# **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 19th 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 1

		Report for F&P July											
		SHEET	2024-25-4										
REF	DATE	SUPPLIER	DETAILS	TOTAL	Petty Cash (see Imprest for full 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	Tricel	New meter cupboard doors	£78.97						£65.81			
			TOTAL (NET)	£86.18		£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									

# APPENDIX 2

	Invoices for payment JULY						
Payment No.	Supplier	Invoice Date	Details	Nom code	£ net	VAT	£ gross
	ALCA	20/05/2024	Training - T Stephens	4005/1	£40.00		£40.00
	ALCA	03/06/2024	Training - K Biggs	4005/1	£40.00	£0.00	£40.00
3235	Guardian Hygiene Services	26/03/2024	Legionella Survey	4018/1	£395.00	£79.00	£474.00
						TOTAL	£514.00
	Added since the agenda was dis	tributed:	'	'	'		
3237	SoVISION IT	09/07/2024	Computer cameras and headsets	4027/1	£161.00	£32.20	£193.20
3238	SLCC	09/07/2024	Membership fee	4024/1	£323.00	£0.00	£323.00
3239	Robert Wicke	07/07/2024	2nd inst. Flowers in Public Places	4230/202	£2,075.00	£0.00	£2,075.00
3240	Westfield In Bloom	05/07/2024	Grant to cover entry fee	4203/202	£50.00	£0.00	£50.00
3241	Trinity Methodist Church	30/06/2024	Youth Connect hall hire	4237/202	£520.00	£0.00	£520.00
3242	Thatcher + Hallam	15/07/2024	Funds on account	4990/199			£500.00
3243	Thatcher + Hallam	16/07/2024	Local Authority search	4990/199	£173.00	£34.60	£207.60
		1	1		I	TOTAL	£3,868.80

# **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	£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
	£12,040.21	£9,896.06	£9,246.26	£16,257.64	