

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 16th July 2014 commencing at 7pm

Present: Cllrs: A Clarke, D Cooper, G Fuller, S Hamilton and P Wilkinson (Chair)

In Attendance: Mrs L Welch (Parish Clerk) and Mrs E Merko (Administrative Assistant)

23. Apologies for Absence

Apologies for absence were received and accepted from Cllr R Moss who was on holiday.

24. Declarations of Interest

There were no declarations of interest.

25. Minutes

Resolved: That the Minutes of the Finance & Personnel meeting held on 11th June 2014 be agreed and signed as a correct record

26. Monthly Accounts

Resolved: a) That the updated April monthly statement for the Current account be agreed;
b) That the May monthly statement for the Current account be agreed;
c) That the petty cash imprest sheet for June be agreed.

Councillors D Cooper and S Hamilton arrived at 7.05pm

27. Schedule of payments requiring authorisation

In accordance with item 5.2 of the new Financial Regulations, a schedule of payments was circulated with the agenda.

In addition, the Environment and Development Committee had asked for authorisation to put in an order for the extension of the fence behind the basketball hoop at a cost of £1560.

Resolved: a) That the schedule of payments for July be agreed and the cheques signed, within the meeting, accordingly (attached as Appendix A).
b) That authorisation be given to order an extension of the fence behind the basketball hoop at a cost of £1560.

28. Schedule of payments due on a regular basis

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In accordance with 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 was circulated with the agenda.

In accordance with Financial Regulation 8.3, it was agreed that the Chair of the Council would be sent a copy of the investment statement six monthly (at a cost of £5 per statement), but it was noted that the Public Works Loan Board could not accommodate two statements.

Resolved: That the schedule of payments be agreed (Attached as Appendix B).

29. Fun Fair at Norton Hill

The Committee received the report of the Clerk. It was agreed that the event was a success and that the overall cost was less than expected given the conditions. It was agreed that the cost was justified given the benefit to the community.

30. Feedback on the 2013/14 Grants Scheme

The Committee received written feedback from recipients of grants in 2013/14. The Committee was pleased to note that all recipients had submitted feedback within the required time frame.

The Committee noted that there were three organisations that had not yet spent all the money that they had received but that all three had made proposals for use of the money. As the money would still be used for the benefit of Westfield it was agreed that the three organisations should keep the remaining money. The organisations being 1st Radstock Scouts, Wansdyke Play Association and SWALLOW.

Resolved: a) That this report be noted.
b) That the grant recipients who had money outstanding be allowed to keep and use the money as proposed in their feedback.

31. Annual Review of Health and Safety Policy

Members received and reviewed the Health & Safety at Work Policy Statement.

Resolved: That the Health & Safety Policy Statement as submitted be recommended to the next Council meeting for adoption.

32. Date of the Finance and Personnel Committee meetings

The Committee discussed moving the date of the Finance and Personnel Committee meetings due to the fact that the new Financial Regulations require the signing of cheques within meetings and the difficulty of reconciling the previous month's accounts before raising the next set of invoices.

Resolved: That the date of future Finance and Personnel meetings be moved to the Wednesday of the third week of each month.

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33. The Big Local

In the absence of Cllr Moss it was agreed to move this item to the next meeting.

Resolved: To add this item to the next agenda.

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 was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

34. Draft Grievance and Disciplinary Procedures

The draft Grievance and Disciplinary Procedures, created by the Parish Council's HR Consultants, were discussed.

Resolved: That the Draft Grievance and Disciplinary procedures be agreed.

35. IT Support in the office

It was agreed to move this item forward on the agenda.

The Clerk reported on a meeting with Oval Homes in which Oval Homes had agreed a solution to contracting a new IT Consultant for the Council's IT requirements. The bid of contractor Apollo Technology was revisited and the Committee received a report from the Clerk detailing the likely costs for moving to the proposed new IT provider. The Clerk reported favourable phone references which she had received for Apollo Technology. Members discussed the additional cost of changing to a new provider and the possibility of changing the phone system at the same time, which was an additional cost again.

Resolved: (1) That the contract with C52 be terminated and that a contract be commenced with Apollo Technology to provide IT and telephone support to the Council at a cost of £1507 per annum
(2) To address the inherent problems in the IT system, to create a new independent network at a cost of £1331.
(3) To address the telephone difficulties inherited with the previous IT system to install the system recommended by Apollo at a cost of £501.71

The Admin Assistant left the meeting at this point.

36. Post of Finance Officer

The Committee discussed the recruitment to the post of Finance Officer and received the professional benchmarking advice. In particular the Committee discussed appointing the Admin Assistant, Emily Merko, to the post due to her suitability for the work.

Resolved: (1) to appoint to the post at spinal column point 18-22, for 16 hours per week;
(2) to agree the job description and person specification for the post, as circulated with the agenda;

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- (3) to appoint Emily Merko as the Finance Officer with effect from 1st September 2014;
- (4) to commence recruitment for the post of Admin Assistant, with an advert to go out in the first week of September.

The meeting closed at 7.50pm.

APPENDIX 1

Schedule of invoices for payment in JULY

Invoice date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
30/06/2014	Strode Sound	PA for Fun Day	4224/202	200728	120.00	24.00	144.00
25/06/2014	Zonkey	Web for Big Local	4205/202	200729	375.00	75.00	450.00
20/06/2014	Consortium	Stationery	4023/1	200730	38.93	7.79	46.72
19/06/2014	Viking	Stationery	4036/1;4023/1	200731	178.03	35.60	213.63
28/06/2014	Sue Hill Dance Ltd	Big Local - hire of hall	4205/202	200733	72.50	14.50	87.00
02/07/2014	Oval Commercial	Boardroom hire - June	4013/1	200734	60.00	12.00	72.00
30/06/2014	Greensward	Ad hoc maintenance	as per PO	200735	1,675.80	335.16	2,010.96
07/07/2014	The Head Groundsman	Planting at Norton Hill for Open Day	4062/308	200736	195.00	-	195.00
07/07/2014	Rialtas Business Solutions	Maintenance for year	4058/1	200739	468.00	93.60	561.60
09/07/2014	The Journal	Fun Day advert	4227/202	200740	135.00	27.00	162.00
14/07/2014	The Head Groundsman	Improvements to watering system	4230/202	200741	300.00	-	300.00
14/07/2014	Oakus	Hanging basket trees and slab	4224/202	200742	648.00	129.60	777.60

14/07/2014	Information Commissioner	Data Protection registration 2014	4024/1	200743	35.00	-	35.00
14/07/2014	Somer Valley Community Radio Ltd	Big Local Community Services	4205/1	200744	1,100.00	-	1,100.00
14/07/2014	MSN and Radstock Silver Band	Fun Day entertainment	4203/202	200746	100.00	-	100.00
16/07/2014	C52	Addition of a new user	4027/1	200747	25.00	5.00	30.00
Total					5,526.26	759.25	6,285.51

Highlight if over £5,000 as this requires full Parish Council approval

Highlight denotes invoices which have come in since the agenda was distributed

APPENDIX 2

Schedule of regular payments 2014 15		All figures are net												
Supplier	Details	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
Greensward	Grounds maintenance	1549.58	1549.58	1629.58	1629.58									
The Head Groundsman	Flowers contract	1500.00	318.00	318.00	318.00									
Southern Electric	NH Pavilion	0.00	0.00	83.21	0.00									
Southern Electric	Christmas Tree lights	0.00	0.00	20.39	0.00									
Oval Commercial DD	Office rental	486.45	486.45	486.45	486.45									
DCK Beavers	Payroll service	20.00	47.50	35.00	20.00									
GPS Telecoms DD	Office phone and fax	25.56	26.70	29.79										
C52 DD	IT Support	57.00	57.00	57.00	57.00									
First Office	Photocopier	0.00	170.34	0.00	0.00									
Total Gas and Power DD	NH Pavilion	0.00	47.48	0.00	0.00									
Eclipse DD	Broadband	19.95	19.95	19.95	19.95									
Bristol Wessex Water DD	NH Pavilion	261.53	0.00	0.00	0.00									
Salaries BACS	Office staff	2511.86	2590.30	2474.57	2356.17									
HMRC	Tax and NI office staff	568.36	587.44	404.69	523.09									
Avon Pension Fund	Office staff	921.54	676.53	816.62	816.62									
Public Works Loan Board DD	Westhill Play Area	0.00	0.00	0.00	0.00	3686.72						3686.72		
Total		7921.83	6577.27	6375.25	6226.86	3686.72	0.00	0.00	0.00	0.00	0.00	3686.72	0.00	

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Added since the agenda was distributed