

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Wednesday 22<sup>nd</sup> October 2014 commencing at 7pm

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

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

There were two members of the public present.

**48. Apologies for Absence**

Apologies for absence were received from Cllr S Hamilton who was unwell.

**49. Declarations of Interest**

Cllr Moss declared a non-pecuniary interest in items 13 and 14, Big Local (1) and Big Local (2) as Chair of the Big Local Steering Group.

**50. Minutes**

It was noted that the requested cheque for reimbursement of bank charges had been received from James Rogers and Sons Funfairs.

**Resolved:** That the Minutes of the Finance & Personnel meeting held on 17<sup>th</sup> September 2014 be agreed and signed as a correct record.

**51. Monthly Accounts**

Two unrepresented cheques were noted in particular: a cheque to KeyPress Trophies dated 23/10/2014 and a cheque to BANES dated 18/08/2014. The KeyPress cheque was now out of date so a new cheque had been raised. The cheque to BANES for Pensions contributions would be queried.

**Resolved:**

- a) That the August and September monthly statements for the Current account be agreed;
- b) That the August and September monthly statements for the Guaranteed Investment account be agreed;
- c) That the April-September monthly statements for the Corporate Treasury account be agreed;
- d) That the petty cash imprest sheet for September be agreed;
- e) That the unrepresented cheque to BANES be queried and resolved.

**52. Budget variation update**

As per Financial Regulation 4.8, written explanations of the budget variations which were over 15% or £100 as at 30<sup>th</sup> September 2014 were received.

Further items of underspend were noted as follows:

- a) Wages & Salaries - under budget because of staff changes and staff vacancies.
- b) Insurance - a cheaper deal had been secured this year giving a substantial saving.

## Westfield Parish Council

### 53. Schedule of payments requiring authorisation

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

**Resolved:** That the schedule of payments for October be agreed and the cheques signed, within the meeting, accordingly (attached as Appendix 1).

### 54. 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.

The increased cost of grounds maintenance was noted as a result of recent vandalism repairs at Norton Hill Recreation Ground. Cllr Moss reported having met with PCSO Mandy Ware and a Crime Prevention Officer to discuss ways to combat vandalism. Cllr Fuller and the Clerk would be meeting with officials from BANES to discuss the possibility of CCTV.

**Resolved:** That the schedule of payments be agreed (attached as Appendix 2).

### 55. Verification of bank reconciliations

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

### 56. Co-operative Fixed Rate Deposit Account

**Resolved:** To reinvest the funds for a further three months until January 2015.

### 57. Budget 2015/16

Members were asked to highlight new items which could be included for consideration in the budget setting process for 2015/16. A suggested cost was CCTV for Norton Hill Recreation Ground.

### 58. Annual Review of Fees and Charges

**Resolved:**

- a) To freeze all prices for the coming year and to add a price of £15 per session for hire of part of the pitch, without facilities. (Appendix 3)
- b) To advertise the price freeze.

### 59. Electronic payment of pensions contributions

**Resolved:** To make future payments to the Local Government Pension Scheme by BACS.

## Westfield Parish Council

### 60. **Big Local Plan (Consultation draft)**

The Plan, which is the final draft before being sent to The Lottery for the first tranche of funding, was discussed. Of particular note to members was how few photos there were of Westfield. The large sum allocated to Victoria Hall was also queried, Cllr Moss would investigate this.

Members asked that the scheme be publicised more widely to the residents of Westfield.

### 61. **Big Local funds**

**Resolved:** To draw down a further £3016, as requested by the Big Local Partnership. This, with existing funds would allow the Partnership to fund a second Dragons Den event, arrange a launch of the Plan for Radstock and Westfield and continue to pay the Big Local Community Worker.

### 62. **Grants scheme 2014/15**

The Grants sub-Committee was agreed as Cllrs Wilkinson, Fuller and Cooper. The sub-Committee would meet to discuss the twenty applications on Thursday 23<sup>rd</sup> October at 10am and recommendations would be passed to Full Council on 3<sup>rd</sup> November.

The meeting closed at 7.50pm.

## APPENDIX 1

Schedule of invoices for payment in OCTOBER							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
12/08/2014	Frome Signs	2 x strictly no football signs	4062/308	200781	£82.00	£16.40	£98.40
05/09/2014	Sarah Westell	Community Worker for Big Local	4205/202	200782	£1,177.50	£0.00	£1,177.50
12/09/2014	Apollo Technology	Telephone patch cable	4027/1	200783	£3.95	£0.79	£4.74
26/09/2014	A.F. Denning Ltd	Inspection and test at N/H garage plus new earth cable	4014/308	200784	£117.00	£23.40	£140.40
26/09/2014	Accounting Solutions	Training new Finance Officer	4005/1	200785	£438.80	£87.76	£526.56
30/09/2014	Petty Cash	petty cash top-up	see Impres	200780	£64.00		£64.00
30/09/2014	MNR Journal	Advert for Admin Assistant	4030/1	200786	£84.00	£16.80	£100.80
30/09/2014	Greensward	ad hoc maintenance at Recs	various	200787	£190.00	£38.00	£228.00
07/10/2014	ALCA	Finance training "Statutory Requirements and Propoer Practices"	4005/1	200788	£75.00	£0.00	£75.00
08/10/2014	Oval Commercial	September use of Boardroom	4131/101	200789	£60.00	£12.00	£72.00
10/10/2014	GM Engineering	security bar for meter cupboard at N/H Pavilion	4062/308	200790	£165.00	£33.00	£198.00
09/10/2014	HMRC	VAT owed	105/0	BACS	£1,447.66	£0.00	£1,447.66
08/10/2014	Viking	stationary	various	200791	£64.82	£3.66	£68.48
08/10/2014	Kelvin Awkins Ltd	Boiler service at Pavilion	4018/1	200792	£70.00	£0.00	£70.00
10/10/2014	The Consortium	stationary	4023/1	200793	£54.29	£10.87	£65.16
10/04/2014	Key Press	replace locks at NH Pavilion***	4062/308	200794	£86.00	£0.00	£86.00
09/10/2014	Dominic Murphy	Big Local: drafting Big Local Plan	4205/202	200795	£1,800.00	£0.00	£1,800.00
16/10/2014	GM Engineering	New post for car park at Westhill, fix vandalised garage door, fit new padlock at W/H Rec	4062/307	200790	£250.00	£50.00	£300.00
16/10/2014	Dockys	Sandwiches for interview panel	4131/101	200796	£12.75	£0.00	£12.75
20/10/2014	CFH	printing and posting letters to businesses	4205/202	200797	£176.40	£0.00	£176.40
						<b>TOTAL</b>	<b>£4,324.30</b>
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval							
*** original cheque (23.04.14) never received or cashed, now over 6 months so no longer valid, new chq issued							



## APPENDIX 3

### Annual Review of Fees and Charges 2015 16

#### 1. Background

The purpose of this report is for the Committee to agree the 2015/ 16 fees and charges.

#### 2. Football Hire Charges

	2014-15	2015-16
Norton Hill Adult Hire	£408.00	£408.00
Norton Hill Junior Hire	£112.00	£112.00
Norton Hill Casual Adult/Junior (with facilities)	£46.00	£46.00
Norton Hill Casual Adult/Junior (without facilities)	£21.00	£21.00
Westhill Adult Hire	£377.00	£377.00
Westhill Junior Hire	£92.00	£92.00
Westhill Casual Adult	£45.00	£45.00
Westhill Casual Junior	£45.00	£45.00
Part pitch hire	n/a	£15 p/session

#### 3. Allotments

	2014 15	2015 16
Income from WAGS	£100	£100

#### 4. Norwest Bowling Club

	2014 15	2015 16
Rent from Norwest Bowling Club	£410.78	£428.55 (see note below)

As per the lease agreement, the Norwest Bowling Club rent will go up in August 2015 by the following formula:  $axb=c$   $c/d=new$  rent effective in August. Where  $a=$  current rent;  $b=CPI$  in July of the previous year and  $d=$ the base CPI of 122.5.

In July 2014 the CPI was 127.8, therefore there will be an increase in rent for the Bowling Club in 2015 16 to £428.55.