

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 14th December 2016 commencing at 7.00pm

Present: Cllr Wilkinson (Chair), Cllrs D Cooper, R Hopkins, and P Williams.

Absent: G Fuller, K Docherty and L Mansell

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

82. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs G Fuller and E Jackson.

83. DECLARATIONS OF INTEREST

There were no declarations of interest.

84. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 23rd November 2016 be agreed and signed as a correct record.

85. MONTHLY ACCOUNTS

Resolved:

- a) that the November monthly statements for the Current Account be agreed;
- b) that the November monthly statement for the Corporate Treasury account be agreed;
- c) that the November monthly statement for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest sheet for December be agreed (updated and attached as Appendix 1).

86. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

In accordance with item 5.2 of the Financial Regulations, the updated schedules of payments were circulated at the meeting. A quote for a fourth grit spreader was considered. The recommendation of the E&D committee for replacement fencing at Norton Hill Recreation ground was considered for payment from the Rolling Capital Reserve.

Resolved: a) that the schedule of payments for December be agreed (attached as Appendices 2-3) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly;

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Westfield Parish Council

- b) that a fourth grit spreader be purchased at a cost of £986+VAT;
- c) that the cost of replacing the fence from Norwest Bowls Club to Fosseway be taken from the Rolling Capital Reserve.

87. 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.

Resolved: that the schedule of payments be agreed (attached as Appendix 4) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

88. DATA PROTECTION RISK ASSESSMENT

There was further discussion of measures in place and optional extra measures to protect sensitive data held by the Parish Council. These were considered along with the recommendation from Apollo that the current measures were adequate for the level of security required.

Resolved: a) that the current measures in place to protect sensitive data were adequate;
b) that enquiries be made with Apollo to confirm measures taken to ensure the integrity of their staff with regard to sensitive and confidential data.

89. TRUSTS POLICY

Resolved: that the Trusts Policy, as amended, be approved.

90. THANKS

Thanks were extended to officers and members for all their work during the year.

The meeting closed at 7.10pm.

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APPENDIX 1

WESTFIELD PARISH COUNCIL												
		MONTH SHEET	December 2016-17 - 9									
IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	Christmas 4223/202	printing & stationary 4023/1	consumables (Civic Exp) 4102/102	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community plan 4226/202	Hospitality 4131/101
£100.00	24.11.2016	cash in hand	£100.00									
		Christmas cards	£5.00		£5.00							
		Padlocks and keys for NH garage	£58.20						£48.50			
		TOTAL (NET)	£53.50	£0.00	£5.00	£0.00	£0.00	£0.00	£48.50	£0.00	£0.00	£0.00
		VAT:	£9.70						£9.70			
		Ongoing balance	£36.80									
		cheque required	£63.20									
												<i>previously reported</i>
		Imprest Holder signature		Date								
		Counter signature		Date								
		Signed:		Signed:								
		Date:		Date:								Cheque number: 200936

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APPENDIX 2

Schedule of invoices for payment in DECEMBER

Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
	Bristol Water	Installation of 3 x new connections for standpipe taps at flower planters	4916/199	B#551	£3,748.00	£749.60	£4,497.60
	Carers' Centre B&NES	Parish Council Grant	4203/202	B#552	£700.00	£0.00	£700.00
22/11/2016	Co-op Funeralcare	Commemorative plaque	4926/199	B#542	£273.00	£54.60	£327.60
23/11/2016	The Consortium	Stationary and flask for mulled wine	4023/1	B#541	£60.77	£12.15	£72.92
24/11/2016	B&NES	Annual play inspection at NH and WH recreation grounds	4065/308 4065/307	B#540	£200.00	£40.00	£240.00
21/11/2016	SSE	Electricity at Christmas tree	4223/202	B#539	£20.43	£1.02	£21.45
28/11/2016	Signefex	signs to advertise Christmas lights	4227/202	B#538	£42.00	£8.40	£50.40
30/11/2016	Greensward	Repair to fence and replanting of berberis at Westfield	4062/307	B#543	£110.00	£22.00	£132.00
	The Trussell Trust	donations raised at Christmas Lights event	4223/202	200935	£13.01	£0.00	£13.01
01/12/2016	Oval Commercial	NP use of boardroom	4206/202	B#544	£20.00	£4.00	£24.00
06/12/2016	Eagle Education & Training	AAT Level 2 training for Finance Officer	4005/1	B#553	£557.50	£111.50	£669.00
	Glasdon	Turbocast 300™ Salt Spreader	4227/202	TBC	£986.00	£197.20	£1,183.20
02/12/2016	Apollo Technology	New wireless access point	4027/1	B#558	£206.00	£41.20	£247.20
13/12/2016	Oakus	Moving Westfield sign	4914/199	B#559	£534.00	£106.80	£640.80
30/11/2016	The Journal	Advert for xmas lights switch-on	4223/202		£89.00	£17.80	£106.80
						TOTAL	£8,925.98
This amount plus regular scheduled monthly payment							
Added since agenda was distributed					<i>already paid</i>		
Highlight if over £5000 as this requires full Parish Council approval							

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APPENDIX 3

BIG LOCAL: Schedule of invoices for payment in DECEMBER

*Big Local payments are administered by Westfield Parish Council as the Locally Trusted Organisation.
Payments are made from the Big Local funds and are in no way connected to Parish Council funds.*

Invoice Date	Supplier	Details	Nom code	Chq no	Total (GROS)**
01/12/2016	Oval Commercial	Office rent - December	580/0	B#545	£467.28
01/12/2016	Oval Commercial	Boardroom use - November	580/0	B#545	£24.00
12/12/2016	Rob Wicke	Community Worker Nov/Dec	580/0	B#555	£2,220.00
13/12/2016	Sarah Westell	Plan Ccoordinator Nov/Dec	580/0	B#556	£720.00
22/11/2016	Fosseway Press	Nativity printing	580/0	B#554	£33.00
	NCT NE Somerset	DD grant (first attempt bounced)	580/0	B#557	£500.00
	Radstock&Westfield Youth consultation	contribution to youth Consultation	580/0	Journal	£500.00
				TOTAL	£4,464.28
** VAT cannot be claimed on Big Local payments					
Added since agenda was distributed					
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APPENDIX 4

Schedule of regular payments 2016-17 (payments are all NET)

Supplier	Details	April	May	June	July	August	September	October	November	December	January	February	March
Apollo Technology	IT Support (quarterly)	£0.00	£286.75	£0.00	£0.00	£286.75	£0.00	£0.00	£286.75	£0.00			
Apollo Technology	Remote Back-up (quarterly)	£0.00	£90.00	£0.00	£0.00	£90.00	£0.00	£0.00	£108.00	£0.00			
Apollo Technology	Hosted excahnge	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85			
Avon Pension Fund	Office staff	£1,170.92	£1,170.92	£1,170.92	£1,200.64	£1,178.37	£1,178.37	£1,178.37	£1,261.31	£1,188.72			
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£301.62	£0.00	£0.00	£0.00			
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£23.95	£0.00	£0.00	£26.08	£0.00	£0.00	£0.00			
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£26.30	£0.00	£66.30	£0.00	£0.00	£0.00	£0.00			
First Office	Photocopier & Maintenance	£0.00	£206.01	£0.00	£0.00	£197.56	£0.00	£0.00	£202.33	£0.00			
GPS Telecoms (DD)	Office phone and fax	£26.36	£26.27	£26.97	£28.69	£27.04	£26.00	£26.69	£26.52	£27.82			
Greensward	Ground maintenance	£0.00	£1,834.73	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57	£1,834.57			
HMRC	Tax and NI office	£236.78	£236.98	£236.98	£264.50	£242.82	£243.02	£242.82	£305.83	£247.97			
KCOM (was Eclipse) (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95			
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45			
Oval Commercial	Use of Boardroom	£0.00	£60.00	£80.00	£0.00	£120.00	£0.00	£60.00	£60.00	£60.00			
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00			
Salaries (and expenses)	Office staff	£2,321.59	£2,320.34	£2,311.34	£2,395.42	£2,332.95	£2,332.75	£2,332.95	£2,601.22	£2,366.22			
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67	£0.00	£98.47	£0.00	£0.00	£93.90	£0.00			
Southern Electric	Christmas Tree Lights	£1.27	£0.00	£18.78	£0.00	£0.00	£18.78	£0.00	£0.00	£20.43			
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.44	£0.00	£0.00	£0.00	£0.00	£0.00	£6.16	£0.00			
Total		£4,278.17	£6,753.69	£6,344.73	£9,931.79	£6,996.08	£6,482.44	£6,196.65	£7,307.84	£6,266.98	£0.00	£0.00	£0.00

This amount plus one off payments

Highlight if over £5000 as this requires full Parish Council approval

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