

Westfield Parish Council

The Oval Office, St Peter's Business Park
Westfield, BA3 3BX
Phone: 01761 410669
Email: council@westfieldparishcouncil.co.uk



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

Established 2011

All Council Meetings are open to the Public and Press

26th September 2024

TO: All Members of Westfield Parish Council

Cllrs K Biggs, D Cooper, M Curtis, G Fuller, R Hopkins, E Jackson, L Lambell, P Millard,
R Moss, P Wilkinson and P Williams.

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 7th October 2024 at 7pm at the Oval Office Boardroom, Cobblers Way, Westfield.**

A handwritten signature in black ink, appearing to read 'LJA'.

Ms L Close
Parish Clerk

Before the meeting there will be a public session of up to 15 minutes to enable residents of Westfield to ask questions, and make comments on items on the agenda. Members of the Public are asked to restrict their comments, and/or questions to five minutes.

AGENDA

- 1. Apologies for absence and to consider the reasons given**
Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given.
- 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 Parish Council 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 of the Parish Council meeting – 2nd September 2024**
To confirm and sign as a correct record the minutes of the Parish Council Meeting. (Pages 1-3)
4. **To confirm the Committee(s) on which Cllrs Curtis and Lambell would like to serve** – Cllr Curtis has indicated she would like to be on the Finance and Personnel Committee.
5. **Committee and Working Group reports**
To note the minutes of the Committees and Working Groups below:
 - **Environment and Development** – 9th September 2024 (Pages 4-7)
 - **Finance and Personnel** – 18th September 2024 (Pages 8-13)
6. **Approval of any items over £5,000 and consideration of any virement**
7. **External Audit Report** - recommended for approval by F&P (Pages 14-16)
8. **Meeting with the Police and Crime Commissioner Clare Moody on 7th November at 6pm – all welcome.** To confirm the questions in advance.
9. **Outside Bodies reports** – for reporting only
10. **Creating Community identity** – for reporting only
11. **Chairman’s report** - for reporting only
12. **Bath and North East Somerset Councillors’ reports** – for reporting only

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.

13. **Purchase of Parish Council Office** – verbal update on the meeting with the vendor on 2nd October 2024.
14. **Fallen Tree at May Tree Road** – update on insurance claim and to review the risk assessment (Pages 17-19)

WESTFIELD PARISH COUNCIL

Minutes of the meeting of the Parish Council held at the Oval Office
Monday 2nd September 2024 commencing at 7.00pm

- Present:** Chair: Cllr P Wilkinson
Cllrs: K Biggs, D Cooper, G Fuller, R Hopkins, L Lambell,
P Millard, R Moss and P Williams
- Attending:** Tracey Stephens, Deputy Clerk
- Also attending:** Michael Auton of Community Catalysts, 2 members of the public
- Absent:** Cllrs M Curtis and E Jackson

Two members of the public attended in order to raise concerns about their understanding that a cycle path is planned from the end of Keats Road, across Old Pit Road to Eagle Drive. They pointed out that this is an exceptionally busy route for pedestrians, especially during the school term. Cllr Moss advised that he will investigate with B&NES whether there is a plan for this route.

54. To welcome Michael Auton, Community Catalysts

Michael Auton gave a presentation of his work with Community Catalysts – a CIC company that encourages sole traders to work in the care of vulnerable people in the community. This includes personal care, running an accessible class, DIY and gardening, housework, cooking and more.

55. To consider co-opting to the vacancy on the Parish Council and to receive the declaration of acceptance of office

Laura Lambell attended the meeting and applied for co-option to the Parish Council. Cllr Fuller proposed and Cllr Moss seconded. The motion was carried unanimously.

Resolved: (1) to co-opt Laura Lambell to the Parish Council
(2) to receive the declaration of acceptance of office from Cllr Laura Lambell.

56. Apologies for absence and to consider the reasons given

Apologies for absence were received from Cllr Jackson on medical grounds and accepted.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

57. Declarations of interest and dispensations

There were no declarations of interest

58. To confirm and sign the minutes of the Parish Council meeting – 1st July 2024

Resolved: that the minutes of the meeting on 1st July 2024 were agreed and signed as a correct record.

59. To confirm the committee(s) on which Cllr Curtis would like to serve

Cllr Curtis was absent so no decision was made.

60. Committee and Working Group reports

(a) Environment and Development Committee – 8th July 2024

Resolved: That the Minutes of the Environment and Development meeting held on 8th July 2024 be noted.

(b) Finance and Personnel Committee – 17th July 2024

Resolved: That the Minutes of the Finance and Personnel meeting held on 17th July 2024 be noted.

61. Approval of any items over £5000 and consideration of any virement

There were no items to consider

62. To confirm there are no professional, personal or financial interests with the current auditors

Internal - Auditing Solutions Ltd. Clackerbrook Farm, 46 The Common, Bromham, WILTSHIRE SN15 2JJ

External - BDO LLP, Arcadia House, Maritime Walk - Ocean Village, Southampton SO14 3TL

There were no professional, personal or financial interests with the current auditors

63. Meeting with the Police and Crime Commissioner Clare Moody on 7th November at 6pm – all welcome. Clare has asked for questions in advance.

Cllrs were advised to consider what questions they would like to ask the Police and Crime Commissioner at the meeting on 7th November.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

64. Outside Bodies reports

There were no outside bodies reports

65. Creating Community Identity

Cllr Hopkins advised that he intends to do a survey of signs to smaller towns and parishes and ask B&NES why none of them include Westfield.

66. Chairman's report

Cllr Wilkinson gave an update on the work that had been going on over the August break with regard to the purchase of the office.

The valuation report had been received and it was agreed to keep to the offer that had been made. The condition survey had not yet been received but verbal confirmation was given that there were no major defects, apart from the drains outside being blocked.

He reported that a meeting had been held with residents of Upper Court in relation to their concern over dangerous dogs. At the meeting was the police, dog warden and a representative from Live West.

There had also been meetings with CURO and People and Places with regard to building social and affordable housing on suggested rural exception sites.

67. Bath and North East Somerset Councillors' reports

Cllr Moss reported that with the new Government's announcement about housing, B&NES would need to build more houses. The B&NES Local Plan would have to go back out to consultation.

He also reported that there was an increase in anti-social behaviour in the area in August. He had asked the police if patrols could be increased.

The meeting closed at 7:55pm

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held in the boardroom at the Oval Office, Cobblers Way, Westfield on 9th September 2024 commencing at 7pm.

Present: Cllrs Diana Cooper (Chair), Kit Biggs, Geoff Fuller, Ron Hopkins, Paul Millard, Phil Wilkinson and Pat Willilams.

Also attending: Lesley Close, Parish Clerk

Absent: Cllr Eleanor Jackson

43. Apologies for absence and to consider the reasons given

Apologies were received from Cllr Jackson.

44. Declarations of interest and dispensation

Cllr Hopkins declared an interest as the applicant of application no 24/02688/TCA.

45. Minutes of the last meeting

Resolved: The minutes of the last meeting held on 8th July 2024 were agreed as a true record and signed by the Chair.

46. Neighbourhood Plan Review working group

Cllr Hopkins reported on a series of meetings over the summer with three Housing Associations, highlighting possible areas of land for rural exception sites and the development of the derelict garages for affordable rented homes, the need for which is evidenced in the Housing Needs Survey.

47. Planning applications for consideration

There were no objections to the following application:

24/02856/FUL	21 Nightingale Way	Erection of first floor side extension and single storey rear extension
24/03101/TCA	9 Westhill Gardens	T1. Bay. Fell large bay tree at rear of property
24/03183/FUL	Unit 3a St Peter's Park, Cobblers Way	Change of use of Unit 3A from a use within Use class E (g) to use as a tattoo and cosmetic beauty treatment studio

48. Planning Decisions

The planning decisions were noted.

Minutes subject to approval at the next meeting.

Signed **Dated**

49. Strategic Transport Consultation

Two items were raised to be highlighted in response to the consultation: (1) The need for measures to relieve the congestion and gridlock on the A367 through Westfield between 7.30am and 10am and 2.30pm and 6pm: (2) the urgent need for a multi-agency approach to address the riding of pit bikes on roads, footpaths and alleys.

50. Recreation Ground – Norton Hill

Removal of the Silver Birch Trees – to be arranged.

Youth Shelter – The Committee received the request from Norwest Bowling Club that the Youth Shelter be moved. The shelter was positioned there under advice from the Police and having reviewed the location it was confirmed as the best location for this facility for young people.

Vandalism to the play surface in the play area – It was noted that the vandalism had been reported to the police, the repairs have been completed and claimed on the insurance.

51. Recreation Ground – Westhill

Changing Rooms – The Condition Report had been circulated and also sent to the Architect to consider the best way forward. To be brought back to Committee. The Clerk to contact B&NES Planning for written confirmation regarding the need for a planning application.

Vandalism to the Basket Swing – this has been reported to the police and the insurance and a quote is awaited for repair / replacement.

Resolved: To send a photo of the damaged swing to The Journal as an example of repeated vandalism at the play areas and an appropriate press release highlighting the cost to local people.

52. Waterside Valley

Footbridge – Cllr Millard reported on good feedback from the public on the new bridge. A quote is awaited for a step on the Radstock side. In due course the accessible path will meet the bridge on the Westfield side.

Footpaths – Quotes are being analysed by New Leaf Studio for the footpaths, phase 1 on which is to be funded by Somer Valley Rediscovered. The Clerk to seek funding for Phase 2 once the wetlands work has been completed next year.

Grass cutting – Arrangements are being put in place for a grass cut in the autumn, weather permitting, to be funded by Somer Valley Rediscovered.

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

53. Highways

Bleed kits – A request was received from the police for the funding of bleed kits in Westfield.

Resolved: (1) to ask the Police the cost of the bleed kits; (2) to ask Cllr Moss if these are progressing / being funded by B&NES.

Railings – requests for barriers/ railings to prevent pit paths on the footpaths and alleys were received.

Resolved: (1) that research last year revealed that there is no physical barrier which will both accommodate mobility scooter and stop pit bikes. So reluctantly a physical barrier is not feasible. Enforcement via the Police / CCTV seems to be the only option. (2) to ask Cllr Moss to request in B&NES a conference for the parishes to share experience of pit bikes and put pressure on the police to address this highly dangerous and growing trend.

Ruskin Road – driving across the verge

Resolved: To respond to the email from Paul Garrod re-iterating concern at lack of action thus far, requesting the legal advice is shared with the Parish Council in order that we may understand the situation in its entirety and to re-confirm its objections due to damage to the tree and safety of pedestrians.

54. Events

Love Parks Week July/Aug – The Committee expressed it huge thanks to Caitlin for arranging this successful series of event.

55. Green Spaces Survey

The survey results were received with thanks.

56. Facebook Statistics

The growing Facebook engagement was noted with thanks.

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

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.

57. Quotes

Noticeboard at Nightingale Way

Resolved: (1) to accept the quote from The Noticeboard Company in the amount of £1,116.70+VAT for an 18 x A4 size aluminium noticeboard.
(2) to pursue the installation costs and bring back to Committee. The Clerk to check budgetary provision.

Chain link fencing at Norton Hill Recreation Ground

Resolved: to ask whether it is possible to re-use the concrete posts and if so to requote on this basis.

PA Systems for the Christmas Lights Switch-On Event

Resolved: to seek clarification on the time restriction on the least expensive quote.

The meeting closed at 8.10pm

Minutes subject to approval at the next meeting.

Signed Dated

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 1 – DEBIT CARD

Report for F&P - August & September

SHEET

2024-25-5-6

REF	DATE	SUPPLIER	DETAILS	TOTAL	Subscriptions 4024/1	printing & stationary 4023/1	Postage 4022/1	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Christmas 4223/202	Hire of rooms and Hospitality 4131/101	Training 4005/1
DC:226	28/8/2024	Tesco	Batteries	£23.00		£23.00							
DC:227	10/9/2024	Co-op	Tea and Coffee	£7.20								£7.20	
			TOTAL (NET)	£25.60	£0.00	£18.40	£0.00	£0.00	£0.00	£0.00	£0.00	£7.20	£0.00
			VAT:	£4.60		£4.60							
			TOTAL (Gross)	£30.20	£0.00	£23.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00

APPENDIX 2A

Invoices for payment AUGUST

Payment No.	Supplier	Invoice Date	Details	Norm 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	Stationery	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 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 4237202	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

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
	✓		
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*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




WWW.WESTFIELDPARISHCOUNCIL.CO.UK

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)	✓			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

[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

[Signature]

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
F88E8F3322FA4B1...

Date 09 August 2024