### Westfield Parish Council

The Oval Office, St Peter's Business Park Westfield, BA3 3BX

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/westfieldparishcouncil @westfield\_pc

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



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

4th Sept 2024

TO:

- a) <u>Members of the Finance & Personnel Committee:</u>
  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.

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 17<sup>th</sup> July 2024 (**Pages 1-5**)

- **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 1st 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 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 guarterly 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.

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		Hire of rooms and Hospitality	£2.92					£2.92	£0.23	
		Hiro of rooms						20.00		
		Waintenance 4062/307						00.03		
		N/H maintenance 4062/308			£65.81	 Address		£65.81	£13.16	
		Parish Environment 4224/202						£0.00		
		Furniture and Equipment 4036/1						20.00		
		& gnitning stationary r/s204		£17.45	-			£17.45	£3.49	
		Subscriptions 4024/1						00.03		
		Petty Cash (see Imprest for full details)						£0.00		
		TOTAL	£3.15	£20.94	£78.97			£86.18	£16.88	£103.06
	2024-25-4	DETAILS	Tea and biscuits	First Aid Kit - office	New meter cupboard doors			TOTAL (NET)	VAT:	TOTAL (Gross) £1
Report for F&P July	SHEET	SUPPLIER	Co-op	St John Ambulance					and the state of t	
		DATE	24/6/2024	26/6/2024	26/6/2024					
		REF	DC223	DC224	DC225					

Invoices for payment JULY						
Payment No. Supplier	Invoice Date	Details	Nom code	£ net	VAT	£gross
3315 ALCA	20/05/2024	Training - T Stephens	4005/1	£40.00	00.03	240.00
3316 ALCA	03/06/2024	Training - K Biggs	4005/1	£40.00	50.00	£40.00
3235 Guardian Hygiene Services	26/03/2024	Legionella Survey	4018/1	2395.00	£79.00	£474.00
		warana -		, 10.4 to 10.0	Company of the company	
	THE RESIDENCE OF THE PROPERTY					
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			the same of the sa			
				***************************************	TOTAL	£514.00
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Added since the agenda was distributed:	ributed:					
3237 Sovision it	09/07/2024	Computer cameras and headsets	4027/1	2161.00	£32.20	£193.20
3238 SLCC	09/07/2024	Membership fee	4024/1	£323.00	50.00	£323.00
3239 Robert Wicke	07/07/2024	2nd inst. Flowers in Public Places	4230/202	£2,075.00	00.03	£2,075.00
3240 Westfield In Bloom	05/07/2024	Grant to cover entry fee	4203/202	£20.00	50.00	\$50.00
3241 Trinity Methodist Church	30/06/2024	Youth Connect hall hire	4237/202	8220.00	50.00	£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
			A CONTRACTOR OF THE PROPERTY OF			A CONTRACTOR OF THE PROPERTY O
					TOTAL	£3,868.80
		White many is the second of th				

APPENDIX 3

Supplier	Details	April	Мау	Липе	واتات
Avon Pension Fund (BACS monthly)	Superannuation	£1,152.18	£1,185.75	£1,177.19	£1,238.61
DCK - BACS monthly	Accounting support	00.03	\$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	260.00	£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	96.753	£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-, Iubilee Green: 04- Coal	50.00	50.00	\$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	20.00	20.00	540.00
	Monthly Total	1 £12,040.21	29,896.06	£9,246.26	£16,257.64

# WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - August & September SHEET

	-	r		-	1	 	 7	$\neg$		ı	_ [							
Training 4005/1					***************************************						20.00		£0.00					
Hire of rooms and Hospitality											00.03			pe)				
Christmas 4223/202											00.03		20.00	s circulat				
W/H Maintenance 4062/307											20.00		20.00	added since the agenda was circulated				a mad delined Mayor of the springs.
N/H maintenance 4062/308											£0.00		£0.00	noe the a				
Parish Environment 4224/202											20.00		50.00	added sii				
Postage r\ssp.											20.00		50.00		Signed:		Name:	Date:
8 printing Stationary 4023/1	£23.00										£18.40	£4.60	523.00					
Subscriptions 4024/1											£0.00		00.03					
TOTAL	£23.00										£18.40	£4.60	23.00					
DETAILS	Batteries			The cold and control of the cold							TOTAL (NET)	VAT:	TOTAL (Gross)					
	Batt									-					Ġ.		] e:	Date:
SUPPLIER	Tesco		de de la desta de la composición de la desta de la composición del composición de la composición de la composición de la composición del composición de la c	eline estamonio				THE PERSON NAMED IN COLUMN TO SERVICE OF THE PERSON NAMED IN COLUMN TO SERVICE	MANAGEM (A) CONTRACTOR OF THE						Signed:	•	Name:	Dat
DATE	28/8/2024																	
REF	C226																	

Invoices for payment AUGUST

£12,282.75	TOTAL			delaway article and a second an		The state of the s	
£34.99	£5.83	£29.16	4023/1	Shredding archives	13/08/2024	3266 Cross Cut Shredding Ltd	3266
£5.00	0.83	£4.17	4224/202	Cup for Westfield School composting	12/08/2024	3265 Trophies of Radstock	3265
£130.20	21.7	£108.50	4018/1	Legionella Samples	12/08/2024	3264 Legionella Control International Ltd	3264
£756.00	126	\$630.00	4056/1	External Audit	12/08/2024	3263 BDO LLP	3263
£146.34	24.39	£121.95	4231/202	New pads	08/08/2024	3262 The Community Heartbeat Trust	3262
2000	2	20000	0000	valuation outvey	07/08//2024	3261 Cooper & Lanner	3261
5960.00	160	00 0084	4990/199	Valuation Suntay	1000/100/100/	H 0	7000
£1,200.00	200	£1,000.00	4023/1	Warbler print	07/08/2024	3259 Ignyte Limited	3259
£89.62	7.85	£81.77	4023/1	Sationery	07/08/2024	3258 Viking	3258
£644.00	0	£644.00	4231/202	7 x defib checks	15/07/2025	3257 AIB Electrical	3257
£7,467.60	1244.6	£6,223.00	4224/202	Speed Indicator Devices	19/07/2024	3256 Westcotec	3256
£705.00	£117.50	£587.50	4231/202	2 x batteries and a torch	25/07/2024	3255 Community Heartbeat Trust	3255
£144.00	£24.00	£120.00	4203/202	Grants ad	26/07/2024	3254 Tindle Newspapers West Country Ltd	3254
£79.20	£13.20	£66.00	4203/202	Path tenders ad	19/07/2024	3253 Tindle Newspapers West Country Ltd	3253
£ gross	VAT	2 net	ероэ шоN	Details	Invoice Date	Supplier	Payment No.  Supplier

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This amount plus regular scheduled monthly payment

Highlight if over £5000 as this requires full Parish Council approval

Invoices for payment SEPT

Payment No.  Supplier	Supplier	Invoice Date	Details	Рот соде	£ net	VAT	£ gross
3268	3268 dp+PAUL	15/08/2024	2 x condition surveys	4990/199	£1,250.00	£250.00	£1,500.00
3276	3276 GreenSward Sports Consultancy	01/09/2024	Pitch work funded by Football Foundation	4062/308	£2,324.00	£382.00	£2,706.00
3277	3277 RoSPA Playsafety Ltd	21/08/2024	Annual Risk assessments	4065/307/308	£346.00	£69.20	£415.20
3278	3278 GB Sport and Leisure	02/09/2024	Repair to wet pour - NH	4062/308	£1,560.00	£312.00	£1,872.00
3275	3279 New Leaf Studio Ltd	03/09/2024	Project management footbridge	4227/202	£1,155.00	£231.00	£1,386.00
3280	3280 A&L Couriers	03/09/2024	Delivery of the Warbler	4212/102	£400.00	£0.00	£400.00
3281	3281 Glacier Environmental	28/08/2024	Legionella maintenance and testing	4062/308	2673.50	£134.70	£808.20
3282	3282 James Davies	27/08/2024	Tai Chi Taster - Love Parks Week	4227/202	250.00	50.00	250.00
3283	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	00.03	£390.00
						TOTAL	£63,452.39

20.00	TOTAL				
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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	20.00	£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	2579.07	£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	260.00	250.00	£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	50.00	£0.00	50.00	£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	00.03	00.03	00.03	£0.00	£0.00	£0.00			
Southern Electric (DD quarterly)	Christmas Tree	£57.96	00.03	£0.00	£53.80	00.03	£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	245.00	£92.01	£0.00	£0.00			
Water2Business (DD six mnthly)	Auto-watering systems 2355915101 - Wesley Ave; 02- Coal Truck Jubilee	£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	20.00	£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	50.00	£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	59,896.06	29,246.26	£16,483.87	89,377.99	12,312.06	00.03	00.03	50.00

### 1. Background

The purpose of this report is for the Committee to review and agree the 2025/26 fees and charges outlined below.

### 2. Football Hire Charges

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2025/26							
2023/24 2024/25	£400	2150	£60	£30	£285*	£100*	083
2023/24	2400	2150	560	530	5823	£100	023
2022/23	5350	£114	247	£21	£285	594	£21
2019/20 2020/21 2021/22 2022/23	0583	£114	£47	£21	5823	£94	£21
2020/21	0583	£114	547	£21	5823	594	£21
2019/20	0583	£114	243	£21	5823	563	£46
2018/19	1350	£114	247	£21	£285	594	546
2017/18	2350	£114	£47	£21	£285	594	£46
2015/16 2016/17	£416	£114	247	£21	2385	£94	546
	£408	£112	£46	£21	2223	263	245
2014/15	£400	£110	£45	620	£370	063	544
	Norton Hill Adult Hire	Norton Hill Junior Hire	Norton Hill Casual Adult/Junior (with facilities)	Norton Hill Casual Adult/Junior (without facilities)	Westhill Adult Hire	Westhill Junior Hire	Westhill Casual Adult/Junior

<sup>\*</sup> To increase these in line with Norton Hill once the new changing rooms are built.

### 3. Allotments

(#)		
2025/26		
2024/25 2025/26	£100	
2023/24	£100	
2022/23	£100	
2021/22	2100	
2020/21	2100	
2019/20	2100	
2017/18 201819 2019/20	£100	
	£100	
2016/17	£100	
2015/16	£100	
2014/15	2100	
	Annual rent	
		•

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## 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

 $a \times b = c \cdot c / d = new rent effective 1<sup>st</sup> October$ 

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

 $1031.16 \times 111.4 / 109.2 =$ **£1,051.93** 121.2 / 111.4 =**£1,144.46** 

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

2023/24 rent

2022/23 rent

2025/26 rent

2024/25 rent

1144.46 x 129

/121.2 = £1,218.11 This is an increase of 6.4% over last year

/129 = £1254.94 This is an increase of about 3% over last year 1218.11 x 132.9

# Norwest Bowling Club rent 1st October – 30th September

/25	10	4.94
	2025 -	£1,25
2024/25	2024- 132.9	£1,218.11
2023/24	2023- 129	£1,144.46 £1,218.11 £1,254.94
2020/21 2021/22 2022/23	2022 - 121.2	£1051.93
2021/22	2021- 111.4	£1,019.83 £1031.16
2020/21	2020- 109.2	
018/19 2019/20	2019- 108.0	21,000.00
2018/19	2018 - 105.9	£443.02
2014/15 2015/16 2016/17 2017/18 20	2017 –	2431.86
2016/17	2016 – 128.79 or 100.6	£429.22
2015/16	2015 - 128	£410.78 £428.55
2014/15	2014 – 127.8	£410.78
	CPI July	Rent from Norwest Bowling Club

### Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

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### WESTRIELD 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	No*	'Yes' means that this authority:		
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.		
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.	<b>✓</b> 8		has only done what it has the legal power to do and has complied with Proper Practices in doing so.		
We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		1	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.		
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.	<b>\</b>		considered and documented the financial and other risks it faces and dealt with them properly.		
We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<b>\</b>		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.	<b>/</b>		responded to matters brought to its attention by internal and external audit.		
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 has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.		

<sup>\*</sup>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 approve	d.	at	а
meeting of the authority on:			

03/101/2024

and recorded as minute reference:

MINUTE 341111

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

hoir

Clerk

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### Section 2 - Accounting Statements 2023/24 for

### WESTFIELD PARISH COUNCIL

	Year ending		Notes and guidance		
	31 March 2023 £	31 March 2024 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.		
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	recejved.		
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			
6. (-) All other payments	180,791	184,448	Total expenditure or payments as recorded in the cash- book 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).		
		Large division and a second	The state of the s		
8. Total yalue of cash and short term investments	496,407	541,911	To agree with bank reconciliation.		
Total fixed assets plus long term investments and assets	738,616	I am a second second	31 March.		
10. Total borrowings	17,692	10,76	The outstanding capital balance as at 31 March of all load from third parties (including PWLB).		

For Local Councils Only	Yes	No	N/A	
11a, Disclosure note re Trust funds (including charitable)	( V September 1	1 65° July 1		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)				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

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

as recorded in minute reference:

MINUTE ISSITE

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:

<ul> <li>summarises the accounting records for the year ended 31 March 2024; and</li> <li>confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.</li> <li>External auditor's limited assurance opinion 2023/24</li> <li>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.</li> <li>(continue on a separate sheet if required)</li> <li>Other matters not affecting our opinion which we draw to the attention of the authority:</li> <li>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.</li> </ul>							
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	<ul> <li>summarises the accounting records for the year ended 31 March 2024; and</li> <li>confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.</li> </ul>						
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	2 External auditor's limited assurance opinion 2023/24						
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	ISections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have						
The smaller authority has confirmed that it has not complied with the Section 1, Assertion 4, but it has provided the appointed	(continue on a separate sheet if required)						
The smaller authority has confirmed that it has not complied with the Section 1, Assertion 4, but it has provided the appointed	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						

### 3 External auditor certificate 2023/24

(continue on a separate sheet if required)

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	
■ Fig. 1. BDO LLP # Southampton	
DocuSigned by:	00 August 2024

External Auditor Signature

BDO LLP F88E8F3322FA4B1... Date 09 August 2024