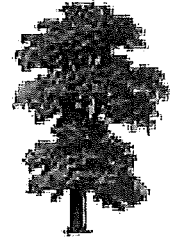


Westfield Parish Council

The Oval Office, St Peter's Business Park
Westfield, BA3 3BX
Phone: 01761 410669 council@westfieldparishcouncil.co.uk
[/westfieldparishcouncil](#) [@westfield_pc](#)



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

Established 2011

All Council Meetings are open to the Public and Press

11th March 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 March 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 19th February 2025 (**Pages 1- 5**)

4. Monthly Accounts

To agree the accounts

- Current Account – **Jan and Feb (Pages 6-11)**
- Corporate Treasury Account - **Jan and Feb (12-16)**
- Business Savings Account - **Jan and Feb** (the interest rate at 1st March 2025 is 3.9%) (**Pages 17-21**)
- Petty cash imprest sheet – no transactions this month (**Page 22**)
- Debit card expenditure sheet – March (**Page 23**)

5. Schedule of payments requiring authorisation

(1) 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 24**)

(2) To delegate authority to two councillors to authorise final payments on 27th March for payment before the financial year end.

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 25-26**)

7. Annual Creditors and Bad Debt Report

To receive reports in respect of outstanding creditors and debtors of the Parish Council (**Pages 27-28**).

8. Grant Payments from the Trusts

Norton Hill - £1,229.77

Westhill - £200

9. Petty Cash – to check the balance in the petty cash tin - £86.20

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.

10. Quotes

Christmas Lights contract – the deadline for tenders is 28th March 2025 – to delegate authority to a small number of councillors to look at the presentations and make a recommendation to Parish Council.

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting

held at The Oval Office on Wednesday 19th February 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: Lesley Close, Parish Clerk

Grant to Swallow – the Committee asked that Swallow be advised that the amendment to the usage of their grant had been given as a one-off and that grant funds would not normally be given for spending outside the parish. They should also be advised that if the soup lunches are not set up by the end of the financial year (31st March) then sadly the grant is no longer valid.

97. Apologies for absence

There were no apologies for absence.

98. Declarations of interest and dispensations

There were no declarations of interest.

99. Minutes

Resolved: (1) that the Minutes of the Finance & Personnel meeting held on 22nd January 2025 be agreed and signed as a correct record.

100. Monthly Accounts

Resolved:

- a) that the bank reconciliation and monthly income and expenditure statements for the Current Account for Jan and Feb be brought to the March meeting.
- b) that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account for Jan and Feb be brought to the March meeting.
- c) that the bank reconciliation and monthly income and expenditure statements for the Business Savings account for Jan and Feb be brought to the March meeting.
- d) that the summary of debit card transactions since the last meeting be agreed. (Appendix 1)
- e) there were no petty cash items this month.

101. 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 February be agreed, (attached as Appendix 2), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors via online banking;

102. Schedule of payments due on a regular basis

In accordance with item 5.6 of the Financial Regulations, an updated list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation was considered at the meeting.

Resolved: (1) that the schedule of payments be agreed (attached as Appendix 3) and that the invoices and the BACS authorisation sheet be signed accordingly. That the BACS payments be made by two councillors via online banking.

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.

103. Quotes – Flowers in Public Places

The report of the Clerk was received.

Resolved: (1) to seek update quotes on the 2025/26 Flowers in Public Places contract with the removal in the spec of the hanging baskets on the Westfield Methodist Church and the removal of the hanging baskets at Nightingale Way.

(2) to make enquiries for public art to replace the hanging basket tree at Nightingale Way. For example, a small miners' wheel with 'Westfield'.

104. Office Move – update

An email was received from Oval Homes advising that the new office for rent, should we still require it, will be ready in 6 weeks' time. Cllr Wilkinson gave an update on a meeting the previous day with the vendor of Unit 3G.

Resolved: To delegate authority to Cllrs Moss, Cooper and Wilkinson to make the final decisions on the purchase of the new office when a response has been received from the vendor

The meeting closed at 11:25am.

Appendix 3 Regular Payments

| Supplier | Details | April | May | June | July | August | Sept | October | Nov | Dec | January | February |
|--|--|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------------|-----------|---------------|
| 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 | £1,238.37 |
| DCK - BACS monthly | Accounting support | £0.00 | £882.25 | £0.00 | £262.50 | £183.75 | £210.00 | £189.00 | £0.00 | £0.00 | £210.00 | £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 | £68.99 | £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 | £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 | £694.41 |
| 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 | £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 | £3,832.10 |
| 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 | £0.00 |
| Ricoh (BACS quarterly) | Photocopier | £152.40 | £0.00 | £127.00 | £0.00 | £0.00 | £127.00 | £0.00 | £0.00 | £127.00 | £0.00 | £0.00 |
| Eon Next wef 1/11/23 monthly | NH Pavilion - Electricity | £86.28 | £81.97 | £84.47 | £76.14 | £81.21 | £67.98 | £73.53 | £86.47 | £47.31 | £49.20 | £48.09 |
| 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 | £0.00 |
| 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 | £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 | £226.23 | £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 | 16.83 + 51.01 |
| Water2Business (DD six mnthly) | Auto-watering systems 2369915101 - 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 | £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 | £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 | £2,985.23 | £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 | £0.00 | £0.00 |

Receipts for Month 10

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|----------------------------|------------------------|------------------|--------------|------------|---------------|------------------|--------------------------------|
| | Balance Brought Fwd : | 19,129.41 | | | | | 19,129.41 | |
| | Banked 13/01/2025 | 19,000.00 | | | | | | |
| 5 | Corporate Treasury Account | 19,000.00 | | | 203 | | 19,000.00 | Tfr Treasury to Current |
| | Banked 17/01/2025 | 6,695.26 | | | | | | |
| 8 | HMRC | 6,695.26 | | | 105 | | 6,695.26 | HMRC VAT Refund Q3 |
| | Banked 31/01/2025 | 281.55 | | | | | | |
| 1 | Nationwide Bank | 281.55 | | | 1196 | 1 | 281.55 | Interest Received - Nationwide |
| | Banked 31/01/2025 | 281.55 | | | | | | |
| 2 | Nationwide Savings Account | 281.55 | | | 204 | | 281.55 | Tfr Nationwide to Current |
| Total Receipts for Month | | 26,258.36 | 0.00 | 0.00 | | | 26,258.36 | |
| Cashbook Totals | | <u>45,387.77</u> | <u>0.00</u> | <u>0.00</u> | | | <u>45,387.77</u> | |

Payments for Month 10

Nominal Ledger

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|-----------|--------------|-------------|-------|------|--------|----------|--------------------------------|
| 02/01/2025 | Oval Commercial Investments Lt | 1 | 1,007.70 | 1,007.70 | | 501 | | | Purchase Ledger |
| 06/01/2025 | Southern Electric | 3 | 55.40 | 55.40 | | 501 | | | IV02213905/3514/Southe Elect |
| 09/01/2025 | Radstock Co-op | 4 | 1.45 | | | 4131 | 101 | 1.45 | Teabags |
| 14/01/2025 | GPS Telecoms Limited | 6 | 82.79 | 82.79 | | 501 | | | 97236/3520/GPS Telecoms Limite |
| 17/01/2025 | E-ON Energy Solutions Ltd | 7 | 49.20 | 49.20 | | 501 | | | KI-8B0721E1E-0015/3521/E-ON En |
| 20/01/2025 | E-ON Energy Solutions Ltd | 9 | 82.76 | 82.76 | | 501 | | | KI-41D188C9-0013/3522/E-ON Ene |
| 22/01/2025 | HMRC | 21 | 694.61 | | | 515 | | 694.61 | HMRC PAYE/NI |
| 22/01/2025 | Avon Pension Fund | 22 | 1,238.37 | | | 517 | | 1,238.37 | Avon Pension Fund |
| 22/01/2025 | Westfield Sports | 18 | 500.00 | | | 4203 | 202 | 500.00 | Westfield Sports & WPC Grant |
| 22/01/2025 | Avon Local Councils Associatio | 10 | 45.00 | 45.00 | | 501 | | | ALCA |
| 22/01/2025 | Oval Commercial Investments Lt | 11 | 60.00 | 60.00 | | 501 | | | Purchase Ledger |
| 22/01/2025 | St John's Ambulance | 12 | 137.28 | 137.28 | | 501 | | | SP24009106/3512/St John's Ambu |
| 22/01/2025 | MSN & Radstock Silver Band | 13 | 150.00 | 150.00 | | 501 | | | 198/3515/MSN & Radstock Silver |
| 22/01/2025 | DCK Accounting Solutions Limit | 14 | 189.00 | 189.00 | | 501 | | | TPC11640/3530/DCK Accounting S |
| 22/01/2025 | DCK Accounting Solutions Limit | 15 | 252.00 | 252.00 | | 501 | | | TPC11602/3510/DCK Accounting S |
| 22/01/2025 | Glacier Environmental Ltd | 16 | 417.60 | 417.60 | | 501 | | | 1643/3513/Glacier Environmenta |
| 22/01/2025 | Trinity Methodist Church | 17 | 480.00 | 480.00 | | 501 | | | 241203/3506/Trinity Methodist |
| 22/01/2025 | Zonkey Solutions Limited | 20 | 572.40 | 572.40 | | 501 | | | INV-18428/3526/Zonkey Solution |
| 22/01/2025 | GreenSward Sports Consultancy | 23 | 2,613.50 | 2,613.50 | | 501 | | | INV-0401/3516/GreenSward Sport |
| 22/01/2025 | Youth Connect SW Ltd | 24 | 3,582.28 | 3,582.28 | | 501 | | | INV-1364/3517/Youth Connect SW |
| 22/01/2025 | Lamps & Tubes Illuminations Lt | 25 | 5,402.10 | 5,402.10 | | 501 | | | INV-71911/3507/Lamps & Tubes I |
| 22/01/2025 | Ricoh UK Ltd | 26 | 152.40 | 152.40 | | 501 | | | 102587440/3509/Ricoh UK Ltd |
| 22/01/2025 | SoVision IT | 27 | 289.96 | 289.96 | | 501 | | | Purchase Ledger |
| 22/01/2025 | SoVision IT | 28 | 289.96 | 289.96 | | 501 | | | 248439/3532/SoVision IT |
| 22/01/2025 | BWS Fire & Security Systems | 29 | 322.89 | 322.89 | | 501 | | | 263329/3483/BWS Fire & Securit |
| 22/01/2025 | BWS Fire & Security Systems | 30 | 40.80 | 40.80 | | 501 | | | 265752/3533/BWS Fire & Securit |
| 22/01/2025 | Viking Direct | 31 | 91.49 | 91.49 | | 501 | | | 5268318/3527/Viking Direct |
| 22/01/2025 | AIB Electrical | 19 | 510.00 | 510.00 | | 501 | | | 488/3529/AIB Electrical |
| 24/01/2025 | Salaries | 32-34 | 3,831.90 | | | 516 | | 3,831.90 | Salaries |
| 30/01/2025 | One Stop Promotions Ltd | 35 | 11.99 | | 2.00 | 4227 | 202 | 9.99 | VE Day Flag |
| 31/01/2025 | Nationwide | 1A | 281.55 | | | 1196 | 1 | 281.55 | Interest Received - Nationwide |

| | | | | |
|--------------------------|------------------|------------------|-------------|------------------|
| Total Payments for Month | 23,436.38 | 16,876.51 | 2.00 | 6,557.87 |
| Balance Carried Fwd | 21,951.39 | | | |
| Cashbook Totals | <u>45,387.77</u> | <u>16,876.51</u> | <u>2.00</u> | <u>28,509.26</u> |

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 1 - Current Account

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-------------------|
| Current Account | 28/02/2025 | | 145,564.83 |
| | | | <u>145,564.83</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 145,564.83 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| 28/02/2025 1 | | 254.30 | |
| | | | <u>254.30</u> |
| | | | 145,819.13 |
| | | Balance per Cash Book is :- | 145,819.13 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Receipts for Month 11

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------------|----------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| | Balance Brought Fwd : | 21,951.39 | | | | | 21,951.39 | |
| | Banked 27/02/2025 | 126,000.00 | | | | | | |
| 29 | Corporate Treasury Account | 126,000.00 | | | | 203 | 126,000.00 | Tfr Treasury to Current |
| | Banked 28/02/2025 | 19,000.00 | | | | | | |
| 8 | Corporate Treasury Account | 19,000.00 | | | | 203 | 19,000.00 | Tfr Trasury to Current |
| | Banked 28/02/2025 | 254.30 | | | | | | |
| 1 | Nationwide Savings Account | 254.30 | | | | 204 | 254.30 | Tfr Nationwide to Current |
| Total Receipts for Month | | 145,254.30 | 0.00 | 0.00 | | | 145,254.30 | |
| Cashbook Totals | | 167,205.69 | 0.00 | 0.00 | | | 167,205.69 | |

Payments for Month 11

Nominal Ledger

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|---------------------------------|--------------------------------|-----------|-------------------|------------------|--------------|------|--------|-------------------|--------------------------------|
| 03/02/2025 | Public Works Loan Board | 2 | 3,686.72 | | | 4901 | 199 | 100.04 | Public Works Loan Board |
| | | | | | | 4902 | 199 | 3,586.68 | Public Works Loan Board |
| 03/02/2025 | Water 2 Business (was BrisWate | 1 | 59.35 | 59.35 | | 501 | | | 5067268020/3531/Water 2 Busine |
| 03/02/2025 | Oval Commercial Investments Lt | 3 | 1,007.70 | 1,007.70 | | 501 | | | Purchase Ledger |
| 04/02/2025 | B&NES | 5 | 648.00 | | 11.67 | 4930 | 199 | 636.33 | Planning Permission |
| 06/02/2025 | Co-op Bank | 6 | 6.50 | | | 4131 | 101 | 6.50 | Coffee |
| 10/02/2025 | Avon Local Councils Associatio | 7 | -45.00 | -45.00 | | 501 | | | Purchase Ledger |
| 14/02/2025 | GPS Telecoms Limited | 10 | 82.79 | 82.79 | | 501 | | | 98035/3543/GPS Telecoms Limite |
| 18/02/2025 | E-ON Energy Solutions Ltd | 11 | 48.09 | 48.09 | | 501 | | | KI-8B072E1E-0016/3542/E-ON Ene |
| 18/02/2025 | E-ON Energy Solutions Ltd | 12 | 51.01 | 51.01 | | 501 | | | KI-41D188C9-0014/3540/E-ON Ene |
| 19/02/2025 | HMRC | 18 | 694.41 | | | 515 | | 694.41 | HMRC PAYE/NI |
| 19/02/2025 | Avon Pension Fund | 21 | 1,238.37 | | | 517 | | 1,238.37 | Avon Pension Fund |
| 19/02/2025 | Trussell Trust | 14 | 10.05 | | | 4101 | 102 | 10.05 | Trussell Trust Donation |
| 19/02/2025 | E-ON Energy Solutions Ltd | 13 | 16.83 | 16.83 | | 501 | | | KI-41D188C9-0015/3539/E-ON Ene |
| 19/02/2025 | Fireshield MAS Fire Protection | 15 | 66.00 | 66.00 | | 501 | | | 31930/3544/Fireshield MAS Fire |
| 19/02/2025 | Colin Thompson & Sons Locksmit | 16 | 102.00 | 102.00 | | 501 | | | 8996/3536/Colin Thompson & Son |
| 19/02/2025 | AIB Electrical | 17 | 450.00 | 450.00 | | 501 | | | 507/3548/AIB Electrical |
| 19/02/2025 | MJW Architects | 19 | 1,140.00 | 1,140.00 | | 501 | | | 0983/3541/MJW Architects |
| 19/02/2025 | Ignyte Media Ltd | 20 | 1,200.00 | 1,200.00 | | 501 | | | 7182/3545/Ignyte Media Ltd |
| 19/02/2025 | M2 CIVIL AND STRUCTURAL LTD | 22 | 1,956.00 | 1,956.00 | | 501 | | | 2579/3546/M2 CIVIL AND STRUCTU |
| 19/02/2025 | Lamps & Tubes Illuminations Lt | 23 | 2,232.18 | 2,232.18 | | 501 | | | INV-71941/3534/Lamps & Tubes l |
| 19/02/2025 | GreenSward Sports Consultancy | 24 | 2,613.50 | 2,613.50 | | 501 | | | INV-0427/3535/GreenSward Sport |
| 19/02/2025 | SoVision IT | 25 | 289.96 | 289.96 | | 501 | | | 248676/3547/SoVision IT |
| 24/02/2025 | Salaries | 26-28 | 3,832.10 | | | 516 | | 3,832.10 | Salaries |
| Total Payments for Month | | | 21,386.56 | 11,270.41 | 11.67 | | | 10,104.48 | |
| Balance Carried Fwd | | | 145,819.13 | | | | | | |
| Cashbook Totals | | | 167,205.69 | 11,270.41 | 11.67 | | | 155,923.61 | |

Receipts for Month 10

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-----------------------|------------------------|------------------|--------------|------------|---------------|-------------------|---------------------------|
| | Balance Brought Fwd : | 510,784.69 | | | | | 510,784.69 | |
| | Banked | 0.00 | | | | | | |
| | | | 0.00 | | | | | 0.00 |
| Total Receipts for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| Cashbook Totals | | <u>510,784.69</u> | <u>0.00</u> | <u>0.00</u> | | | <u>510,784.69</u> | |

Date: 10/03/2025

Westfield Parish Council 2024-25

Page: 212

Time 11:09

Cashbook 2

User: DJM

Corporate Treasury Account

For Month No: 10

Payments for Month 10

Nominal Ledger

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| 13/01/2025 | Current Account | 5 | 19,000.00 | | | | 201 | 19,000.00 | Tfr Treasury to Current |
| Total Payments for Month | | | 19,000.00 | 0.00 | 0.00 | | | 19,000.00 | |
| Balance Carried Fwd | | | 491,784.69 | | | | | | |
| Cashbook Totals | | | 510,784.69 | 0.00 | 0.00 | | | 510,784.69 | |

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 2 - Corporate Treasury Account

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-------------------|
| Corporate Treasury Account | 28/02/2025 | | 346,784.69 |
| | | | <u>346,784.69</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 346,784.69 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 346,784.69 |
| | | Balance per Cash Book is :- | 346,784.69 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Receipts for Month 11

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-----------------------|------------------------|------------------|--------------|------------|---------------|-------------------|---------------------------|
| | Balance Brought Fwd : | 491,784.69 | | | | | 491,784.69 | |
| | Banked | 0.00 | | | | | | |
| | | | 0.00 | | | | | 0.00 |
| Total Receipts for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| Cashbook Totals | | <u>491,784.69</u> | <u>0.00</u> | <u>0.00</u> | | | <u>491,784.69</u> | |

Payments for Month 11

Nominal Ledger

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| 27/02/2025 | Current Account | 29 | 126,000.00 | | | 201 | | 126,000.00 | Tfr Treasury to Current |
| 28/02/2025 | Current Account | 8 | 19,000.00 | | | 201 | | 19,000.00 | Tfr Trasury to Current |
| Total Payments for Month | | | 145,000.00 | 0.00 | 0.00 | | | 145,000.00 | |
| Balance Carried Fwd | | | 346,784.69 | | | | | | |
| Cashbook Totals | | | 491,784.69 | 0.00 | 0.00 | | | 491,784.69 | |

Date: 10/03/2025

Westfield Parish Council 2024-25

Page: 103

Time 11:09

Cashbook 3

User: DJM

Nationwide Savings Account

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-----------------------|------------------------|------------------|--------------|------------|---------------|------------------|--------------------------------|
| | Balance Brought Fwd : | 85,000.03 | | | | | 85,000.03 | |
| | Banked 31/01/2025 | 281.55 | | | | | | |
| 1B | Nationwide Bank | 281.55 | | | 1196 | 1 | 281.55 | Interest Received - Nationwide |
| Total Receipts for Month | | 281.55 | 0.00 | 0.00 | | | 281.55 | |
| Cashbook Totals | | <u>85,281.58</u> | <u>0.00</u> | <u>0.00</u> | | | <u>85,281.58</u> | |

Continued on Page 104

Payments for Month 10

Nominal Ledger

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|------------------|---------------------------|
| 31/01/2025 | Current Account | 2 | 281.55 | | | 201 | | 281.55 | Tfr Nationwide to Current |
| Total Payments for Month | | | 281.55 | 0.00 | 0.00 | | | 281.55 | |
| Balance Carried Fwd | | | 85,000.03 | | | | | | |
| Cashbook Totals | | | <u>85,281.58</u> | 0.00 | 0.00 | | | <u>85,281.58</u> | |

Bank Reconciliation Statement as at 28/02/2025
for Cashbook 3 - Nationwide Savings Account

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|------------------|
| Nationwide Savings Account | 28/02/2025 | | 85,000.03 |
| | | | <u>85,000.03</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| 28/02/2025 1 Current Account | | 254.30 | |
| | | | <u>254.30</u> |
| | | | 84,745.73 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| 28/02/2025 | | 254.30 | |
| | | | <u>254.30</u> |
| | | | 85,000.03 |
| | | Balance per Cash Book is :- | 85,000.03 |
| | | Difference is :- | 0.00 |

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Receipts for Month 11

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-----------------------|------------------------|------------------|--------------|------------|---------------|------------------|--------------------------------|
| | Balance Brought Fwd : | 85,000.03 | | | | | 85,000.03 | |
| Banked 28/02/2025 | | 254.30 | | | | | | |
| | Nationwide Bank | 254.30 | | | 1196 | 1 | 254.30 | Interest Received - Nationwide |
| Total Receipts for Month | | 254.30 | 0.00 | 0.00 | | | 254.30 | |
| Cashbook Totals | | <u>85,254.33</u> | <u>0.00</u> | <u>0.00</u> | | | <u>85,254.33</u> | |

Payments for Month 11

Nominal Ledger

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|------------------|---------------------------|
| 28/02/2025 | Current Account | 1 | 254.30 | | | 201 | | 254.30 | Tfr Nationwide to Current |
| Total Payments for Month | | | 254.30 | 0.00 | 0.00 | | | 254.30 | |
| Balance Carried Fwd | | | 85,000.03 | | | | | | |
| Cashbook Totals | | | <u>85,254.33</u> | 0.00 | 0.00 | | | <u>85,254.33</u> | |

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET

March
2024-25-12

| IMPREST VALUE | DATE | DETAILS | TOTAL | printing & stationary 4023/1 | Health & Safety 4018/1 | Parish Environment 4224/202 | Postage 4022/1 | N/H maintenance 4062/308 | W/H Maintenance 4062/307 | Hospitality 4131/101 |
|---------------|------|-----------------|--------|------------------------------|------------------------|-----------------------------|----------------|--------------------------|--------------------------|----------------------|
| | | Balance b/f | £86.20 | | | | | | | |
| | | TOTAL (NET) | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | £0.00 | |
| | | VAT: | £0.00 | | | | £0.00 | | | |
| | | Ongoing balance | £86.20 | | | | | | | |

previously reported added since agenda was circulated

Imprest Holder signature _____ Date _____

Counter signature _____ Date _____

Signed: _____ Signed: _____

Date: _____ Date: _____

Top-Up Required
Approval to withdraw £XXX fro the bank account using the Parish Council debit card.

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 | £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 |
| 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 | £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 |
| 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 4237202 | 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 | £1,238.37 | £14,844.02 |
| £210.00 | £0.00 | | £1,917.50 |
| £68.99 | £68.99 | £68.99 | £768.28 |
| £2,177.92 | £2,177.92 | £2,177.92 | £26,028.28 |
| £694.61 | £694.41 | £694.81 | £8,340.58 |
| £1,007.70 | £1,007.70 | £1,007.70 | £11,756.50 |
| £50.00 | £0.00 | £17.47 | £587.47 |
| £3,831.90 | £3,832.10 | £3,856.70 | £45,947.07 |
| £3,686.72 | £0.00 | £0.00 | £7,373.44 |
| £0.00 | £0.00 | | £533.40 |
| £49.20 | £48.09 | £65.19 | £847.84 |
| £55.40 | £0.00 | £0.00 | £55.40 |
| £0.00 | £0.00 | | £493.82 |
| £226.23 | £241.63 | | £2,259.82 |
| £82.76 | 16.83 + 51.01 | £90.38 | £835.91 |
| £0.00 | £0.00 | £160.01 | £422.66 |
| £0.00 | £0.00 | £362.14 | £576.23 |
| £2,985.23 | £0.00 | £0.00 | £11,940.86 |
| £0.00 | £0.00 | £0.00 | £40.00 |
| £16,365.03 | £9,309.21 | £9,739.68 | |

Annual Report of Debtors and Creditors

F&P Meeting 19th March 2025

DEBTORS: sales invoices for payment relating to 2024-25

| Company | Description | Estimated Amount | Notes |
|---------|-------------|------------------|-------|
| | | | |

There are no bad debts at 10th March 2025.

CREDITORS: purchase invoices for payment before Year-End 2024-25

Invoices expected (if not received before 31st March to be accrued to the 2024-25 accounts)

| Company | Description | Estimated Amount | Notes |
|-------------|---|------------------|-------|
| BWS | Replacement of bulkhead light in pavilion | £228+VAT | |
| Parfitts | Removals | | |
| GPS Telecom | Broadband in new office | £99+VAT | |
| SoVision IT | Office move - IT | £900+VAT | |
| Greensward | Replacing vandalised bench | £490+VAT | |

Financial Commitments - Outstanding Purchase Orders for items/services ordered in 2024-25 financial year but not yet delivered:

| Company | Description | Estimated Amount (NET) | Notes |
|----------------|--------------------------------------|------------------------|-------|
| Colin Thompson | New lock and door handle in pavilion | £105.00 | |
| | | | |

Financial Commitments - final staged payments of work ordered in the year but not yet undertaken

| Company | Description | Estimated Amount (NET) | Notes |
|--------------------|--|-------------------------------|------------------------------------|
| Auditing Solutions | Final audit visit relating to 2024/25 accounts | £225.00 | <i>Final audit visit in April</i> |
| Taylor Plant | Footpaths at Waterside Valley | £72,140.00 | To be reimbursed by grant from SVR |
| M&G | Grass Topping Waterside Valley | £6,620.00 | To be reimbursed by grant from SVR |
| Sanelli Solutions | Concrete surround to boules pitch | £3,400.00 | |

| Pre-payments Company | Description | Estimated Amount | Notes |
|-----------------------------|--------------------|-------------------------|--------------|
| | | | |

There are no pre-payments at March 2025

Updated 10/3/25