

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 18th January 2017 commencing at 7.00pm

Present: Cllr Wilkinson (Chair), Cllrs K Docherty, G Fuller and P Williams.

Absent: Cllrs D Cooper, R Hopkins and L Mansell.

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

91. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs D Cooper, R Hopkins, L Mansell and E Jackson.

92. DECLARATIONS OF INTEREST

There were no declarations of interest.

93. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 14th December 2016 be agreed and signed as a correct record.

94. BUDGET VARIATIONS

The report on budget variances was noted.

95. MONTHLY ACCOUNTS

Resolved:

- a) that the December monthly statements for the Current Account be agreed;
- b) that the December monthly statement for the Corporate Treasury account be agreed;
- c) that the December monthly statement for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest sheet for January be agreed.

96. VERIFICATION OF THE BANK RECONCILIATIONS

In accordance with item 2.2 of the Financial Regulations, the bank reconciliations had been verified against the bank statements by Cllr Docherty and were confirmed as correct.

97. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

In accordance with item 5.2 of the Financial Regulations, the updated schedules of payments were circulated at the meeting.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: that the schedule of payments for January be agreed (attached as Appendices 1-2) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly.

98. 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 3) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

99. PRECEPT 2017/8

The draft precept calculation and precept leaflet were considered.

Resolved: a) to recommend to Parish Council a precept figure of £181,953 for 2017/18 which represented a 0% increase on a Band D council tax property;
b) that the precept leaflet be recommended to Parish Council for approval.

100. FIXED ASSETS

The list for 2017 was reviewed and approved.

101. EXTERNAL AUDITOR

It was noted that the appointed auditor for 2017-22 was PKF Littlejohn LLP.

102. FINANCIAL RISK MANAGEMENT 2017

The Committee received and considered the strategy document and risk review summary, the Financial Risk Management Report and the Annual Review of the Insurance Schedule.

Resolved: to agree the documents and review again in 12 months' time.

103. DATA PROTECTION RISK ASSESSMENT

The measures put in place for ensuring the integrity of staff at Apollo Technology when handled the Parish Council's data were noted and approved.

104. CONFIDENTIAL MATTERS

It was resolved that, under Section 100A(4) of the Local Government Act, 1972, the press and public would be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

105. BENCHMARKING

The recommendations from ALCA on paycales and conditions for the roles of Finance and Admin Officers were reviewed.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: to recommend to Parish Council that the Finance and Admin Officer paycales be widened to allow for progression as follows:
Finance Officer to scale 22-25 and Admin Officer to scale 17-20.

The meeting closed at 7.20pm.

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 2

BIG LOCAL: Schedule of invoices for payment in JANUARY

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)**
01/01/2017	Oval Commercial	Office rent - January	580/0	B#575	£467.28
01/01/2017	Oval Commercial	Boardroom use - December	580/0	B#575	£84.00
16/01/2017	Rob Wicke	Community Worker Dec/Jan	580/0	B#576	£2,115.00
10/01/2017	Sarah Westell	Plan Ccoordinator Dec/Jan	580/0	B#577	£630.00
21/12/2016	Fosseway Press	Xmas voucher printing	580/0	B#578	£6.00
				TOTAL	£3,302.28
** VAT cannot be claimed on Big Local payments					
Added since agenda was distributed					
Highlight if over £5000 as this requires full Parish Council approval					

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 3

Schedule of regular payments 2016-17 (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	£0.00	£0.00	£286.75	£0.00	£0.00	£286.75	£0.00	£0.00		
Apollo Technology	Remote Back-up (quarterly)	£0.00	£90.00	£0.00	£0.00	£90.00	£0.00	£0.00	£108.00	£0.00	£0.00		
Apollo Technology	Hosted excahnge	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85		
Avon Pension Fund	Office staff	£1,170.92	£1,170.92	£1,170.92	£1,200.64	£1,178.37	£1,178.37	£1,178.37	£1,261.31	£1,188.72	£1,188.72		
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£301.62	£0.00	£0.00	£0.00	£0.00		
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£23.95	£0.00	£0.00	£26.08	£0.00	£0.00	£0.00	£0.00		
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£26.30	£0.00	£66.30	£0.00	£0.00	£0.00	£0.00	£0.00		
First Office	Photocopier & Maintenance	£0.00	£206.01	£0.00	£0.00	£197.56	£0.00	£0.00	£202.33	£0.00	£0.00		
GPS Telecoms (DD)	Office phone and fax	£26.36	£26.27	£26.97	£28.69	£27.04	£26.00	£26.69	£26.52	£27.82	£25.34		
Greensward	Ground maintenance	£0.00	£1,834.73	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57		
HMRC	Tax and NI office	£236.78	£236.98	£236.98	£264.50	£242.82	£243.02	£242.82	£305.83	£247.97	£247.77		
KCOM (was Eclipse) (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95		
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45		
Oval Commercial	Use of Boardroom	£0.00	£60.00	£80.00	£0.00	£120.00	£0.00	£60.00	£60.00	£60.00	£48.00		
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00	£3,686.72		
Salaries (and expenses)	Office staff	£2,321.59	£2,320.34	£2,311.34	£2,395.42	£2,332.95	£2,332.75	£2,332.95	£2,601.22	£2,366.22	£2,387.67		
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67	£0.00	£98.47	£0.00	£0.00	£93.90	£0.00	£0.00		
Southern Electric	Christmas Tree Lights	£1.27	£0.00	£18.78	£0.00	£0.00	£18.78	£0.00	£0.00	£20.43	£0.00		
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.44	£0.00	£0.00	£0.00	£0.00	£0.00	£6.16	£0.00	£0.00		
Total		£4,278.17	£6,753.69	£6,344.73	£9,931.79	£6,996.08	£6,482.44	£6,196.65	£7,307.84	£6,266.98	£9,940.04	£0.00	£0.00
This amount plus one off payments													
Highlight if over £5000 as this requires full Parish Council approval added since agenda was distributed													

Minutes are draft until agreed at the next meeting.

Signed Dated