

Westfield Parish Council

The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

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Established 2011

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

All Council Meetings are open to the Public and Press

11th February 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 19th February 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 22nd January 2025 (**Pages 1- 7**)

4. Monthly Accounts

To agree the accounts

- Current Account – **Jan and Feb to follow on the March agenda**
- Corporate Treasury Account - **Jan and Feb to follow on the March agenda**
- Business Savings Account - **Jan and Feb to follow on the March agenda** (the interest rate at 1st Feb 2025 is 3.9%)
- Petty cash imprest sheet – no transactions this month
- Debit card expenditure sheet – February (**Page 8**)

5. Schedule of payments requiring authorisation

As per item 5.2 of the Financial Regulations, a list of payments requiring authorisation is attached. Signing of invoices and BACS authorisation sheets to be completed upon approval of payments. (**Page 9**)

6. Schedule of payments due on a regular basis

As per item 5.6 of the Financial Regulations, a list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation such as salaries, PAYE and NI, superannuation and regular maintenance, is attached. (**Pages 10-11**)

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.

7. Quotes - Flowers in Public Places (Pages 12-13)

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 22nd January 2025 at 10.30am

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

In Attendance: Tracey Stephens, Deputy Clerk

The meeting was chaired by Cllr Williams to item 6. Cllr Moss arrived at 10:40 and chaired the meeting from item 7

83. Apologies for absence

There were no apologies for absence.

84. Declarations of interest and dispensations

There were no declarations of interest.

85. Minutes

Resolved: (1) that the Minutes of the Finance & Personnel meeting held on 11th December 2024 be agreed and signed as a correct record.

86. Monthly Accounts

Resolved:

- a) that the bank reconciliation and monthly income and expenditure statements for the Current Account December be agreed.
- b) that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account December be agreed.
- c) that the bank reconciliation and monthly income and expenditure statements for the Business Savings account December be agreed.
- d) that the summary of debit card transactions since the last meeting be agreed.(Appendix 4)
- e) that the petty cash items for Dec/Jan be agreed (Appendix 3)

87. 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 January be agreed, (attached as Appendix 1), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors via online banking;

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

89. **Quarterly Budget Variation Report**

Resolved: that the quarterly report be noted.

90. **Quarterly Bank Reconciliations by a Councillor**

It was noted that this was undertaken by Cllr Paul Millard on 11/12/24.

91. **Tenders**

(1) Christmas Lights Spec

Resolved: to agree the spec for Christmas lights and go out to tender accordingly.

(2) IT Spec

Resolved: (1) 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, it was agreed to keep with the current provider for another year and go out to tender in January 2026 for a 11th June 2026 contract start.

As there was some concern from a Councillor about the competence of this company it was agreed by 5 votes for and 2 against.

(2) To give feedback on the IT installation after the office move.

92. **Community Infrastructure Levy (CIL) and Section 106 Funds**

Resolved: to note the report of the Clerk.

93. **Budget and Precept 2025/26**

Resolved: To recommend, in principle, to Parish Council acceptance of
(a) the final budget, there being no changes to the copy brought to Parish Council in November; There were queries on expenditure for 4223/202, Christmas E&D and 4230/202 Flowers in public places and it was requested that they could be checked before Parish Council.
(b) the precept (Option C), outlining 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. This was recommended to Parish Council on a finely balanced vote – 4 votes in favour, 3 votes for option A which was a 12.5% rise in precept equating to £140.87pa for a band D property, £15.95pa more than last year. Option B was ruled out as not viable.
© **Precept leaflet** as circulated

94. **Fixed Assets Register**

Resolved: to agree the Fixed Assets Register

95. Financial Risk Management 2025

Resolved: to recommend to Parish Council the following:

- a) The risk strategy document;
- b) The Financial Risk Assessment for 2024/25;
- c) The Annual Review of Insurance Schedule;
- d) The Risk Register 2025

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.

96. Quotes

There were no quotes to consider.

The meeting closed at 11:25am.

APPENDIX 2 – REGULAR PAYMENTS

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January
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	£1,238.37
DCK - BACS monthly	Accounting support	£0.00	£862.25	£0.00	£262.50	£183.75	£210.00	£189.00	£0.00	£0.00	£210.00
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	£68.99
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	£2,177.92
HMRC (BACS monthly)	PAYE and NI	£613.00	£651.05	£579.07	£705.44	£638.11	£638.11	£637.91	£638.11	£1,155.95	£694.61
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	£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	£50.00
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	£3,831.90
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	£3,686.72
Ricoh (BACS quarterly)	Photocopier	£152.40	£0.00	£127.00	£0.00	£0.00	£127.00	£0.00	£0.00	£127.00	£0.00
Eon Next wef 1/11/23 monthly	NH Pavilion - Electricity	£86.28	£81.97	£84.47	£76.14	£81.21	£67.98	£73.53	£86.47	£47.31	£49.20
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	£55.40
Southern Electric (DD quarterly)	Christmas Tree	£57.96	£0.00	£0.00	£53.80	£0.00	£0.00	£51.73	£330.33	£0.00	£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 1/11/23	NH Pavilion - Gas	£103.78	£93.17	£45.00	£92.01	£0.00	£61.77	£75.86	£88.60	£102.58	£82.76
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	£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	£0.00
Youth Connect South West (Bacs quarterly). Norm code 4237/202	Youth Work contract 1/4/23-31/3/25	£2,985.21	£0.00	£0.00	£2,985.21	£0.00	£0.00	£2,985.21	£0.00	£0.00	£2,985.23
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	£0.00

Appendix 4 Debit Card Payments

Report for F&P - January
SHEET 2024-25-10

REF	DATE	SUPPLIER	DETAILS	TOTAL	Petty Cash	printing & stationary 4023/1	Training 4005/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Coronation422 7/202	Hospitality 4131/101
DC241	08/01/2024	The Co op	Tea bags	£1.45							£1.45
			TOTAL (NET)	£1.45	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1.45
			VAT:	£0.00							
			TOTAL (Gros)	£1.45	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1.45

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - February
SHEET 2024-25 - 11

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Stationary 4023/1	E&D Projects 4227/202	Parish Environment 4224/202	Hospitality 4131/101	N/H maintenance 4062/308	W/H Maintenance 4062/307	Grounds maintenance 4039/308/307	CAP Westhill Rec 4930/199
DC242	29/1/2025	MrFlag	VE Day flag	£11.99			£9.99						
DC243	3/2/2025	B&NES	Planning Permission	£648.00									£636.33
DC244	5/2/2024	Co-op	Coffee	£6.50					£6.50				
			TOTAL (NET)	£652.82	£0.00	£0.00	£9.99	£0.00	£6.50	£0.00	£0.00	£0.00	£636.33
			VAT:	£13.67			£2.00						£11.67
			TOTAL (Gros)	£666.49	£0.00	£0.00	£11.99	£0.00	£6.50	£0.00	£0.00	£0.00	£648.00

Signed: _____

Signed: _____

Name: _____

Name: _____

Date: _____

Date: _____

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
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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 1/11/23 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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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
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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	£11,095.22

January	February	March	TOTAL TO DATE
£1,238.37	£1,238.37		£13,605.65
£210.00	£0.00		£1,917.50
£68.99	£68.99		£699.29
£2,177.92	£2,177.92		£23,850.36
£694.61	£694.41		£7,645.77
£1,007.70	£1,007.70		£10,748.80
£50.00			£570.00
£3,831.90	£3,832.10		£42,090.37
£3,686.72	£0.00		£7,373.44
£0.00	£0.00		£533.40
£49.20	£48.09		£782.65
£55.40	£0.00		£55.40
£0.00	£0.00		£493.82
£226.23			£2,018.19
£82.76	16.83 + 51.01		£745.53
£0.00	£0.00		£262.65
£0.00	£0.00		£214.09
£2,985.23	£0.00		£11,940.86
£0.00	£0.00		£40.00
£16,365.03	£9,067.58	£0.00	

