

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Wednesday 20<sup>th</sup> June 2018 commencing at 7.00pm

**Present:** Cllr Philip Wilkinson (Chair), and Cllrs Diana Cooper, Ron Hopkins and Patricia Williams

**Absent:** Cllrs Kevin Docherty, Geoff Fuller and Lesley Mansell

**In Attendance:** Emily Merko (Finance Officer)

The meeting opened at 7.00pm

### 18. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr G Fuller.

In discussion of attendance it was asked that full Council be informed of the implications of the number of co-opted members on the Parish Council's Quality status and consider how increased attendance at all meetings could be encouraged.

### 19. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 20. MINUTES

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 23<sup>rd</sup> May 2018 be agreed and signed as a correct record.

### 21. MONTHLY ACCOUNTS

**Resolved:**

- a) that the May monthly statements for the Current Account be agreed;
- b) that the May monthly statements for the Corporate Treasury account be agreed;
- c) that the May monthly statements for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest sheet for May be agreed (attached as Appendix 1).

### 22. 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.

**Resolved:** that the schedules of payments be agreed (attached as Appendices 2&3) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**23. 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 4) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

**24. VALUATION OF BUILDINGS ASSETS**

The comprehensive response from Carter Jonas was appreciated. There was discussion of the financial implication of increasing the insurance cover.

**Resolved:** a) that the insurance cover been increased in accordance with the current valuation of the two buildings assets;  
b) to ask full Council to consider the current lease agreement with Norwest Bowls club and whether the increase in associated costs warranted a revisiting of the rent.

**25. WESTFIELD PRIMARY SCHOOL FANTASTIC FUTURES WEEK**

The additional detail about this event was discussed.

**Resolved:** to offer to pay the cost of the banner for the event as a grant towards the project.

The meeting closed at 7.40pm

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





APPENDIX 3

**BIG LOCAL: Schedule of invoices for payment in JUNE**

*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	Chq no	Total (GROS)**
01/06/2018	Oval	Office rent May	B#1007	£467.28
18/06/2018	Robert Wicke	Community Worker May/June	B#1008	£2,550.00
01/06/2018	Sarah Westell	Programme Coordinator May/June	B#1011	£900.00
03/06/2018	Whisty Hall	Hire of hall for meetings	200965	£20.00
30/05/2018	Robert Wilkinson	Delivery of newsletter	B#1005	£150.00
25/05/2018	JT Leaflet Distribution	Delivery of newsletter	B#1006	£87.50
			<b>TOTAL</b>	<b>£4,174.78</b>
<i>** VAT cannot be claimed on Big Local payments as they are not VAT registered</i>				
Added since agenda was distributed				
Highlight if over £5000 as this requires full Parish Council approval				

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

## APPENDIX 4

### Schedule of regular payments 2018-19 *amounts are all NET*

Supplier	Details	April	May	June	July	August	September	October	November	December	January	February	March	TOTAL
Apollo Technology	IT Support (quarterly)	£0.00	£286.75	£0.00										£286.75
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00	£0.00										£108.00
Apollo Technology	Hosted exchange	£16.35	£16.35	£16.35										£49.05
Apollo Technology	Wireless Cloud Controller	£5.97	£0.00	£0.00										£5.97
Avon Pension Fund	Superannuation	£614.03	£614.03	£661.46										£1,889.52
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00										£0.00
Ricoh	Photocopier & Maintenance	£225.52	£0.00	£0.00										£225.52
GPS Telecoms (DD)	Office phone and fax	£33.22	£31.31	£32.65										£97.18
Greensward	Ground maintenance	£1,834.57	£1,834.73	£1,834.73										£5,504.03
HMRC	PAYE and NI	£236.42	£236.42	£301.49										£774.33
KCOM (DD)	Broadband	£19.95	£19.95	£19.95										£59.85
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75										£1,469.25
Oval Commercial	Use of Boardroom	£60.00	£60.00	£60.00										£180.00
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00										£0.00
Net Salaries (and expenses)	Office staff	£2,437.99	£2,442.49	£2,594.80										£7,475.28
Southern Electric	NH Pavilion	£0.00	£0.00	£161.84										£161.84
Southern Electric	Christmas Tree	£0.00	£0.00	£0.00										£0.00
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.00	£0.00										£0.00
<b>Total</b>		<b>£5,973.77</b>	<b>£6,139.78</b>	<b>£6,173.02</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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