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 1 – Debit Card

		Report for F&P June SHEET	2024-25-3									
		0.1221	2021200									
REF	DATE	SUPPLIER	DETAILS	TOTAL	Chairs allowance 4101/102	printing & stationary 4023/1	Health & Safety 4018/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H - EMR CIL	Hire of rooms and hospitality 4131/01
DC219	3/6/2024	B&NES	Building Regs - Westhill changing rooms	£507.00							£507.00	
DC220	4/6/2024	Со ор	Coffee									£5.50
DC221	11/6/2024	Land Registry	Title deeds of land next to Fosseway Cottages	£17.94				£14.95				
DC222	13/6/2024	Bespoke Laser Art	Female soldier silhouette	£204.95	£204.95							
			TOTAL (NET)		£204.95	£0.00	£0.00	£14.95		£0.00	£507.00	£5.50
			VAT:	£2.99				£2.99				
			TOTAL (Gros)	£729.89								

APPENDIX 2 – Petty Cash

		MONTH SHEET	June 2024-25-3									
IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/101	Civic Expenses 4102/102	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Travel & Subsistence 4008/1	Hospitality 4131/101
		Balance b/f	93.75									
	31/5/2024	Biscuits for meeting	£1.80									£1.50
		TOTAL (NET)	£1.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1.50
		VAT:			_							£0.30
		Ongoing balance	£91.95									

APPENDIX 3 Invoices for Payment

	Invoices for payment JUNE									
Payment No.	Supplier	Invoice Date	Details	Nom code	£ net	VAT	£ gross			
	Ignyte Limited	22/05/2024	May Warbler	4212/102	1000	200				
		06/06/2024	Bugler for D-Day	4101/102	£25.00					
3320	A&L Couriers	04/06/2024	Delivery of Warbler	4212/102	£400.00	£0.00	£400.00			
3321	GM Engineering	31/05/2024	Installation of silhouette of soldier	4101/102	£180.00	£36.00	£216.00			
						TOTAL	£641.00			
	Added since the agenda was distributed:									
3323	Tindle Newspapers	14/06/2024	Advert for changing room tender	4990/199	£66.00	£13.20	£79.20			
	Signefex	18/06/2024	Coal truck plaques	4227/202	£672.00					
						TOTAL	£885.60			

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	£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