

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Wednesday 17<sup>th</sup> June 2015 commencing at 7pm

**Present:** Cllrs: D Cooper, K Docherty, R Moss, P Williams and P Wilkinson (Chair)

**Also attending:** Cllrs: R Hopkins and A Seaman-Moss

**Absent:** Cllr B Wallbridge

**In Attendance:** Mrs E Merko (Finance Officer)

**14. Apologies for Absence**

Apologies were received from Cllr Wallbridge.

**15. Declarations of Interest**

Cllr Moss declared a non-pecuniary interest as Chair of the Big Local Steering Group.

**16. Minutes**

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 20<sup>th</sup> May 2015 be agreed and signed as a correct record.

**17. Monthly Accounts**

It was reported that the Fun Day had been a great success and that the total NET cost to the Parish Council had been around £200.

**Resolved:**

- a) that the May monthly statement for the Current Account be agreed;
- b) that the May monthly statement for the Guaranteed Investment account be agreed;
- c) that the May monthly statement for the Corporate Treasury account be agreed;
- d) that the petty cash imprest sheet for June be agreed.

**18. Schedule of payments requiring authorisation**

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

It was noted that the GROS payment to Matthew Lloyd should be £250 not £205.

**Resolved:**

- a) that the above amendment to the payment schedule be made;

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

**Westfield Parish Council**

- b) that the schedule of payments for May be agreed (attached as Appendix 1) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly.

**19. Schedule of payments due on a regular basis**

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.

The weed killing of the area behind the basketball fence was queried as it was still full of weeds. Greensward was complimented for its excellent maintenance of the recreation grounds, in particular the goal mouths and the recovery of Norton Hill recreation ground since the Fun Fair.

- Resolved:**
- a) that the weeds behind the basketball fence be brought to the attention of Greensward;
  - b) that the schedule of payments be agreed (attached as Appendix 2) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

**20. Authorisation of spending below £500**

Advice had been sought from ALCA on the issue of the temporary absence of the Clerk.

- Resolved:** that the Finance Officer be appointed Acting Clerk and that spending below £500 be approved by the Finance Officer with the agreement with the Chairman of the F&P Committee or Chairman of the Council.

**21. Internal Audit Report**

The report and its recommendations were received and noted. As per the advice of the Internal Auditor, it was noted that the administration arrangements for Big Local were specific to the scheme and not necessarily carried out under the Council's Financial Regulations.

Enquiries were made as to the administration of Big Local funds with the suggestion that accounts and balances could be shown separately.

- Resolved:**
- a) that the report of the Internal Auditor for 2014-15 be noted;
  - b) to investigate the administration of Big Local accounts with a view to greater transparency.

**22. Bad debt**

It was noted that the sums of money owed by FC Norton football team had still not been paid.

A new policy for ad hoc bookings of the recreation ground was discussed to include payment in advance, collection and return of the keys for each booking and a possible refundable deposit for the keys.

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**Westfield Parish Council**

- Resolved:**
- a) that an email be sent to FC Norton requesting immediate return of the keys to Norton Hill Pavilion and payment towards monies owed;
  - b) that if keys are not returned the locks be changed at an additional cost to the team;
  - c) that subsequent requests for hire of the ground by FC Norton be first considered by the F&P Committee.

**23. Grants**

A request for a change of grant purpose had been requested by SWALLOWS for use of the grant received for 2014-15.

**Resolved:** that the change of purpose be approved.

The meeting closed at 7.30pm

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

**APPENDIX 1**

<b>Schedule of invoices for payment in JUNE</b>							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
29/05/2015	SignEfex	Fun Day banner and Fun Day signs	4232/202	B#113	£96.00	£19.20	£115.20
29/05/2015	Spectrum Form Design	Warbler (June) Fun Day flyers	4212/202 4232/202	B#114	£570.00	£0.00	£570.00
30/05/2015	IAC Ltd	Internal Audit visit 19th May	4057/1	B#115	£162.50	£32.50	£195.00
01/06/2015	Oval Commercial	Boardroom hire Apr&May	4131/1	B#116	£120.00	£24.00	£144.00
26/05/2015	Community Heartbeat	Electrode pads	4018/1	B#117	£28.00	£5.60	£33.60
31/05/2015	Robert Wicke	Big Local Community Worker	580/0	B#118	£1,395.00	£0.00	£1,395.00
31/05/2015	Greensward	ground protection mesh at entrances to Westhill Rec, repairs to goal mouths at Norton Hill Rec	4062/307 4062/308	B#119	£785.00	£157.00	£942.00
09/06/2015	Strode Sound	PA for Fun Day	4232/202	B#125	£145.00	£29.00	£174.00
17/06/2015	Matthew Lloyd	Delivery of Warbler - June	4212/202	200861	£250.00	£0.00	£250.00
10/06/2015	Petty cash	various	various	200860	£47.49	£9.50	£56.99
29/05/2015	Norton Green Farm Nursery	bedding plants and compost for planter	4230/202	B#126	£50.00	£10.00	£60.00
16/06/2015	Norton Green Farm Nursery	25 hanging baskets	4230/202	B#126	£662.50	£132.50	£795.00
16/06/2015	The Head Groundsman	Repair to damaged irrigation system at shops	4230/202	B#127	£120.00	£0.00	£120.00
11/06/2015	Westfield Parish Council	Big Local payment for Fun Day stall	580/0	Journal	£20.00	£0.00	£20.00
						<b>TOTAL</b>	<b>£4,870.79</b>
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval							

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**APPENDIX 2**

**Schedule of regular payments 2015-16** (payments are all NET)

Supplier	Details	April	May	June	July	August	September	October	November	December	January	February	March
Apollo Technology	IT Support (quarterly)	£0.00	£0.00	£286.75									
Apollo Technology	Remote Back-up (quarterly)	£0.00	£0.00	£90.00									
Apollo Technology	Hosted excahnge	£14.85	£0.00	£29.70									
Avon Pension Fund	Office staff	£1,065.65	£1,065.65	£1,065.65									
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00									
Eclipse (DD)	Broadband	£19.95	£19.95	£19.95									
First Office	Photocopier & Maintenance (quarterly)	£0.00	£211.24	£0.00									
GPS Telecoms (DD)	Office phone and fax	£34.98	£36.31	£26.50									
Greensward	Ground maintenance	paid in March	£1,645.41	£1,723.77									
HMRC	Tax and NI office	£212.55	£212.75	£212.55									
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45									
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00									
Salaries (BACS)	Office staff	£2,287.29	£2,258.09	£2,258.29									
Southern Electric	NH Pavilion	£0.00	£0.00	£85.54									
Southern Electric	Christmas Tree Lights	£0.00	£0.00	£20.96									
Total Gas and Power (DD)	NH Pavilion	£0.00	£8.36	£0.00									
<b>Total</b>		<b>£4,121.72</b>	<b>£5,944.21</b>	<b>£6,306.11</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
This amount plus one off payments													
Highlight if over £5000 as this requires full Parish Council approval added since agenda was distributed													

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