

# Westfield Parish Council

The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

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Established 2011

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

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

12<sup>th</sup> November 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 20<sup>th</sup> November 2024** at **10.30am** at The Oval Office, Cobblers Way, Westfield.

A handwritten signature in black ink, appearing to be 'LJ Close'.

Ms L J Close  
Parish Clerk

### Public Questions

This section, at the Chairman's discretion may last up to 15 minutes and is not part of the formal meeting of the Council.

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## AGENDA

- 1. Apologies for absence and to consider the reasons given**  
Committee to receive apologies for absence and, if appropriate, to resolve to approve the reasons given in accordance with the Local Government Act 1972 s85(1)
- 2. Declarations of interest and dispensations**  
Members to declare any interests they may have in agenda items, in accordance with the requirements of the Council's Code of Conduct. The Committee may consider agreeing a dispensation, providing the request is put in writing and the dispensation is allowed on the grounds set out in s.33 of the Localism Act 2011.

3. **Minutes**  
To confirm and sign as a correct record the minutes of the Finance & Personnel meeting held on 23<sup>rd</sup> October 2024 (**Pages 1- 6**)
4. **Monthly Accounts**  
To agree the accounts
  - Current Account - **Oct / Nov accounts to follow next month**
  - Corporate Treasury Account - **Oct / Nov accounts to follow next month**
  - Business Savings Account - **Oct / Nov accounts to follow next month** (the interest rate at 1<sup>st</sup> Nov 23 is 3.75%)
  - Petty cash imprest sheet – (**Page 7**)
  - Debit card expenditure sheet – November (**Page 8**)
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. (**Page 9**)
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 10**)
7. **Budget 2025-26**  
Draft budget and 3-year forecast attached for comments (**Pages 11-20**).
8. **Standing Orders and Direct Debits** To review and comment on the list of standing orders and direct debits, to note the changes to suppliers' details and to consider and approve the continued use of online banking and BACS payments. (**Page 21**)
9. **Petty Cash Tin** – To check the balance
10. **St Nicholas Church** – Grant Feedback (**Pages 22-23**)
11. **Pension Scheme Comparison** - Update on contact with DJS as requested at the last meeting (meeting scheduled 11/11/24)

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.

12. **Payscales** – Update from NALC (**Page 24**)
13. **Office Move** – verbal Update and IT removals quote (**Pages 25-26**)

**WESTFIELD PARISH COUNCIL**  
**Minutes of the Finance & Personnel Meeting**  
**held at The Oval Office on Wednesday 23<sup>rd</sup> 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 18<sup>th</sup> 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 1 – DEBIT CARD

REF	DATE	SUPPLIER	DETAILS	TOTAL	posting & stationary 4023/1	Health & Safety 4018/1	Furniture & equipment 4036/1	Parish Environment 4224/202	Christmas 4223/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Ad hoc	Hospitality 4131/101
DC228	15/10/2024	Halfords	Red cable ties	£5.16				£4.30					
DC229	16/10/2024	Longfellows	Sandwiches - Grants Sub	£22.50									£22.50
			TOTAL (NET)	£26.80	£0.00	£0.00	£0.00	£4.30	£0.00	£0.00	£0.00	£0.00	£22.50
			VAT:	£0.86				£0.86					
			TOTAL (Gros)	£27.66									
added since the agenda was circulated													



**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 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	£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



WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET

November  
2024-25-8

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/1	Health&Safety 4018/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Events 4232/202	Hospitality 4131/101
		Balance b/f	£91.95								
	21/10/2024	Condolence card - RA	£3.00								£2.50
		<b>TOTAL (NET)</b>	<b>£2.50</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£2.50</b>
		<b>VAT:</b>	<b>£0.50</b>								<b>£0.50</b>
		<b>Ongoing balance</b>	<b>£88.95</b>								

top-up required

*previously reported  
added since agenda was circulated*

Imprest Holder signature \_\_\_\_\_ Date \_\_\_\_\_

Counter signature \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P -  
November  
SHEET

2024-25-8

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Christmas 4223/202	Stationary 4023/1	Furniture & Equipment 4036/1	Health and safety 4018/1	W/H Maintenance 4062/307	Defibrillator 4231/202	Hospitality 4131/101
DC230	21/10/2024	Amazon	3 x Christmas trees 1.5m	£71.97		£59.97						
DC231	31/10/2024	Essential Supplies Ltd	Cable cover matting for Christmas Lights	£55.22		£46.02						
DC232	31/10/2024	Thompsons Hardware	Key set for pavilion	£16.00				£13.34				
DC233	31/10/2024	Timpson	Remaining keys for pavilion which could not be cut at Thompsons	£46.00				£38.34				
DC234	5/11/2024	Lidl	Lights Switch On refreshment and FC presents	£122.67		£107.12						
DC235	5/11/2024	Mr Flag	Christmas flag	£7.99		£7.99						
			TOTAL (NET)	£272.78	£0.00	£221.10	£0.00	£51.68	£0.00	£0.00	£0.00	£0.00
			VAT:	£47.07		£36.75		£10.32				
			TOTAL (Gros)	£319.85		£257.85						

added since the agenda was circulated

Signed: \_\_\_\_\_

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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	£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	£0.00	
GPS Telecoms (DD monthly)	Telephone and broadband	£24.03	£65.81	£65.81	£63.45	£65.81	£65.81	£65.81	£78.97	
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	£2,177.92	
HMRC (BACS monthly)	PAYE and NI	£613.00	£651.05	£579.07	£705.44	£638.11	£638.11	£637.91	£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	£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	£90.00	
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	£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	£0.00	£0.00	
Ricoh (BACS quarterly)	Photocopier	£152.40	£0.00	£127.00	£0.00	£0.00	£127.00	£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	£73.53	£86.47	
Southern Electric d/d annually	Xmas Lights on lampposts	£0.00	£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	£0.00	
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	£88.60	
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	£0.00	
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00	£0.00	£214.09	£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	£0.00	£0.00	£2,985.21	£0.00	
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00	£0.00	£0.00	
	<b>Monthly Total</b>	<b>£12,040.21</b>	<b>£9,896.06</b>	<b>£9,246.26</b>	<b>£16,483.87</b>	<b>£9,377.99</b>	<b>£9,937.06</b>	<b>£12,452.63</b>	<b>£9,069.30</b>	<b>£0.00</b>

**Westfield Parish Council Budget 2025-26**

CODE	ITEM	Current budget 2024-25	Actual at 6 months	Estimate to year end	Proposed 2025-26 budget
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**EXPENDITURE**

<b>1 Central Services</b>					
4001	Wages & Salaries	51,836	25,807	49,477	54,758
4002	Employer's NIC	1,830	1,683	5,172	5,964
4003	Employer's Superannuation	11,404	5,677	10,885	12,047
4005	Training	500	280	500	500
4008	Travel & Subsistence	200	0	200	200
4011	Rates Payable	1,120	0	1,120	3,400
4013	Rent Payable (office premises)	11,120	4,432	11,120	4,029
4018	Health and Safety	897	319	897	924
4021	Telephone	1,030	354	750	775
4022	Postage	220	0	220	220
4023	Stationery, Printing & Publications	530	1,249	1,500	557

4024	Subscriptions	1,455	1,432	1,432	1,432	1,480
4025	Insurance	3,945	0	3,945	3,945	4,063
4026	Photocopying charges	1,141	127	1,141	1,141	1,175
4027	Information Technology	5,644	2,342	5,644	5,644	6,208
4030	Recruitment	0	0	0	0	0
4036	Furniture & Equipment	250	0	250	250	250
4050	Bank charges	145	55	145	145	145
4056	Audit Fees - External	825	0	630	825	825
4057	Audit Fees - Internal	370	50	450	450	464
4058	Accountancy Support	2,950	283	2,950	2,950	3,245
4062	Grounds Maintenance Ad Hoc	0	127	127	127	0
NEW	Office Cleaning	0	0	0	0	1,445
NEW	Office utilities	0	0	0	0	1,500
4998	Trf to Earmarked Reserve	0	3,581	3,581	0	0
	<b>Sub total</b>	<b>97,412</b>	<b>47,798</b>	<b>98,555</b>	<b>104,174</b>	

**101 Democratic Process**

4005	Training	0	0	0	0	0
4007	Conference expenses	0	0	0	0	0
4008	Travel and subsistence	0	0	0	0	0

4110	Election Costs	0	0	0	0	0
4131	Meeting rooms/hospitality	700	25	700	700	0
6001	Trf to Earmarked Reserves	0	0	0	0	0
	<b>Sub total</b>	<b>700</b>	<b>25</b>	<b>700</b>	<b>700</b>	<b>0</b>

**102 Civic Support**

4101	Chairs allowance	600	590	600	600	600
4102	Civic expenses	300	0	300	300	310
4210	Website E&D	480	0	500	500	515
4212	Newsletter E&D	5,941	1,800	5,941	5,941	5,941
6000	Trf from Earmarked Reserve	0	0	0	0	0
	<b>Sub total</b>	<b>7,321</b>	<b>2,390</b>	<b>7,341</b>	<b>7,341</b>	<b>7,366</b>

**199 Capital and projects**

4901	Loan interest	250	149	250	250	51
4902	Loan capital repaid	7,124	3,538	7,124	7,124	3,637
4990	Rolling capital provision	5,000	8,056	8,056	8,056	5,000
6000	Trns from Earmarked Reserve	0	0	0	0	0
6001	Trf to Earmarked Reserves	0	-13,029	0	0	0
	<b>Sub total</b>	<b>12,374</b>	<b>-1,286</b>	<b>15,430</b>	<b>15,430</b>	<b>8,688</b>

**202 Community Support**

4203	Grants	15,000	2,888	15,000	15,000
4223	Christmas E&D	16,500	6,132	20,483	21,097
4224	Parish Environment E&D	1,000	6,650	6,650	1,000
4225	Green Spaces Maintenance	1,832	1,583	1,582	1,980
4227	E & D Projects E&D	5,000	47,564	47,564	5,000
4230	Flowers in Public Places E&D	6,870	6,538	8,046	8,287
4231	Defibrillator E&D	1,925	1,582	1,925	1,925
4232	Community Projects	0	750	750	0
4237	Youth Provision E&D	13,221	6,490	13,541	13,947
4241	St Nicholas Churchyard	2,652	0	2,652	2,710
NEW	Waterside Valley	10,000	568	10,000	10,000
6000	Trf from Earmarked Reserve	0	-15,687	0	0
	<b>Sub total</b>	<b>74,000</b>	<b>65,058</b>	<b>128,193</b>	<b>80,946</b>

303 Allotments



4039	Grounds maintenance E&D	100	0	100	100
	<b>Sub total</b>	<b>100</b>	<b>0</b>		
<b>307 Westhill Recreation Ground</b>					
4039	Grounds Maintenance contract E&D	12,011	5,281	11,898	12,255
4062	Grounds Maintenance ad hoc E&D	6,000	635	6,000	6,000
4011	Rates	953	0	0	982
4012	Water	640	0	0	640
4014	Electricity	760	0	0	760
4015	Gas	465	0	0	465
4017	Cleaning	1,445	0	0	1,445
4063	CCTV	100	0	0	100
4055	Legal Fees	0	507	507	0
NEW CODE	Changing Room Loan repayment	0	0	0	9,419
4065	Play Area Inspections E&D	660	173	1,410	1,452
4999	Transfer from Earmarked reserves	0	-507	0	0
	<b>Sub total</b>	<b>23,034</b>	<b>6,089</b>	<b>19,815</b>	<b>33,518</b>

<b>308 Norton Hill Recreation Ground</b>					
4011	Rates	836	224	836	861
4012	Water	640	206	640	660
4014	Electricity	988	467	988	1,527
4015	Gas	552	303	739	761
4033	Legionella Risk Assessment	0	395	395	1,000

4039	Grounds Maintenance contract E&D	14,879	5,278	14,879	13,830
4062	Grounds Maintenance ad hoc E&D	10,000	6,058	12,000	12,000
4063	CCTV E&D	103	0	103	103
4065	Play Equip inspections E&D	1,650	173	1,255	1,293
6000	Trf from Earmarked Reserve				
	<b>Sub total</b>	<b>29,648</b>	<b>13,104</b>	<b>31,835</b>	<b>32,035</b>

	<b>Total expenditure</b>	<b>244,589</b>	<b>133,178</b>	<b>301,869</b>	<b>266,727</b>
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### INCOME

1176	Precept	240,802	120,401	240,802	
1196	Interest received	2,000	1,812	2,000	200
1012	Allotments income - WAGS	100	0	100	100
1177	Grants received (Norton Hill Trust)	1,495	2,666	2,666	3,359
1177	Grants received (Westhill Trust)	206	0	206	206
1177	Grants received community support	0	9,500	9,500	0
1180	Donations rec'd	0	0	0	0
1179	CIL income	0	3,581	3,581	0

1098	Insurance Received - N/H	0	770		
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	Total income	244,603	138,730	258,855	3,865
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Earmarked Reserves at 30/09/24

<u>CODE</u>	<u>TITLE</u>	<u>BALANCE</u> <u>30/9/24</u>	<u>Predicted</u> <u>balance at</u> <u>1/4/25</u>
315	Rolling Capital	69,403	0
322	Grants unpaid	472	472
324	Training	7,769	6,769
325	Legal Fees	6,000	0
326	Elections	5,538	5,538
327	E&D Projects	16,187	0
329	Play Equipment	39,662	0
330	Community Fund	7,710	7,710
331	Community Centre	86,962	0
332	CCTV	4,017	4,017
333	Youth Provision	33,484	0
334	s.106	1,038	0
335	Conference and travel	1,497	1,497
336	Street Scene maint.	7,947	7,947
337	Recruitment	539	539
342	CIL 22/23	40,274	0
343	NH Maint. Repairs	9,258	9,258
344	Salary contingency	1,252	1,252
345	Pit Path lights	16,000	0
346	Nature Trail	4,120	0
347	Waterside Valley	12,345	12,345
348	Waterside Valley fenced	10,000	10,000
349	CIL 23/24	32,256	0
350	CIL 24/25	3,581	0
		<b>417,311</b>	<b>67,344</b>

TRUST - Norton Hill Recreation Ground proposed budget 2025-26						
CODE	ITEM	Current budget 2024-25	Actual at 6 months	Estimate to year end	Proposed 2025-26 budget	NOTES
<b>EXPENDITURE</b>						
4601	Trust Grant to WPC	1,495	1,495	1,495	3,359	As per the Trust Policy the income from use of pitch and facilities is paid to the Parish Council as a grant towards cost of upkeep.
	Total expenditure	1,495	1,495	1,495	3,359	
<b>INCOME</b>						
1015	Pitch Hire	400	0	0	400	Free use of N/H pitch 2024/25 due to legionella
1018	Bowling income -Norwest	1095	572	1,095	1181	As per new rent agreement and Schedule of Fees & Charges. Rent year starts in October so calculate 6 months at this year's rent and 6 months at new rent.
NEW	Grant - Football Foundation	0			1778	Yr 1 - 2023 - £2666; 2024 - £2666.00; 2025 - £1778.00; 2026 - £1778.00; 2027 - £888.00; 2028 - £888.00
	Total income	1,495	572	1,095	3,359	
	Deficit / surplus	0	-923	-400	0	

TRUST - Westhill Recreation Ground proposed budget 2025-26

CODE	ITEM	Current budget 2024-25	Actual at 6 months	Estimate to year end	Proposed 2025-26 budget	NOTES
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EXPENDITURE

4601	Trust Grant to WPC	206	0	206	206	As per the Trust Policy the income from use of pitch and facilities is paid to the Parish Council as a grant towards cost of upkeep.
	<b>Total expenditure</b>	<b>206</b>	<b>0</b>	<b>206</b>	<b>206</b>	

INCOME

1015	Pitch hire	206	0	206	206	Teams are fluid at the moment so cautious on budget for next year.
	<b>Total income</b>	<b>206</b>	<b>0</b>	<b>206</b>	<b>206</b>	

	<i>Deficit / surplus</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	
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Annual List of Direct Debits and Standing Orders 2024-25

F&P Committee 20 November 2024

Supplier	Details	Frequency	Notes
Water2Business	5 standpipes for auto-watering of flower displays	6-monthly	The water bills for the allotments are billed to WAGS and paid directly by them.
Water2Business	Water at N/H Pavilion	6-monthly	
GPS Telecoms	Telephones and broadband	monthly	Service charge £30.50pcm for phones £35.30pcm for broadband plus calls; £1.99 pcm fraud protection fee (+VAT)
Oval Commercial (SO)	2 x office Rental	monthly	Suite 5: £489.75pcm +VAT Suite 4: £350pcm +VAT
Public Works Loans Board	Repayments on loan for Westhill Play Area	6-monthly	Loan term: 15 years starting September 2010 - ends Sept 2025.
SSE	Electricity to Pavilion and Christmas tree	quarterly	Meter readings taken by the PC and submitted quarterly ahead of each bill. Contract ends 30/9/23 for the Christmas Tree - a new 3 year contract set up with SSE. Pavilion contract ends 31/10/23 to be replaced with a new 3 year contract with EonNext
The Information Commissioner	Annual renewal fee	annually	£40 per year for renewal of registration.
Eon Next	Electricity to Pavilion and Christmas tree	monthly	Commencing 1/1/23
Eon Next	Gas to Norton Hill Pavilion	monthly	Commencing 1/1/23

Summary of changes to suppliers' details 2024/25

Supplier	Details	Notes

# Westfield Parish Council

## Grant Feedback Form 2024-2025



Name of the Organisation

St Nicholas' Church

Name of person completing the form

Ian Egginton-Metters

Position held in the Organisation

Treasurer

Daytime phone number

07939 230053

Email address

ian@eggintonmetters.co.uk

### Grant awarded in 2024-25

How much was your organisation awarded by Westfield Parish Council in 2024-25?

£2,652

Has the grant been spent in full? If so, how was the grant spent? If not please detail any plans for the grant or any amount remaining (or if you are not able to make plans at the moment).

I can confirm that all the grant will have been spent as agreed by the end of your financial year funding a self-employed experienced gardener. Spend mainly through that freelance contracting to manage the grounds by strimming and cutting. Some bags for the various waste bins emptied by our volunteers. The areas immediately surrounding the Church continue to be mown except for areas managed for biodiversity in line with the Wilder Churches initiative (a partnership with the Diocese of Bath & Wells and Somerset Wildlife Trust).



What benefits have you seen since spending the grant funding?

Without the grant we simply could not afford to maintain the grounds and access to graves, albeit that we use some limited resources in addition to your grant, and volunteers. Many people walk through the grounds daily and on most days people can be seen tending their loved one's graves, often quite old graves. The sloping land makes access difficult at the best of times but negotiating between graves would be impossible if the vegetation wasn't strimmed low. It is a place of tranquility for many local people and remains the only graveyard in the area and so cherished and respected. Enhancing biodiversity has created new habitats to benefit wildlife; there are already many and varied habitats; we are enhancing them through the planned maintenance programme. We shall also be working with Somer Valley Rediscovered and TCV volunteers to plant a new hedge along the trackway leading to Westfield land, further enhancing biodiversity and re-establishing the hedge that used to exist.

**Please return to:**  
**[council@westfieldparishcouncil.co.uk](mailto:council@westfieldparishcouncil.co.uk)**

**or by post to:**  
**Parish Clerk, Westfield Parish Council, The Oval Office,  
St Peters Business Park, Westfield BA3 3BX**

**Thank you**

