

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting

held at The Oval Office on Wednesday 11th December 2024 at 9.30am

Present: Cllr Robin Moss (Chair), Cllrs Diana Cooper, Ron Hopkins, Laura Lambell, Paul Millard and Phil Wilkinson.

Absent: Cllr Pat Williams

In Attendance: Lesley Close, Parish Clerk

70. Apologies for absence

Apologies for absence were received and accepted from Cllr Williams.

71. Declarations of interest and dispensations

There were no declarations of interest.

72. Minutes

Resolved: (1) that the Minutes of the Finance & Personnel meeting held on 23rd October 2024 be agreed and signed as a correct record. (November meeting was not quorate).

(2) that in respect of minute 64 Budget, that there was no need to add a figure to the budget, however In Bloom might like to liaise with CURO before judging day to get the green spaces at the local shops tidied up.

73. Monthly Accounts

Resolved: a) that the bank reconciliation and monthly income and expenditure statements for the Current Account October / November be agreed.

b) that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account October / November be agreed.

c) that the bank reconciliation and monthly income and expenditure statements for the Business Savings account October / November be agreed.

d) that the summary of debit card transactions since the last meeting (Appendix 1 – Nov / Dec) be agreed. (Appendix 1)

e) that the petty cash items for Nov / Dec be agreed.(Appendix 2)

74. 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: (1) that the schedule of payments due in Nov / Dec be agreed, (attached as Appendix 3), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors via online banking;

(2) that, in the light of clarification on the defibrillator at the surgery, that the quote to move it to Bridges on the trading estate be agreed in the amount of £450.00

75. 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 4) and that the invoices and the BACS authorisation sheet be signed accordingly. That the BACS payments be made by two councillors via online banking.

76. Standing Orders and Direct Debits

Resolved: To accept the report of the Clerk.

77. Petty Cash Tin

Resolved: To note that the contents of the petty cash tin reconciled to the balance in the Committee report.

78. Internal Audit Report (Interim)

Resolved: To recommend to Parish Council the report of the Internal Auditor.

79. St Nicholas Church Grant Feedback

Resolved: To note the feedback from St Nicholas Church for their 2024 grant and to convey to the Church the positive feedback from residents and councillors regarding improvement to the churchyard.

80. Youth Connect Contract 2025/26

Resolved: To accept the contract.

81. Pension Scheme Comparison

Resolved: To note the meeting with the independent financial advisor regarding staff pensions. No further action required.

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.

82. Office Move

An update on the office move was given.

Resolved: (1) To accept the quote for the moving and re-installation of the computer equipment in the amount of £900 + VAT;

(2) To check the contract length with SoVision and prepare the tender spec for the next contract period.

The meeting closed at 10.00am.

APPENDIX 1 – DEBIT CARD

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	Defibrilator 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						
DC236	13/11/2024	Essential Supplies Ltd	Cable cover matting for Christmas Lights	£147.96		£123.30						
DC236A	30/10/24	Amazon	Amazon	£2.95		£2.46						
			TOTAL (NET)	£398.54	£0.00	£346.86	£0.00	£51.68	£0.00	£0.00	£0.00	£0.00
			VAT:	£72.21		£61.89		£10.32				
			TOTAL (Gros)	£470.76		£408.75						
								added since the agenda was circulated				

Report for F&P - December
SHEET 2024-25-9

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Grants 4203/202	Christmas 4223/202	Stationary 4023/1	E&D Projects 4227/202	N/H maintenanc e 4062/308	W/H Maintenanc e	Community Projects 4232/202	Hospitality 4131/101
DC237	26/11/2024	Amazon	Stirers for xmas lights	£6.95			£5.79						
DC238	26/11/2024	Hollies	Paper tablecloth - xmas lights	£3.98			£3.98						
DC239	04/12/2024	Hollies	Balloons - Grants presentation	£33.96		£33.96							
DC240	05/12/2024	Longfellows	Gluten free buffet for Grants presentation	£22.80		£22.80							
			TOTAL (NET)	£67.69	£0.00	£56.76	£9.77	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT:	£128.43			£1.16						
			TOTAL (Gros)	£67.69	£0.00	£56.76	£10.93	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

added since the agenda was circulated

		MONTH	December								
		SHEET	2024-25-9								
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	£88.95								
	27/11/2024	Biscuits for audit	£1.25								£1.04
		TOTAL (NET)	£1.04	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1.04
		VAT:	£0.21								£0.21
		Ongoing balance	£87.70								
		top-up required								previously reported	
										added since agenda was circulated	

APPENDIX 3 - PAYMENTS

Invoices for payment NOV							
Payment No.	Supplier	Invoice Date	Details	Nom code	£ net	VAT	£ gross
3325	SB Audio	05/10/2024	25% pa system for Xmas lights	4223/202	138.75	0	138.75
3322	Community Heartbeat Trust	25/10/2024	Replacement defib pads - Mardons	4231/202	£121.95	£24.39	£146.34
3326	Kelvin Hawkins	01/11/2024	Legionella work at Pavilion	4062/308	£95.00	£19.00	£114.00
3327	Trophies of Radstock	04/11/2024	Christmas Decs trophy	4223/202	£21.67	£4.33	£26.00
						TOTAL	£425.09
<i>Added since the agenda was distributed:</i>							
3328	MJW Architects	11/11/2024	Planning app and tech drawing	4990/199	£1,900.00	£380.00	£2,280.00
3329	AIB Electrical	12/11/2024	Power outlet for xmas lights	4203/202	£730.00	£0.00	£730.00
3330	AIB Electrical	12/11/2024	Fuseboard at N/H garage	4062/308	£310.00	£0.00	£310.00
3331	Glacier Environmental	12/11/2024	Legionella work at N/H pavilion	4062/308	£673.50	£134.70	£808.20
3332	GM Engineering	31/10/2024	Reinforcing christmas trees and silhouette	4223/202, 4101/102, 4227/202	£360.00	£72.00	£432.00
3333	AIB Electrical	16/11/2024	Christmas Lights	4223/202	£510.00	£0.00	£510.00
3334	DB+Paul	14/11/2024	Valuation of outstanding works to new office	4990/199	£600.00	£120.00	£720.00
						TOTAL	£5,790.20

Invoices for payment DEC							
Payment No.	Supplier	Invoice Date	Details	Nom code	£ net	VAT	£ gross
3341	The Journal - Tindle Newspapers	22/11/2024	Christmas lights advert	4223/202	£162.00	£32.40	£194.40
3342	A&L Couriers	26/11/2024	Warbler delivery	4212/102	£400.00	£0.00	£400.00
3343	Noticeboard Company	20/11/2024	Nightingale Way noticeboard	4227/202	£1,126.70	£225.34	£1,352.04
3344	Sanelli Solutions Ltd	19/11/2024	Installation of noticeboard and bleed kits	4227/202	£600.00	£0.00	£600.00
3345	Oval Commercial Investments Ltd	30/11/2024	Board Room Hire	4013/1	£60.00	£12.00	£72.00
3347	1st Radstock Scout Group		WPC Grant	4203/202	£500.00	£0.00	£500.00
3348	Citizens Advice Bureau (Bath & District)		WPC Grant	4203/202	£1,000.00	£0.00	£1,000.00
3349	Mardons Social Club		WPC Grant	4203/202	£750.00	£0.00	£750.00
3350	Midsomer Norton and Radstock Silver Band		WPC Grant	4203/202	£750.00	£0.00	£750.00
3351	Norton Radstock Photographic Society		WPC Grant	4203/202	£750.00	£0.00	£750.00
3352	Norwest Bowls Club		WPC Grant	4203/202	£670.00	£0.00	£670.00
3353	SWAN Advice Network		WPC Grant	4203/202	£1,000.00	£0.00	£1,000.00
3354	Trinity Girls Brigade		WPC Grant	4203/202	£500.00	£0.00	£500.00
3355	Westfield Allotments and Gardening Society		WPC Grant	4203/202	£750.00	£0.00	£750.00
3356	Westfield Voices		WPC Grant	4203/202	£400.00	£0.00	£400.00
3357	Westfield Football Club		WPC Grant	4203/202	£750.00	£0.00	£750.00
3358	SB Audio	05/10/2024	Christmas lights sound system	4223/202	£416.25	£0.00	£416.25
3360	Auditing Solutions	28/11/2024	Internal Audit - 1st Interim	4051/1	£225.00	£45.00	£270.00
3361	Archers Marquees Ltd	02/12/2024	Marquees for Christmas Lights	4223/202	£340.00	£68.00	£408.00
3362	Jesters Carnival Club	01/12/2024	Stewarding Christmas Lights	4223/202	£138.00	£0.00	£138.00
						TOTAL	£11,670.69
<i>Added since the agenda was distributed:</i>							
3363	Westfield Sports and Community Centre	06/12/2024	Buffet for Grants presentation	4223/202	£420.00	£0.00	£420.00
3364	AIB Electrical	03/12/2024	Christmas lights electrics	4223/202	£465.00	£0.00	£465.00
3365	SAS Barriers		Barriers for lights switch on	4223/202	£430.50	£86.10	£516.60
3366	Glacier Environmental	30/11/2024	Legionella at pavilion	4062/308	£348.00	£69.60	£417.60
						TOTAL	£1,819.20

APPENDIX 4 – REGULAR PAYMENTS

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	£1,605.02
DCK - BACS monthly	Accounting support	£0.00	£862.25	£0.00	£262.50	£183.75	£210.00	£189.00	£0.00	£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	£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	£2,177.92	£2,117.92
HMRC (BACS monthly)	PAYE and NI	£613.00	£651.05	£579.07	£705.44	£638.11	£638.11	£637.91	£638.11	£1,155.95
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	£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	£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	£3,708.99	£4,805.93
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	£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	£47.31
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	£330.33	
SoVision IT (BACS monthly)	IT Support	£208.35	£226.23	£226.23	£226.23	£226.23	£226.23	£226.23	£226.23	£18.48
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	£102.58
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	£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	£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	£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	£0.00
Monthly Total		£12,040.21	£9,896.06	£9,246.26	£16,483.87	£9,377.99	£9,937.06	£12,452.63	£9,625.86	£10,986.70