

## 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> October 2013 commencing at 10.00am

**Present:** Cllrs Phil Wilkinson (Chair), Rob Appleyard, Diana Cooper,  
Geoff Fuller, Sue Hamilton and Robin Moss (Vice Chair).

**In Attendance:** Mrs L Welch (Parish Clerk).

### 46. Apologies for Absence

Apologies for absence were received from Cllr Clarke who had a family engagement.

### 47. Declarations of Interest

- Cllr Hamilton declared an interest in Item 8 Remembrance Garden, as the sister of Chris Cray.
- Cllr Moss declared an interest in Item 10 Big Local's Dragons Den, as the Parish Council's representative and Chair of this Steering Group.

### 48. Minutes

**Resolved:** That the Minutes of the Finance & Personnel meeting held on 23<sup>rd</sup> September 2013 be agreed and signed as a correct record.

### 49. Monthly Accounts

**Resolved:** That the monthly accounts for the Current and Corporate Treasury Accounts for September as presented together with the Petty Cash Imprest sheet for September 2013 be agreed.

### 50. Quarterly Financial Update

Members considered the quarterly statement of receipts and payments together with budget comparison as at 30<sup>th</sup> September 2013.

### 51. Budget 2014/15

The Committee discussed items for possible inclusion in the 2014/15 budget.

**Resolved:** (1) That costings for a Litterpicker (3.5-4 days per week) funded in part by taking over the litter picking from BANES be calculated;  
(2) That costings for a post of 6 hours per week, not related to the BANES litter picking, but undertaking work relating to flowers

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

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in public places and some additional litter picking be calculated, taking into consideration the fact that the flowers in public places contract and perhaps the specification in the other contracts would go down accordingly.  
(3) that the details of how the Pensions Deficit Fund is calculated and its impact on the 2014 15 budget be clarified.

**52. Eclipse Internet**

The Committee considered the financial risks in setting up a direct debit with Eclipse. The Council's controls in terms of (1) checking the invoice monthly from Eclipse and having it signed by two Councillors and (2) its annual check of all direct debits and standing orders were discussed.

**Resolved:** that the Parish Council sets up a direct debit with Eclipse Internet.

**53. Remembrance Garden – Chris Cray**

The Committee noted CURO's proposed change of location for the remembrance garden. Whilst the Parish Council supported the Remembrance Garden with the purchase of the sign, no further involvement in the creation or maintenance of the land has been agreed. Therefore the change of location is a matter between CURO and the family of Chris Cray and, respectfully, is not a matter on which the Parish Council should be involved.

**54. Financial Risk Management**

The Committee considered the Financial Risk Assessment for this year. It discussed in detail the risk related to the Council Tax Support Scheme grant from B&NES and the fact that if this went down, or was dropped, and if a cap on precept rises was introduced, then the Parish Council would be faced with having to make severe cuts. The Committee also discussed the required reserves levels, recommended in the Practitioners Guide 2010 as 25-100% of net revenue expenditure. The Parish Council has built up cash flow reserves of 25% net revenue expenditure (ie 3 months net revenue expenditure).

**Resolved:** (1) Given the assessed risks, to increase cash flow reserves to 4 months net revenue expenditure.  
(2) To look at software specifically for Town and Parish Councils which gives more information about the impact of a risk.

**55. Big Local's Dragons' Den**

The Committee discussed the possibility of the Parish Council undertaking the administration of the Big Local's Dragons' Den.

**Resolved:** that, subject to the Clerk checking that this does not mean we move up an audit band, the Parish Council agrees to undertake

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the administration of the Big Local's Dragons' Den. A fee of up to £500 is payable. Officer time and transaction costs would be tallied and when it neared the £500 mark, the Parish Council and Big Local would be informed. This arrangement would be in place for up to 9 months, with a 3 month break clause if the arrangement is not working.

**56. Grant Funding – Updates**

**56.1 Midsomer Norton and Radstock Silver Band**

**Resolved:** To defer this decision until January.

**56.2 Dial a ride**

**Resolved:** To recommend to the Parish Council an award of £500 and to invite Dial a Ride to write an article for the Westfield Warbler to encourage take up of the service in Westfield.

**57. Communities & Local Government – Our Place**

The Committee received a communication from The Rt Hon Don Foster MP in respect of the recently launched Our Place Programme.

**Resolved:** that the communication be noted and that the Clerk looks deeper into opportunities for grant funding and reports back.

The meeting closed at 11.05 am

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