

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Monday 25<sup>th</sup> November 2013 commencing at 10.00am

**Present:** Cllrs Phil Wilkinson (Chair), Diana Cooper and Sue Hamilton

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

### 58. Apologies for Absence

Apologies for absence/lateness were received and accepted with the reasons given from:

- Cllr G Fuller who is unwell;
- Cllr A Clarke who is unwell.

### 59. Declarations of Interest

There were no Declarations of Interest received.

### 60. Minutes

**Resolved:** That the Minutes of the Finance & Personnel meeting held on 28<sup>th</sup> October 2013 be agreed and signed as a correct record.

### 61. Monthly Accounts

**Resolved:** That the monthly accounts for the Current and Corporate Treasury Accounts for October as presented together with the Petty Cash Imprest sheet for October 2013 be agreed.

### 62. Direct Debits & Standing Orders

Members considered a list of Direct Debit and Standing Orders authorised for payment by the Council.

**Resolved:** That the list as submitted be noted.

### 63. Avon Pension Fund – Pension Deficit Funding

**Resolved:** That the concerns that Westfield Parish Council are apparently responsible for the whole deficit repayment be addressed once again with Bath & N E Somerset Council.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

Westfield Parish Council

64. **Local Council Risk System (LCRS) Software**

**Resolved:** That the software package which has been developed to enable Town or Parish Clerks to identify and review their local risks; the Local Council Risk System (LCRS) from DMH Solutions Limited be purchased for the sum of £108.41

65. **Flowers in Public Places 2014/15**

Members discussed the provision of flowers in public spaces together with the difficulties of ensuring that adequate watering was achieved.

**Resolved:** a) That the provision of flowers in public spaces for 2014/15 be put out to tender to include watering;  
b) That the Budget provision for flowers in public spaces be increased to £5k

66. **Handy Person/Community Support Worker/Litter Picker/Road Sweeper costings**

In depth discussions took place over the possibility of engaging someone to undertake these works and the logistics and costs of the operation.

**Resolved:** That the provision of engaging a Handy Person/Community Support Worker/Litter Picker/Road Sweeper not be pursued as this was considered not to be viable financially.

67. **Annual Review of Fees and Charges**

Members considered the review of charges and fees for 2014/15. Members voiced concerns with the lack of facilities at Westhill Recreation Ground and the also the apparent lack of Community facilities offered at the NorWest Bowls Club as laid out in the lease.

**Resolved:** a) That the review of charges and fees for 2014/15 as presented be agreed in respect of the Football and Allotments;  
b) That the Council be consulted about the possibility of holding its Council meetings at the NorWest Bowls Club.

68. **Parish Council Rent**

Members considered the communication from Oval Estates with regards to the proposed rent increase.

**Resolved:** To recommend to the full Council the renewal of the tenancy with Oval Estates for a period of three years at a cost of £5,837 pa.

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Signed ..... Dated .....

## Westfield Parish Council

### 69. 2014/15 Draft Budget

Members discussed the draft budget as presented and were advised that for the second year running this was devised with no anticipated increase to the Precept. It was noted that the proposed budget accommodates the increase in size of the Westfield Warbler as requested by the Environment and Development Committee.

**Resolved:** That the draft budget be recommended to Council for acceptance with the following minor adjustments:

- i) Code 4006 Employment Services – that the current provider Ellis Whittam, be contacted to ascertain whether they offer a smaller package;
- ii) Code 4228 Litter Picker budget of £6,547.00 be deleted;
- iii) Code 4230 Open Spaces (Flowers) be increased from £2,500 to £5k

### 70. Co-operative Bank

Following recent media publicity Members were asked to consider its situation with the Bank, particularly whether it should move the £42,000 in the Guaranteed Investment Account so that not all the Councils funds are in the same place.

**Resolved:** That investigations into the financial guarantee offered by the bank be pursued before making a final decision, but that the situation is monitored.

### 71. Meeting Attendance

Cllr R Moss had advised that unfortunately due to work commitments he was now unable to attend meetings held on a Monday morning.

**Resolved:** That due to the lack of attendance Members present were unable to make a decision. It was therefore recommended that Members be canvassed for a suitable alternative day and time and that this be considered again when availability was known.

### 72. 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.

### 73. 2013/14 Payscale/Increments

**Resolved:** That the 2013/14 paycales/increments be agreed as outlined below:

- a) Salary increase of 1% for all staff effective and backdated to 1<sup>st</sup> April 2013;

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Signed ..... Dated .....

**Westfield Parish Council**

- b) Spinal Column increase to Point 33 for the Parish Clerk effective and backdated to 1<sup>st</sup> April 2013

The meeting closed at 11.20 am

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Signed ..... Dated .....