

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 14th May 2014 commencing at 7pm

Present: Cllrs: D Cooper, G Fuller, R Moss and P Wilkinson

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

Councillor P Wilkinson took the Chair.

1. Election of Chair of the Committee

Nominations for Chair of the Committee were received for Councillor P Wilkinson as proposed by Councillor R Moss and seconded by Councillor G Fuller. There were no other nominations

Resolved: That Councillor P Wilkinson be elected as Chair of the Finance & Personnel Committee for 2014/15

Councillor P Wilkinson therefore remained in the Chair.

2. Election of Vice Chair of the Committee

Nominations for Vice Chair of the Committee were received for Councillor R Moss as proposed by Councillor P Wilkinson and seconded by Councillor G Fuller. There were no other nominations.

Resolved: That Councillor R Moss be elected as Vice Chair of the Finance & Personnel Committee for 2014/15

3. Apologies for Absence

Apologies for absence were received and accepted from Cllr A Clarke, who is unwell.

4. Declarations of Interest

There were no Declarations of Interest received.

5. Minutes

Resolved: That the Minutes of the Finance & Personnel meeting held on 16th April 2014 be agreed and signed as a correct record

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

6. Monthly Accounts

Bank reconciliation statements were submitted at the meeting as these had not been reconciled due to the fact that two credit amounts had been received from Bath & N E Somerset Council with no explanation or remittance advice. Following telephone enquires these amounts were in respect of Ward Councillor Initiative Fund payments

- Resolved:**
- a) That the monthly accounts for the Current and Corporate Treasury Accounts for April as presented together with the Petty Cash Imprest sheet for April 2014 be agreed;
 - b) That two new codes be set up in respect of the hard standing for the time capsule and Christmas tree in the amount of £1,100.00 and small business training in the amount of £1,680.00 to accommodate monies received in respect of the Ward Councillors Initiative Fund to enable the bank reconciliation for the Current account to be balanced;
 - c) That with regards to the hard standing for the time capsule and Christmas tree the specification be brought back to an Environment & Development meeting to be discussed further

7. Year End Accounts 2013/14

Members considered the year end accounts and Annual Return for 2013/14 and in particular discussed the revised Fixed Asset Register and Earmarked Reserves.

- Resolved:**
- a) That the impending changes to the Financial Regulations be considered at a future meeting of the Committee;
 - b) That the Annual Return as submitted be agreed and recommended to Council;
 - c) That the Parish Clerk investigates the possibility of reducing some of the general reserves by paying off a proportion of the loan inherited from Norton Radstock Town Council early;
 - d) That the Year End Accounts, including the Fixed Asset Register and Earmarked Reserves for 2013/14 be agreed and recommended to the Parish Council for approval;
 - e) That a 3 year forecast be written this year as part of a budget process

8. Confidential Business

- Resolved:** That in view of the confidential nature of the business about to be transacted the press and public be excluded

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Signed Dated

Westfield Parish Council

9. Ownership of Westhill Club Land

Following previous discussions with regards to the legal documentation available and a meeting with Members of Westhill Club tonight prior to the Finance & Personnel meeting, the general consensus was that both the Club and Parish Council were in agreement with a way forward in ensuring that should the Club cease, then this land would revert back to the Trust.

- Resolved:**
- a) That a legally written agreement be drawn up and signed by both parties to ensure that should the Club cease then this land would revert back to the Trust;
 - b) That the Parish Clerk obtain a legal quotation in pursuance of this agreement with all legal costs being met by the Parish Council;
 - c) That the draft Land Registry Form CT1 be recommended to the Parish Council for approval. This registers the Parish Council's Cautionable Interest in the land;
 - d) That Westhill Club be invited to also sign the Form CT1.

10. Retirement of the Finance Officer

Resolved: That the letter advising of retirement from the Finance Officer be reluctantly accepted.

The meeting closed at 7. 38pm

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Signed Dated