

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Monday 28<sup>th</sup> January 2013 commencing at 10.00am

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

Councillors: R Appleyard, A Clarke, G Fuller and P Wilkinson

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

### 85. Apologies for Absence

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

- Councillor Mrs S Hamilton who was unwell.

### 86. Declarations of Interest

Cllrs R Appleyard, A Clarke, G Fuller and P Wilkinson declared disclosable pecuniary interests as residents of the Parish in respect of Item 7 Precept Leaflet 2013/14 and Item 8 Precept Report 2013/14. A dispensation, as delegated to the Clerk at the last Parish Council meeting, was granted. Cllrs R Appleyard and R Moss declared interests in item 13 Avon Pension Fund – Statutory Consultation, as members of the Fund.

### 87. Minutes

**Resolved:** That the Minutes of the Finance & Personnel meeting held on 17<sup>th</sup> December 2012 be agreed and signed as a correct record.

### 88. Matters Arising from the Minutes

There were no Matters Arising from the Minutes.

### 89. Monthly Accounts

Westfield Allotment Gardening Society (WAGS) – Members were advised of the quotations received in respect of fencing works to the allotment site with a preference being given to the quotation submitted by Jacksons Fencing. Members were advised that further measurements of the site were required before a final quotation could be provided.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**Resolved:** (1) That this work be agreed in principle with the final quotation being ratified by the Chair, and Vice Chair of the Committee plus the Chair of Council.

(2) That the monthly accounts as presented for December 2012 be agreed and signed off.

**90. Statement of Receipts and Payments**

The Committee reviewed its performance against budget.

**Resolved:** That the quarterly Statement of Receipts and Payments against budget to the 31<sup>st</sup> December 2012 be agreed.

**91. Precept Leaflet 2013-14**

Members considered the Precept Leaflet but requested that more emphasis be given to certain items.

Members were advised that correspondence had been received today from Bath & N E Somerset Council in which they advise that no hard copies of the Precept leaflet would be sent out with the Council Tax paperwork but that this would be available to view online.

The Committee voiced its concerns at the decision taken by B&NES since not everyone has access to the internet. It was the preference of the Parish Council that hard copies of the Precept leaflet are sent out by B&NES, however, should their decision be upheld then consideration would be given to the leaflet being sent out with the Westfield Warbler.

**Resolved:** (1) That the Precept Leaflet be recommended for adoption with the following items being given more emphasis:

(a) Reason for the reduction of Precept figure.

(b) Healthy Reserves due to a stringent control on spending which will enable the Parish to invest in its Community by improving services.

(2) That Bath & N E Somerset Council be contacted to establish the sentiment behind the decision not to provide hard copies of the Parish Precept Leaflets

**92. Precept Report 2013-14**

**Resolved:** The Committee recommends a precept for 2013-14 of exactly the same Band D equivalent as last year ie £96.79, equating to a precept of £152,064.94. This creates an additional £906.04, to be added to the Parks and Play Areas budget (code 4225).

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**93. Second Round of Grant Funding**

Members discussed the second round of grant funding for which applications would close on 31<sup>st</sup> January 2013.

**Resolved:** (1) That delegation be given to the Chair and Vice Chair of the Committee plus the Chair of Council to bring any recommendations for the allocation of the remainder of grant funding for 2012-13 to the full Parish Council on 4<sup>th</sup> February 2013;

(2) That the Parish Council not be pinned down to spending the remainder of the available grant funding and if necessary this be carried forward to the next financial year.

**94. Landscape Contract**

Members considered the Landscape Contract including the amendments made by the Environment & Development Committee at its meeting held on 14<sup>th</sup> January 2013.

**Resolved:** That the Landscape Contract including the amendments made by the Environment & Development Committee at its meeting held on 14<sup>th</sup> January 2013 be agreed.

**95. Fixed Assets Report**

**Resolved:** That the Fixed Assets Report as submitted be agreed.

**96. Financial Risk Management**

The Committee discussed the areas of financial risk within the Council and commented that the increase in reserves as set out in the Precept Report was beneficial.

**Resolved:** That the following, as submitted be agreed:

- Risk Management Strategy;
- Financial Risk Assessments;
- Risk Register
- Annual Review of the Insurance Schedule

**97. Avon Pension Fund**

**Resolved:** That the communication from the Avon Pension Fund in respect of a Statutory Consultation on proposals to make changes to the Local Government Pension Scheme from 1<sup>st</sup> April 2014 be noted.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**98. Direct Debit Agreement – Oval Commercial**

**Resolved:** That a Standing Order rather than a Direct Debit payment to Oval Commercial be set up to accommodate the monthly rental of the Parish Council offices.

**The meeting finished at 10.25 am**

Minutes are draft until agreed at the next meeting.

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