

WESTFIELD PARISH COUNCIL
Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 19th June 2024 at 10.30am

Present: Cllr Robin Moss (Chair), Cllrs Hopkins and Wilkinson.

Absent: Cllrs Diana Cooper, Paul Millard and Pat Williams

In Attendance: Lesley Close, Parish Clerk

18. Apologies for absence

Apologies for absence were received from Cllrs Cooper, Millard and Williams.

19. Declarations of interest and dispensations

There were no declarations of interest.

20. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 22nd May 2024 be agreed and signed as a correct record.

21. Monthly Accounts

Resolved:

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

22. 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 June 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.

23. 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.

24. Westfield In Bloom

The Committee discussed the information raised at the previous Parish Council meeting regarding funding for Westfield in Bloom.

Resolved: (1) to recommend to Westfield in Bloom that, for transparency and accountability, they apply for a grant from the Parish Council in the usual way when the grant pot opens later this year;
(2) to recommend to Parish Council that on an ongoing annual basis, as a matter of civic pride, the Parish Council offers to pay the In Bloom entry fee directly to In Bloom, to be funded from the grants budget.
(3) to note to Westfield In Bloom that planting on land belonging to the Parish Council requires the explicit permission of the Parish Council. In the same way, land belonging to other land owners requires their explicit permission.

25. Financial Regulations

Resolved: to recommend the revised Financial Regulations as recommended by NALC, to Parish Council for acceptance.

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.

26. Quotes

The Westhill Changing Room tenders deadline is 28th June 2024.

Resolved: To delegate the opening and recording of the tenders to Cllrs Wilkinson and Hopkins and any recommendations to be made to Environment and Development Committee the following week.

27. Office Move

An office move in August looks unlikely. We are waiting to hear from Oval Homes.

28. Staff appraisal of the Clerk

Resolved: To note the staff appraisal of the Clerk.

The meeting closed at 10.50pm.

APPENDIX 4 Regular Payments

Avon Pension Fund (BACS monthly)	Superannuation	£1,152.18	£1,185.75	£1,177.19
DCK - BACS monthly	Accounting support	£0.00	£862.25	£0.00
GPS Telecoms (DD monthly)	Telephone and broadband	£24.03	£65.81	£65.81
Greensward (BACS monthly)	Grounds maintenance + Waterside dog bins	£2,176.58	£2,170.00	£2,165.42
HMRC (BACS monthly)	PAYE and NI	£613.00	£651.05	£579.07
Oval Commercial (SO-£587.70 + £420=) the rest BACS - monthly	Office Rental	£839.75	£839.75	£1,007.70
Oval Commercial (BACS)	Use of Boardroom	£60.00	£50.00	£60.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,580.69	£3,670.08	£3,708.37
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00
Ricoh (BACS quarterly)	Photocopier	£152.40	£0.00	£127.00
Eon Next wef 1/11/23 monthly	NH Pavilion - Electricity	£86.28	£81.97	£84.47
Southern Electric d/d annually	Xmas Lights on lampposts	£0.00	£0.00	£0.00
Southern Electric (DD quarterly)	Christmas Tree	£57.96	£0.00	£0.00
SoVision IT (BACS monthly)	IT Support	£208.35	£226.23	£226.23
Eon Next wef 1/11/23	NH Pavilion - Gas	£103.78	£93.17	£45.00
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
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00
Youth Connect South West (Bacs quarterly). Nom code 4237/202	Youth Work contract 1/4/23-31/3/25	£2,985.21	£0.00	£0.00
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00