Westfield Parish Council

The Oval Office, St Peter's Business Park Westfield, BA3 3BX

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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:

Clirs 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 19**th **February 2025** at **10.30am** at The Oval Office, Cobblers Way, Westfield.

Ms L J Close Parish Clerk

(1)

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.

2189.00 £572.40 £91.49 2510.00 £40.80 £117.47 £87.95 £45.00 £2,271.58 25,956.98 £500.00 £417.60 £137.28 25,402.10 £480.00 £117.47 £ gross £22.88 TOTAL 869.60 £431.75 £31.50 £14.66 £19.58 £15.29 £19.58 50.00 £95.40 00.03 20.00 50.00 26.80 VAT £348.00 2114.40 £4,070.00 £157.50 £480.00 £510.00 2500.00 £150.00 £477.00 £34.00 £97.89 £73.29 £97.89 245.00 £76.20 £ net Nom code 4062/308 4223/202 4223/202 4203/202 4062/308 4223/202 4223/202 4237/202 4062/308 4062/308 4062/308 4023/1 4005/1 4058/1 4027/1 Battery for intruder alarm Norton Hill First Aid at Christmas Lights Christmas Lights Switch On Legionella testing/work Emergency lights testing Training - E Jackson Intruder alarm testing Accounting support CCTV maintenance Youth club hall hire Christmas Lights Christmas Lights Website hosting Stationery Details Grant Invoice Date 3381 Midsomer Norton and Radstock Silver \$19/12/2024 31/12/2024 07/01/2025 30/11/2024 30/11/2024 30/11/2024 07/01/2025 13/01/2025 09/01/2025 3390 Westfield Sports and Community Cent 13/01/2025 14/01/2025 13/01/2025 16/12/2024 16/12/2024 17/12/2024 Added since the agenda was distributed: 3378 Lamps and Tubes Illuminations Ltd 3391 DCK Accounting Solutions Limited 3382 Trinity Methodist Church 3367 Glacier Environmental 3368 St John Ambulance PAPPENDIX 1 – INVOICES 3389 AIB Electrical 3384 BWS Group 3385 BWS Group 3386 BWS Group 3392 BWS Group Supplier 3383 Zonkey 3387 Viking 3388 ALCA Payment No.

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APPENDIA Z - REGOLAR PATIVIENTO	ATIMENTO							1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		and controlled and an about the	Salve Signature and Signature Co.
Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January
sion 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	00.03	£862.25	£0.00	£262.50	£183.75	£210.00	£189.00	20.00	00.03	£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
	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	290.00	\$60.00	250.00
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	50.00	£0.00	£0.00	£3,686.72	20.00	50.00	£0.00	\$0.00	£0.00	£3,686.72
Ricoh (BACS quarterly)	Photocopier	£152.40	\$0.00	£127.00	\$0.00	00.03	£127.00	£0.00	\$0.00	£127.00	£0.00
Eon Next wef 1/11/23 monthly	NH Pavilion - Electricity	£86.28	281.97	284.47	£76.14	£81.21	£67.98	£73.53	£86.47	£47.31	£49.20
Southern Electric d/d annually	Xmas Lights on lampposts	00.03	00.03	€0.00	£0.00	50.00	£0.00	£0.00	20.00	£0.00	£55.40
Southern Electric (DD quarterly)	Christmas Tree	£57.96	00.03	£0.00	£53.80	80.00	£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	275.86	£88.60	£102.58	£82.76
Water2Business (DD six mnthly)	Auto-watering systems 2355915101 - Wesley Ave; 02- Coal Truck Jubilee Green: 04- Libilee Green: 04- Coal	50.00	£0.00	50.00	20.00	£43.73	£218.92	\$0.00	£0.00	\$0.00	20.00
Water2Business (DD six mnthly)	NH Pavilion 70215504	50.00	£0.00	50.00	£0.00	\$0.00	£214.09	£0.00	£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	50.00	20.00	£2,985.21	20.00	£0.00	£2,985.21	£0.00	£0.00	£2,985.23
Information Commissioners Officer (DD) Data Protection Fee (annual)	Data Protection Fee (annual)	00.03	£0.00	50.00	240.00	00.03	20.00	£0.00	£0.00	£0.00	£0.00

		Hospitality 4131/101		edian i			00.03		
		Community Events 4232/202					20.00		
Maria — Arabi — Balaka da kaja i ajama maria kanana gama na		W/H Maintenance 4062/307			-		20.00		
		M/H maintenance 4062/308					20.00		
	The state of the s	Health&Safety r\8104					00.03		
	THE COMMISSION FOR OWN STREET AND THE COMMISSION OF THE COMMISSION	Travel and subsistence 4008/1					20.00		
	man	printing & stationary 4023/1					00.03		
	and the second s	postage 4022/1		21.50			21.50		
January	2024-25-10	TOTAL	287.70	£1.50			£1.50	00.03	£86.20
MONTH	SHEET	DETAILS	Balance b/f	Postage refund - EJ			TOTAL (NET)	VAT:	Ongoing balance
		DATE		13/1/2025					
		IMPREST							

Γ	T			7	Ī	T	\neg	Т	7	Т	5
			Hospitality 4131/101	£1.45					£1,45		£1,45
	100	a commence of the party of the commence of the	Coronation422 7/202				-		00.03		00.03
	SELECTION OF THE PROPERTY OF T	es, come e en	Waintenance Asintenance 4062/307		,				00.03		£0.00
	A SERVICE COMPANY OF THE PROPERTY OF THE PROPE		N/H Maintenance 4062/308						20.00		00.03
The second secon			Training r\2004						£0.00		20.00
			& printing Stationary 1\6204						£0.00		00.03
		Control of the contro	Petty Cash						£0.00	1	50.00
	A processing species on the American Section Control of the Contro		TOTAL	21.45					£1.45	00.03	51.45
The second secon	lary	2024-25-10	DETAILS	Tea bads					TOTAL (NET)	VAT:	TOTAL (Gros)
Appendix 4 Debit Card Payments	Report for F&P - January	SHEET	SUPPLIER	The Co op							
x 4 Debit Ca			DATE	08/01/2024							
Appendi.		- Victoria de la companya de la comp	R F F	DC241			dereich weren von von eine bestellt der				

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

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

		ന				က	7	0
CAP Westhill Rec 4930/199		£636.33				£636.33	£11.67	£648.00
ebnuorĐ maintenance 4039/308/307					*****	20.00		£0.00
W/H Maintenance 4062/307						20.00		50.00
9)H maintenance 4062/309						£0.00		00.03
VillsiiqeoH ror\rer4			56.50			56.50		56,50
Parish Environment 4224/202						00.03		50.00
E&D Projects 4227/202	£9.99					66.63	52.00	£11.99
Vaenoitst2 F\ESOA						00.03		00.03
Postage 1/2204						00.03		20.00
TOTAL	£11.99	£648.00	£6.50			£652.82	£13.67	£666.49
DETAILS	VE Day flag	Planning Permission	Coffee			TOTAL (NET)	VAT:	TOTAL (Gros)
SUPPLIER	MrFlag	B&NES	Co-op					
DATE	29/1/2025 MrFlag	3/2/2025 B&NES	5/2/2024 Co-op					
R F	DC242	DC243	DC244					

Signed:	Name:	Date:
Signed:	Name:	Date:

Invoices for payment FEB

£ gross	£2,232.18	£10.05	£102.00	£1,140.00								£3,484.23	
VAT	£372.03	£0.00	£17.00	£190.00								TOTAL	
£net	£1,860.15	£10.05	585.00	£950.00									
Nom code	4223/202	4101/102	4062/308	4990/199				The state of the s					
Details	Final payment of lights contract	Final payment from Chair's allowance	Jammed door at Pavilion	Work stages 3+4 Changing Rooms		100000000000000000000000000000000000000	The state of the s	- Control of the Cont				A CONTRACTOR OF THE PROPERTY O	The second secon
Invoice Date	16/01/2025		28/01/2025	04/02/2025									
Supplier	3399 I amps and Tubes Illuminations Ltd	3401 Tressell Trust	3402 Colin Thompson & Sons	3403 MJW Architects	The state of the s	the state of the s	a programme and		And the second s		The state of the s	The state of the s	Manager and the second
Payment No. Supplier	3399	3401	3402	3403									

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Added since the agenda was distributed:				A CONTRACTOR OF THE CONTRACTOR					
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This amount plus regular scheduled monthly payment

Highlight if over £5000 as this requires full Parish Council approval

Schedule of regular payments 2024-25	2024-25		, III & III >	(און מוווסמוונא מוכ ואבן)						
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	50.00	\$262.50	£183.75	£210.00	£189.00	£0.00	50.00
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	290.00	\$60.00
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Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	50.00	\$0.00	£3,686.72	20.00	£0.00	50.00	£0.00	£0.00
Ricoh (BACS quarterly)	Photocopier	2152.40	\$0.00	£127.00	£0.00	00.03	£127.00	£0.00	£0.00	£127.00
Eon Next wef 1/11/23 monthly	NH Pavilion - Electricity	£86.28	£81.97	284.47	£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	20.00	00.03	£0.00	\$0.00	80.00	£0.00
Southern Electric (DD quarterly)	Christmas Tree	£57.96	£0.00	00.03	£53.80	20.00	00.03	£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 1/11/23	NH Pavilion - Gas	£103.78	21.863	245.00	£92.01	00'03	561.77	575.86	09.883	£102.58
Water2Business (DD six mnthly)	Auto-watering systems z365915101 Wesley Ave; 02- Coal Truck Jubilee Graen: 03, Jubilee Green: 04. Coal	£0.00	£0.00	£0.00	£0.00	£43.73	£218.92	\$0.00	£0.00	50.00
Water2Business (DD six mnthly)	NH Pavilion 70215504	\$0.00	\$0.00	20.00	20.00	£0.00	£214.09	\$0.00	50.00	£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	20.00	£0.00	£2,985.21	£0.00	50.00
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£40.00	50.00	£0.00	£0.00	50.00	20.00
	Monthly Total 619 040 91	16 010 613	30 300 03	70 760 00	10 007 070					

January	February	March	TOTAL TO DATE
£1,238.37	£1,238.37		£13,605.65
£210.00	00.03		£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			00 [.] 0253
£3,831.90	£3,832.10		£42,090.37
£3,686.72	00.03		£7,373.44
\$0.00	\$0.00		£533.40
£49.20	£48.09		£782.65
255.40	50.00		£55.40
50.00	\$0.00		£493.82
£226.23			£2,018.19
£82.76	16.83 + 51.01		£745.53
50.00	50		£262.65
\$0.00	80.00		£214.09
£2,985.23	£0.00		£11,940.86
00.03	00.03		£40.00
£16,365.03	59,067.58	00.03	

