

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Thursday 16<sup>th</sup> January 2014 commencing at 10.00am

**Present:** Chair of the Committee – Cllr P Wilkinson  
Cllrs A Clarke, Cooper and G Fuller

**In Attendance:** Mrs L Welch (Parish Clerk).

### 82. Apologies for Absence

Apologies for absence were received and accepted from Cllrs S Hamilton and D Cooper who had prior commitments.

### 83. Declarations of Interest

There were no Declarations of Interest received.

### 84. Minutes

**Resolved:** That the Minutes of the Finance & Personnel meeting held on 16<sup>th</sup> December 2013 be agreed and signed as a correct record.

### 85. Monthly Accounts

The Committee queried the amount remaining in the budget for the external audit fee and discussed the projected underspend against budget in the current financial year, highlighting areas of potential forthcoming expenditure particularly relating to the disused tennis court at Norton Hill Recreation Ground.

**Resolved** (a) That the monthly accounts for the Current and Corporate Treasury Accounts for December as presented together with the Petty Cash Imprest sheet for December 2013 be agreed;

### 86. Quarterly Financial Update

The Committee discussed the overall position of the Council in relation to budget and the financial risks associated with the potential cut in grant from BANES relating to the Council tax support scheme in 2015/16.

**Resolved:** That the quarterly financial update be received.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**87. Investment Account**

The Committee received the report of the Finance Officer outlining the options for the investment of the funds in the Fixed Rate Deposit Account with the co-operative.

**Resolved:** That the Nationwide be contacted to set up an account in particular the Business Saver Fixed Rate for 1 year was highlighted as the best option at this time.

**88. Risk Assessments**

The Committee received the risk assessment report and discussed the outstanding risks and actions to mitigate them.

**Resolved:** That the report be received.

**89. Precept Report**

The Committee received the report of the Clerk and discussed items within the budget summary and the reserves.

**Resolved:** To recommend to the Parish Council that a precept of £158,850 be agreed, equating to a Band D equivalent of £96.79 which is the same as last year.

**90. Draft Precept Leaflet**

The Committee discussed the draft precept leaflet to be published on the BANES website.

**Resolved** To recommend to the Parish Council that the leaflet be agreed and that a press release highlighting the freeze in the Band D equivalent be put in the Westfield Warbler.

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.

**91. Landscape Contracts**

The Committee discussed the Landscape Contracts and Flowers in Public Places contract.

**Resolved** (1) that the landscape contracts at Norton Hill and Westhill Recreation Grounds remain with Greensward for 2014/15 and 2015/16 at the costs included in their tender last year.

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

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(2) that the Flowers in Public Places contract goes out to tender for 2014/15 and that a recommendation be put to the full Parish Council that the specification is expanded to pick up on items which BANES is unable to maintain due to cuts ie. the raised flowerbed outside the local shops, the four small flowerbeds around the trees on Jubilee Green and, across the road where the former flowerbeds have been grassed over next to the Methodist Church, a structure of hanging baskets be put up, with the baskets being maintained as part of the contract.

The meeting closed at 11am.

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