

Westfield Parish Council

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

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

Established 2011

All Council Meetings are open to the Public and Press

10th October 2024

TO: a) Members of the Finance & Personnel Committee:
Cllrs Diana Cooper, Michelle Curtis, 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 23rd October 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 18th September 2024 (**Pages 1-6**)
4. **Monthly Accounts** To agree the monthly accounts
 - Current Account – Sept (**Pages 7-10**)
 - Business Select Account – Sept (**Pages 11-13**)
 - Business Savings Account (the interest rate at 1st Oct is 4.25%) Sept (**Pages 14-16**)
 - Debit card expenditure sheet since the last meeting – no transactions in October to date
 - 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. October (**Page 17**)
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 18**)
7. **Verification of Bank Reconciliations**
To receive the Councillor's verification of the bank reconciliation. Financial Regulation 2.2 requires that at least once a quarter and at each financial year end a Councillor other than the Chair of the Council or a bank signatory, should verify the bank reconciliations. They should sign the reconciliation and the original bank statement as evidence. *Verified by Cllr Millard 7/10/24.*
8. **Budget Analysis at 6 months (Pages 19-23)**
9. **Grants 2024-25** To consider the report of the Grants Sub Committee for recommendation to Parish Council. **To follow.**
10. **Westfield Action Plan 2024/25**
To review the updated Action Plan (**Pages 24-28**)
11. **Budget 2025-26**
Members to highlight new items which could be included for consideration in the budget setting process for 2025-26.
12. **CIL/ S.106 Report (Pages 29-30)**
13. **To confirm the purchase of wreaths for Remembrance: £27.50 each x 4 (MSN, Radstock, Westfield and the D Day Wreath = £110.00**
14. **To consider adding the Deputy Clerk as an authorised user on the bank account for the Parish Council and the two Trusts.**

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.

15. Quotes

16. Office Move – Verbal Update following a meeting with Oval Homes 15/10/24

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 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	£882.25	£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 2355915101 - 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). Norm 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

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/09/2024		48,615.28
			<u>48,615.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			48,615.28
<u>Unpresented Receipts (Plus)</u>			
30/09/2024 2		296.91	
			<u>296.91</u>
			48,912.19
		Balance per Cash Book is :-	48,912.19
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	7,413.98					7,413.98	
	Banked:11/09/2024	95,000.00						
9	Corporate Treasury Account	95,000.00			203		95,000.00	Tfr Treasury to Current
	Banked:20/09/2024	2,666.00						
27	The Football Foundation	2,666.00			1177	308	2,666.00	Football Foundation Grant
	Banked:30/09/2024	296.91						
2	Nationwide Savings Account	296.91			204		296.91	Tfr Nationwide to Current
Total Receipts for Month		97,962.91	0.00	0.00			97,962.91	
Cashbook Totals		105,376.89	0.00	0.00			105,376.89	

Current Account

Payments made between 01/09/2024 and 30/09/2024

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/09/2024	Water 2 Business (was BrisWate	1	37.02	37.02		501			5066250364/3391/ 2 Busine
02/09/2024	Water 2 Business (was BrisWate	2	43.73	43.73		501			5066112432/3366/ 2 Busine
02/09/2024	Water 2 Business (was BrisWate	3	68.17	68.17		501			5066250186/3390/ 2 Busine
02/09/2024	The Co-Operative Bank	4	5.00			4050	1	5.00	Duplicate Statement Fee
02/09/2024	Oval Commercial Investments Lt	5	1,007.70	1,007.70		501			Purchase Ledger
04/09/2024	DB + Paul	7	1,500.00	1,500.00		501			INV-4194/3393/DB + Paul
11/09/2024	The Co-Operative	8	7.20			4131	101	7.20	Coffee
13/09/2024	GPS Telecoms Limited	10	79.19	79.19		501			94993/3412/GPS Telecoms Limite
17/09/2024	E-ON Energy Solutions Ltd	11	67.98	67.98		501			KI-8B072E1E- 0011/3413/E-ON Ene
18/09/2024	Oval Commercial Investments Lt	12	24.00	24.00		501			Purchase Ledger
18/09/2024	wutan martial arts	13	50.00	50.00		501			28.7.24/3388/wutan martial art
18/09/2024	Sign Efex Ltd (formerly Frome	14	132.00	132.00		501			INV20872/3417/Sign Efex Ltd (f
18/09/2024	DCK Accounting Solutions Limit	15	252.00	252.00		501			TPC11448/3419/DC Accounting S
18/09/2024	A&L Couriers	16	400.00	400.00		501			22/3411/A&L Couriers
18/09/2024	RoSPA Play Safety	17	415.20	415.20		501			82725/3392/RoSPA Play Safety
18/09/2024	HMRC	18	638.11			515		638.11	HMRC PAYE/NI
18/09/2024	Lamps & Tubes Illuminations Lt	18092024	7,236.00	7,236.00		501			INV- 71734/3406/Lamps & Tubes I
18/09/2024	Glacier Environmental Ltd	19	808.20	808.20		501			SI- 13698/3394/Glacier Environm
18/09/2024	Avon Pension Fund	20	1,192.54			517		1,192.54	Avon Pension Fund
18/09/2024	New Leaf Studios Ltd	21	1,386.00	1,386.00		501			INV- 0553/3410/New Leaf Studios
18/09/2024	G B Sport & Leisure UK Limited	22	1,872.00	1,872.00		501			15877/3409/G B Sport & Leisure
18/09/2024	GreenSward Sports Consultancy	23	5,319.50	5,319.50		501			INV- 0250/3408/GreenS Sport
18/09/2024	Ricoh UK Ltd	25	152.40	152.40		501			102535955/3418/RI UK Ltd
20/09/2024	Spectrum Form Design Limited	26	30,000.00	30,000.00		501			274/3396/Spectrum Form Design
Subtotal Carried Forward:			52,693.94	50,851.09	0.00			1,842.85	

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
24/09/2024	E-ON Energy Solutions Ltd	28	61.77	61.77		501			KI-41D1889C9-0008/3416/E-ON En
24/09/2024	Salaries	29-31	3,708.99			516		3,708.99	Salaries
Total Payments:			56,464.70	50,912.86	0.00			5,551.84	

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 2 - Corporate Treasury Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Corporate Treasury Account	30/09/2024		396,726.26
			<u>396,726.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			396,726.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			396,726.26
		Balance per Cash Book is :-	396,726.26
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		491,726.26					491,726.26	
Banked:		0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>491,726.26</u>	<u>0.00</u>	<u>0.00</u>			<u>491,726.26</u>	

Corporate Treasury Account

Payments made between 01/09/2024 and 30/09/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
11/09/2024	Current Account	9	95,000.00			201		95,000.00	Tfr Treasury to Current
Total Payments:			95,000.00	0.00	0.00			95,000.00	

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 3 - Nationwide Savings Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Savings Account	30/09/2024		85,000.03
			<u>85,000.03</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,000.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,000.03
		Balance per Cash Book is :-	85,000.03
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Receipts for Month 6

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	85,000.03					85,000.03	
	Banked: 30/09/2024	296.91						
1	Nationwide Bank	296.91			1196	1	296.91	Interest Received - Nationwide
Total Receipts for Month		296.91	0.00	0.00			296.91	
Cashbook Totals		<u>85,296.94</u>	<u>0.00</u>	<u>0.00</u>			<u>85,296.94</u>	

Nationwide Savings Account

Payments made between 01/09/2024 and 30/09/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
30/09/2024	Current Account	2	296.91			201		296.91	Tfr Nationwide to Current
Total Payments:			296.91	0.00	0.00			296.91	

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	£1,192.54		
DCK - BACS monthly	Accounting support	£0.00	£862.25	£0.00	£262.50	£183.75	£210.00	£189.00		
GPS Telecoms (DD monthly)	Telephone and broadband	£24.03	£65.81	£65.81	£63.45	£65.81	£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	£2,177.92		
HMRC (BACS monthly)	PAYE and NI	£613.00	£651.05	£579.07	£705.44	£638.11	£638.11	£637.91		
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	£1,007.70		
Oval Commercial (BACS)	Use of Boardroom	£60.00	£50.00	£60.00	£60.00	£60.00	£20.00	£60.00		
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	£3,709.19		
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00		
Ricoh (BACS quarterly)	Photocopier	£152.40	£0.00	£127.00	£0.00	£0.00	£127.00	£0.00		
Eon Next wef 1/1/23 monthly	NH Pavilion - Electricity	£86.28	£81.97	£84.47	£76.14	£81.21	£67.98	£73.53		
Southern Electric d/d annually	Xmas Lights on lampposts	£0.00	£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	£51.73		
SoVision IT (BACS monthly)	IT Support	£208.35	£226.23	£226.23	£226.23	£226.23	£226.23			
Eon Next wef 1/1/23	NH Pavilion - Gas	£103.78	£93.17	£45.00	£92.01	£0.00	£61.77	£75.86		
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	£0.00		
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00	£0.00	£214.09	£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	£0.00	£0.00	£2,985.21		
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00	£0.00		
Monthly Total		£12,040.21	£9,896.06	£9,246.26	£16,483.87	£9,377.99	£9,937.06	£12,226.40	£0.00	£0.00

2024/25 Budget Variation update to 31st September 2024

As per Financial Regulation 4.8, please find below written explanations of the budget variations which are over 15% (or over £100) as at 30th September 2024.

4990/199 Rolling Capital Provision - £5,940 spent against a budget of £5,000, but off set from our CIL ear marked reserves. With significant capital spending on the cards this year, spending will be allocated from the budget heading and then there will be a corresponding journal against our CIL reserves.

1179/1 CIL Income - £3,581 received so far this year (unbudgeted).

4002/1 Employers NIC £1,683 spent from the total annual budget of £1,830 – to be corrected for next year.

4023/1 Stationery, printing, publications - £1,249 spent against the budget of £530. However £1000 wrongly allocated to this nominal code which should have been allocated to 4212/102 Newsletter (Westfield Warbler). This will be rectified next month.

4990/2 Rolling Capital – Spending on the Changing Rooms and Reports for the New Office are coming from this budget heading and then transferred from reserves. It therefore shows and overspend of £3,056 against budget.

4224/202 Parish Environment (Plants etc) – Shows an overspend of £5,650 on its £1000 budget. However £6,223 of this relates to the new speed indicator devices, which were met by a grant from the Police and Crime Commissioner.

4227/202 E&D Projects – Shows an overspend of £42,564 against its £5,000 budget. The footbridge at Waterside Valley in the amount of £45,687.49 was allocated to this heading, but a WECA grant was secured for this purpose.

4062/308 Grounds Maintenance Ad Hoc -We have spent 60% of this budget.

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>1 Central Services</u>								
1176 Precept Received	0	120,401	240,802	120,401			50.0%	
1179 CIL income	0	3,581	0	(3,581)			0.0%	
1196 Interest Received	297	1,812	2,000	188			90.6%	
Central Services :- Income	297	125,794	242,802	117,008			51.8%	0
4001 Wages & Salaries	4,310	25,807	51,836	26,029	26,029		49.8%	
4002 Employer's NIC	281	1,683	1,830	147	147		91.9%	
4003 Employer's Superannuation	948	5,677	11,404	5,727	5,727		49.8%	
4005 Training	0	280	500	220	220		56.0%	
4008 Travel & Subsistence	0	0	200	200	200		0.0%	
4011 Rates Payable	0	0	1,120	1,120	1,120		0.0%	
4013 Rent Payable	890	4,432	11,120	6,688	6,688		39.9%	
4018 Health & Safety	145	319	897	579	579		35.5%	
4021 Telephone & Fax	66	354	1,030	676	676		34.4%	
4022 Postage	0	0	220	220	220		0.0%	
4023 Stationery Printing, Public'ns	0	1,249	530	(719)	(719)		235.7%	
4024 Subscriptions	0	1,432	1,455	23	23		98.4%	
4025 Insurance	0	0	3,945	3,945	3,945		0.0%	
4026 Photocopying Charges	0	127	1,141	1,014	1,014		11.1%	
4027 Information Technology	226	2,342	5,644	3,303	3,303		41.5%	
4036 Furniture & Equipment	0	0	250	250	250		0.0%	
4050 Bank Charges	5	55	145	90	90		37.9%	
4056 Audit Fees - External	0	0	825	825	825		0.0%	
4057 Audit Fees - Internal	0	50	370	320	320		13.5%	
4058 Accountancy Support	210	283	2,950	2,668	2,668		9.6%	
4062 Ground Maintenance ad hoc	127	127	0	(127)	(127)		0.0%	
4998 Tfr to Earmarked Reserves	0	3,581	0	(3,581)	(3,581)		0.0%	
Central Services :- Indirect Expenditure	7,209	47,796	97,412	49,616	0	49,616	49.1%	0
Net Income over Expenditure	(6,912)	77,999	145,390	67,392				
<u>101 Democratic Process</u>								
4131 Hire Meeting Rooms/Hospitality	7	25	700	675	675		3.6%	
Democratic Process :- Indirect Expenditure	7	25	700	675	0	675	3.6%	0
Net Expenditure	(7)	(25)	(700)	(675)				
<u>102 Civic Support</u>								
4101 Chair's Allowance	180	590	600	10	10		98.3%	
4102 Civic Expenses	0	0	300	300	300		0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4210 Website	0	0	480	480		480	0.0%	
4212 Newsletter	400	1,800	5,941	4,141		4,141	30.3%	
Civic Support :- Indirect Expenditure	<u>580</u>	<u>2,390</u>	<u>7,321</u>	<u>4,931</u>	<u>0</u>	<u>4,931</u>	<u>32.6%</u>	<u>0</u>
Net Expenditure	<u>(580)</u>	<u>(2,390)</u>	<u>(7,321)</u>	<u>(4,931)</u>				
<u>199 Capital and Projects</u>								
4901 Loan Interest	0	149	250	101		101	59.6%	
4902 Loan Capital Repaid	0	3,538	7,124	3,586		3,586	49.7%	
4990 Rolling Capital Provision	0	8,056	5,000	(3,056)		(3,056)	161.1%	
4999 Tfr from Earmarked Reserves	0	(13,029)	0	13,029		13,029	0.0%	
Capital and Projects :- Indirect Expenditure	<u>0</u>	<u>(1,286)</u>	<u>12,374</u>	<u>13,660</u>	<u>0</u>	<u>13,660</u>	<u>(10.4%)</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>1,286</u>	<u>(12,374)</u>	<u>(13,660)</u>				
<u>202 Community Support</u>								
1177 Grants Received	0	9,500	0	(9,500)			0.0%	
Community Support :- Income	<u>0</u>	<u>9,500</u>	<u>0</u>	<u>(9,500)</u>				<u>0</u>
4203 Grants	0	2,888	15,000	12,112		12,112	19.3%	
4223 Christmas	6,081	6,132	16,500	10,368		10,368	37.2%	
4224 Parish Environment (Plants etc	68	6,650	1,000	(5,650)		(5,650)	665.0%	
4225 Green space maintenance	0	1,583	1,832	249		249	86.4%	
4227 E & D Projects	1,155	47,564	5,000	(42,564)		(42,564)	951.3%	
4230 Flowers in Public Places	0	6,538	6,870	332		332	95.2%	
4231 De-fibrillator	0	1,582	1,925	343		343	82.2%	
4232 Community Projects	0	750	0	(750)		(750)	0.0%	
4237 Youth Provision	0	6,490	13,221	6,731		6,731	49.1%	
4241 St Nicholas Churchyard	0	0	2,652	2,652		2,652	0.0%	
4243 Waterside Valley	0	568	10,000	9,432		9,432	5.7%	
4999 Tfr from Earmarked Reserves	0	(15,687)	0	15,687		15,687	0.0%	
Community Support :- Indirect Expenditure	<u>7,304</u>	<u>65,058</u>	<u>74,000</u>	<u>8,942</u>	<u>0</u>	<u>8,942</u>	<u>87.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,304)</u>	<u>(55,558)</u>	<u>(74,000)</u>	<u>(18,442)</u>				
<u>303 Westfield Allotments</u>								
1012 Income from WAGS	0	0	100	100			0.0%	
Westfield Allotments :- Income	<u>0</u>	<u>0</u>	<u>100</u>	<u>100</u>			<u>0.0%</u>	<u>0</u>
4039 Grounds maintenance	0	0	100	100		100	0.0%	
Westfield Allotments :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				

Continued over page

11:24 Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6 Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
307 Westhill Recreation Ground								
1177 Grants Received	0	0	206	206			0.0%	
Westhill Recreation Ground :- Income	0	0	206	206			0.0%	0
4011 Rates Payable	0	0	953	953		953	0.0%	
4012 Water	0	0	640	640		640	0.0%	
4014 Electricity	0	0	760	760		760	0.0%	
4015 Gas/Heating Oil	0	0	465	465		465	0.0%	
4017 Cleaning	0	0	1,445	1,445		1,445	0.0%	
4039 Grounds maintenance	1,055	5,281	12,011	6,730		6,730	44.0%	
4055 Legal Fees	0	507	0	(507)		(507)	0.0%	
4062 Ground Maintenance ad hoc	110	635	6,000	5,365		5,365	10.6%	
4063 CCTV	0	0	100	100		100	0.0%	
4065 Play area inspections	0	173	660	487		487	26.2%	
4999 Tfr from Earmarked Reserves	0	(507)	0	507		507	0.0%	
Westhill Recreation Ground :- Indirect Expenditure	1,165	6,089	23,034	16,945	0	16,945	26.4%	0
Net Income over Expenditure	(1,165)	(6,089)	(22,828)	(16,739)				
308 Norton Hill Recreation Ground								
1098 Insurance Received	0	770	0	(770)			0.0%	
1177 Grants Received	2,666	2,666	1,495	(1,171)			178.3%	
Norton Hill Recreation Ground :- Income	2,666	3,436	1,495	(1,941)			229.8%	0
4011 Rates Payable	0	224	836	612		612	26.8%	
4012 Water	0	206	640	434		434	32.2%	
4014 Electricity	65	467	988	521		521	47.3%	
4015 Gas/Heating Oil	59	303	552	249		249	55.0%	
4033 Legionella Risk Assessment	0	395	0	(395)		(395)	0.0%	
4039 Grounds maintenance	1,055	5,278	14,879	9,601		9,601	35.5%	
4062 Ground Maintenance ad hoc	3,884	6,058	10,000	3,942		3,942	60.6%	
4063 CCTV	0	0	103	103		103	0.0%	
4065 Play area inspections	0	173	1,650	1,477		1,477	10.5%	
Norton Hill Recreation Ground :- Indirect Expenditure	5,063	13,105	29,648	16,543	0	16,543	44.2%	0
Net Income over Expenditure	(2,397)	(9,669)	(28,153)	(18,484)				
Grand Totals:- Income	2,963	138,730	244,603	105,873			56.7%	
Expenditure	21,328	133,177	244,589	111,412	0	111,412	54.4%	
Net Income over Expenditure	(18,365)	5,553	14	(5,539)				
Movement to/(from) Gen Reserve	(18,365)	5,553						

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
315 EMR Rolling Capital Fund	69,403.11		69,403.11
322 EMR Grants Unpaid	471.77		471.77
324 EMR Training	7,769.15		7,769.15
325 EMR Legal Fees	6,000.00		6,000.00
326 EMR Elections	5,538.00		5,538.00
327 EMR E&D Projects	16,187.00		16,187.00
329 EMR Play Equipment	39,662.02		39,662.02
330 EMR Community Fund	7,710.26		7,710.26
331 EMR Community Centre	86,962.00		86,962.00
332 EMR CCTV	4,017.00		4,017.00
333 EMR Youth Provision	33,484.00		33,484.00
334 EMR s106 - funds rec'd in adva	1,037.75		1,037.75
335 EMR Conferences & Travel	1,497.00		1,497.00
336 EMR Street Scene Maintenance	7,947.65		7,947.65
337 EMR Recruitment	539.00		539.00
341 EMR CIL 2021-22	16,502.74	-16,502.74	0.00
342 EMR CIL 2022-23	52,994.77	-12,720.75	40,274.02
343 EMR NH Maintenance repairs	9,258.00		9,258.00
344 EMR Salaries Contingency	1,252.00		1,252.00
345 EMR Pit Path Lights	16,000.00		16,000.00
346 EMR Nature Trail	4,120.00		4,120.00
347 EMR Waterside Valley	12,345.00		12,345.00
348 EMR Waterside Valley - Fenced	10,000.00		10,000.00
349 EMR CIL 2023-24	32,256.22		32,256.22
350 EMR CIL 2024-25	0.00	3,580.97	3,580.97
	<u>442,954.44</u>	<u>-25,642.52</u>	<u>417,311.92</u>

Westfield Parish Council Action Plan 2024 at October 2024

Item	Details - Aims and objectives arising from community engagement	Target date	Link to budget code	Current details and progress	Update October 2024
Christmas Lights switch-on event	The event continues to be successful and well attended. ON-GOING	Annual event	4223/2 02	Temporary Event Notice is no longer required by B&NES. Speed Indicator Device to go up on the Westhill Road Junction and therefore we will need to convert another lamppost for Christmas Lights ON-GOING	Action - To agree which lamppost to convert
Nature trail to link to the proposed park in Westfield	This suggestion was raised at the Neighbourhood Plan consultations. This is being considered by the Green and Open Spaces Working Group. In Dec/Jan 2020/1 the services of a surveyor were undertaken to establish land value and an approach was made to the landowner who declined the offer of £10,000.	ongoing	4912/1 99 S106 / CIL	As it would appear that the landowner is not willing to sell at the moment, this project is on hold and has been somewhat replaced for the time being by the planned purchase of a section of the Waterside Valley. ON HOLD	
Westfield Inspirational Citizen Award	2018: John Reynolds of Westfield TT 2019: Martin Bates of WAGS 2020: Catherine Cooper for Terracycle collection 2021: three winners – Debbie Maggs, Mike Chivers, Nigel Swift 2022: Eddie and Rachael Liddiard 2023 – Marion Harrington 2024 – Sally Hicks	Annual	4102/1 02	ON-GOING	

Westfield Parish Council Action Plan 2024 at October 2024

<p>Changing Rooms at Westhill Recreation Ground</p>	<p>The Neighbourhood Plan supported a proposal for the development of a parish facility in Westfield to meet the social, recreational and cultural needs of the community.</p> <p>s106 funds have been obtained for a feasibility study which has now formed the basis of a Planning Application which is currently under consideration with B&NES. Multiple funding sources were investigated. Sperring Trust have pledged £5000.</p>	<p>ongoing</p>	<p>4928/1 99</p>	<p>Discussion commenced with Westfield Club to regularise ownership and to use part of the premises for changing rooms. An Architect has been selected to design and manage the works once the legal ownership is confirmed.</p> <p>Westhill Club has completed its work to become a Co-operative and thus have a legal constitution. The constitution confirms the land is in the ownership for public recreation for perpetuity. The land has been registered with Land Registry in their name and a land swap undertaken giving some land for patio use to the Club and changing rooms to the Parish Council at the site of the former skittle alley.</p> <p>The Football Clubs and Football Foundation have been consulted on the Plans for the new changing rooms.</p> <p>ON-GOING</p>	<p>Funding applications are being prepared and we are preparing for tender.</p>
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Westfield Parish Council Action Plan 2024 at October 2024

Youth provision in Westfield	The Parish Council budgets to fund the Youth Service for Westfield.	ongoing	4237/2 02	YCSW send regular updates on their work. The Parish Council has signed a two-year contract for their services through to March 2025. ON-GOING	
Climate Emergency	Following the declaration of a climate emergency at Parish Council on 2 nd March 2020 a working group was formed. There is opportunity for the Working Group to report to each Parish Council meeting.	n/a		Items of a Climate Emergency are considered under the remit of E&D. The Parish Council has drafted a Nature Action Plan – March 2024 ON-GOING	30 Days Wild and Love Parks Week focussed on highlighting the importance of biodiversity.
Office space and storage in the light of Covid	Parish Council explored the options to allow the staff to return safely to work. It was agreed to hire the office next door to increase space for social distancing and storage. Government guidance and the increase/decrease of Covid in the area is monitored weekly.	Ongoing	4013/1	The offices were closed during periods of National lockdown in November and Jan-March but are being used when permitted. The one-year contract for the second office expired October 2021 and is now used on a month by month basis with 2 month notice to vacate. The first office tenancy is due to expire December 2022. Arrangements in place for an office move to the office block next door in August 2024 ON-GOING	Negotiations ongoing.

Westfield Parish Council Action Plan 2024 at October 2024

Neighbourhood Plan Review	Five years after the adoption of the Neighbourhood Plan at Referendum, it has been agreed to conduct a review to keep it relevant.	May 2025		<p>(1) We have gone out to tender for a planning consultant to help create a new housing policy relating to affordable housing for Westfield residents;</p> <p>(2) We have gone out to tender for a housing needs survey to give evidence for item (1) above.</p> <p>(3) Funding up to £10,000 is available from DEFRA.</p> <p>The Housing Needs Survey took place in Feb/March 2024 funded by DEFRA.</p> <p>This report to inform the Housing update section of our Neighbourhood Plan.</p> <p>ON-GOING</p> <p>Agreed at E&D 14/10/24 to put this on the Action Plan and consider in the context of other large projects ongoing at the moment</p>	Housing Needs Survey was completed and consequently meetings set up with Housing Associations to discuss the possibility of a Rural Exception Site to meet the affordable rented housing needs for the next 5 years (16 units).
New Chain Link Fencing along A367/ Norton Hill Recreation Ground	Quote received to replace the chain link fencing which would give a better visual appearance to the site.	On-going	4062/308		

Review History

Agreed by Finance and Personnel

To be reviewed twice a year

20/5/2015

Westfield Parish Council Action Plan 2024 at October 2024

Reviewed by Finance and Personnel	23/09/2015
Reviewed by Finance and Personnel	19/05/2016
Reviewed by Finance and Personnel	19/10/2016
Reviewed by Finance and Personnel	19/04/2017
Reviewed by Finance and Personnel	18/10/2017
Reviewed by Finance and Personnel	18/04/2018
Reviewed by Finance and Personnel	17/09/2018
Reviewed by Finance and Personnel	17/04/2019
Reviewed by Finance and Personnel	23/10/2019
Reviewed by Finance and Personnel	22/04/2020
Reviewed by Finance and Personnel	21/10/2020
Reviewed by Finance and Personnel	22/04/2021
Reviewed by Finance and Personnel	20/10/2021
Reviewed by Finance and Personnel	19/10/22
Reviewed by Finance and Personnel	19/4/23
Reviewed by Finance and Personnel	18/10/23
Reviewed by Finance and Personnel	17/4/24
Reviewed by Finance and Personnel	23/10/24
Date of next review	April 2025

*GOS = Green & Open Spaces Group

Balance of 2024-25 CIL funds
 Balance of CIL funds overall:

£3,580.97
 £76,110.99

Radco Outline s.106 has been paid in three instalments:

18/01/2022	3475.64
27/11/2023	3475.64
01/05/2024	3580.97
Total	10532.25

3/6/24 - I clarified with John Theobald of B&NES that these figures are correct in relation to the number of residential units on the outline planning application. It is fairly unusual to pay CIL before any reserved matters are considered. If the application changes and more residential units are added, then the CIL requirement would also change.

Prepared by: Lesley Close, Parish Clerk
 Verified by: F&P Committee

