

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Monday 25<sup>th</sup> February 2013 commencing at 10.00am

**Present:** Chair of the Committee: Cllr R Moss

Councillors: R Appleyard, A Clarke and P Wilkinson

**In Attendance:** Cllr D Cooper  
Mrs L J Welch (Parish Clerk)  
Mrs H Franklin (Finance Officer)

### 99. Apologies for Absence

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

- Councillor S Hamilton who had a previous engagement;
- Councillor G Fuller who had a medical appointment.

### 100. Declarations of Interest

Cllrs R Appleyard declared an interest as Chair of the Westfield Allotment & Gardening Society in respect of Item 6 Westfield Allotment Fencing.

### 101. Minutes

**Resolved:** That the Minutes of the Finance & Personnel meeting held on 28<sup>th</sup> January 2013 be agreed and signed as a correct record.

### 102. Matters Arising from the Minutes

As a matter of interest it was noted that Westfield Parish Council were the only Council to complain that Bath & N E Somerset Council were not printing the Precept leaflets this year.

### 103. Monthly Accounts

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

### 104. Westfield Allotment Fencing

Councillor R Appleyard as Chair of the Westfield Allotment & Gardening Society provided Members with an update of the current situation in respect of the allotments.

Minutes are draft until agreed at the next meeting.

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

## Westfield Parish Council

Discussions followed with regards to the financial commitment of the Parish Council to the allotment site. Whilst the majority of the Committee agreed that the Parish Council should go ahead with the fencing in the context of the paper circulated by Councillor Appleyard, it was noted that a motion would be tabled that this goes to the full Parish Council in order to reflect the views of all Councillors.

### 105. Fixed Assets

Members considered a list of Fixed Assets as at 10<sup>th</sup> January 2013.

**Resolved:** That following investigation of a £1 entry on the final line the Fixed Assets be noted.

### 106. Fixed Rate Deposit Account

Members were asked to consider the re-investment for a further period the sum of £42,377.22 currently held in a Fixed Rate Deposit Account.

**Resolved:** That the sum of £42,377.22 be re-invested in a Fixed Rate Deposit Account for a further period of six months.

### 107. Landscape Tenders

Members were requested to agree delegate authority in respect of the Landscape tenders, which were due in by 4<sup>th</sup> March 2013.

**Resolved:** That authority to award the landscape tenders be delegated to the Chair of Council, the Chair of the Finance & Personnel Committee and the Chair of the Environment & Development Committee and that this only be brought back to Council should there be an issue.

### 108. Litter Picking/Road sweeping in Westfield

It was anticipated that information would have been available from Bath & N E Somerset Council for the meeting which was unfortunately not the case.

**Resolved:** That Bath & N E Somerset Council be chased again in respect of the relevant figures with the two Westfield B&NES Councillors being copied in.

### 109. NorWest Bowls Club

Members were asked to note a potential insurance claim in respect of a leaking roof and drainage problems at the NorWest Bowls Club. Unfortunately figures involved had not yet been received from the Bowls Club although the

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

**Westfield Parish Council**

Club had advised that the damaged roof had been previously repaired by them following lead being stolen last year.

The Parish Council insurers had been tentatively contacted in respect of this potential claim but as these repairs had been carried out unbeknown to the Parish Council it is unlikely that we will be covered.

- Resolved:**
- 1) That this be pursued when information sought has been received from the NorWest Bowls Club;
  - 2) That the NorWest Bowls Club be reminded of their commitment in respect of the terms of the Repairing Lease. Any theft or damage must be reported to the Parish Council and that any repairs which are carried out by them must be of a good standard.

**The meeting finished at 11.02 am**

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