

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Monday 12th March 2012 commencing at 10.00am

Present: Chair of the Committee: Cllr R Moss
Vice Chair: Cllr P Wilkinson
Councillors: A Clarke, G Fuller, S Hamilton and T Pack

In Attendance: Mrs L J Welch (Parish Clerk)
Mrs H Franklin (Finance Officer)

103. Apologies for Absence

Apologies for absence were received and accepted with the reasons given from the Chair of Council, Councillor R Appleyard who had a previous meeting.

104. Declarations of Interest

There were no declarations of interest made.

105. Minutes

Resolved: That the Minutes and Confidential Minutes of the Finance & Personnel meeting held on 13th February 2012 be agreed and signed as a correct record.

106. Matters Arising from the Minutes

There were no Matters Arising.

107. Monthly Accounts

Members were presented with accounts for the month of January together with the Petty Cash Reconciliation book to agree and sign off.

A few queries were raised in respect of some of the entries, namely:

- The cost of Oval Homes invoice, but clarified that this payment included the monthly rent cost as well as the room hire charges;

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- The entering of staff salary payments and whether these should be kept as individual confidential costs or entered as one salary payment, particularly as staff numbers were soon to be reduced to three;
- Cost of erection/dismantling of Christmas lighting which was excluding the provision of Christmas trees. Members requested that Christmas lighting provision for 2012 be discussed sooner rather than later;
- Vehicle taxation – as only six months tax had been purchased it is to be decided whether a refund be requested or this is sold on with the vehicles;
- Redundancy costs – Members were advised that redundancy payments because of the Norton Radstock Town Council's policy had to be enhanced.

Resolved: That the monthly accounts as presented together with the Petty Cash Reconciliation for January be agreed and signed off.

108. Internal Audit Report – First Interim Report, January 2012

Members considered the first interim audit report together with responses. Congratulations were extended to staff that there were no major issues arising from the creation of the new Council.

A few queries were raised, specifically in respect of the following items:

- VAT Double entry – matter resolved and money refunded by HMRC;
- That Standing Orders, where appropriate be an option rather than Direct Debit payments;
- Signing off of Budget – can only be achieved if figures are received from Bath & N E Somerset Council; out of our control.

Resolved: That the first interim audit report together with the responses be noted.

109. Football Hire Charges

Members considered a report in respect of a package of charges for both Norton Hill Recreation Ground and Westhill Gardens Recreation Ground Trust.

- Resolved:**
- 1) that a charge of £35 plus VAT be levied for 'one off' football matches;
 - 2) That a charge of £15 plus VAT be levied as a charge per day, excluding the use of facilities;

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- 3) That hire of Norton Hill Recreation Ground and Westhill Gardens Recreation Ground Trust be limited to between March – October;
- 4) That final calculations for existing hire and one off matches, which would include a charge for the Utilities plus 10% be brought back in a Report to Committee to enable a final decision to be made.

110. Purpose of the Rolling Capital Fund

Resolved: Members noted the objective of the Report which was to outline the purpose of the Rolling Capital Fund as requested by the Internal Auditor. This would build up year on year for 'one off' or capital projects. The Westfield Employment hub might be one area for its use and investigations were underway.

111. Website

The Environment & Development Committee on 13th February 2012 recommended that the Finance & Personnel Committee give consideration to the Parish Council investing in a new website.

Resolved: That the Parish Council invests £700 (£600 for the website, £100 for hosting) for the new website, plus £100 for the first year's updates if required. Ongoing costs in subsequent years would be £100 for hosting and domain. It is expected that updates would be undertaken 'in house'.

112. Time Capsule

The Environment & Development Committee on 13th February 2012 recommended that the Finance & Personnel Committee give consideration to the purchase of a time capsule.

- Resolved:**
- 1) That the Time Capsule be buried for 100 years and as such a 300mm x 255mm marine grade stainless steel time capsule with an RP system to absorb oxygen and prevent degradation at a cost of £458.00 be purchased;
 - 2) That consideration be given to the Environment & Development Committee having a small budget of their own.

113. Westfield Play Area

Members considered an email response from Mike Gray, Senior Project Manager, Development and Major Projects, B&NES following a site meeting on 27th February 2012.

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- Resolved:** 1) That Mike Gray, Senior Project Manager, Development and Major Projects, B&NES be advised that Westfield Parish Council has concerns about the play equipment generally and not just the swing basket;
- 2) That no monies are paid until all concerns are satisfactorily addressed and resolved.

114. Parish Council Regalia

Members considered a request from the Chair of Council in respect of the provision of Civic Regalia for the Chair to wear when attending functions.

Members were not against this in principle but considered it in-appropriate to use its finances to purchase any Regalia.

- Resolved:** 1) That the Council engage with local Businesses to determine sponsorship of such Regalia or indeed just a name badge;
- 2) That a report with costings be brought back to an appropriate meeting.

115. Banking – Facsimile/Email instructions

Members considered a report in respect of the above following the recommendations of the Internal Auditor.

- Resolved:** That the matter of security in respect of facsimile/email instructions be checked again with the bank as some sort of assurance would be required.

116. Banking – Investment Account

Members considered a report in respect of the above.

The Chair of the Committee recommended the need for four separate bank accounts:

- current account for everyday needs;
- savings account (1 month investment) for running costs;
- savings account (12 months investment) for Capital and Reserves;
- savings account (3/6 months investment) Rolling Capital

- Resolved:** That further research be carried out as to whether having more than one account would result in extra fees being incurred.

117. Legionella Risk Assessment Conclusion

Members considered an extract from the Legionella Risk Assessment report.

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Resolved: That the Report be noted.

118. Date of Meeting

Resolved: That the Finance & Personnel meetings be henceforth held on the fourth Monday of every month at 10 a.m.

119. Confidential Business

Resolved: In accordance with the confidential nature of the business to be transacted, the press and public should be excluded during consideration of the next agenda Items.

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