

Westfield Parish Council

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

Established 2011

All Council Meetings are open to the Public and Press

4th July 2024

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 17th July 2024 at 10.30am** 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.

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 19th June 2024 (**Pages 1-6**)

4. Monthly Accounts To agree the monthly accounts in respect of the following.

- Current Account – June / July accounts to the next meeting
- Corporate Treasury Account – June / July accounts to the next meeting
- Business Savings Account (the interest rate at 1st May is 4.25%) – June / July accounts to the next meeting
- Debit card expenditure sheet since the last meeting (**Page 7**)
- Petty cash imprest sheet since the last meeting – no transactions to report

5. 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 and signing of the list of payments (financial reg 6.7). (**Page 8**)

6. 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 and signing of the list of payments (financial reg 6.7) (**Page 9**)

7. Budget Variation Update

As per Financial Regulation 4.8, to receive and agree written explanations of the budget variations which are over 15% or £100 as at 31st May 2023. (**Pages 10-13**)

8. 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. Signed by Cllr Millard 1/7/24.

9. Payments in August

To agree to allow authorisation of payments during August when there will be no F&P meeting, with these payments to be ratified in September.

10. CIL and Section 106 Funds – quarterly report

To note funds received and spent; the timeframe for spending and to identify projects if necessary (**Page 14-15**)

11. Feedback on Grants 2023/24 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.

12. **Quotes**

13. **Office Move** – verbal update

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 2 – Petty Cash

		MONTH		June								
		SHEET		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
	31/5/2024	Balance b/f	93.75									
		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									£0.30
		Ongoing balance	£91.95									

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
HIMRC (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

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P July
SHEET 2024-25-4

REF	DATE	SUPPLIER	DETAILS	TOTAL	Penny Cash (see Imprest details)	Subscriptions 4024/1	printing & stationary 4023/1	Furniture and Equipment 4036/1	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Health & Safety 4018/1	Hire of rooms and Hospitality
DC223	24/6/2024	Co-op	Tea and biscuits	£3.15									£2.92
DC224	26/6/2024	St John Ambulance	First Aid Kit - office	£20.94			£17.45						
DC225	26/6/2024	Trice!	New meter cupboard	£78.97						£65.81			
			TOTAL (NET)	£86.18	£0.00	£0.00	£17.45	£0.00	£0.00	£65.81	£0.00	£0.00	£2.92
			VAT:	£16.88			£3.49			£13.16			£0.23
			TOTAL (Gross)	£103.06									
<i>added since the agenda was circulated</i>													

Signed: _____ Signed: _____

Name: _____ Name: _____

Date: _____ Date: _____

Schedule of regular payments 2024-25

(All amounts are NET)

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec
Avon Pension Fund (BACS monthly)	Superannuation	£1,152.18	£1,185.75	£1,177.19	£1,238.61					
DCK - BACS monthly	Accounting support	£0.00	£862.25	£0.00	£262.50					
GPS Telecoms (DD monthly)	Telephone and broadband	£24.03	£65.81	£65.81	£63.45					
Greensward (BACS monthly)	Grounds maintenance + Waterside dog bins	£2,176.58	£2,170.00	£2,165.42	£2,165.42					
HMRC (BACS monthly)	PAYE and NI	£613.00	£651.05	£579.07	£705.44					
Oval Commercial (SO-£587.70 + £420=) the rest BACS - monthly	Office Rental	£839.75	£839.75	£1,007.70	£1,007.70					
Oval Commercial (BACS)	Use of Boardroom	£60.00	£50.00	£60.00	£60.00					
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,580.69	£3,670.08	£3,708.37	£3,820.64					
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£0.00					
Ricoh (BACS quarterly)	Photocopier	£152.40	£0.00	£127.00	£0.00					
Eon Next wef 1/1/23 monthly	NH Pavilion - Electricity	£86.28	£81.97	£84.47	£76.14					
Southern Electric d/d annually	Xmas Lights on lampposts	£0.00	£0.00	£0.00	£0.00					
Southern Electric (DD quarterly)	Christmas Tree	£57.96	£0.00	£0.00	£53.80					
SoVision IT (BACS monthly)	IT Support	£208.35	£226.23	£226.23						
Eon Next wef 1/1/23	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	£0.00					
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00					
Youth Connect South West (Bacs quarterly). Norm code 4237202	Youth Work contract 1/4/23-31/3/25	£2,985.21	£0.00	£0.00	£2,985.21					
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00					
	Monthly Total	£12,040.21	£9,896.06	£9,246.26	£12,438.91	£0.00	£0.00	£0.00	£0.00	£0.00

2024/25 Budget Variation update to 30th April 2024

As per Financial Regulation 4.8, please find below written explanations of the budget variations which are over 15% (or over £100) as at 30th April 2024.

4990/199 Rolling Capital Provision - £5,940 spent against a budget of £5,000, but off set from our CIL ear marked reserves. With significant capital spending on the cards this year, spending will be allocated from the budget heading and then there will be a corresponding journal against our CIL reserves.

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>1 Central Services</u>								
1176 Precept Received	120,401	120,401	240,802	120,401			50.0%	
1196 Interest Received	297	297	2,000	1,703			14.8%	
Central Services :- Income	<u>120,698</u>	<u>120,698</u>	<u>242,802</u>	<u>122,104</u>			<u>49.7%</u>	<u>0</u>
4001 Wages & Salaries	4,164	4,164	51,836	47,672		47,672	8.0%	
4002 Employer's NIC	266	266	1,830	1,564		1,564	14.5%	
4003 Employer's Superannuation	916	916	11,404	10,488		10,488	8.0%	
4005 Training	80	80	500	420		420	16.0%	
4008 Travel & Subsistence	0	0	200	200		200	0.0%	
4011 Rates Payable	0	0	1,120	1,120		1,120	0.0%	
4013 Rent Payable	853	853	11,120	10,267		10,267	7.7%	
4018 Health & Safety	0	0	897	897		897	0.0%	
4021 Telephone & Fax	24	24	1,030	1,006		1,006	2.4%	
4022 Postage	0	0	220	220		220	0.0%	
4023 Stationery Printing, Public's	35	35	530	495		495	6.7%	
4024 Subscriptions	1,074	1,074	1,455	381		381	73.8%	
4025 Insurance	0	0	3,945	3,945		3,945	0.0%	
4026 Photocopying Charges	0	0	1,141	1,141		1,141	0.0%	
4027 Information Technology	949	949	5,644	4,695		4,695	16.8%	
4036 Furniture & Equipment	0	0	250	250		250	0.0%	
4050 Bank Charges	10	10	145	135		135	6.9%	
4056 Audit Fees - External	(630)	(630)	825	1,455		1,455	(76.4%)	
4057 Audit Fees - Internal	50	50	370	320		320	13.5%	
4058 Accountancy Support	(374)	(374)	2,950	3,324		3,324	(12.7%)	
Central Services :- Indirect Expenditure	<u>7,418</u>	<u>7,418</u>	<u>97,412</u>	<u>89,994</u>	<u>0</u>	<u>89,994</u>	<u>7.6%</u>	<u>0</u>
Net Income over Expenditure	<u>113,280</u>	<u>113,280</u>	<u>145,390</u>	<u>32,110</u>				
<u>101 Democratic Process</u>								
4131 Hire Meeting Rooms/Hospitality	5	5	700	695		695	0.7%	
Democratic Process :- Indirect Expenditure	<u>5</u>	<u>5</u>	<u>700</u>	<u>695</u>	<u>0</u>	<u>695</u>	<u>0.7%</u>	<u>0</u>
Net Expenditure	<u>(5)</u>	<u>(5)</u>	<u>(700)</u>	<u>(695)</u>				
<u>102 Civic Support</u>								
4101 Chair's Allowance	0	0	600	600		600	0.0%	
4102 Civic Expenses	0	0	300	300		300	0.0%	
4210 Website	0	0	480	480		480	0.0%	
4212 Newsletter	0	0	5,941	5,941		5,941	0.0%	
Civic Support :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>7,321</u>	<u>7,321</u>	<u>0</u>	<u>7,321</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(7,321)</u>	<u>(7,321)</u>				

Continued over page

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>199 Capital and Projects</u>								
4901 Loan Interest	0	0	250	250		250	0.0%	
4902 Loan Capital Repaid	0	0	7,124	7,124		7,124	0.0%	
4990 Rolling Capital Provision	5,940	5,940	5,000	(940)		(940)	118.8%	
Capital and Projects :- Indirect Expenditure	5,940	5,940	12,374	6,434	0	6,434	48.0%	0
Net Expenditure	(5,940)	(5,940)	(12,374)	(6,434)				
<u>202 Community Support</u>								
4203 Grants	2,652	2,652	15,000	12,348		12,348	17.7%	
4223 Christmas	0	0	16,500	16,500		16,500	0.0%	
4224 Parish Environment (Plants etc	55	55	1,000	945		945	5.5%	
4225 Green space maintenance	0	0	1,832	1,832		1,832	0.0%	
4227 E & D Projects	0	0	5,000	5,000		5,000	0.0%	
4230 Flowers in Public Places	2,500	2,500	6,870	4,370		4,370	36.4%	
4231 De-fibrillator	171	171	1,925	1,754		1,754	8.9%	
4237 Youth Provision	2,985	2,985	13,221	10,236		10,236	22.6%	
4241 St Nicholas Churchyard	0	0	2,652	2,652		2,652	0.0%	
4243 Waterside Valley	568	568	10,000	9,432		9,432	5.7%	
Community Support :- Indirect Expenditure	8,931	8,931	74,000	65,069	0	65,069	12.1%	0
Net Expenditure	(8,931)	(8,931)	(74,000)	(65,069)				
<u>303 Westfield Allotments</u>								
1012 Income from WAGS	0	0	100	100			0.0%	
Westfield Allotments :- Income	0	0	100	100			0.0%	0
4039 Grounds maintenance	0	0	100	100		100	0.0%	
Westfield Allotments :- Indirect Expenditure	0	0	100	100	0	100	0.0%	0
Net Income over Expenditure	0	0	0	0				
<u>307 Westhill Recreation Ground</u>								
1177 Grants Received	0	0	206	206			0.0%	
Westhill Recreation Ground :- Income	0	0	206	206			0.0%	0
4011 Rates Payable	0	0	953	953		953	0.0%	
4012 Water	0	0	640	640		640	0.0%	
4014 Electricity	0	0	760	760		760	0.0%	
4015 Gas/Heating Oil	0	0	465	465		465	0.0%	
4017 Cleaning	0	0	1,445	1,445		1,445	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4039 Grounds maintenance	1,060	1,060	12,011	10,951		10,951	8.8%	
4062 Ground Maintenance ad hoc	290	290	6,000	5,710		5,710	4.8%	
4063 CCTV	0	0	100	100		100	0.0%	
4065 Play area inspections	0	0	660	660		660	0.0%	
Westhill Recreation Ground :- Indirect Expenditure	<u>1,350</u>	<u>1,350</u>	<u>23,034</u>	<u>21,684</u>	<u>0</u>	<u>21,684</u>	<u>5.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,350)</u>	<u>(1,350)</u>	<u>(22,828)</u>	<u>(21,478)</u>				
<u>308 Norton Hill Recreation Ground</u>								
1177 Grants Received	0	0	1,495	1,495			0.0%	
Norton Hill Recreation Ground :- Income	<u>0</u>	<u>0</u>	<u>1,495</u>	<u>1,495</u>			<u>0.0%</u>	<u>0</u>
4011 Rates Payable	0	0	836	836		836	0.0%	
4012 Water	0	0	640	640		640	0.0%	
4014 Electricity	86	86	988	902		902	8.7%	
4015 Gas/Heating Oil	104	104	552	448		448	18.8%	
4039 Grounds maintenance	1,058	1,058	14,879	13,822		13,822	7.1%	
4062 Ground Maintenance ad hoc	145	145	10,000	9,855		9,855	1.4%	
4063 CCTV	0	0	103	103		103	0.0%	
4065 Play area inspections	0	0	1,650	1,650		1,650	0.0%	
Norton Hill Recreation Ground :- Indirect Expenditure	<u>1,393</u>	<u>1,393</u>	<u>29,648</u>	<u>28,255</u>	<u>0</u>	<u>28,255</u>	<u>4.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,393)</u>	<u>(1,393)</u>	<u>(28,153)</u>	<u>(26,760)</u>				
Grand Totals:- Income	120,698	120,698	244,603	123,905			49.3%	
Expenditure	25,037	25,037	244,589	219,552	0	219,552	10.2%	
Net Income over Expenditure	<u>95,661</u>	<u>95,661</u>	<u>14</u>	<u>(95,647)</u>				
Movement to/(from) Gen Reserve	<u>95,661</u>	<u>95,661</u>						

CIL funds 2024-25

CIL Funds carried over from previous years:

£101,754.00

2024/25		Notes	Expiry date of funds
1/5/2024	£3,580.97	18/05623/OUT Co-Operative Store A Wells Road, instalment 3 of 3. See note below	May 2029
TOTAL		£3,580.97	

CIL EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
29/4/2024	4990/199 - CIL EMR	MJW Architects - Westhill Changing Rooms	£5,940.00
03/06/2024	4990/199 - CIL EMR	B&NES Building Regs	£507.00
TOTAL			£6,447.00

CIL repaid following a repayment notice:

£16,503.00

CIL repaid following a repayment notice:

N/A

Balance of 2021-22 CIL funds

£16,503.00

Balance of 2022-23 CIL funds

£52,995.00

Balance of 2023-24 CIL funds £32,256.00
 Balance of CIL funds overall: £101,754.00

Radco Outline s.106 has been paid in three instalments:

18/01/2022	3475.64
27/11/2023	3475.64
01/05/2024	3580.97
Total	10532.25

3/6/24 - I clarified with John Theobald of B&NES that these figures are correct in relation to the number of residential units on the outline planning application. It is fairly unusual to pay CIL before any reserved matters are considered. If the application changes and more residential units are added, then the CIL requirement would also change.

Prepared by: Lesley Close, Parish Clerk
 Verified by: F&P Committee