4/23
<b>Date of next review</b>	<b>October 2023</b>

## Parish Clerk

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**From:** Clear Councils Enquiries <councils@thecleargroup.com>  
**Sent:** 28 September 2023 12:33  
**To:** Parish Clerk  
**Subject:** RE: Cyber Cover

Good Morning Lesley

Apologies for the delay in responding.

Our Cyber package is charged at £308.26 excluding insurance premium tax for any council regardless of size, precept or population. This has been carefully created based on the potential cyber risk to Local Councils, plus the levels of indemnity provided under the policy.

Naturally, we are aware that there are some much smaller councils whereby the premium charged may be a substantial chunk of their budget and this is why we allow smaller councils to create a joint-policy and share the cost.

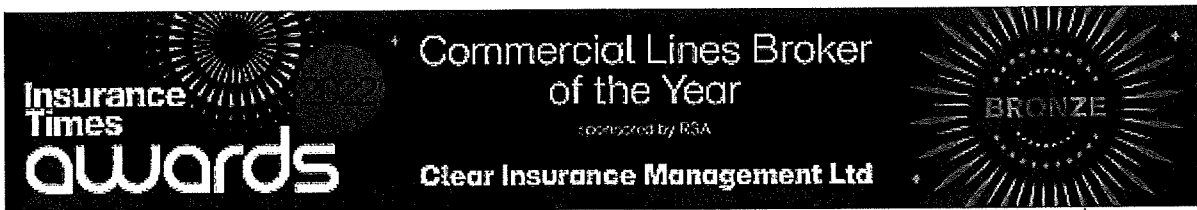
I trust this addresses your query however if you would like to discuss in more detail then please do let me know.

Many thanks, Lee Cleaver

### Clear Councils Enquiries

🌐 **Web** [thecleargroup.com](http://thecleargroup.com) ☎ **Direct** 0330 013 0036  
📍 **Address** Clear Insurance Management Ltd, AGM House, 3 Barton Close, Leicester, LE19 1SJ

clear  
councils



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**From:** Parish Clerk < >  
**Sent:** 28 September 2023 11:12  
**To:** Clear Councils Enquiries <[enquiries@bhibcouncils.co.uk](mailto:enquiries@bhibcouncils.co.uk)>  
**Subject:** FW: Cyber Cover

Morning Lee

I just wanted to check you have received the email below. Our Finance Committee was simply looking for some background information on the premium quoted before moving ahead with the policy.

Thank you for your help and I look forward to hearing from you.

# Risk Assessment Form

## Westfield Parish Council

**Activity: Cyber Security**

**Assessment Date: 18 10 23**

**Review Date: November 2024**

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
<p>Types of activities that are commonly recognised as being a cyber incidents are:</p> <ul style="list-style-type: none"> <li>• breaches of a system's security policy that affects its integrity or availability</li> <li>• attempts to gain unauthorised access to a system or to data</li> <li>• changes to a system's firmware, software or hardware without the system owner's consent</li> <li>• malicious disruption or denial of service</li> </ul>	<p>Councillors and Staff. Public.</p>		<p><b>Preventative Measures</b> Parish Councillors' email addresses are in the public domain, so attempts at cyber scams might take place without a breach in security. The following are guidelines circulated to all councillors <b>Check the senders domain:</b> For example, a <u>my.com</u> domain used to send is a give-away that this is not genuinely from the councillor whom it purports to be, who would have used his westfield email address to send an email.</p> <p><b>Check the content of the email:</b> The tone of the email is inconsistent with the way the councillor writes emails, and the lack of subject line is not in keeping with their email etiquette.</p> <p><b>Think before you click:</b> If there had been a link (and for any link you receive) always ask yourself whether you were expecting it and also hover over the link and it will provide you with the actual web address (does it look strange and is it really from the domain it says it is).</p> <p><b>If you do click a link:</b> Never input credentials, even if it looks like a Microsoft website and be wary of opening documents that you receive (although the IT controls like anti-virus and macro blocking should mitigate).</p> <p>If you open the email in OWA (Outlook Online) then there is an option to <b>report it</b> as phishing (click the 3 dots, select Report and then 'Report Phishing':</p>	<p>To remind councillors and staff of these measures annually</p>	<p>MEDIUM (2x2)</p>	<p>LC – Dec 2024</p>

		<p>For convenient information should Reply of the site.</p> <p>Reply all Forward Other reply actions &gt; Delete Mark as unread Flag <b>Report</b> &gt; Block &gt; Print Save View &gt;</p> <p>***** Report junk &gt; Report phishing &gt;</p> <p>... 3 AM</p>				
		<p>This gets fed into Microsoft's phishing indicators, which should reduce the instances of this happening over time</p> <p>If in doubt always check with other councillors.</p>				
Taking the correct action following a cyber incident	Councillors, Staff, Public	<p><b>Checklist</b></p> <ol style="list-style-type: none"> <li>1. Inform our IT Provider and take advice on the nature and extent of the incident, checking for breaches in bank account, personal data etc.</li> <li>2. Follow the latest government guidance on how to report a cyber incident at <u>Report a Cyber Incident - Report a Cyber Incident - NCSC</u> Ensure the Information Commissioner is informed and follow the Parish Council's Data Breach Policy.</li> <li>3. Reputational Damage – if necessary put out a holding press release agreed by the Chair of the Parish Council, followed by a more detailed press release when the extent of the incident is known.</li> </ol>			LOW (2x1)	
Business Interruption	Employees	<p>If the computer systems are down following a cyber incident, Parish Council staff to meet with the Chair of the Parish Council in the office to establish the best way forward in the circumstances.</p>			LOW (2x1)	
Working from home	Employees	<p>If working from home is necessary following a cyber incident, then the Working from Home risk assessment to be referenced.</p>			LOW (2x1)	

# Data Breach Policy

GDPR defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

Westfield Parish Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets.

## Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

## Westfield Parish Council’s duty to report a breach

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The Data Protection Officer must be informed immediately so they are able to report the breach to the ICO in the 72 hour timeframe.

If the ICO is not informed within 72 hours, Westfield Parish Council via the DPO must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Westfield Parish Council must:

- i. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned
- ii. Communicate the name and contact details of the DPO
- iii. Describe the likely consequences of the breach
- iv. Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse affects.



When notifying the individual affected by the breach, Westfield Parish Council must provide the individual with (ii)-(iv) above.

Westfield Parish Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort

However, the ICO must still be informed even if the above measures are in place.

Data processors duty to inform Westfield Parish Council

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Westfield Parish Council without undue delay. It is then Westfield Parish Council’s responsibility to inform the ICO, it is not the data processors responsibility to notify the ICO.

Records of data breaches

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

Record of Data Breaches

Date of breach	Type of breach	Number of individuals affected	Date reported to ICO/individual	Actions to prevent breach recurring

To report a data breach use the ICO online system:

<https://ico.org.uk/for-organisations/report-a-breach/>

Review History	
Reviewed by F&P	18/10/23

