

**WESTFIELD PARISH COUNCIL**  
**Minutes of the Finance & Personnel Meeting**  
**held at The Oval Office on Wednesday 17<sup>th</sup> July 2024 at 10.30am**

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

Absent: Cllrs Diana Cooper, and Pat Williams

In Attendance: Lesley Close, Parish Clerk

**29. Apologies for absence**

Apologies for absence were received from Cllrs Cooper and Williams.

**30. Declarations of interest and dispensations**

There were no declarations of interest.

**31. Minutes**

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 19<sup>th</sup> June 2024 be agreed and signed as a correct record.

**32. Monthly Accounts**

**Resolved:**

- a) that the bank reconciliation and monthly income and expenditure statements for the Current Account June be agreed.
- b) that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account June be agreed
- c) that the bank reconciliation and monthly income and expenditure statements for the Business Savings account June be agreed.
- d) that the summary of debit card transactions since the last meeting (Appendix 1 – July) be agreed.
- e) that there were no petty cash items for July.

**33. 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 July be agreed, (attached as Appendix 2), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors via online banking.

**34. 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 3) and that the invoices and the BACS authorisation sheet be signed accordingly. That the BACS payments be made by two councillors via online banking.

**35. Budget Variation Update**

The Committee received the Budget Variation report at 30/4/24.

**Resolved:** that the report be noted.

**36. Verification of Bank Statements**

**Resolved:** to note that the quarterly verification of bank statements had been undertaken by Cllr Millard on 1/7/24.

**37. Payments in August**

**Resolved:** that the August payments be made by two councillors and ratified at the September meeting.

**38. CIL and S.106 Funds**

**Resolved:** that the quarterly report of CIL and s.106 income and expenditure be noted.

**39. Feedback on Grants**

**Resolved:** that the 2023/24 feedback on grants be received. Noted that Westhill Club and Small Stuff Baby Bank had not given feedback despite chasing.

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.

**40. Quotes**

The defib fixed testing had highlighted two issues with the electrics of Westhill Club and Westhill Surgery.

**Resolved:** To agree the estimate of £350 for remedial works at Westhill Club and £580 for remedial works at Westfield Surgery.

**41. Office Move**

The Condition Survey and Valuation are in hand.

The meeting closed at 10.48am.





### APPENDIX 3

| Supplier   | Details  | April             | May              | June             | July              |
|--|--|-------------------|------------------|------------------|-------------------|
| 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            | £3,686.72         |
| Ricoh (BACS quarterly)                                       | Photocopier  | £152.40           | £0.00            | £127.00          | £0.00             |
| Eon Next wef 1/11/23 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 1/11/23   | NH Pavilion - Gas  | £103.78           | £93.17           | £45.00           | £92.01            |
| 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). Nom code 4237/202 | 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            | £40.00            |
| <b>Monthly Total</b>   |  | <b>£12,040.21</b> | <b>£9,896.06</b> | <b>£9,246.26</b> | <b>£16,257.64</b> |