

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting

held at The Oval Office on Wednesday 18th September 2024 at 10.30am

Present: Cllr Robin Moss (Chair), Cllrs Ron Hopkins and Pat Williams.
Absent: Cllrs Diana Cooper, Paul Millard and Phil Wilkinson
In Attendance: Lesley Close, Parish Clerk

42. Apologies for absence

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

43. Declarations of interest and dispensations

Cllrs Hopkins and Moss declared interests in the Funding Matrix as members of the Big Local.

44. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 17th July 2024 be agreed and signed as a correct record.

45. Monthly Accounts

Resolved:

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

46. 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 September (and August retrospectively) be agreed, (attached as Appendices 2A and 2B), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors via online banking.

47. 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.

48. Annual Review of Fees and Charges

Resolved: That the Annual Review of Fees and Charges be agreed, bringing the rates back to the 2016/17 level of £416 pa for adult teams at Norton Hill and the Westhill rates held pending before bringing them in line with the Norton Hill rates when the changing rooms are built.

49. External Audit Report

Resolved: That the External Audit report be received and recommended for agreement to Parish Council.

50. To confirm the Exercise of Public Rights

Resolved: To confirm that the Exercise of Public Rights took place Tuesday 11th June and ending Monday 22nd July 2024.

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.

51. Quotes

Progress on applying for funding for the Changing Rooms at Westhill Recreation Ground was noted.

52. Office Move

A verbal update was received regarding the Office move.

Resolved: If / when the time comes, to accept the lowest of three quotes for the office move in the amount of £600 from Parfitts.

53. Fallen Tree at May Tree Road

The insurance implications of the fallen tree at May Tree Road were discussed.

Resolved: To bring the Risk Assessment to Parish Council for review and to receive any updates.

The meeting closed at 10.55am.

APPENDIX 2A

Invoices for payment AUGUST							
Payment No.	Supplier	Invoice Date	Details	Nom code	£ net	VAT	£ gross
3253	Tindle Newspapers West Country Ltd	19/07/2024	Path tenders ad	4203/202	£66.00	£13.20	£79.20
3254	Tindle Newspapers West Country Ltd	26/07/2024	Grants ad	4203/202	£120.00	£24.00	£144.00
3255	Community Heartbeat Trust	25/07/2024	2 x batteries and a torch	4231/202	£587.50	£117.50	£705.00
3256	Westcotec	19/07/2024	Speed Indicator Devices	4224/202	£6,223.00	1244.6	£7,467.60
3257	AIB Electrical	15/07/2025	7 x defib checks	4231/202	£644.00	0	£644.00
3258	Viking	07/08/2024	Sationery	4023/1	£81.77	7.85	£89.62
3259	Ignyte Limited	07/08/2024	Warbler print	4023/1	£1,000.00	200	£1,200.00
3261	Cooper & Tanner	07/08//2024	Valuation Survey	4990/199	£800.00	160	£960.00
3262	The Community Heartbeat Trust	08/08/2024	New pads	4231/202	£121.95	24.39	£146.34
3263	BDO LLP	12/08/2024	External Audit	4056/1	£630.00	126	£756.00
3264	Legionella Control International Ltd	12/08/2024	Legionella Samples	4018/1	£108.50	21.7	£130.20
3265	Trophies of Radstock	12/08/2024	Cup for Westfield School composting	4224/202	£4.17	0.83	£5.00
3266	Cross Cut Shredding Ltd	13/08/2024	Shredding archives	4023/1	£29.16	£5.83	£34.99
						TOTAL	£12,282.75

APPENDIX 2B

Invoices for payment SEPT							
Payment No.	Supplier	Invoice Date	Details	Nom code	£ net	VAT	£ gross
3268	dp+PAUL	15/08/2024	2 x condition surveys	4990/199	£1,250.00	£250.00	£1,500.00
3276	GreenSward Sports Consultancy	01/09/2024	Pitch work funded by Football Foundation	4062/308	£2,324.00	£382.00	£2,706.00
3277	RoSPA Playsafety Ltd	21/08/2024	Annual Risk assessments	4065/307/308	£346.00	£69.20	£415.20
3278	GB Sport and Leisure	02/09/2024	Repair to wet pour - NH	4062/308	£1,560.00	£312.00	£1,872.00
3279	New Leaf Studio Ltd	03/09/2024	Project management footbridge	4227/202	£1,155.00	£231.00	£1,386.00
3280	A&L Couriers	03/09/2024	Delivery of the Warbler	4212/102	£400.00	£0.00	£400.00
3281	Glacier Environmental	28/08/2024	Legionella maintenance and testing	4062/308	£673.50	£134.70	£808.20
3282	James Davies	27/08/2024	Tai Chi Taster - Love Parks Week	4227/202	£50.00	£0.00	£50.00
3283	Spectrum Construction Ltd	30/08/2024	Footbridge at Waterside Valley	4227/202	£45,687.49	£9,137.50	£54,824.99
Chq 200973	Road and Traffic management	23/08/2024	White lines at NH car park	4062/308	£990.00	£0.00	£990.00
						TOTAL	£63,452.39
	<i>Added since the agenda was distributed:</i>						
3284	Lamps and Tubes Illuminations Ltd	05/09/2024	Christmas lights	4223/202	£5,130.00	£1,026.00	£6,156.00
3285	Lamps and Tubes Illuminations Ltd	05/09/2024	Christmas lights	4223/202	£900.00	£180.00	£1,080.00
3286	DCK Accounting Solutions Limited	10/09/2024	Accounts - monthly	4058/1	£210.00	£42.00	£315.00
3288	Signefex	12/09/2024	Replacement sign at Westhill	4062/307	£110.00	£22.00	£132.00
						TOTAL	£7,683.00

APPENDIX 3

Supplier	Details	April	May	June	July	August	Sept
Avon Pension Fund (BACS monthly)	Superannuation	£1,152.18	£1,185.75	£1,177.19	£1,238.61	£1,192.54	£1,192.54
DCK - BACS monthly	Accounting support	£0.00	£862.25	£0.00	£262.50	£183.75	£210.00
GPS Telecoms (DD monthly)	Telephone and broadband	£24.03	£65.81	£65.81	£63.45	£65.81	£65.81
Greensward (BACS monthly)	Grounds maintenance + Waterside dog bins	£2,176.58	£2,170.00	£2,165.42	£2,165.42	£2,165.42	£2,177.92
HMRC (BACS monthly)	PAYE and NI	£613.00	£651.05	£579.07	£705.44	£638.11	£638.11
Oval Commercial (SO-£587.70 + £420=) the rest BACS - monthly	Office Rental	£839.75	£839.75	£1,007.70	£1,007.70	£1,007.70	£1,007.70
Oval Commercial (BACS)	Use of Boardroom	£60.00	£50.00	£60.00	£60.00	£60.00	£20.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,580.69	£3,670.08	£3,708.37	£3,820.64	£3,713.49	£3,708.99
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00
Ricoh (BACS quarterly)	Photocopier	£152.40	£0.00	£127.00	£0.00	£0.00	£127.00
Eon Next wef 1/11/23 monthly	NH Pavilion - Electricity	£86.28	£81.97	£84.47	£76.14	£81.21	£67.98
Southern Electric d/d annually	Xmas Lights on lampposts	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Southern Electric (DD quarterly)	Christmas Tree	£57.96	£0.00	£0.00	£53.80	£0.00	£0.00
SoVision IT (BACS monthly)	IT Support	£208.35	£226.23	£226.23	£226.23	£226.23	
Eon Next wef 1/11/23	NH Pavilion - Gas	£103.78	£93.17	£45.00	£92.01	£0.00	£61.77
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	£43.73	£218.92
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00	£0.00	£214.09
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	£0.00	£0.00
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00
Monthly Total		£12,040.21	£9,896.06	£9,246.26	£16,483.87	£9,377.99	£9,710.83