

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 17th December 2014 commencing at 7pm

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

Absent: Cllrs R Appleyard, A Clarke S Hamilton and G Fuller.

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

There were five members of the public present.

Before the start of the meeting the Committee heard suggestions from representatives of St Peter's CofE church and from Westhill Sports and Social Club of how they could use grant money if such money was to be made available following the withdrawal of grant funding to MNRD Carnival.

The meeting opened at 7.15pm

74. Apologies for Absence

Apologies for absence were received from Cllrs A Clarke, G Fuller and S Hamilton who were unavailable.

75. Declarations of Interest

There were no declarations of interest.

76. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 19th November 2014 be agreed and signed as a correct record.

77. Monthly Accounts

It was noted that the Parish Council would be invoicing Big Local for the LTO fee relating to the recent income received from the Big Local Trust.

Resolved:

- a) that the November monthly statement for the Current account be agreed;
- b) that the November monthly statement for the Guaranteed Investment account be agreed;
- c) that the November monthly statement for the Corporate Treasury account be agreed;
- d) that the petty cash imprest sheet for November be agreed.

78. 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.

Westfield Parish Council

The Committee discussed the issue of heating in the office. It was agreed that two portable heaters should be purchased for the office, with reimbursement from Oval if appropriate.

It was reported that the long-awaited noticeboard had been collected. It was agreed that the remaining materials needed to finish and install the noticeboard should be purchased.

Resolved:

- a) that the schedule of payments for December be agreed and that cheques be signed, within the meeting, accordingly (attached as Appendices 1 and 2);
- b) to purchase two portable heaters for the Council office;
- c) to purchase the necessary materials to finish the noticeboard and arrange installation.

79. 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 and that cheques be signed within the meeting accordingly.

80. Annual list of Direct Debits and Standing Orders

The list was noted.

81. Grant Funding

Further to the withdrawal of grant funding from MNRD Carnival suggestions had been received for reallocation of the funds. It was noted that if there was to be a second round of grants this would have to be advertised and grant donations agreed by full Council. The Council had received suggestions from Westhill Club and from St Peter's Church of how they could use funds if they were available. A third suggestion was to put the money towards a fund for a war memorial.

Resolved: to ask E&D Committee to consider the suggestion of a war memorial.

82. Budget 2015/16

It was noted that it was no longer necessary to budget for weedkilling in the Parish as BANES had confirmed that they would be continuing in 2015/16.

83. Telephone line rental increase

The increase of 50p per month was noted.

84. Review of Polling Districts and Polling Places

The Committee agreed with the Acting Returning Officer's suggestion to move the polling station from Trinity Methodist Church to Westhill Club.

85. Payscales and staff appraisals

The new payscales and non-consolidated payments from the National Joint Council for Local Government Services were approved.

Westfield Parish Council

- Resolved:**
- a) that the new payscales should come into effect from 1st January 2015;
 - b) that a non-consolidated payment should be made to employees in December as detailed in NJC communications;
 - c) that, following a satisfactory staff appraisal, the Parish Clerk should move to spinal column Point 34, to be effective from and backdated to 1st April 2014.

The meeting closed at 7.45pm

APPENDIX 1

Schedule of invoices for payment in DECEMBER							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
24.11.2014	Spiller	hinges and locks for noticeboard	4227/202	200832	£115.01	£23.00	£138.01
12.11.2014	The Consortium	Flask and stationary	various	200835	£44.53	£8.91	£53.44
19.11.2014	Norton Green Farm Nursery	Christmas trees	4223/202	200836	£166.25	£33.25	£199.50
19.11.2014	Norton Green Farm Nursery	extra Christmas tree	4223/202	200836	£18.33	£3.67	£22.00
20.11.2014	Trinity Methodist Chrch	use of hall for Carnival celebration	4131/101	200837	£40.00	£0.00	£40.00
28.11.2014	Trinity Methodist Chrch	refreshments for grants presentati	4223/202	200837	£10.00	£0.00	£10.00
28.11.2014	Trinity Methodist Chrch	use of hall for grants presentations	4223/202	200837	£30.00	£0.00	£30.00
02.12.2014	Techniglaze Limited	glass for noticeboard	4227/202	200838	£28.26	£5.65	£33.91
01.12.2014	Greensward Sports Consultancy	moss treat and surface clean NH play area	4062/308	200839	£354.00	£69.00	£423.00
09.12.2014	Matthew Lloyd	Delivery of Westfield Warbler	4212/202	200840	£205.00	£0.00	£250.00
10.12.14	Rob Wicke	Big Local flyer printing	4205/202	200841	£57.80	£0.00	£57.80
30.11.14	MNR Journal	adverts for Lights Switch-On and Craft Fair	various	200488	£51.12	£10.22	£61.34
15/12/2014	AF Denning	installation of Christmas trees	4223/202	200848	£500.00	£100.00	£600.00
15/12/2014	AF Denning	installation of extra Christmas tree	4223/202	200848	£780.00	£36.00	£216.00
						TOTAL	£2,135.00
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval							

