

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 17th September 2014 commencing at 7pm

Present: Cllrs: P Wilkinson (Chair), G Fuller and R Moss.

In Attendance: Mrs L Welch (Parish Clerk) and Mrs E Merko (Finance Officer)

37. Apologies for Absence

Apologies for absence were received and accepted from Cllrs D Cooper and S Hamilton who were both unwell.

It was reported that Councillor Clarke had advised that she would be moving out of the area in the near future but would be visiting from time to time.

38. Declarations of Interest

There were no declarations of interest.

39. Minutes

Resolved: That the Minutes of the Finance & Personnel meeting held on 16th July 2014 be agreed and signed as a correct record.

40. Monthly Accounts

The overdrawn charge of £20 was queried. It was reported that this related to a bounced cheque from the Fun Fair company.

Resolved:

- a) That the June and July monthly statements for the Current account be agreed;
- b) That the petty cash imprest sheet for August be agreed. There were no Petty Cash transactions in July;
- c) That the Clerk write to the Fun Fair to request reimbursement of the £20 overdrawn charge;
- d) That future Big Local spend be prefaced with "BL" in the accounts.

41. Schedule of payments requiring authorisation

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

Resolved:

- a) That an additional invoice, from Sue Hill Dance Ltd be added to the list of payments to be made in the amount of £48.00;
- b) That the schedule of payments for August and September be agreed and the cheques for September signed, within the meeting, accordingly (attached as Appendices 1a and 1b).

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42. **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: That the schedule of payments be agreed (Attached as Appendix 2).

43. **Annual Return 2013-14**

It was noted that the external auditors had signed off the Annual Return with no comments.

44. **Overview of compliance with new Financial Regulations**

The Committee received a report from the Clerk and discussed the appointment of a Councillor to check and sign the bank reconciliation. As this should be a non-signatory it was agreed that the request be put to full Council for a non-member of the Finance and Personnel Committee to undertake the role.

Resolved:

- a) That this report be noted.
- b) To add an agenda item for the next Council meeting requesting a volunteer to verify and sign the bank reconciliation each month.

45. **Gas Supply at Norton Hill Recreation Ground.**

Members received and discussed the renewal quote supplied by LSI Utility Brokers.

Resolved: That the renewal quote from Total Gas Power Ltd, as recommended by LSI Utility Brokers be accepted and the contract signed by the Clerk.

46. **Calendar of the Finance and Personnel Committee meetings**

The amended calendar of dates as agreed at the meeting of 16th July was received and noted.

47. **Post of Administrative Assistant**

The Committee noted that the post had been advertised with a deadline of 22nd September with interviews scheduled to take place on 16th October, with Cllrs Fuller and Wilkinson comprising the Interview Panel.

The meeting closed at 7.15pm.

APPENDIX 1a

Schedule of invoices for payment in AUGUST							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
12/08/2014	Frome Signs	No Football Please' signs @ N/H	4062/308	200752	64.00	12.80	76.80
12/08/2014	Oval Commercial	Boardroom Hire - July	4131/101	200754	60.00	12.00	72.00
06/08/2014	SLCC	Membership renewal	4024/1	200755	246.00	0.00	246.00
17/07/2017	Accounting Solutions	D Kemp Services re benchmark for FO post	4030/1	200756	225.00	45.00	270.00
06/08/2014	The Consortium	Stationery & Stamps	40221/1 & 4023/1	200757	107.29	4.86	112.15
17/07/2014	Rialtas Bus Solutions	Omega Software support	4058/1	200758	338.00	67.60	405.60
18/07/2014	Grant Thornton	2014 Annual Return	4056/1	200759	400.00	80.00	480.00
17/07/2014	Trophies of Radstock	Cups & Engraving Garden Comp	4227/202	200760	45.83	9.17	55.00
02/08/2014	Bristol Water	Allotments Water & Sewerage	4012/303	200764	305.21	0.00	305.21
30/07/2014	GreenSward	Relocate benches, repairs, extra litter pick etc	4062/308 & 307	200763	400.00	80.00	480.00
This amount plus regular scheduled monthly payment total Net amount on invoice							
Highlight if over £5000 as this requires full Parish Council approval							

APPENDIX 1b

Schedule of invoices for payment in SEPTEMBER							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
28/08/2014	C52	Recovery of data	4027/1		£180.00	£36.00	£216.00
15/08/2014	Apollo Technology	Computer and telephone set up	4027/1		£1,866.17	£373.23	£2,239.40
04/09/2014	BANES	Temporary events notice fee	4223/202		£21.00	£0.00	£21.00
27/08/2014	C&R Fencing Ltd	extension to basket ball fence	4990/199		£1,560.00	£312.00	£1,872.00
11/09/2014	M Lloyd	distribution of Warbler	4212/202		£250.00	£0.00	£250.00
02/09/2014	Greensward	repair bench, re-seed pitch, remove graffitti	4062/308		£915.00	£183.00	£1,098.00
15/09/2014	Lazy Days Landscapir	replace door of gas meter	4062/308		£60.00	£12.00	£72.00
15/09/2014	Lazy Days Landscapir	fill in hole in wall of tennis courts	4062/308		£80.00	£16.00	£96.00
28/06/2014	Sue Hill Dance Ltd	Big Local party hall hire	4205/202		£40.00	£8.00	£48.00
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval							
added during the meeting							

APPENDIX 2

Schedule of regular payment 2014 15							
Supplier	Details	April	May	June	July	August	September
Greensward	Ground maintenance	£1,549.58	£1,549.58	£1,629.58	£1,629.58	£1,629.58	£1,789.58
The Head Groundsman	Flowers contract	£1,500.00	£318.00	£318.00	£318.00	£318.00	
Southern Electric	NH Pavilion	£0.00	£0.00	£83.21	£0.00	£61.23	
Southern Electric	Christmas Tree Lights	£0.00	£0.00	£20.39	£0.00	£17.95	
Oval Commercial SO	Office Rental	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45
Accounting Solutions	Payroll Service (Plus extra for HF leaver)	£20.00	£47.50	£35.00	£20.00	£25.00	£24.00
GPS Telecoms DD	Office phone and fax	£25.56	£26.70	£29.79	£25.87	£25.30	
C52 DD	IT Support	£57.00	£57.00	£57.00	£57.00	Cancelled	Cancelled
First Office	Photocopier & Maintenance (quarterly)	£0.00	£170.34	£0.00	£0.00	£163.45	£0.00
Total Gas and Power DD	NH Pavilion	£0.00	£47.48	£0.00	£0.00	£0.05	£0.00
Eclipse DD	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	
Bristol Wessex Water DD	NH Pavilion	£261.53	£0.00	£0.00	£0.00	£306.52	£0.00
Salaries BACS	Office staff	£2,511.86	£2,590.30	£2,474.57	£2,356.17	£2,441.17	£1,649.69
HMRC	Tax and NI office	£568.36	£587.44	£404.69	£523.09	£434.49	£183.80
Avon Pension Fund	Office staff	£921.54	£676.53	£816.62	£816.62	£816.62	£826.69
Public Works Loans Board D	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00
Apollo Technology	IT Support (quarterly)	n/a	n/a	n/a	n/a	£376.75	
Total		£7,921.83	£6,577.27	£6,375.25	£9,939.45	£7,122.51	£4,960.21
This amount plus one off payments total Net amount on invoice							
Highlight if over £5000 as this requires full Parish Council approval							
added since agenda was distributed							