

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Monday 19th March 2013 commencing at 10.00am

Present: Chair of the Committee: Cllr R Moss

Councillors: A Clarke, S Hamilton and P Wilkinson

In Attendance: Mrs L J Welch (Parish Clerk)
Mrs H Franklin (Finance Officer)

110. Apologies for Absence

Apologies for absence/lateness were received and accepted with the reasons given from:

- The Chair of Council, Councillor G Fuller who is in hospital.

111. Declarations of Interest

There were no Declarations of Interest.

112. Minutes

Resolved: That the Minutes of the Finance & Personnel meeting held on 25th February 2013 be agreed and signed as a correct record.

113. Monthly Accounts

Resolved: That the monthly accounts as presented for February 2013 be agreed and signed off.

114. Interim Audit Report 2012-13

Members considered the Interim Audit Report for 2012-13.

Resolved: That the Interim Audit Report be noted with the following observations:

- (i) Play equipment reserves – That an assessment of Play equipment be established on a five year basis;
- (ii) Chairs Allowance – That an option of either reimbursement via receipts or PAYE be offered in respect of this allowance so as not to disadvantage a future Chair.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

115. Fixed Assets

Members considered an updated list of Fixed Assets as at 10th January 2013 following a query raised at the previous meeting.

Resolved: That the updated list of Fixed Assets as at 10th January 2013 be agreed.

116. Annual Report on Fees and Charges 2013-14

Members considered a report in respect of the fees and charges for 2013-14.

Resolved: That a recommendation of no increase to fees and charges in respect of Football hire, Allotments and the Norwest Bowling Club be referred to Council.

117. Annual Review of the Effectiveness of the Internal Control Environment and the Code of Corporate Governance

Members considered a report in respect of the above.

Resolved: That the Annual Review of the Effectiveness of the Internal Control Environment and the Code of Corporate Governance be recommended to the full Parish Council for agreement.

118. Review of the Treasury Management Policy and Annual Report on the Terms and Conditions of Borrowings

Members considered a report in respect of the above.

Resolved: That the Review of the Treasury Management Policy and Annual Report on the Terms and Conditions of Borrowings be agreed.

119. Draft Annual Report

Members considered the Draft Annual Report.

Resolved: That this be agreed for recommendation to the Parish Council with the inclusion of the Big Local under 'Working in Partnership'

120. Financial Reports of the Trust

Resolved: That this item be considered at the next meeting of the Finance & Personnel Committee.

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Signed Dated

Westfield Parish Council

121. Number of Councillors on the Parish Council

Members considered a communication from Bath & N E Somerset Council Monitoring Officer in respect of a review of the number of Councillors on Parish Councils and asking if this Council would like to alter the number of Councillors.

Resolved: That the Finance & Personnel Committee recommend no change in the number of Councillors to the Parish Council.

122. Christmas Lights

Members considered a quotation in respect of the provision of additional electrical works to the existing Christmas lighting to accommodate a more manageable system plus the addition of an extra Christmas tree sited on the flat roof above the Chemist.

Resolved: (a) That the quotation for the additional electrical works in the sum of £749.30 be accepted;

(b) That the cost of the installation of light columns be investigated once again, via B&NES.

123. Bins on the cycle path on the border with Midsomer Norton

Resolved: That this item be noted but put on hold whilst Councillor Moss investigates the possibility of transferring some unused bins from B&NES.

124. Raising awareness of the impact of the Government's localisation of Council Tax Support Scheme

Members considered a communication from NALC in respect of attendance at a meeting of the above.

Resolved: That this communication be circulated with the Weekly Email but it be stressed that anyone wishing to attend does so at their own cost.

125. Litter Picking/Road sweeping in Westfield

Members were advised that nothing further has been heard from Bath & N E Somerset Council despite many approaches.

Resolved: That this matter be referred to the Parish Council with a complaint being lodged with B&NES via the Ward Councillors should nothing further be forthcoming.

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Westfield Parish Council

Due to absences of Councillors it was agreed to move the next Finance & Personnel meeting to Wednesday 17th April 2013 at 10 a.m.

The meeting finished at 10.25 am

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Signed Dated