

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Monday 22nd July 2013 commencing at 10.00am

Present: Chair of the Committee: Cllr P Wilkinson

Councillors: G Fuller, S Hamilton

In Attendance: Cllr D Cooper
Mrs H Franklin (Finance Officer)

Before the commencement of the meeting it was agreed that Councillor D Cooper be co-opted onto the Finance & Personnel Committee and that this be an item for consideration at the next Council meeting.

29. Apologies for Absence

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

- Councillor R Moss who is on holiday;
- Councillor A Clark who has a medical appointment.

30. Declarations of Interest

There were no declarations of interest.

31. Minutes

Resolved: That the Minutes, including the Confidential Minutes of the Finance & Personnel meeting held on 24th June 2013 be agreed and signed as a correct record.

32. Monthly Accounts

Resolved: That the monthly accounts for the Guaranteed Investment in respect of May, the Current and Corporate Treasury Accounts as presented be agreed together with the Petty Cash Imprest sheet for June 2013 be agreed.

33. Quarterly Budget Comparison & Balances

Members considered the quarterly budget comparison and balances as at 30th June 2013.

Resolved: That the quarterly budget comparison and balances as at 30th June 2013 be agreed.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

34. Additional Cleaning at Norton Hill and Westhill Play Areas

Members considered commissioning the contractors to do a second clean up at the Play areas during the summer months due to the fast accumulation of litter.

Discussions also ensued on the proposed funfair at Norton Hill Recreation Ground which followed a site meeting between the Fairground Operator and Councillors Fuller and Cooper. The Fairground Operator wishes to run a small funfair with perhaps 4 large rides and stalls during August.

- Resolved:**
- 1) That the Contractors be engaged to carry out an additional litter pick and disposal of the rubbish for Norton Hill and Westhill Play Areas for the sum of £10 per week per site with immediate effect and until the end of September 2013;
 - 2) That the Contractors be advised that the preferred dates for litter picking be a Monday and Friday;
 - 3) That enquiries made with the Contractor to include the Tennis Court at Norton Hill which has also seen an increase in general litter;
 - 4) That subject to weather conditions it be agreed to hold a funfair at Norton Hill Recreation Ground subject to agreement being reached on the following considerations:
 - A fee be agreed for both operating and non-operating days of say £1,000 (minimum) but that South Gloucestershire Council be contacted to ascertain their rates;
 - That a Bond of £1,000 be held in the event of any works being necessary to reinstate the land; in the event of no works being required the Bond cheque would be returned;
 - That an agreed date of week commencing 12th August 2013 be offered with operating times being agreed but with a finish time of no later than 9pm;
 - Subject to receipt of adequate Hirers Public Liability Insurance Policy, Safety Certificates etc;
 - That the goalmouth areas of the football pitch be roped off.

35. Health & Safety at Work – Policy Statement

Members reviewed the Health & Safety at Work Policy Statement as submitted.

- Resolved:** That the Health & Safety Policy Statement as submitted be agreed and submitted to the next Council meeting for adoption.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

36. Grants Feedback 2012-13

Members considered the grants feedback forms received in respect of grant funding for the financial year 2012-13.

Resolved: That the grants feedback forms as received for the financial year 2012-13 be accepted but that disappointment be recorded that a few organisations had not responded.

Minutes are draft until agreed at the next meeting.

Signed Dated