

WESTFIELD PARISH COUNCIL
Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 22nd May 2024 at 10.30am

Present: Cllr Robin Moss (Chair), Cllrs Cooper and Millard.

Absent: Cllrs Ron Hopkins, Pat Williams and Phil Wilkinson

In Attendance: Lesley Close, Parish Clerk

1. Election of Chair

Cllr Moss was elected Chair of the Committee.

2. Election of Vice Chair

Cllr Williams was elected Vice Chair in her absence, pending her confirmation.

3. Apologies for absence

Apologies for absence were received from Cllrs Hopkins, Williams and Wilkinson.

4. Declarations of interest and dispensations

Cllr Millard declared an interest in item 8 Schedule of Payments requiring authorisation, in relation to an invoice for underground pipe work at the allotment site, as a member of Westfield Allotment and Garden Society.

5. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 17th April 2024 be agreed and signed as a correct record.

6. To confirm the membership of the Grants Sub Committee

Resolved: that Cllrs Cooper, Millard, Williams and Wilkinson form the Grants Sub Committee.

7. Monthly Accounts

Resolved:

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

8. 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 May 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.

9. 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.

10. Internal Audit Report

Resolved: to recommend acceptance of the report to Parish Council.

11. Annual Governance and Accountability Return

Resolved: (1) to recommend to Parish Council the assertions highlighted in the Annual Governance Statement;
(2) to recommend to Parish Council the accounting statements for the year 2023/24.

12. Year End Summary of Accounts including Earmarked Reserves highlighting funds to be carried into Earmarked Reserves at the end of 2023/24.

Resolved: To recommend to Parish Council the acceptance of the Year End Accounts.

13. Notification of the dates of the period for the exercise of public rights

Resolved: To make the announcement on 4th June, with the period for the exercise of public rights commencing Tuesday 11th June and ending Monday 22nd July 2024.

14. Quarterly Bank Reconciliation by a Councillor

Resolved: to note this was undertaken by Cllr Millard on 7th May 2024.

15. Budget Variation Report at 31 March 2024

Resolved: that the report be noted.

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.

16. Quotes

There were no quotes to receive this month.

17. Staff appraisals and pay scales

- Resolved:** (1) to ratify the Admin Assistant's increase in hours from 13 to 14 per week plus an extra quarter of an hour per month.
(2) that, following the annual staff appraisal of the Admin Assistant, a spinal column increase is made from sp8 to sp9 in the sp7-12 range, backdated to 1/4/24.
(3) that, following the annual staff appraisal of the Deputy Clerk, that a spinal column increase is made from sp14 to sp15, in the sp 13-17 range, backdated to 1/4/24.

The meeting closed at 10.37pm.

APPENDIX 1 – Debit Card

		Report for F&P May										
		SHEET	2024-25 -2									
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Training 1005/1	Stationary 4023/1	Parish Environment 4224/202	Flowers in Public Places	N/H maintenance 4062/308	W/H Maintenance 4062/307	Coronation event 4227/202
DC218	29/4/2024	SLCC	Finance training - Tracey	£144.00		£120.00						
			TOTAL (NET)	£120.00	£0.00	£120.00	£0.00	£0.00	####	###	£0.00	£0.00
			VAT:	£24.00		£24.00						
			TOTAL (Gros)	£144.00		£144.00						

