

Westfield Parish Council

The Oval Office, St Peter's Business Park

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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

7th January 2025

TO: a) Members of the Finance & Personnel Committee:
Cllrs Diana Cooper, Geoff Fuller (ex officio), Ron Hopkins, Laura
Lambell, 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 22nd January 2025 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 11th December 2024 (**Pages 1- 9**)

4. Monthly Accounts

To agree the accounts

- Current Account – **Dec to follow**
- Corporate Treasury Account - **Dec to follow**
- Business Savings Account - **Dec to follow**
(the interest rate at 1st Jan 2025 is 3.9%)
- Petty cash imprest sheet – no transactions this month
- Debit card expenditure sheet – no transactions yet this month

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 10**)

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. (**Pages 11-12**)

7. Quarterly Budget Variation Report (Pages 13-18)

8. Quarterly Bank Reconciliations by a Councillor To note that this was undertaken by Cllr Paul Millard on 11/12/24.

9. Tenders

(1) Christmas Lights Spec (**Pages 19-27**)

(2) IT Spec – To avoid penalties we would need to give notice on 10th March to our current provider, with the contract ending 10th June 2025. The new contract would commence 11th June 2025. We would therefore need to go out to tender with a deadline of 17th Feb in order to have a decision on tenders by F&P on 19th Feb and then give notice, if necessary, on 10th March. Given that the office experience of the current provider is good and the disruption of an office move imminent, may I suggest that we keep with the current provider for another year and go out to tender in January 2026 for a 11th June 2026 contract start. It would be very difficult to show potential tenderers our IT system if we are in the middle of an office move.

10. Community Infrastructure Levy (CIL) and Section 106 Funds

To note funds received and spent; the timeframe for spending and to identify projects if necessary. (**Pages 28-29**) This is a quarterly standing item on the agenda to ensure that the Committee is updated on funds available.

11. Budget and Precept 2025/26

a) Final budget (**Pages 30-36**)

b) Precept – three options and written notes (**Pages 37-40**)

c) Precept leaflet (**Pages 41-44**)

All items for recommendation to Parish Council on 3rd February 2025.

12. Fixed Assets Register

To review and agree the Fixed Assets Register (**Pages 45-50**)

13. Financial Risk Management 2025

- a) To consider the strategy document (**Pages 51-54**);
- b) to review the Financial Risk Assessment for 2024/25 (**Pages 55-59**);
- c) to discuss the Annual Review of Insurance Schedule (**Pages 60-61**);
- d) to review the Risk Register 2025 (**Pages 62-67**)

All items for recommendation to Parish Council on 3rd February 2025

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.

14. Quotes

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	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													
DC236	13/11/2024	Essential Supplies Ltd	Cable cover matting for Christmas Lights	£147.96		£123.30													
DC236A30	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						

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	£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	£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	£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 1/1/23	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

Schedule of regular payments 2024-25

(All amounts are NET)

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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
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Ricoh (BACS quarterly)	Photocopier	£152.40	£0.00	£127.00	£0.00	£0.00	£127.00	£0.00	£0.00	£127.00
Eon Next wef 1/1/23 monthly	NH Pavilion - Electricity	£86.28	£81.97	£84.47	£76.14	£81.21	£67.98	£73.53	£86.47	£47.31
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Southern Electric (DD quarterly)	Christmas Tree	£57.96	£0.00	£0.00	£53.80	£0.00	£0.00	£51.73	£330.33	£0.00
SoVision IT (BACS monthly)	IT Support	£208.35	£226.23	£226.23	£226.23	£226.23	£226.23	£226.23	£226.23	18.48 + 241.63
Eon Next wef 1/1/23	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
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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	£11,095.22

January	February	March	TOTAL TO DATE
£1,238.37			£12,367.28
£210.00			£1,917.50
£68.99			£630.30
£2,177.92			£21,672.44
£694.61			£6,951.36
£1,007.70			£9,741.10
£50.00			£570.00
£3,831.90			£38,258.27
£3,686.72			£7,373.44
£0.00			£533.40
£49.20			£734.56
£55.40			£55.40
£0.00			£493.82
			£1,791.96
£82.76			£745.53
£0.00			£262.65
£0.00			£214.09
£2,985.23			£11,940.86
£0.00			£40.00
£16,138.80	£0.00	£0.00	£0.00

2024/25 Budget Variation update to 30th November 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 November 2024.

1196/1 Interest Received – we budgeted £2,000 interest and so far this year have received £6,464, exceeding budget by £4,464.

4002/1 Employers NIC – We have exceeded budget by £415.

4101/102 Chair's Allowance – Some items have been wrongly allocated to Chair's Allowance because it is showing an overspend of £120, where it should be an underspend of £10.08 Adjustments will be made next time DCK do the accounts.

4224/202 Parish Environment – Spending shows £7396 against a budget of £1.000. However £6,223 of this relates to the new speed indicator devices, which were met by a grant from the Police and Crime Commissioner.

1177/202 Grants Received - £29,535 received in grants this year (unbudgeted)

4227/202 E&D Projects – Shows an overspend of £54,946 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.

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>1 Central Services</u>								
1176 Precept Received	0	240,802	240,802	0			100.0%	
1179 CIL income	0	3,581	0	(3,581)			0.0%	
1196 Interest Received	286	6,464	2,000	(4,464)			323.2%	
Central Services :- Income	286	250,847	242,802	(8,045)			103.3%	0
4001 Wages & Salaries	4,310	34,427	51,836	17,409		17,409	66.4%	
4002 Employer's NIC	281	2,245	1,830	(415)		(415)	122.7%	
4003 Employer's Superannuation	948	7,573	11,404	3,831		3,831	66.4%	
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	900	6,262	11,120	4,858		4,858	56.3%	
4018 Health & Safety	0	319	897	579		579	35.5%	
4021 Telephone & Fax	66	486	1,030	544		544	47.2%	
4022 Postage	0	0	220	220		220	0.0%	
4023 Stationery Printing, Public'ns	(17)	332	530	198		198	62.6%	
4024 Subscriptions	0	1,432	1,455	23		23	98.4%	
4025 Insurance	0	619	3,945	3,326		3,326	15.7%	
4026 Photocopying Charges	0	254	1,141	887		887	22.3%	
4027 Information Technology	242	2,809	5,644	2,835		2,835	49.8%	
4036 Furniture & Equipment	54	54	250	196		196	21.7%	
4050 Bank Charges	0	55	145	90		90	37.9%	
4056 Audit Fees - External	0	0	825	825		825	0.0%	
4057 Audit Fees - Internal	225	275	370	95		95	74.3%	
4058 Accountancy Support	0	440	2,950	2,510		2,510	14.9%	
4998 Tfr to Earmarked Reserves	0	3,581	0	(3,581)		(3,581)	0.0%	
Central Services :- Indirect Expenditure	7,009	61,443	97,412	35,969	0	35,969	63.1%	0
Net Income over Expenditure	(6,723)	189,404	145,390	(44,014)				
<u>101 Democratic Process</u>								
4131 Hire Meeting Rooms/Hospitality	3	50	700	650		650	7.2%	
Democratic Process :- Indirect Expenditure	3	50	700	650	0	650	7.2%	0
Net Expenditure	(3)	(50)	(700)	(650)				
<u>102 Civic Support</u>								
4012 Water	0	60	0	(60)		(60)	0.0%	
4101 Chair's Allowance	0	720	600	(120)		(120)	120.0%	
4102 Civic Expenses	0	0	300	300		300	0.0%	

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4210 Website	0	0	480	480		480	0.0%	
4212 Newsletter	400	3,200	5,941	2,741		2,741	53.9%	
Civic Support :- Indirect Expenditure	400	3,980	7,321	3,341	0	3,341	54.4%	0
Net Expenditure	(400)	(3,980)	(7,321)	(3,341)				
199 Capital and Projects								
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%	
4910 CAP New Office	0	200	0	(200)		(200)	0.0%	
4990 Rolling Capital Provision	(12,500)	(4,444)	5,000	9,444		9,444	(88.9%)	
4998 Tfr to Earmarked Reserves	15,000	15,000	0	(15,000)		(15,000)	0.0%	
4999 Tfr from Earmarked Reserves	(2,620)	(10,676)	0	10,676		10,676	0.0%	
Capital and Projects :- Indirect Expenditure	(120)	3,767	12,374	8,607	0	8,607	30.4%	0
Net Expenditure	120	(3,767)	(12,374)	(8,607)				
202 Community Support								
1177 Grants Received	0	29,535	0	(29,535)			0.0%	
Community Support :- Income	0	29,535	0	(29,535)				0
4203 Grants	730	1,660	15,000	13,340		13,340	11.1%	
4223 Christmas	1,329	8,256	16,500	8,244		8,244	50.0%	
4224 Parish Environment (Plants etc	68	7,396	1,000	(6,396)		(6,396)	739.6%	
4225 Green space maintenance	0	1,583	1,832	249		249	86.4%	
4226 Community Plan	0	2	0	(2)		(2)	0.0%	
4227 E & D Projects	1,727	54,946	5,000	(49,946)		(49,946)	1098.9%	
4230 Flowers in Public Places	0	6,538	6,870	332		332	95.2%	
4231 De-fibrillator	0	1,704	1,925	221		221	88.5%	
4232 Community Projects	0	750	0	(750)		(750)	0.0%	
4237 Youth Provision	0	9,996	13,221	3,225		3,225	75.6%	
4241 St Nicholas Churchyard	0	2,652	2,652	0		0	100.0%	
4243 Waterside Valley	0	634	10,000	9,366		9,366	6.3%	
4998 Tfr to Earmarked Reserves	0	20,035	0	(20,035)		(20,035)	0.0%	
4999 Tfr from Earmarked Reserves	(1,727)	(17,414)	0	17,414		17,414	0.0%	
Community Support :- Indirect Expenditure	2,126	98,738	74,000	(24,738)	0	(24,738)	133.4%	0
Net Income over Expenditure	(2,126)	(69,203)	(74,000)	(4,797)				
303 Westfield Allotments								
1012 Income from WAGS	0	100	100	0			100.0%	
Westfield Allotments :- Income	0	100	100	0			100.0%	0

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4039 Grounds maintenance	0	0	100	100		100	0.0%	
Westfield Allotments :- Indirect Expenditure	0	0	100	100	0	100	0.0%	0
Net Income over Expenditure	0	100	0	(100)				
<u>307 Westhill Recreation Ground</u>								
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	7,392	12,011	4,619		4,619	61.5%	
4055 Legal Fees	0	507	0	(507)		(507)	0.0%	
4062 Ground Maintenance ad hoc	0	885	6,000	5,115		5,115	14.8%	
4063 CCTV	0	0	100	100		100	0.0%	
4065 Play area inspections	0	173	660	487		487	26.2%	
4999 Tr from Earmarked Reserves	0	(507)	0	507		507	0.0%	
Westhill Recreation Ground :- Indirect Expenditure	1,055	8,450	23,034	14,584	0	14,584	36.7%	0
Net Income over Expenditure	(1,055)	(8,450)	(22,828)	(14,378)				
<u>308 Norton Hill Recreation Ground</u>								
1098 Insurance Received	0	770	0	(770)			0.0%	
1177 Grants Received	0	2,666	1,495	(1,171)			178.3%	
Norton Hill Recreation Ground :- Income	0	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	82	619	988	369		369	62.7%	
4015 Gas/Heating Oil	35	852	552	(300)		(300)	154.4%	
4033 Legionella Risk Assessment	0	395	0	(395)		(395)	0.0%	
4039 Grounds maintenance	1,055	7,389	14,879	7,490		7,490	49.7%	
4062 Ground Maintenance ad hoc	1,348	7,296	10,000	2,704		2,704	73.0%	
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	2,520	17,154	29,648	12,494	0	12,494	57.9%	0
Net Income over Expenditure	(2,520)	(13,718)	(28,153)	(14,435)				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	286	283,918	244,603	(39,315)			116.1%	
Expenditure	12,993	193,582	244,589	51,007	0	51,007	79.1%	
Net Income over Expenditure	<u>(12,707)</u>	<u>90,337</u>	<u>14</u>	<u>(90,323)</u>				
Movement to/(from) Gen Reserve	<u>(12,707)</u>	<u>90,336</u>						

14:32

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
315 EMR Rolling Capital Fund	69,403.11	15,000.00	84,403.11
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	-15,876.44	626.30
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	20,035.00	32,380.00
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
	442,954.44	10,018.78	452,973.22

Specification for Christmas Lights in Westfield

We are looking to hire Christmas Lights on a 4- or 5-year contract. The Contract should start with the Christmas 2025 display. We require installation, removal and storage.

Background

Westfield has had a Christmas Lights display on lampposts since 2015. Originally a Roman road, the A367 (Wells Road / Fosse Way) is long and straight, accommodating a magnificent series of 40 lights on lampposts. A green space on the corner of Wells Road and Elm Tree Avenue forms the centre of Westfield for the Christmas Lights. It has a living Christmas Tree which we would like to see drenched in lights and local shops where we would like to see six complementary designs on the walls. Full details of the lighting scheme requirements are on pages 4-5.

The lamp-posts are modified internally with isolator switches, a timer and a plug and socket externally (at height).

The successful contractor will be required to enter into a three-way agreement with the local authority, Bath & North East Somerset (owner of the columns), and the Parish Council, which includes the following requirements:

- Evidence of risk assessments and safe systems of works
- Evidence of training
- Traffic management – application for street works licence prior to working on the main road to install the lights

Tender Process

You are very welcome to arrange a site visit with us. Please contact us to arrange this or indeed if you require any further information. 01761 410669 or council@westfieldparishcouncil.co.uk

Tenders should be marked **CHRISTMAS LIGHTS TENDER** and emailed to Lesley Close, Parish Clerk on parishclerk@westfieldparishcouncil.co.uk by **5pm on Friday 28th March 2025**.

The tenders will be assessed by Committee with a view to making a decision by **24th April 2025**.

Please answer the questions below and complete the attached pricing schedule, giving as much information as you can. Please send a proposed design(s) which would be accommodated in the budget shown below.

WESTFIELD PARISH COUNCIL

General

	Yes / No
Please attach evidence that you are an approved contractor for NICEIC, IPAF and G39	
Please complete the attached Approved Contractor form and send the required attachments	
We require two attendees for our Christmas Lights Switch On Event for the last Thursday of November (one hour max) to switch on the lights at the appropriate moment. We only require the two columns closest to the event to be switched on with the countdown, the rest of the columns are illuminated afterwards. Can you accommodate this?	

What is your guaranteed response time in the event of a fault in the display?	
Environment – what steps have you taken to reduce the adverse impact of the scheme on the environment?	
Looking at the light display and the existing infrastructure, please outline which items are included in the contract and which are invoiced separately. Please outline in item (5) of the Pricing Schedule all extra costs, for example replacing a faulty timer.	

Budget

Our Budget is £15,000.

- (1) Lights on 40 lampposts as per the diagram on page 4. (currently £11,995)
- (2) To dress the Living Christmas Tree with lights, photo on page 5. (currently £2,500 all Christmas Trees)
- (3) 6 x complementary lights on the wall of the local shops at Elm Tree Avenue/Wells Road, photos on pages 6-7

Please send a proposed design(s) to accommodate the three items above within the specified budget.

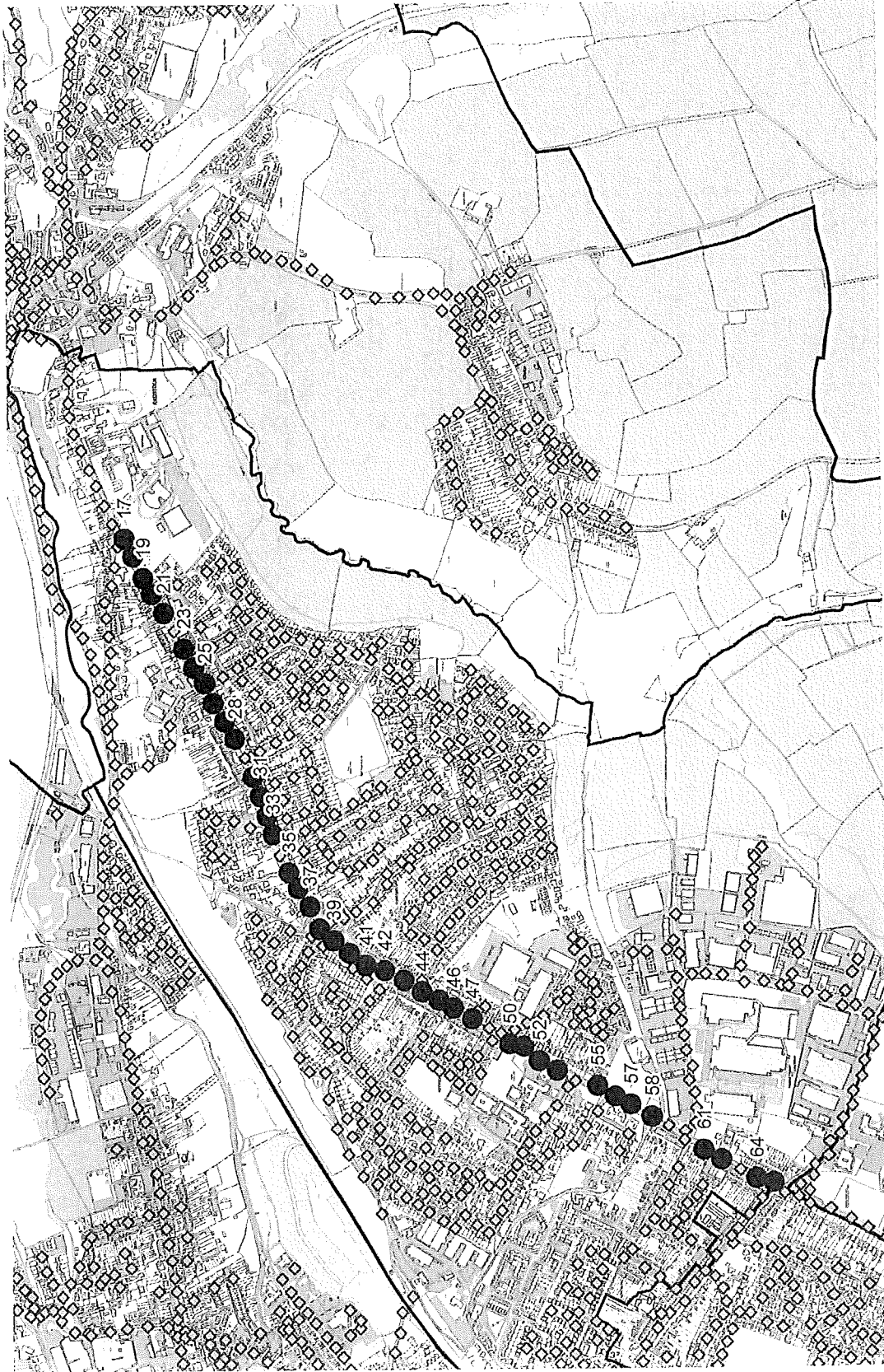
Pre-loved Option

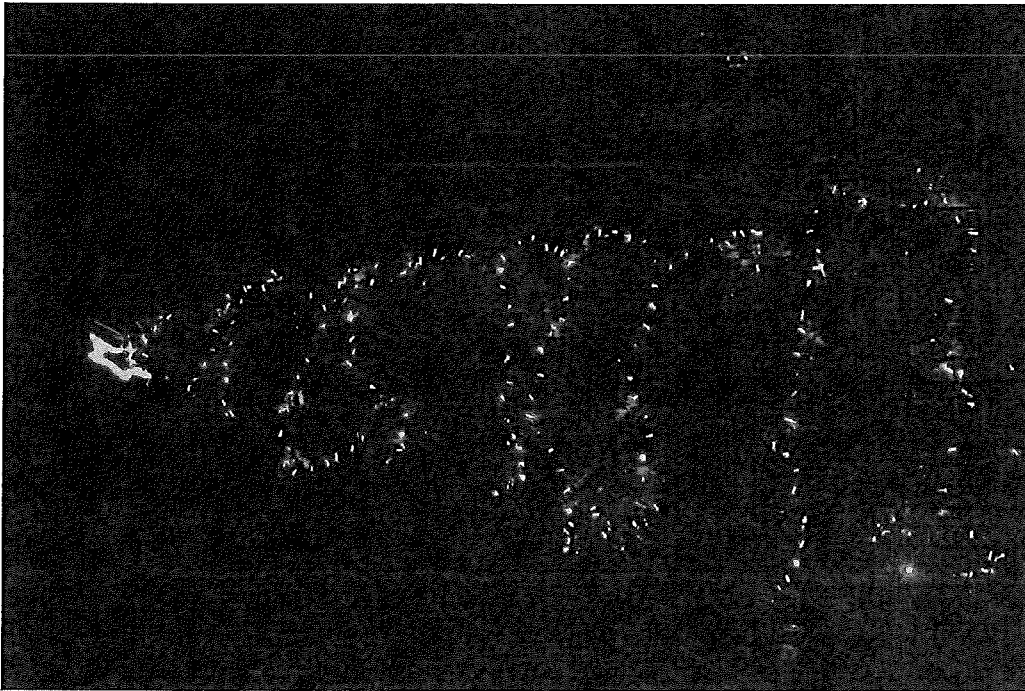
On the Pricing Schedule please quote separately for the option of a pre-loved Lights Display giving the terms on which this would be offered. We understand that this would be subject to availability and most likely a quick decision would be required.

WESTFIELD PARISH COUNCIL

Lights required on the Wells Road / Fosse Way, Westfield - 40 lamp columns:

17, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28, 30, 31, 32, 33, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 50, 51, 52, 53, 55, 56, 57, 58, 61, 62, 64, 65





WESTFIELD PARISH COUNCIL

Living Christmas Tree at Elm Tree Avenue / Wells Road Junction

Local shops at Elm Tree Avenue / Wells Road Junction

PRICING SCHEDULE – All prices net of VAT

(1) 40 Christmas Lights on Lampposts on the A367

	Price per annum for a four-year contract	Price per annum for a five-year contract	Wattage for the whole design and for LED lights indicate the angle of light achieved per bulb eg 100 degrees
To hire new lights			
Installation and removal, including setting the timers			
Storage			
Total			
To hire pre-loved lights			
Installation and removal, including setting the timers			
Storage			
Total			

(2) To dress the Living Christmas Tree in Lights

	Price per annum for a four-year contract	Price per annum for a five-year contract	Number of lights to go on the tree
To hire new lights			
Installation and removal, including setting the timers			
Storage			
Total			
To hire pre-loved lights			
Installation and removal, including setting the timers			
Storage			
Total			

(3) 6 x complementary lights on the walls of the local shops at Elm Tree Avenue/ Wells Road

	Price per annum for a four-year contract	Price per annum for a five-year contract	Notes
One-off cost of installation of all infrastructure such as brackets etc to accommodate the new wall display			
To hire new lights			
Installation and removal, including setting the timers			

Storage			
Total			
To hire pre-loved lights			
Installation and removal, including setting the timers			
Storage			
Total			

(4) Cost of 2 engineers to attend the Christmas Lights Switch On Event

	Price per annum for a four-year contract	Price per annum for a five-year contract	Notes
Total			

(5) Extras

	Price per annum for a four-year contract	Price per annum for a five-year contract	Notes
Total			

CIL funds 2024-25

CIL INCOME

Date	2024/25	Notes	Expiry date of funds
1/5/2024	£3,580.97	18/05623/OUT Co-Operative Store A Wells Road, instalment 3 of 3. See note below	May 2029
TOTAL		£3,580.97	

CIL EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
29/4/2024	4990/199 - CIL EMR	MJW Architects - Westhill Changing Rooms	£5,940.00
03/06/2024	4990/199 - CIL EMR	B&NES Building Regs	£507.00
30/06/2024	4990/199 - CIL EMR	Advertisement for tenders	£66.00
31/08/2024	4990/199 - CIL EMR	Valuation - new office	£800.00
15/08/2024	4990/199 - CIL EMR	Condition Reports - Office and changing Rooms	£1,250.00
30/11/2024	4999/341 - CIL EMR	Planning application for Westhill Changing Rooms	£1,900.00
30/11/2024	4999/341 - CIL EMR	DB+ Paul Report on value of work outstanding on new office	£720.00
30/11/2024	4999/341 - CIL EMR	New noticeboard at Nightingale Way	£1,126.70
30/11/2024	4999/341 - CIL EMR	Installation of noticeboard and bleed kits	£600.00

TOTAL	£12,909.70
CIL repaid following a repayment notice:	N/A
Balance of 2021-22 CIL funds	£626.30
Balance of 2022-23 CIL funds	£40,274.02
Balance of 2023-24 CIL funds	£32,256.00
Balance of 2024-25 CIL funds	£3,580.97
Balance of CIL funds overall:	£76,737.29

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

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

1 Central Services					
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
	Sub total	97,412	47,798	98,555	104,174	

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
	Sub total	700	25	700	700	0

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
	Sub total	7,321	2,390	7,341	7,341	7,366

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
	Sub total	12,374	-1,286	15,430	15,430	8,688

202 Community Support						
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	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
		Sub total	74,000	65,058	128,193	80,946

303 Allotments

4039	Grounds maintenance E&D	100	0	100	100
	Sub total	100	0	100	100
307 Westhill Recreation Ground					
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
	Sub total	23,034	6,089	19,815	33,518

308 Norton Hill Recreation Ground					
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				
	Sub total	29,648	13,104	31,835	32,035
	Total expenditure	244,589	133,178	301,969	266,827

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	770	0

	Total income	244,603	138,730	259,625	3,865
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Notes to accompany the precept report

1. Our tax base has gone down this year, which is not helpful, but it is outside of our control. I have asked for an explanation from B&NES as it would be good to outline this in our Precept leaflet in more detail.
2. We have large levels of anticipated spending coming up (the new office and Westhill Changing Rooms). This means that our required 3 months cash flow reserve (25% of predicted net expenditure) jumps to £63,569 (£57,104 previous year). I would not recommend operating with a reduced cash flow.
3. Our budget has the following areas where we are spending more than last year coming to approximately £30,000:
 - Salaries – approx. £3,000 more than previous year
 - Superannuation – approx. £1,000 more than previous year
 - Employers NIC approx. £4,000 more than previous year
 - Rates – approx. £2000 more than previous year due to larger office space
 - IT – approx. £1,000 more than previous year
 - Christmas – approx. £5000 more than previous year
 - Flowers in public places – approx. £1,500 more than previous year
 - Changing Room loan repayment - £9,419 – a new charge
 - Norton Hill – legionella £1,000 more than previous year
4. This year we spent approx £57,000 of unbudgeted income on the following:
 - £13,000 from reserves on reports and surveys for the new office and changing rooms (see CIL report)
 - £2,000 extra on flowers in public places contract
 - £4,000 extra on Christmas lights
 - £42,564 extra on E&D projects – much of this relates to the footbridge, which was funded by WECA so there is a corresponding increase in income. However, it does have an impact on our cashflow reserves.
5. The increase in budget combined with the increase in cash flow requirement means that to fund the 2025/26 proposed budget we would need a **12.5% increase in the precept bringing it to £270,902, equating to £140.87 for a Band D property per annum, which is £15.95 per annum more than last year – an increase of £1.33 per month.** This is attached as Option A.
6. An alternative is to find ways to reduce the budget. For example, by taking the following out of the budget we could reduce proposed expenditure by approx. £24,000, meaning we could fund the amended 2025/26 budget with 0% increase in precept.
 - Waterside Valley – £10,000 (we do have £32,380 in earmarked reserves for Waterside Valley so could spend from reserves in 2025/26 which is not good practice, but would be an option).
 - Youth Provision - £13,947 (we do have £33,484 in ear marked reserves for Youth Provision so could spend from reserves for 2025/26, again this is not good practice but it is an unusual year).
7. Option B, whilst sounding like a better way forward, does not set us up well for next year because we would be spending day to day items from reserves, which is not sustainable and can create cash flow problems.
8. Option C gives a 13.99% increase in precept, allowing for slightly higher reserves. It equates to £142.74 per annum for a Band D property – an increase of £17.82 per year or £1.49 per month.

Westfield Parish Council Precept Report

22nd January 2025

General reserve equals 3 months net expenditure

Option A - 12.5% increase in Precept, equating to £140.87 for a Band D property per annum, which is £15.95 more than last year

Budget Summary

Year Ending 31st March 2026

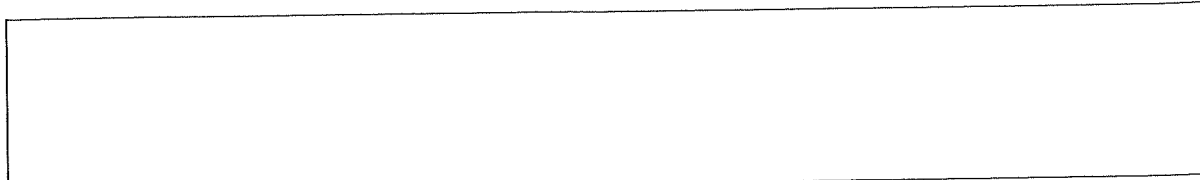
	2024-25		2025-26	Budget	
	Projected	Budgeted	Proposed	Incr/Decr	
REVENUE EXPENDITURE					
Reallocated Services	98555	97412	104174	6762	
Corporate and Democratic Services	8041	8021	7366	-655	
Services	179943	126782	146599	19817	
Grant expenditure	0	0	0		
	<u>286539</u>	<u>232215</u>	<u>258139</u>	<u>25924</u>	
INCOME					
Reallocated Services (bank interest & misc inco	2000	2000	200	-1800	
Corporate and Democratic Services	0	0	0	0	
Income Granted to WPC	100	100	100	0	
	<u>16723</u>	<u>1701</u>	<u>3565</u>	<u>1864</u>	
	<u>18823</u>	<u>3801</u>	<u>3865</u>	<u>64</u>	
NET REVENUE EXPENDITURE	<u>267716</u>	<u>228414</u>	<u>254274</u>	<u>25860</u>	
CAPITAL EXPENDITURE (NET)					
Rolling Capital Fund	8056	5000	5000	0	
Loan charges	7124	7124	3637	-3487	
Loan Repayments	250	250	51	-199	
	<u>15430</u>	<u>12374</u>	<u>8688</u>	<u>-3686</u>	
TOTAL NET EXPENDITURE	<u>283146</u>	<u>240788</u>	<u>262962</u>	<u>22174</u>	
Financed as follows					
General Reserve at 1st April 2024	98448	98448	56104		
Predicted General Reserve at y/e 31st March	56104	98462	64044 **		
Used to Fund Expenditure	42344	-14	-7940		
PRECEPT	240802	240802	270902	30100	12.50%
Total NET Expenditure	<u>283146</u>	<u>240788</u>	<u>262962</u>	<u>22174</u>	
Band D Equivalent Tax Base	<u>1927.67</u>	<u>1927.67</u>	<u>1923.02</u>		
Precept per Band D Equivalent	<u>£124.92</u>	<u>£124.92</u>	<u>£140.87</u>	<u>£15.95</u>	12.77%

**Note: the recommended minimum reserve is equal to 3 months net expenditure: 66929 3 months net expenditure: 57104 months net expenditure: 63569 months net expenditure: 84758 **

Earmarked Reserves	1/4/2024	31/3/2025 (Projected)	31/3/2026 (Available)
Rolling Capital Fund	69403	0	0
Other Earmarked Reserves	347908	67344	374621
	<u>417311</u>	<u>67344</u>	<u>374621</u>

Funds held in Trust (Westfield Parish Council is sole trustee)	1/4/2024	31/3/2025 (Projected)	31/3/2026 (Available)
Westhill Recreation Ground Trust	6605	6606	6606
Norton Hill Recreation Ground Trust	3776	3777	3777
	<u>10381</u>	<u>10383</u>	<u>10383</u>

Separate Co op a/c
Separate Co op a/c



Westfield Parish Council Precept Report

22nd January 2025

General reserve equals 3 months net expenditure

Option B - a £24,000 reduction in the proposed budget means we could keep the precept the same as last year - 0% increase

Budget Summary

Year Ending 31st March 2026

	2024-25		2025-26	Budget	
	Projected	Budgeted	Proposed	Incr/Decr	
REVENUE EXPENDITURE					
Reallocated Services	98555	97412	104174	6762	
Corporate and Democratic Services	8041	8021	7366	-655	
Grant expenditure	179943	126782	122599	-4183	
	0	0	0		
	<u>286539</u>	<u>232215</u>	<u>234139</u>	<u>1924</u>	
INCOME					
Reallocated Services (bank interest & misc inco	2000	2000	200	-1800	
Corporate and Democratic Services	0	0	0	0	
Income Granted to WPC	100	100	100	0	
	16723	1701	3565	1864	
	<u>18823</u>	<u>3801</u>	<u>3865</u>	<u>64</u>	
NET REVENUE EXPENDITURE	<u>267716</u>	<u>228414</u>	<u>230274</u>	<u>1860</u>	
CAPITAL EXPENDITURE (NET)					
Rolling Capital Fund	8056	5000	5000	0	
Loan charges	7124	7124	3637	-3487	
Loan Repayments	250	250	51	-199	
	<u>15430</u>	<u>12374</u>	<u>8688</u>	<u>-3686</u>	
TOTAL NET EXPENDITURE	<u>283146</u>	<u>240788</u>	<u>238962</u>	<u>-1826</u>	
Financed as follows					
General Reserve at 1st April 2024	98448	98448	56104		
Predicted General Reserve at y/e 31st March	56104	98462	57944 **		
Used to Fund Expenditure	42344	-14	-1840		
PRECEPT	240802	240802	240802	0	0.00%
Total NET Expenditure	<u>283146</u>	<u>240788</u>	<u>238962</u>	<u>-1826</u>	
Band D Equivalent Tax Base	<u>1927.67</u>	<u>1927.67</u>	<u>1923.02</u>		
Precept per Band D Equivalent	<u>£124.92</u>	<u>£124.92</u>	<u>£125.22</u>	<u>£0.30</u>	0.24%

**Note: the recommended minimum reserve is equal to 3 months net expenditure: 66929 3 months net expenditure: 57104 months net expenditure: 57569 months net expenditure: 76758 **

Earmarked Reserves	1/4/2024	31/3/2025 (Projected)	31/3/2026 (Available)
Rolling Capital Fund	69403	0	0
Other Earmarked Reserves	347908	67344	374621
	<u>417311</u>	<u>67344</u>	<u>374621</u>

Funds held in Trust (Westfield Parish Council is sole trustee)	1/4/2024	31/3/2025 (Projected)	31/3/2026 (Available)
Westhill Recreation Ground Trust	6605	6606	6606
Norton Hill Recreation Ground Trust	3776	3777	3777
	<u>10381</u>	<u>10383</u>	<u>10383</u>

Separate Co op a/c
Separate Co op a/c

Westfield Parish Council Precept Report

22nd January 2025

General reserve equals 3 months net expenditure

Option C - 13.995% increase in Precept, equating to £142.74 for a Band D property per annum, which is £17.82 more than last year

Budget Summary

Year Ending 31st March 2026

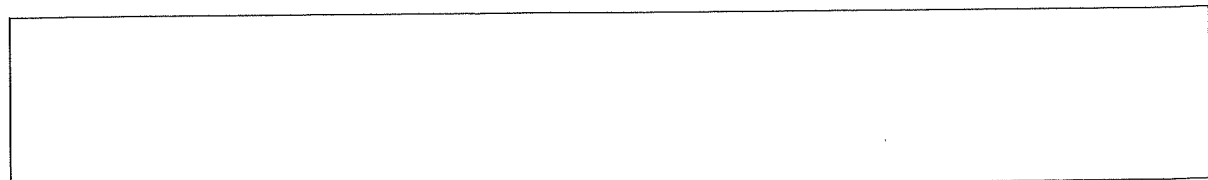
	<u>2024-25</u>		<u>2025-26</u>	<u>Budget</u>	
	Projected	Budgeted	Proposed	Incr/Decr	
REVENUE EXPENDITURE					
Reallocated Services	98555	97412	104174	6762	
Corporate and Democratic Services	8041	8021	7366	-655	
Services	179943	126782	146599	19817	
Grant expenditure	0	0	0		
	<u>286539</u>	<u>232215</u>	<u>258139</u>	<u>25924</u>	
INCOME					
Reallocated Services (bank interest & misc inco	2000	2000	200	-1800	
Corporate and Democratic Services	0	0	0	0	
Income Granted to WPC	100	100	100	0	
	<u>16723</u>	<u>1701</u>	<u>3565</u>	<u>1864</u>	
	<u>18823</u>	<u>3801</u>	<u>3865</u>	<u>64</u>	
NET REVENUE EXPENDITURE	<u>267716</u>	<u>228414</u>	<u>254274</u>	<u>25860</u>	
CAPITAL EXPENDITURE (NET)					
Rolling Capital Fund	8056	5000	5000	0	
Loan charges	7124	7124	3637	-3487	
Loan Repayments	250	250	51	-199	
	<u>15430</u>	<u>12374</u>	<u>8688</u>	<u>-3686</u>	
TOTAL NET EXPENDITURE	<u>283146</u>	<u>240788</u>	<u>262962</u>	<u>22174</u>	
Financed as follows					
General Reserve at 1st April 2024	98448	98448	56104		
Predicted General Reserve at y/e 31st March	56104	98462	67642 **		
Used to Fund Expenditure	42344	-14	-11538		
PRECEPT	240802	240802	274500	<u>33698</u>	13.99%
Total NET Expenditure	<u>283146</u>	<u>240788</u>	<u>262962</u>	<u>22174</u>	
Band D Equivalent Tax Base	<u>1927.67</u>	<u>1927.67</u>	<u>1923.02</u>		
Precept per Band D Equivalent	<u>£124.92</u>	<u>£124.92</u>	<u>£142.74</u>	<u>£17.83</u>	14.27%

**Note: the recommended minimum reserve is equal to 3 months net expenditure: 66929 3 months net expenditure: 57104 months net expenditure: 63569 months net expenditure: 84758 **

Earmarked Reserves	1/4/2024	31/3/2025 (Projected)	31/3/2026 (Available)
Rolling Capital Fund	69403	0	0
Other Earmarked Reserves	347908	67344	374621
	<u>417311</u>	<u>67344</u>	<u>374621</u>

Funds held in Trust (Westfield Parish Council is sole trustee)	1/4/2024	31/3/2025 (Projected)	31/3/2026 (Available)
Westhill Recreation Ground Trust	6605	6606	6606
Norton Hill Recreation Ground Trust	3776	3777	3777
	<u>10381</u>	<u>10383</u>	<u>10383</u>

Separate Co op a/c
Separate Co op a/c



Westfield Parish Council

The Oval Office, Cobblers Way, Westfield, BA3 3BX
Phone: 01761 410669 council@westfieldparishcouncil.co.uk
[@westfield_pc](https://www.facebook.com/westfieldparishcouncil)

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

Precept Leaflet 2025/26

The purpose of this leaflet is to set out the main areas of the Parish Council's work and to highlight where the public money is spent within the parish.

The precept is the levy raised by the Parish Council to fund its planned expenditure for the year. Every year for the past four years has felt like an exceptional year, requiring deep and careful deliberation on each item of our budget.

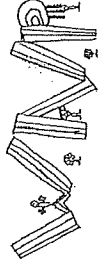
The Parish Council's priority remains the easing the tax burden without jeopardising the recreational facilities in the Parish.

Conscientious monitoring of income and expenditure over the years has enabled Westfield Parish Council to create a stable financial base, from which to deliver projects for the community.

We are aware that our unitary authority, Bath and North East Somerset Council, has faced some severe challenges to its finances over recent years. This has and will continue to impact the services in Westfield and with continued careful control of its finances the Parish Council can continue to support and mitigate this impact as much as possible.

What services does the Parish Council offer?

- We are a statutory consultee on **planning applications** and provides a local voice on **highways** and **environmental matters**.
- We have a **Neighbourhood Plan** which directs future developments in the Parish ensuring the standards of development as well as providing the Parish with a 25% portion of the community infrastructure levy, which it uses to fund projects for the benefit of Westfield. The Neighbourhood Plan is under review, with a first draft of the reviewed plan produced this year.
- We fund **youth services** in the Parish.
- We manage **sports and leisure facilities** at Norton Hill and Westhill Recreation Grounds on behalf of two Miners' Welfare Trusts. We are in the process of arranging for Changing Rooms to be built at Westhill Recreation Ground.
- Our **recreation ground facilities** offer football pitches, a tennis court, play areas, a BMX track, gym equipment, a fitness track, table tennis, boules and basketball.
- Public open space at **Waterside Valley** is highly valued in the community and we are committed to managing this land for its bio diversity and accessibility.



- We provide two **allotment** sites at Waterford Park and Larch Court, both of which are managed by the Westfield Allotment and Garden Society (WAGS)
- We encourage **community spirit** by funding events such as the Christmas Lights Switch-on, Christmas Decorations Award, the Front Garden competition and the Inspirational Citizen Award.
- We support the **parish environment** by funding the hanging baskets and the planting schemes in the decorative pit trucks and raised beds around the parish, as well as additions to the parish such as the Heritage Walking trails and campaigning to keep footpaths clear.
- We support **local organisations** through grant funding and make provision in our budget to **support St Nicholas Churchyard** which is used and appreciated by many residents of Westfield.
- In partnership with community organisations, we provide and maintain seven **public access defibrillators** in the parish.
- We purchased 3 bleed kits to go alongside the Defibrillators on the A367 (Fire Station, Co-op and Norton Hill Recreation Ground). These are maintained by Avon Police.
- We enhance **communication** in the Parish with the Westfield Warbler and our Facebook and Instagram pages.

How did the Parish Council perform in the last year?

In response to **speeding on the A367** we installed two speed indicator devices with the help of a grant from the Police and Crime Commissioner.

Waterside Valley benefitted from scrub clearance by a contractor, funded by Somer Valley Rediscovered and also by Volunteers co-ordinated by TCV. A new footbridge was installed thanks to WECA funding and two unsafe footbridges were removed. Huge thanks to Somer Valley Rediscovered for continuing to fund events such as Fungi Walks, Tree Identification, Fossil finding and Green Social Prescribing. We continue to work towards grass cutting and hope this year the weather will allow this to happen.

The ever-popular **Christmas Lights Switch On** event goes from strength to strength.

Youth Services continued to thrive and the Parish Council was pleased to continue to support the provision financially.

We continued to support local organisations with **grant donations**, including Citizens Advice Bureau, the Midsomer Norton and Radstock Silver Band, Mardons Club, Norwest Bowls Club, SWAN Transport, Trinity Girls Brigade, Westhill Club, Westfield Football Club and Westfield Voices. Our Grants presentation evening celebrated the work of these organisations in our community along with the presentation of the South West In Bloom Awards in our parish.

The eighth annual **Inspirational Citizen Award** was awarded to Sally Hicks, in recognition of her many years of fundraising for SWALLOW, the local charity that supports teenagers and adults with learning disabilities. Her citation read 'Sally is a parent of a SWALLOW member who has Down's Syndrome, and has supported the charity for over 10 years - she is a fundraising extraordinaire! She has been organising an



afternoon tea event at the Westfield Methodist Church as a fundraiser for SWALLOW since 2016. It's always a popular, well-attended community event and raises more money for SWALLOW year on year, thanks to Sally's efforts.

The annual **Front Garden competition** is now in its tenth year and was won by Mr Peter Holcombe of Waterside Road for their spectacular front garden. The winning container was won by Mr Ivor Boswell of Fosseyway Gardens who brings on all the plants in his greenhouse from February onwards and they create a display for many months. As an extra this year we offered a commendation for the best use of a small space as the front of Sharon Maggs' home in Upper Court was beautiful.

The **Christmas Decorations** award 2024 went to Caroline Hickling of Chaffinch Drive featuring approximately 5,000 lights.

Thanks to the Chair's allowance, Parish Council welcomed the installation of two soldier **silhouettes** (one male and one female) next to the Remembrance Stone at the top of Elm Tree Avenue. A large crowd gathered to mark the 80th Anniversary of the D-Day landings in June.

Dogs on Leads remains a key message to all visiting our recreation grounds and signage reminding all of this important regulation went up this year.

Winter maintenance of the pavements is as important as ever and our heartfelt thanks to the unsung heroes who voluntarily go out in the severest of weather to grit some of the

pavements in the parish. Thank you for looking after our community. If you can join this lovely group of people and give a few hours in the cold weather, please contact the Parish Council office – council@westfieldparishcouncil.co.uk

What is new for 2026/27

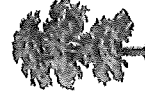
The Parish Council is having plans drawn up to create changing rooms at Westhill Recreation Ground.

We are looking to purchase an office and meeting room within Westfield.

Grassland management at Waterside Valley is a work in progress being so weather dependent and we are working with Somer Valley Rediscovered to make sure undertake this at the correct time of year to encourage bio diversity.

Christmas Lights come up for re-tender this year and are being investigated carefully by the Parish Council.

We continue to budget cautiously and to ensure we have contingency reserves to maintain a healthy financial balance of providing for the community whilst anticipating future demands on its resources. We positively encourage your views and suggestions for the future of our Parish. Residents are welcome to attend meetings of the Parish Council and you can view our 2025/26 budget at any time on our [website](#).



the law and changes in legislation such as GDPR and website accessibility.

Frequently Asked Questions

How is the Parish Council funded?

The Parish Council raises a precept based on its budgeted spending for the year. The precept is added to your Council Tax bill and is shown alongside other additions such as Police & Fire Services. In addition to the precept the Council seeks funding in the form of grants for some of its projects. We also receive Community Infrastructure payments.

How much does the average household pay towards the Parish Council?

The precept total is apportioned per household according to Council Tax band and is presented in terms of a Band D equivalent. The 2025/26 precept of £ will cost a band D household £per year. This is an increase of £ per year from last year.

How is the Parish Council run?

The Parish Council is made up of 11 Councillors elected by the people of Westfield every four years. The Parish Council employs three part time members of staff to administer the work of the Council. Details of the Councillors and contact details for the office can be found on our website and in the back of each edition of our quarterly newsletter, The Westfield Warbler. We currently have one vacancy on the Parish Council. If you are interested, please contact the Parish Clerk.

The Parish Council is governed by statute, such as the Localism Act 2011. We are members of the National Association of Local Council (NALC) who advise on updates to



WESTFIELD PARISH COUNCIL FIXED ASSET REGISTER

<u>FIXED ASSETS to 31st March 2024</u>	TOTAL up to 31/03/2025	ADDITIONS AND REMOVALS 2024-25	NOTES	<u>Verification of assets</u>
	£ Value	£ Value		
<u>Freehold Land and Buildings</u>				
Pavilion and garage – Norton Hill	136,385		Reinstatement cost assessment obtained May 2018 - Re-build cost = £250,000 - insurance cover increased June 2018	Reinstatement cost assessment obtained May 2018 - Re-build cost = £250,000 - insurance cover increased June 2018
Norwest Bowls Club	71,800		Reinstatement cost assessment obtained May 2018 Re-build cost = £450,000 - insurance cover increased June 2018	Reinstatement cost assessment obtained May 2018 Re-build cost = £450,000 - insurance cover increased June 2018
Changing Rooms (former skittle alley) - Westhill Recreation Ground	0	0	Acquired the leasehold in a boundary change with Westhill Club on 1/8/24 - Placed on the insurance at a value of £328,922.78.	
Waterford Park Allotments	0	0	Land leased from B&NES. Repairing lease. Peppercorn rent.	Overseen by WAGS with whom the Parish Council has a good working relationship.
Larch Court Allotments	1,800		Purchased from Persimmon in February 2019 (£1500). Land owned by Parish Council but managed and maintained by WAGS.	Overseen by WAGS with whom the Parish Council has a good working relationship.
Second section of Waterside Valley	21,059		Purchased 6/6/23	
First section of Waterside Valley	94,992		Purchase completed 23.07.21	
	326,036			
<u>FREEHOLD LAND AND BUILDINGS TOTAL</u>				
<u>Vehicles and Equipment</u>				
<u>Office Furniture & Equipment</u>				
Computer equipment, phones, shredder	1,503		Inherited from start of PC	Office frequently weekly.
Acer laptop - too slow to be of value - recommend disposal	0		Acer TM257 Intel Core i5 laptop (£605.70) Nov 2015 - this replaced two old laptops	used for meetings
Toshiba Dynabook laptop	599		Purchased 19/8/22	Office frequently weekly.
2 x Lenovo desktop computer, Windows 11	998		£499 each. Purchased 19/8/22	Office frequently weekly.
Wireless router	206		Wireless router added Dec 2016	Internet used regularly - issues reported to Apollo Technology
Photocopier	0		Nov 2017 - new photocopier - old one disposed of but don't own new one	Photocopier used daily.
Sub total	3,306			
<u>Play Equipment – Norton Hill</u>				
Play Equipment inherited at the start of the PC	4,600		NRTC cost price (£30,000 on insurance schedule)	

Duck Springer	902	Duck springer April 2013 (902) purchased April 2014	Play equipment checked weekly by Greensward
Birds nest seat and multi play	19,997	surface under birds nest swing replaced Nov 2018 - no change in value as it replaced old surface	
Table tennis table at Norton Hill	2,675	Purchased May 2014	
Goal posts at Norton Hill	1,261	Purchased June 2014	
Climber (Caloo) including surfacing	7,230	Purchased February 2022	
Wetpour around the carousel	2,972		
Swings (Kompan) including surfacing	23,312	Installation 30/1/23	
Sub total	62,949		

Play Equipment – Westhill

Westhill Play Equipment (Pathfinder loan)	60,635	£50,000 BMX Track £21,231 junior multi-play, swings, grass mounds, balance beams, benches, bins, trees Multiplay fort removed December 2018 - estimated at £10,000 disposal value - but no monetary value received. New fort/multi-play purchased 2019 (see below) Basket swing vandalised and removed in Aug 2020 - cost of £596 to remove) Clatterbridge donated Oct 2014 in return for use of car park by developer - actual value £2000 Purchased Nov 2015. Part covered by insurance claim: £757 Purchased Apr/May 2016 Buddy Board removed April 2021 £2448 Purchased Nov 2017 - stolen August 2020 and replaced (below) Purchased April 2019 Completed September 2020 (Wicksteed £26,246.09) (Signefex £308) completed August 2020 (Northavon)	Play equipment checked weekly by Greensward
Clatterbridge	1		
Goalposts at Westhill (Nov 2015)	1,262		
Pick up sticks, fymobile, hopscotch and buddy board	16,002		
Accessible swing	0		
Fort	15,911		
Outdoor gym equipment plus signage	26,554		
Running track	69,583		
Vinci swings	3,717		
Birds nest swing	1,100	-125	
Cantilever Swing	6,135		
Trim Trail	4,194		
Sub total	205,094		

Other Recreation Ground Equipment

Security Lighting at boules pitch, Norton Hill Recreation Ground (May 2016)	573		Issues raised by Boules group or residents adjacent to the pitch are dealt with on a case by case basis. Recreation Ground checked weekly by Greensward.
Sub total	573		

Waterside Valley

Footbridge installed and three broken footbridges removed	46,842	46,842	£1155 project management and £45,687 purchase and installation of the bridge August 2024
Sub total	46,842		

Other Allotment Site Equipment				Overseen by WAGS with whom the Parish Council has a good working relationship. In addition the condition of the equipment is checked with WAGS once a year as part of the Parish Council's Risk Assessment for the
Other Allotment Site Equipment	1,000	-1,000	No longer working due to wear and tear	
Earthquake rotatiller 3365PRO (purchased 22/05/13)	466	-466	No longer working due to wear and tear	
Sub total	1,466			

Equipment at the local shops

Time capsule with memorial plaque	1,761		Memorial plaque added Nov 2016 £273 inc installation.	The area at the top of Elm Tree Avenue is visited regularly by staff and Councillors for defib checks, noticeboard, flowers etc. Any issues are dealt with on a case by case basis.
Christmas Lights (Removed festive lights - see notes)	4,035		Christmas Trees lights (purchased 27/11/12 added to 11/14 - some sets replaced 11/20 but have not amended totals) Festive lights on lamposts have been removed because they are not an asset as they are leased not owned - but they are covered on the insurance as temporary festive lights for accidental damage etc whilst in our Parish	The lights are checked annually by Tony Denning before they are put up and any issues are rectified at that time.
Sub total	5,796			

Snow Warden equipment

Turbocast 300 Grit spreader	0		donated by B&NES 2011 (£986 for insurance purposes)	All gritters except one are now stored in the garage.
Turbocast 300 Grit spreader	953		purchased 28/11/2012	Any issues are raised on a case by case basis.
IceMASTER Manual 50 Grit Spreader	250		purchased 6/1/2014	Ross Thayer changed the belt on his gritter in 2017.
Turbocast 300 Salt Spreader	986		purchased Dec 2016	
Sub total	2,189			

Standpipes and Auto-watering systems

At hanging basket carousels - Wesley Ave & Ngale Way	8905		installed 22/04/2015 - replaced Oct 2019 (no change to asset value)	Checked regularly throughout the summer/Autumn by the flowers contractor. Auto-watering timers removed for the winter to avoid frost damage.
Standpipes at coal trucks and Jubilee Green	8474		installed Feb 2017 - 3776 + 950 (Pipeline) + 3748 (Bristol Water)	
Auto-watering system at shops and church	627		installed on new hanging basket trees instead. System remains for church (5	
Auto-watering systems at two coal trucks	370		installed May 2017 - replaced May 2020 (no change to asset value)	
Auto watering and tap at Jubilee Green	728		installed June 2017	
Auto-watering to 4 x hanging basket trees around shops	923		Installed June 2019 - Used equipment that was taken down from the shops (see above)	
Sub total	20027			

VEHICLES & EQUIPMENT TOTAL 553,336

Infrastructure Assets

Flowers displays and local shop infrastructure

Planters and Coal Trucks (2)	2,156				The area is visited and passed regularly by staff, flowers contractor and Councillors. Any issues are dealt with on a case by case basis.
Gold aluminium plates to commemorate miners	672	672	18/6/24		
Hanging basket carousels and planter at Wes Ave and Ngale Way	2,549		purchased May 2014		Checked throughout the summer/Autumn by the flowers contractor.
4 x basket trees at Elm Tree Ave shops (06/19)	7,469		Installed June 2019 £2450 purchase price + £5019 installation cost		Checked throughout the summer/Autumn by the flowers contractor.
New stone planter at Wesley Avenue - commenced 28/11/22	4,733				
Silhouette of a miner, Wells Road	0		Installed 2/5/23 donated by the Somerset District Miners Trust (£750 for insurance purposes)		
Silhouettes of two soldiers, Wells Road	565	565	Installed 31/5/24 - £180.0 and 18/9/24 - £180.00 £205 - soldier purchased 13/6/24		
Two speed indicator devices on Wells Road	6,223	6,223	Purchased and installed 19/7/24		
3 Bleed kits on Wells Road	857	857	£607 + £25- installation. Installed Nov 2024.		

Fencing

Fencing - Westhill Recreation Ground	10,739				Recreation grounds checked weekly by Greensward
Fencing to Christmas Tree, Elm Tree Ave	1,339				The area at the top of Elm Tree Avenue is visited regularly by staff and Councillors for defib checks, noticeboard, flowers etc. Any issues are dealt with on a case by case basis.
Fencing to allotments	3,500		April 2013		Site overseen by WAGS with whom the Parish Council has a good working relationship. Issues are raised and dealt with on a case by case basis.
Fencing at Norton Hill Play Area	6,335		Play area fence Oct 2013 High fence Oct 2016		Recreation grounds checked weekly by Greensward
Basket ball fence and extension	3,753		installed June 2014		Recreation grounds checked weekly by Greensward
Fencing - Norwest Bowls and on side road	8,401		Fencing - completed May 2016 £2682 Fencing - side road to Norwest Bowls (January 2017) £5719		Site overseen by Norwest Bowls Club with whom the Parish Council has a good working relationship. Issues are raised and dealt with on a case by case basis.

Fencing - Norton Hill pavilion end plus replacement gate	5,174	Fencing at pavilion end Feb 2016 £4029 Replacement gate Oct 2017 £1,145	Recreation grounds checked weekly by Greensward
Access ramp at Norton Hill Rec	1,148	Installed Feb 2016	Recreation grounds checked weekly by Greensward
Fencing - at the tennis courts	13,284	installed January 2017	Recreation grounds checked weekly by Greensward
Railings at Upper Court/Norton Hill Recreation Ground	900		Recreation grounds checked weekly by Greensward

Signage

Signage (Trust Land)	668		Recreation grounds checked weekly by Greensward
Gateway signage for Westfield - 1 sign @ £893 - 1 @ £825.82 (purchased 14/3/16 and 29/6/16)	2,523		The signs are passed regularly by staff and Councillors and any issues are dealt with on a case by case basis.

Youth Shelter	2,250		Play equipment checked weekly by Greensward
Litter and Dog Bins	1,764	new litter bin at Westhill Rec 11/6/13 £310 dog bin replaced July 2016 - cost remains the same (discard one and purchase new one)	Recreation grounds checked weekly by Greensward
Petange court at Norton Hill (5/14)	2,150		Recreation grounds checked weekly by Greensward
Tarmac of former tennis court, Norton Hill (03/7/14)	11,510		Recreation grounds checked weekly by Greensward
CCTV at Norton Hill	6,117	Installed Feb 2015 £4865 Additional camera installed (June 2017) £1252	Footage checked on a incident by incident basis. Probably once every two months on average. Recreation grounds checked weekly by Greensward
Noticeboards at local shops, allotments, Nightingale Way (26/2/15)	2,670	Jubilee Green Board (FOC + £143.27) (plus installation £390) WAGS Noticeboard (£922) (plus installation) Nightingale Way noticeboard (£1,138) (plus installation) - deteriorated and removed July 2024	Noticeboards visited regularly by staff and volunteers putting up notices.
Noticeboard at Nightingale Way	1,477	£1127 + £350 installation. Installed Nov 2024.	

Benches

4 benches at Norton Hill b/ball/petange area	250	Installed May 2014 £1000. 3 moved to play area 1 put in garage Aug 2019	Recreation grounds checked weekly by Greensward
memorial benches at Wells Rd and Shakespeare Rd	2265	Installed June 2017. Benches £1240 + installation £1025	The memorial benches are passed regularly by staff and Councillors, residents also raise issues where necessary. Any issues are dealt with on a case by case basis.
2 benches at Westhill Rec	889	Installed Dec 2018. £714+£155 installation	
Granite coloured benches and picnic tables at Norton Hill Rec	9155	installed Aug 2019. 7005+1400 installation+750 to account for benches moved from petanque court (see above) 11 benches; 3 picnic tables, 2 wheelchair access tables	
Granite coloured picnic tables and benches at Westhill Rec	6393	4 x picnic table and 3 x accessible picnic table £5798.12 (Theme Bins) Installation £595 (Greensward) installed October 2020	Recreation grounds checked weekly by Greensward

Heritage Walk

Heritage Walk x 4 noticeboards + waymarker signs (Sept 2017)	3,055	Boards £305 + waymarker signs £498 + installation £1600 + artwork £653 (cost of artwork not included in insurance cover)	The signs are passed regularly by staff and Councillors, residents also raise issues where necessary. Any issues are dealt with on a case by case basis.
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INFRASTRUCTURE ASSETS TOTAL 132,911

Community Assets

Recreation Ground – Norton Hill – Sole Trustee	1		Recreation grounds checked weekly by Greensward. Norwest Bowls Club with whom the Parish Council has an good working relationship oversee the site of the bowls club and issues are raised and dealt with on a case by case basis.
Recreation Ground – Westhill – Sole Trustee	1		Recreation grounds checked weekly by Greensward
Allotments at Waterford Park - leasehold	1		Maintained by WAGS with whom the Parish Council has an good working relationship.

Community Public Access Defibrillators

Elm Tree shops	1	donated June 2013 - register value £1, actual value £2500	
Mardons	1,870	Installed October 2017	
Fire Station	1,670	Installed Jan 2018	All defibrillators are checked weekly.
Westfield Surgery - being moved to Bridges, Industrial Estate	1,670	Installed May 2018	
Norton Hill Pavilion	1,735	Bought using donation from Waterside Carnival Club. Installed Feb 2020.	
Whitstones Fish n Chips	1,735		

Other Infrastructure Assets

Mobile CCTV - Revised solar powered standalone 4G PTZ CCTV camera with sim card.	1	Share with Midsomer Norton and Radstock TCs. Purchased by Avon and Somerset Police 26/6/2019 and donated to the three local councils to share.	Currently located in Midsomer Norton with ongoing liaison between the three local councils.
Chain of office (1/4/16)	313		The Chain of Office is stored in the office or the home of the Chair.

COMMUNITY ASSETS TOTAL 8,998

1,021,281 53,907 Net additions/disposals

Highlighted items denote items added this year
 All assets on Trust land are purchased by the Parish Council with Parish Council funds* therefore these remain assets of the Parish Council.
 * Parish Council funds include grants made by the two Trusts to the Parish Council as per the Trusts Policy.

updated: 4/12/2024

WESTFIELD PARISH COUNCIL

RISK MANAGEMENT STRATEGY 2025

1. Introduction

1.1 This document forms the Council's Risk Management Strategy. The objectives of this strategy are to:

- Develop risk management and raise its profile across the Council;
- Integrate risk management into the culture of the organisation;
- Manage risk in accordance with best practice.

2. What is Risk Management?

2.1 *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance.'* Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. Risk management is not simply about health and safety, but applies to all aspects of the Council's work.

2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst-case scenario Government intervention.

Compliance Risk - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

3. Risk Management Policy Statement

Westfield Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses and to minimise uncertainty in achieving its goals and objectives.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

4. Implementing the Risk Management Strategy

4.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur.

Options for control include:

Elimination – the circumstances from which the risk arises are removed so that the risk no longer exists;

Reduction – loss control measures are implemented to reduce the impact/likelihood of the risk occurring;

Transfer – the financial impact is passed to others e.g., by revising contractual terms;

Sharing - the risk is shared with another party;

Insuring - insure against some or all of the risk to mitigate financial impact; and

Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

4.2 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

4.3 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. Risks are identified in the Annual Risk Assessments.

Risk Analysis – Once risks have been identified they need to be systematically assessed. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, and prioritised as low, medium or high.

5. Roles and Responsibilities

5.1 **Councillors** – risk management is seen as a key part of the Councillors' stewardship role which would include:

- (a) Approval of a Risk Management Strategy;
- (b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- (c) Consideration, and if appropriate, endorsement of the Financial Risk Assessment which include the internal controls of the Council; and
- (d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

5.2 **Employees** – All employees will maintain an awareness of the impact and costs of risks. The Parish Clerk will, where required,

- (a) provide advice as to the legality of policy and service delivery choices;
- (b) update the Council on the implications of new or revised legislation;
- (c) assist in handling any litigation claims;
- (d) advise on any health and safety implications of the chosen or proposed arrangements for service delivery;
- (e) assess and implement the Council's insurance requirements;
- (f) provide assistance and advice on budgetary planning and control;

5.3 **Role of Internal Audit** – Internal Audit provides an important scrutiny role to provide independent assurance to the Council that the necessary risk management systems are in place and all significant risks are being managed effectively.

Feedback from Internal and External Audit can identify areas for improvement, as can the sharing of best practice via professional bodies, the National Association of Local Councils and relevant local council forums.

5.4 **Finance and Personnel Committee** – Annually review the Risk Management Strategy and the Review of the Insurance Schedule

6. Implementation Timetable and future monitoring

Risk Management Strategy

Adopted by the Finance and Personnel Committee 9th January 2012.

Reviewed by the Committee 28/01/13.

Presented for review February 2014, January 2015, January 2016, January 2017, January 2018, January 2019, January 2020, January 2021, January 2022.

Agreed by Parish Council February 2020, 2021 and 2022.

Annual Review of the Insurance Schedule

Reviewed by the Finance and Personnel Committee 9th January 2012 and 28th January 2013.

Presented for review February 2014, January 2015, January 2016, January 2017, January 2018, January 2019, January 2020, January 2021, January 2022.

Agreed by Parish Council February 2020, 2021 and 2022.

Financial Risk Assessment – Reviewed by the Finance and Personnel Committee 9th January 2012 and 28th January 2013. Presented for review February 2014, January 2015, January 2016 January 2017, January 2018, January 2019, January 2020, January 2021, January 2022.

Agreed by Parish Council February 2020, 2021 and 2022.

Review of Internal Financial Controls Reviewed by the Finance and Personnel Committee 9th January 2012, 2013, 2014, 2015. Reviewed by F&P in March and agreed by Parish Council in May of 2016, 2017, 2018, 2019, 2020, 2021,2022..

LCRS Risk Assessment summary presented for review to Finance and Personnel Committee in October 2018, January 2020, January 2021, January 2022.

Review History	To be reviewed annually
Adopted by F&P	9/1/2012
Reviewed by F&P	28/1/13
Reviewed by F&P	12/2/14
Reviewed by F&P	21/1/15
Reviewed by F&P	20/1/16
Reviewed by F&P	18/1/17
Reviewed by F&P	17/1/18
Reviewed by F&P	23/1/19
Reviewed by F&P	22/1/20
Agreed by Parish Council	3/2/20
Reviewed by F&P	20/1/21
Agreed by Parish Council	01/02/21
Reviewed by F&P	20/1/22
Agreed by Parish Council	07/02/2022
Reviewed by F&P	18/1/23
Agreed by Parish Council	6 th February 2023
Agreed by Parish Council	5 th February 2024
Reviewed by F&P	22/1/25
Next review	January 2026

Risk Assessment Form

Westfield Parish Council

Activity: Financial Risk Assessment

Assessment Date: 01 11 24

Review Date: November 2025

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
<p>Cash/ debit card stolen</p> <ul style="list-style-type: none"> - Personal injury - Loss of income 	<p>Staff</p>		<p>See Separate Cash Handling Assessment. Petty cash and debit card kept in locked cabinet. Petty cash folio slip signed by purchaser and countersigned by Parish Clerk. Receipts attached to folio slip. Petty cash and debit card imprests reconciled by Parish Clerk monthly. Fidelity Guarantee insurance in place to cover improper use of the card by employees. Note: the insurance does not cover theft of the card by anyone other than employees and members. If the card was stolen by a third party this would be reported to and dealt with by the bank as soon as possible. Trustworthy reference taken up on all office staff. Payments & Receipts Schedule examined by Finance & Personnel Committee each month. Debit card is kept in the locked cabinet. PIN is accessed only by office staff who use the card and is kept in a separate locked cabinet. Use of the debit card is restricted to a single transaction value of £500 (Financial Reg 6.18) Wherever possible when making online purchases a Parish Council account should be set up. Where it is not possible to set up a Parish Council account the card details should not under any circumstances be saved to a personal account. Keep the PIN separate from the card, in a locked cabinet – accessible by office staff When making online purchases a Parish Council account should be set up</p> <p>On 20/2/23 The Committee noted the JPAG Accounts and Audit Guidance states, "where debit/credit cards are in use, establish the monthly and transaction limits and ensure appropriate controls over the physical security and usage of the cards is in place".</p>		<p>LOW (2x1)</p>	

			<p>The Parish Council has a visa debit card, used to purchase items online, draw out petty cash and purchase items such as refreshments for meetings.</p> <p>It is not possible to establish monthly and transactional limits on a debit card. The only limit in place is a £250 per day cash withdrawal limit. Credit cards have the facility to place monthly and transaction limits. A credit card is essentially a loan, which raises other risks.</p> <p>Resolved: To continue with the debit card, documenting here the risk due to lack of monthly and transaction limits and mitigating this with the fact that the card is kept physically locked in a box which is locked in a cabinet, with the PIN code locked in a separate cabinet. The card is used by three members of staff, all of which have been employed with full references. We have a fidelity insurance limit of £750,000.</p> <p>This risk to be further documented and reviewed annually within the financial risk assessment.</p>								<p>LOW (2x1)</p>

Banking
- Loss of monies
- Security

Council

Parish Clerk only personnel who is authorised to transfer money between Council accounts.
Parish Clerk is the only officer who can set up BACS payments.
All staff salaries signed off each month by the Clerk and two Councillors. Parish Clerk can check payments and receipts.
Apart from the Clerk, no other staff have any authorisation with the bank. November 2024 – authorisation being requested for Deputy Clerk.
F&P meeting 23 Oct 24 - **Resolved:** To add the Deputy Clerk as an authorised user on the bank accounts.
Receipt logged for all monies (cheques or cash) received. All payments processed by online banking must be authorised by two separate users.
Trustworthy reference taken up on Parish Clerk.
On 1/10/15 the Parish Council took advice from St James Wealth Management who raised (1) the fact that we are only covered for £85,000 per bank should a bank go under – we should be aware of banks which are the same bank but different names eg Tesco bank is not a bank in its own right but is part of another bank; (2) that the low

					risk banks are those which operate solely in the UK (Santander whilst offering higher interest rates is based in Europe).			
Cheque Fraud - Loss of monies - Reputation	Council				Two Members to sign all cheques and initial invoices as seen. Cheques raised only when invoice has been signed off by Parish Clerk. In cases where this is not possible for logistical reasons the Clerk is emailed a list of payments for confirmation and the invoices are signed afterwards. Once a quarter a Member that is not a bank signatory checks and signs off the bank reconciliation, as per the Financial Regulations. Orders issued for all works and materials. Payments & Receipts Schedule examined by Finance and Personnel Committee each month.		LOW (2x1)	
Direct Debit/Standing Order Fraud - Loss of monies	Council				List of direct debits and standing orders to be put to the Finance and Personnel Committee every two years in accordance with the Financial Regulations. DCK conducts bank reconciliation, checked and signed off by the F&P Committee and by a Member that is not a bank signatory. Monthly direct debit payments signed off by two Councillors. Trustworthy reference taken up on Parish Clerk. Payments & Receipts Schedule examined by Finance and Personnel Committee each month.	List of direct debits and standing orders to be put to the F&P Committee in November 2025.	LOW (2x1)	LC Nov 2025
Online banking and BACS Fraud - Loss of monies	Council				Two Members to sign a list of proposed BACS payments and initial invoices as seen and checked against the list BACS payment only approved when invoice has been signed off by Parish Clerk. DCK conducts bank reconciliation, checked and signed off monthly by the F&P Committee, and once a quarter by a Member that is not a bank signatory as per the Financial Regulations. Orders issued for all works and materials. Payments & Receipts Schedule examined by Finance and Personnel Committee each month. BACS payroll checked by Parish Clerk. Telephone banking PIN kept in a locked cabinet in the office. Trustworthy reference taken up on Parish Clerk. Security tokens used for access to online banking kept securely either in the office or by the signatory All online banking payments are required to be authorised by a second signatory		LOW (2x1)	
Fire - Loss of records	Council				See Separate Fire Risk Assessment. Off-site automatic back up set up. Register of Assets maintained		LOW (2x1)	
Postage - Loss of monies	Council				Postage purchased through the Consortium/Viking Direct. Postage logged in postage book. Trustworthy reference taken up on all Officers.		LOW (2x1)	

<p>Payroll Information</p> <ul style="list-style-type: none"> - privacy - security of staff - bank details - loss of data due to system fault - loss of service of employee 	<p>Employees</p>	<p>Small amount of mail. Staff files kept in locked cupboard. Password protection on payroll information. All payroll undertaken in-house. Regular off site back up.</p>	<p>LOW (2x1)</p>	
<p>Loss of Revenue</p> <ul style="list-style-type: none"> - non payment - loss of booking - bank reconciliation 	<p>Council</p>	<p>Cancellation policy administered ie. payment required for bookings not cancelled. Reminders sent for unpaid invoices. All bad debts put to the Finance and Personnel Committee. Late payment penalty clause introduced by the Finance and Personnel Committee in September 2012. Bank reconciliation undertaken on receipt of bank statement.</p>	<p>LOW (2x1)</p>	
<p>Precept</p> <p>Illegal expenditure Annual precept not the result of detailed consideration. Inadequate monitoring of performance</p>		<p>General Power of Competence obtained 2012 and last renewed 2023. Renewed every four years. Clerk and Councillors informed of the parameters of the General Power of Competence. Precept considered at Finance and Personnel Committee before recommendation to Parish Council. Quarterly budget comparison sheets circulated to all Councillors and considered and Finance and Personnel Committee.</p>	<p>VERY LOW (1x1)</p>	<p>LC – General Power of Competence to be renewed 2027.</p>
<p>Changes in legislation</p>		<p>To continue to support NALC in its opposition to a 2% cap in precept increases. Cash flow reserves of 3-4 month net revenue expenditure maintained. Local Council Quality Award achieved September 2015 and again 4/11/2019</p>	<p>MEDIUM (2X2)</p>	
<p>Reserves</p> <p>To ensure the level of reserves is neither too high or too low for the level of expenditure in the Council</p>		<p>4 months net revenue expenditure reserves agreed by F&P 28/10/13 ,, This was reduced to 3 months net expenditure by F&P 22/01/19 To be reviewed each year at the time of setting the precept.</p>	<p>LOW (2X1)</p>	
<p>Accounting</p> <p>Non compliant records Non compliance with internal audit Non compliance with statutory deadlines</p>		<p>Membership of NALC / ALCA ensures that we are kept up to date with compliance requirements and training opportunities. Ensure accounts and returns are submitted on time. Appoint internal auditor and examine all internal audit reports at Committee.</p>	<p>VERY LOW (1X1)</p>	

<p>Insurance Public liability Employers' liability Fidelity guarantee Loss of revenue Personal accident Insurance will not cover living Christmas Tree or loss of metered water at Allotment site.</p>			<p>All items covered in insurance schedule. Insurance schedule reviewed annually by Finance and Personnel Committee. WAGS informed of the lack of cover for loss of metered water at Allotment Site and encouraged to check the meter regularly. 4/3/13.</p>		<p>VERY LOW (1X1)</p>
<p>Working from home</p>	<p>Employees</p>		<p>Checked insurance situation in respect of keeping the debit card at home when required -2/11/20 – BHIB confirmed there is a £250,000 limit on the card and £350 limit on cash. The laptop falls within the £90,000 limit.</p>		<p>LOW (2X1)</p>

<p>Assessor's signature:</p> <p>Date:</p>	<p>Clerk's signature:</p> <p>Date:</p>
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WESTFIELD PARISH COUNCIL

Annual Review of the Insurance Schedule 2025

The Insurance Schedule is available to view by arrangement. I would highlight the following points:

(1) Sums insured

I have checked the sums insured for each of the Council's premises against our fixed asset register and made adjustments accordingly.

(2) Fidelity Guarantee

As a minimum this figure should equate to half the year's precept plus cash balances in the bank. I calculate the Fidelity Guarantee therefore as **£654,485** (being £112.574 plus balances in the bank, which at 31st March 2024 were £541,911)

The Fidelity Guarantee insurance is £1million.

(3) Business Interruption and Loss of earnings

The loss of earnings cover in the event of business interruption should be broken down into two elements (1) actual lost income eg from Trust grants, Allotments lease which equates to £3,665 in the 2025-26 budget. We are covered to the value of £4,500; and (2) unavoidable loss should we no longer be able to operate in our current manner. This is a set figure of £50,000 and would cover costs for 24 months if the office was suddenly no longer usable, for example finding new office premises, leasing computers etc.

(4) Employers' Liability

The limit of indemnity is £10 million.

(5) Public Liability

The limit of liability is £10 million.

(6) Personal Accident

Councillors and employees are covered for personal accident to the limit of £100,000 any one person, with a weekly sum of £500. Volunteers, (currently 40) are covered under Public Liability and also Personal Accident cover. BANES cover the volunteer Snow Wardens for personal accident under their own policy.

(7) Claims during the year

Basket Swing at Westhill – total cost £1,100.

Play area surfacing at Norton Hill Recreation Ground – total cost £1,560

Claims under public liability following a fallen tree on ownerless land (no costs given)

(8) Additions this year

We added the footbridge (£46,842); Two speed indicator devices on the Wells Road (£6,223), Two soldier silhouettes (£565), Three bleed kits on the Wells Road (£857) and we added Westhill Changing Rooms (£328,922.78).

(9) Third Party Insurance

Organisations which occupy Parish Council land on a long-term basis are (1) Norwest Bowls, who have sent us a copy of their insurance schedule showing £5 million public liability and (2) Westfield Allotment and Garden Society, who have sent us a copy of their insurance schedule showing £5 million public liability.

Other items to note

Legionella is not covered as a risk unless regular risk assessments are carried out on all water systems. These are undertaken regularly.

Fidelity Guarantee covers misuse / theft of the debit card by an employee or member but not theft by a third party, which would need to be taken up with the bank.

The ownerless green space in Waterford Park that is being maintained by the Parish Council and the two allotments sites are covered for Public Liability only. WAGS have their own insurance for the allotment sites. During 2024 the tree fell on cars next to the ownerless land. Claims were covered under public liability, however, we were not covered for the removal of the tree. B&NES removed the tree and did not charge the Parish Council, but it is worth knowing that had they done so, we would not have been covered.

Land at Waterside Valley is covered under public liability. In 2024 we added the new footbridge to the policy at a cost of £46,842.

(10) Review of the insurance premium

- The annual premium with Aviva in 2011 was £5,072.86.
- Following a review was reduced in 2012 to £4,427.25.
- In 2013/14 the premium was £4,024.84 due to further reductions of fixed assets and staff time.
- Following a tendering process, the Parish Council changed to Zurich with effect from 1st April 2014, with a premium of £2,515 and this went up to £2,625.83 in 2015 and up to £2808.70 in 2016.
- A new Long-Term Agreement (LTA), three-year contract, was accepted with Zurich in March 2017 with a current premium of £2725.84.
A new Long-Term Agreement (LTA), three-year contract, was accepted with BHIB Councils Insurance in March 2020 with a current premium of £2429.60. In 2021 the premium was £2774.58 plus £103.66 for the increase in fidelity guarantee = £2878.24 (there was no extra charge for adding land at Waterside Valley). In 2022 the premium was £3,810. We queried the sharp increase and were told It looks like a claim of over £7,000 was settled as of August 2021. 'On review, any discounts that were allowed previously had been removed, hence the premium increase at renewal 2022'.
A new LTA (3 years) was set up with Zurich in 2023, with a premium of £2,493.06
We also took out Cyber Security Insurance with BHIB at a cost of £345.25.
2024 Insurance with Zurich cost £2,717,67 plus £213.46 for Westhill Changing Rooms - total £2,931.13
Cyber insurance with Clear 2024/25 - £405.25

Risk Register 2025

Section 1 – Areas where there may be scope to use insurance to help manage risk

Risk Area	Risk Identified	Level of Risk H/M/L	Management of risk	Action Required	Review Date
Property and contents owned by the Council	Loss or damage	M	Fixed Asset Register (FAR) updated by the Clerk throughout the year and reviewed by Internal Auditor	Annual review of FAR by Parish Council	Feb 2025
Damage to third party property or individuals	Public Liability	L	Annual Review of the Insurance Schedule	Going out to tender for a new 3-year agreement for insurance	Feb 2025
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party	Public Liability	L	Annual Review of the Insurance Schedule by Parish Council. Checking the public liability of third parties	Westfield Allotment and Garden Society and Norwest Bowls to provide details of public liability insurance. Contractors' questionnaire and public liability for all work on Parish Council land.	Jan 2025
Loss of cash through theft or dishonesty	Fidelity Guarantee	L	Annual Review of the Insurance Schedule by Parish Council to check the fidelity guarantee level as balance in bank at year end plus ½ the precept		Jan 2025

Legal liability as a consequence of asset ownership	Public Liability	H	Annual Review of the Insurance Schedule by Parish Council. Weekly, quarterly and annual inspections of play equipment. Annual weight testing of the hanging baskets.		Jan 2025
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Section 2 – Working with others to help manage risk

Risk Area	Risk Identified	Level of Risk H/M/L	Management of risk	Action Required	Review Date
Security for vulnerable buildings, amenities or equipment	Vandalism	M	Play equipment inspections weekly, quarterly and annually. Annual weight testing of hanging baskets. Liaison with Youth Connect South West. Annual Health and Safety refresher for staff.	Annual Review of the Health and Safety Manual and risk assessments – these documents set out in detail how risks are managed	May 2025
The provision of services being carried out under agency/partnership agreements with principal authorities	Standing Orders and Financial Regulations dealing with the award of contracts	L	Annual Risk Assessment for amenity land at Cherry Tree Close, Chestnut Close, Holly Walk and	Annual Review of the Health and Safety Manual and risk assessments – these documents	May 2025

Westfield Parish Council

			May Tree Road	set out in detail how risks are managed	
Banking arrangements, including borrowing or lending	Detect fraud and deter fraud or corruption	M	Financial Risk Assessment reviewed annually. Financial regulations and Internal Auditor review annually.		Jan 2025
Ad hoc provision of amenities/facilities for events to local community groups	Public Liability	M	Event Management Plan for community events. Risk Assessment for the Christmas Lights Switch On. Annual Health and Safety refresher for staff.	Annual Review of the Health and Safety Manual and risk assessments – these documents set out in detail how risks are managed	Nov 2025
Vehicle or equipment lease or hire			There are no vehicles or equipment leased on a regular basis.		
Trading units (leisure centres, playing fields, burial grounds etc)	External contractors for maintenance	L	Contractors' questionnaire which requires safety certificates for machinery brought on site and public liability	Annual Review of the Health and Safety Manual and risk assessments – these documents set out in detail how risks are managed	May 2025
Professional services (architects, accountancy,	Standing Orders and Financial Regulations	L	Transparency in selection of professional services.		May 2025

Westfield Parish Council

website, IT, legal etc)	dealing with the award of contracts		Finance and Personnel Committee and Internal Audit checks.		
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Section 3 – Self-managed risk

Risk Area	Risk Identified	Level of Risk H/M/L	Management of risk	Action Required	Review Date
Proper financial records	In accordance with statutory requirements	L	Training for staff. Internal Audit checks.		April 2025
Business Activities	Ensuring they are within the legal powers of councils	L	General Power of Competence	GPC to be reaffirmed May 2023	May 2027
Borrowing	Complying with restrictions	L	PWLB borrowing stated in the annual accounts		May 2025
Employment law and Inland Revenue regulations	Ensuring that requirements are met	L	Training for staff. Finance and Personnel Committee checks. Internal audit checks.		April 2025
VAT	Ensuring that requirements are met under HMRC regulations	L	Internal Auditor review and advice taken when needed from DCK Accountancy		April 2025
Annual Precept	Ensuring adequacy within sound budgeting arrangements	L	Full Precept report to F&P in January for recommendation to Parish Council. Internal Auditor review and budget published on website		February 2025
Monitoring of financial performance		L	Reviewed quarterly at Finance and Personnel Committee. Data published on the website in accordance with		April 2025

Westfield Parish Council

			the Transparency Code.		
Grants	Ensuring proper use of funds granted to local community bodies under General Power of Competence	L	Grants criteria reviewed annually. Grants agreed in three stages, by a sub Committee, Finance and Personnel Committee and full Parish Council		July 2025
Council minutes	Proper, timely and accurate reporting of council business in the minutes	L	Posted on website for public to see with full agenda pack as per Transparency Code and Internal Auditor review		April 2025
Rights of inspection		L	Website policies updated annually after the Annual Meeting of the Parish Council. All financial reports posted on website at earliest opportunity		May 2025
Document control	Proper systems	L	Policies approved and published by the Parish Council at least annually		May 2025
Register of Members Interests and Gifts and Hospitality	In place, complete, accurate and up to date	L	Reminders sent to Parish Councillors annually of their duties to declare interests, gift and hospitality.		May 2025
Compliance with Transparency Code		L	Clerk updates the website after F&P meetings monthly.		April 2025

Westfield Parish Council

			Internal Audit checks		
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