

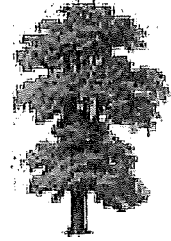
# Westfield Parish Council

The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

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Established 2011

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

## All Council Meetings are open to the Public and Press

4<sup>th</sup> Sept 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 18<sup>th</sup> September 2024** at **10.30am** at The Oval Office, Cobblers Way, Westfield.

A handwritten signature in black ink, appearing to read 'L J Close'.

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.

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## 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 17<sup>th</sup> July 2024 (**Pages 1-5**)
4. **Monthly Accounts** To agree the monthly accounts in respect of the following for July/Aug 2024.
  - Current Account – July / Aug accounts to be circulated
  - Business Select Account - July / Aug accounts to be circulated
  - Business Savings Account (the interest rate at 1<sup>st</sup> Aug is 4.25%) July / Aug accounts to be brought to the next meeting
  - Debit card expenditure sheet since the last meeting (**Page 6**)
  - Petty cash imprest sheet since the last meeting – no transactions
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. August (retrospectively) and September (**Pages 7-8**)
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. (**Page 9**)
7. **Annual Review of Fees and Charges (Pages 10-11)**
8. **External Audit Report (Pages 12-14)**
9. **To confirm the Exercise of Public Rights took place** Tuesday 11<sup>th</sup> June and ending Monday 22<sup>nd</sup> July 2024.

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.

10. **Quotes**  
Funding Matrix for the changing room (**Page 15**)
11. **Office Move**

**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 monthly)	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 monthly)	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>









**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	£1,192.54	£1,192.54			
DCK - BACS monthly	Accounting support	£0.00	£862.25	£0.00	£262.50	£183.75	£0.00			
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	£0.00			
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	£0.00			
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	£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			
	<b>Monthly Total</b>	<b>£12,040.21</b>	<b>£9,896.06</b>	<b>£9,246.26</b>	<b>£16,483.87</b>	<b>£9,377.99</b>	<b>£9,312.06</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>



**Schedule of Fees and Charges 2025/26**

**4. Norwest Bowling Club**

Following the 2019 lease review it was agreed to put the lease up to £1,000 for 2019/20 and thereafter, as per the lease, by the following formula:

$$a \times b = c \quad c / d = \text{new rent effective 1}^{\text{st}} \text{ October}$$

a = current rent

b = CPI in July of the previous year

d = the CPI of July of the year before that

<https://www.ons.gov.uk/economy/inflationandpriceindices>

$$2022/23 \text{ rent} \quad 1031.16 \times 111.4 / 109.2 = \mathbf{\pounds 1,051.93}$$

$$2023/24 \text{ rent} \quad 1051.93 \times 121.2 / 111.4 = \mathbf{\pounds 1,144.46}$$

This is an increase of 8.8% over the previous year.

$$2024/25 \text{ rent} \quad 1144.46 \times 129 / 121.2 = \mathbf{\pounds 1,218.11}$$

This is an increase of 6.4% over last year

$$2025/26 \text{ rent} \quad 1218.11 \times 132.9 / 129 = \mathbf{\pounds 1254.94}$$

***This is an increase of about 3% over last year***

**Norwest Bowling Club rent 1<sup>st</sup> October – 30<sup>th</sup> September**

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2024/25
CPI July	2014 – 127.8	2015 – 128	2016 – 128.79 or 100.6	2017 – 103.2	2018 – 105.9	2019 – 108.0	2020 – 109.2	2021 – 111.4	2022 – 121.2	2023 – 129	2024 – 132.9	2025 –
Rent from Norwest Bowling Club	£410.78	£428.55	£429.22	£431.86	£443.02	£1,000.00	£1,019.83	£1031.16	£1051.93	£1,144.46	£1,218.11	£1,254.94

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

### WESTFIELD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

03/06/2024

and recorded as minute reference:

MINUTE 34

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk




## Section 2 – Accounting Statements 2023/24 for

### WESTFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	464,017	497,913	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	218,590	225,148	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	56,700	73,679	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	53,230	63,516	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	7,373	7,373	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	180,791	184,448	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	497,913	541,403	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	496,407	541,911	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	738,616	759,675	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	17,692	10,761	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

*[Signature]*

Date 9/5/24

I confirm that these Accounting Statements were approved by this authority on this date:

3/6/24

as recorded in minute reference:

MINUTE 35

Signed by Chair of the meeting where the Accounting Statements were approved

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Westfield Parish Council**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the Section 1, Assertion 4, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

(continue on a separate sheet if required)

### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

**BDO LLP - Southampton**

External Auditor Signature

DocuSigned by:

**BDO LLP**

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Date

**09 August 2024**