

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 17th May 2017 commencing at 7.00pm

Present: Cllr Wilkinson (Chair), Cllrs D Cooper, K Docherty, R Hopkins and P Williams.

Absent: Cllrs G Fuller and L Mansell.

In Attendance: Ms E Merko (Finance Officer)

The meeting opened at 7pm

1. ELECTION OF CHAIR OF THE COMMITTEE

Cllr Wilkinson was proposed and agreed as Chair of the Committee for 2017-18.

2. ELECTION OF VICE-CHAIR OF THE COMMITTEE

Cllr Williams was proposed and agreed as Vice-Chair of the Committee for 2017-18.

3. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs G Fuller and L Mansell.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 19th April 2017 be agreed and signed as a correct record.

6. MONTHLY ACCOUNTS

Resolved:

- a) that the April monthly statements for the Current Account be agreed;
- b) that the April monthly statement for the Corporate Treasury account be agreed;
- c) that the April monthly statement for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest year-end reconciliation be agreed;
- e) that the petty cash imprest sheet for May be agreed.

7. FIXED RATE SAVINGS ACCOUNT

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Options for re-investment of the money held in fixed rates savings account were considered.

Resolved: that the sum of £75,000 should remain with Nationwide and that the interest paid should be transferred to the Parish Council's current account.

8. ANNUAL RETURN FOR 2016-17

Resolved: that the Annual Return figures be recommended to Parish Council for approval.

9. YEAR-END ACCOUNTS

Resolved: that the accounts for 2016-17 be recommended to Parish Council for approval.

10. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

The Committee also considered a request to investigate the allocation of Small Business Rates relief, at present given on the rates for the Pavilion at Norton Hill.

Resolved:

- a) that the schedules of payments for May be agreed (attached as Appendices 1-2) and that the BACS authorisation sheets and cheques be signed, within the meeting, accordingly.
- b) that a request be sent to B&NES asking if it would be possible to apply the Small Business Relief to the office suite instead of to the Pavilion.

11. 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.

Resolved: a) that the schedule of payments be agreed (attached as Appendix 3) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly;

12. INTERNAL AUDIT 2016-17

The report of the Internal Auditor was noted.

13. COMMUNITY INFRASTRUCTURE LEVY (CIL)

Resolved: that the current funds of £762 be put towards the new CCTV camera at Norton Recreation Ground.

14. GRANT FUNDING 2017-18

The timeline for grant funding was approved.

15. AVON PENSION FUND DEFICIT INVESTIGATIONS

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Having considered the advice of the Investments Manager, it was agreed not to take this issue any further at the present time. It was asked that the issue be reviewed again following the next Actuarial Valuation in 2019.

The meeting closed at 7.45pm.

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Signed Dated

APPENDIX 1

Schedule of invoices for payment in MAY							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
04/06/2017	Danny Donkey & Pals	Donkey rides for Fun Day	4232/202	B#649	£200.00	£0.00	£200.00
30/04/2017	Greensward	Play inspection actions	4062/307	B#661	£85.00	£17.00	£102.00
30/04/2017	DCK Beavers	Year-End accountancy support	4058/1	B#662	£606.90	£121.38	£728.28
03/05/2017	Trinity Methodist	Hire of hall for APM	4131/101	B#664	£30.00	£0.00	£30.00
04/05/2017	IAC	Internal Audit visit 2	4057/1	B#663	£100.00	£20.00	£120.00
07/05/2017	ALCA	Social Media training	4005/1	B#666	£40.00	£0.00	£40.00
05/05/2017	Ignyte Media	Warbler May edition	4212/202	B#668	£1,000.00	£200.00	£1,200.00
01/05/2017	Ellis Whittam	Personnel support and legal insurance 2017-18	4006/1	B#676	£773.37	£150.00	£923.37
11/05/2017	Broxap	Benches paid for with Ward Councillors' Initiative money	4239/202	B#677	£1,240.00	£248.00	£1,488.00
11/05/2017	Community Heartbeat Trust	replacement electrodes	4231/202	B#678	£63.00	£12.60	£75.60
10/05/2017	Herringtons Landscape Builders	Replacement auto-watering systems at shops and church. Autowatering systems at coal trucks and square planter.	4230/202	B#679	£1,920.00	£384.00	£2,304.00
09/05/2017	BPP Professional Education	AAT exam 1 fee	4005/1	B#680	£69.17	£5.83	£75.00
17/05/2017	Robert Wilkinson	Delivery of Westfield Warbler	4212/202	B#681	£300.00	£0.00	£300.00
11/04/2017	Viking	stationary	4023/1	B#685	£72.71	£14.54	£87.25
						TOTAL	£7,673.50
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							<i>already approved by Council</i>
Highlight if over £5000 as this requires full Parish Council approval							

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APPENDIX 2

BIG LOCAL: Schedule of invoices for payment in MAY

Big Local payments are administered by Westfield Parish Council as the Locally Trusted Organisation.

Payments are made from the Big Local funds and are in no way connected to Parish Council funds.

Invoice Date	Supplier	Details	Nom code	Chq no	Total (GROS)**
25/04/2017	Young Actors Group	Dragons' Den Grant	580/0	B#650	£500.00
25/04/2017	Fossil project	Dragons' Den Grant	580/0	B#651	£500.00
25/04/2017	Museum tea rooms project	Dragons' Den Grant	580/0	B#651	£500.00
25/04/2017	Zoe Newton	Dragons' Den entertainment	580/0	B#652	£50.00
24/04/2017	SWALLOW	Dragons' Den food	580/0	B#654	£150.00
27/04/2017	Keynsham Mencap	Dragons' Den Grant	580/0	B#656	£500.00
25/04/2017	NR Amateur Boxing Club	Dragons' Den Grant	580/0	B#657	£500.00
26/04/2017	Swan Advice Network	Dragons' Den Grant	580/0	B#658	£500.00
28/04/2017	Trinity School PTFA	Dragons' Den Grant	580/0	B#659	£500.00
26/04/2017	SWALLOW	Dragons' Den Grant	580/0	B#670	£500.00
29/04/2017	Fosseway Press	Dragons' Den printing	580/0	B#665	£51.00
01/05/2017	Oval Commercial	Office rent - February	580/0	B#674	£467.28
01/05/2017	Oval Commercial	Boardroom use - February	580/0	B#674	£24.00
16/05/2017	Rob Wicke	Community Worker Apr/May	580/0	B#675	£1,950.00
15/05/2017	Sarah Westell	Plan Ccoordinator Apr/May	580/0	B#682	£730.00
15/05/2017	Triad Trade Textiles Ltd	Sports bottles to promote Sugar Smart	580/0	B#683	£619.20
16/05/2017	Roundabout Radstock	2 pitches for stalls	580/0	B#684	£20.00
16/05/2017	Westfield Parish Council	pitch at Fun Day	580/0	Journal	£15.00
17/05/2017	Big Local	Petty Cash for two events	580/0	200942	£50.00
17/05/2017	DNA Arts	Roundabout Radstock grant	580/0	B#686	£350.00
				TOTAL	£8,476.48

** VAT cannot be claimed on Big Local payments

Added since agenda was distributed

Highlight if over £5000 as this requires full Parish Council approval

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APPENDIX 3

Schedule of regular payments 2017-18 (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	£286.75										
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00										
Apollo Technology	Hosted exchange	£14.85	£14.85										
Apollo Technology	Wireless access controller	£0.00	£0.00										
Avon Pension Fund	Office staff	£605.90	£605.90										
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00										
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00										
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00										
First Office	Photocopier & Maintenance	£0.00	£204.94										
GPS Telecoms (DD)	Office phone and fax	£27.96	£29.09										
Greensward	Ground maintenance	£1,834.57	£1,834.57										
HMRC	PAYE and NI	£244.17	£244.17										
KCOM (DD)	Broadband	£19.95	£19.95										
Oval Commercial (SO)	Office Rental	£486.45	£486.45										
Oval Commercial	Use of Boardroom	£0.00	£40.00										
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00										
Salaries (and expenses)	Office staff	£2,439.12	£2,438.72										
Southern Electric	NH Pavilion	£0.00	£0.00										
Southern Electric	Christmas Tree Lights	£0.00	£0.00										
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.00										
Total		£5,672.97	£6,313.39	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
This amount plus one off payments													
Highlight if over £5000 as this requires full Parish Council approval													
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