

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting

held at The Oval Office on Wednesday 23rd October 2024 at 10.30am

Present: Cllr Pat Williams (Vice Chair, in the Chair), Cllrs Ron Hopkins, Paul Millard and Phil Wilkinson.

Absent: Cllrs Robin Moss and Diana Cooper

In Attendance: Lesley Close, Parish Clerk

54. Apologies for absence

Apologies for absence were received and accepted from Cllrs Cooper and Moss.

55. Declarations of interest and dispensations

There were no declarations of interest.

56. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 18th September 2024 be agreed and signed as a correct record.

57. Monthly Accounts

Resolved:

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

58. 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 October 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.

59. 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: (1) 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.

(2) that the Clerk contacts DJS requesting advice on the Avon Pension Scheme in comparison with other available schemes.

60. Verification of Bank Reconciliations

Noted that Cllr Millard signed the bank reconciliations on 7/10/24.

61. Budget Analysis at Six Months

Resolved: That the report of the Clerk be noted.

62. Grants 2024/25

Resolved: To recommend to Parish Council the list of grant awardees, as recommended by the Grants Sub Committee.

63. Westfield Action Plan 2024/25

Resolved: To accept the Action Plan.

64. Budget 2025/26

Resolved: To add to the draft budget a sum towards the development of land at the top of Elm Tree Avenue. Cllr Hopkins to start discussions with CURO etc.

65. CIL/S.106 Report

Resolved: To accept the CIL/ S.106 Report.

66. To confirm the purchase of wreaths for Remembrance Day

Resolved: To confirm the purchase of four wreaths in the total amount of £110.00.

67. To consider adding the Deputy Clerk as an authorised user on the Parish Council and Trust Bank Accounts

Resolved: To add the Deputy Clerk as an authorised user on the bank accounts.

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.

68. Quotes

Resolved: To agree the following quotes in items 1-5 below:

- (1) AIB Electrical £310 for required work to the circuit board at Norton Hill Garage following fixed electric testing.
- (2) B&NES £792.83 for the work marked desirable on the Tree Inspection Reports at May Tree Road and Holly Walk, this being the grinding out of the Cherry Tree Stump, the cutting back of the birch tree from the street light at May Tree Road and raising the canopy of the maple at Holly Walk.
- (3) GPS Telecom to install the broadband in the new office £99 plus £30 pcm for the phones (this compares to the current £10.50 pcm for the phones).
- (4) Db+Paul £600 for a report to breakdown costs for the items in the Condition Report to be held as a retention.
- (5) Taylor Plant for the footpaths at Waterside Valley to be funded by Somer Valley Rediscovered in the amount of £98,875 including £7,000 contingency. This will create a path from the Swallow Café entrance to the Chestnut Close entrance. The remaining paths in the amount of £171,015 - £98,875 = £72,140 will go into the Westfield Action Plan for completion when possible.
- (6) That the £1million public liability insurance by Sanalini for the installation of the noticeboard at Nightingale Way is sufficient.
- (7) Not to accept the quote of £1,172 for the renewal of Cyber Insurance Certification. Cllr Hopkins to re-look at this after the office move.
- (8) Given the disruption caused by legionella, to give the existing two adult teams at Norton Hill free use of the pitch and pavilion for the rest of this season.
- (9) To take quotes relating to Westhill Club to Parish Council for a wider discussion.

69. Office Move

A revised lease without security of tenure was received from Oval Homes and discussed in detail together with a contracting out notice and the new occupancy agreement for the existing offices.

- Resolved:**
- (1) To sign the declaration that s 24-28 of the Landlord and Tenant Act 1954 are not to apply to the business tenancy.
 - (2) To sign the new occupancy agreement.

The meeting closed at 11.45am.

APPENDIX 2

Payment No.	Supplier	Invoice Date	Details	Nom code	£ net	VAT	£ gross
3297	Kelvin Hawkins	15/09/2024	Clean / treat water system	4018/1	£145.00	£29.00	£174.00
3298	GM Engineering	18/09/2024	Install second silhouette	4101/102	£180.00	£36.00	£216.00
3299	Clear Insurance Management	01/10/2024	Cyber insurance	4025/1	£405.25	£0.00	£405.25
3300	Trinity Methodist Church	30/09/2024	Youth Club hall hire	4237/202	£520.00	£0.00	£520.00
3301	Royal British Legion	07/10/2024	Wreaths	4203/202	£110.00	£0.00	£110.00
3302	Royal British Legion	07/10/2024	Lorry Poppies (Chairs allowance)	4101/202	£60.00	£0.00	£60.00
3303	GB Sport and Leisure	02/10/2024	Swing Seat	4062/307	£1,100.00	£220.00	£1,320.00
3304	Drainfast	02/10/2024	Unblock pavilion drains	4062/308	£180.00	£0.00	£180.00
3305	AIB Electrical	07/10/2024	Westhill Club defib electrics	4203/202	£350.00	£0.00	£350.00
3306	Zurich	07/10/2024	Westhill Changing Rooms insurance	4025/1	£213.46	£0.00	£213.46
3309	Trophies of Radstock	10/10/2024	Trophy engraving	4227/202	£33.78	6.75	£40.53
3310	GreenSward Sports Consultancy	27/06/2024	Christmas Tree Report	4224/202	£60.00	12	£72.00
3311	Bath & North East Somerset Council	14/10/2024	Ash Tree Removal - N/H	4227/202	£5,571.32	£1,114.26	£6,685.58
3312	Wellers Law Group	31/01/2024	Legal Advice re. Office at n/h	4910/199	£200.00	£40.00	£240.00
TOTAL							£10,412.82
<i>Added since the agenda was distributed:</i>							
3314	AIB Electrical	15/10/2024	Norton Hill Fixed Electrics Test	4203/202	£300.00	£0.00	£300.00
3315	Viking	18/20/24	Stationary	4023/1	£95.41	£19.87	£119.23
3316	Heartsafe	21/10/2024	3 x bleed kits	4224/202	£606.95	£119.40	£726.35
TOTAL							£1,145.58

APPENDIX 3

Supplier	Details	April	May	June	July	August	Sept	October
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 1/11/23 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	£226.23
Eon Next wef 1/11/23	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