

Westfield Parish Council

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Chairman: Cllr G Fuller Parish Clerk: Ms L Close FSLCC



Established 2011

All Council Meetings are open to the Public and Press

26th April 2021

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to the Annual Meeting of Westfield Parish Council, on **Tuesday 4th May 2021 at 7.00pm immediately following the Annual Parish Meeting**, held remotely, the signing in details being

Join Zoom Meeting

<https://zoom.us/j/92678264869?pwd=UTJnaGdlK2Z1MUlid05hWHdzSWJUZz09>

Meeting ID: 926 7826 4869

Passcode: 256045

Or dial in by phone 0203 481 5240, using the Meeting ID and Password above when prompted.

The meeting will consider the items set out below.

Ms L Close
Parish Clerk

Before the meeting there will be a public session of up to 15 minutes to enable residents of Westfield to ask questions, and make comments on items on the agenda. Members of the Public are asked to restrict their comments, and/or questions to five minutes.

AGENDA

1. **ELECTION OF CHAIR**
2. **TO RECEIVE THE DECLARATIONS OF ACCEPTANCE OF OFFICE BY THE CHAIR OF THE COUNCIL AND ALL COUNCILLORS, OR, IF NOT THEN RECEIVED, TO RESOLVE WHEN THIS SHOULD BE DONE.**
3. **ELECTION OF VICE CHAIR**
4. **CO-OPTION TO THE PARISH COUNCIL** To consider the application for co-option (**Page 1**).
5. **APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**
Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given.
6. **DECLARATIONS OF INTEREST AND DISPENSATIONS** Members to declare any interests they may have in agenda items, in accordance with the requirements of the Council's Code of Conduct. The Parish Council may consider agreeing a dispensation, providing the request is put in writing and the dispensation is allowed on the grounds set out in s.33 of the Localism Act 2011.
7. **MINUTES OF THE PARISH COUNCIL MEETING – 6th April 2021.** To confirm and sign as a correct record the minutes of the Parish Council Meeting. (**Pages 2-5**).
8. **COMMITTEE AND WORKING GROUP REPORTS** – To note the minutes of the Committees and Working Groups below
 - Environment and Development – 12th April 2021 (**Pages 6-8**)
 - Finance and Personnel – 22nd April 2021 (**Pages 9-16**)
 - Climate Emergency Working Group – 7th April 2021 (**Page 17**)
 - Waterside Valley Working Group – verbal update
9. **APPROVAL OF ANY ITEMS OVER £5,000 AND CONSIDERATION OF ANY VIREMENT**
10. **REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB COMMITTEES, EMPLOYEES AND OTHER AUTHORITIES AND THE TERMS OF REFERENCE OF COMMITTEES, EMBODIED THEREIN.** Scheme of delegation, last reviewed May 2019 Please see <http://www.westfieldparishcouncil.co.uk/westfield-parish-council-policies/>

11. NOMINATIONS TO EXISTING COMMITTEES – ENVIRONMENT AND DEVELOPMENT COMMITTEE AND FINANCE AND PERSONNEL COMMITTEE – existing membership:

FINANCE AND PERSONNEL COMMITTEE

CHAIR: Councillor Phil Wilkinson

VICE CHAIR: Councillor Pat Williams

Councillors D Cooper, G Fuller (ex officio), R Hopkins, L Mansell, B Wallbridge (ex officio).

ENVIRONMENT AND DEVELOPMENT COMMITTEE

CHAIR: Councillor B Wallbridge (ex officio)

VICE CHAIR: Councillor D Cooper,

Councillors G Fuller (ex officio), J Honess, R Hopkins, E Jackson, and P Williams.

12. APPOINTMENT OF ANY NEW COMMITTEES

13. REVIEW AND ADOPTION OF STANDING ORDER, FINANCIAL REGULATIONS AND CODE OF CONDUCT

<http://www.westfieldparishcouncil.co.uk/westfield-parish-council-policies/>

Financial Regulations were updated at Finance and Personnel on 22/4/21 (minute 133 refers). To agree the changes at items 5.11, 6.11 and 11.1e. (Pages18-35)

14. REVIEW OF ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES

Payments to B&NES 20/21: Office rates £516.29, Play area quarterly inspections £365.32, Grass cutting of ownerless green spaces £1,232.94

15. REVIEW OF REPRESENTATION ON, OR WORK WITH, EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK - Current representation on outside bodies

ALCA / NALC	Chair of the Council
Mardons Club Community Interest Organisation	Cllr Cooper (nominated 6/10/14)
Radstock, Midsomer Norton & District Museum Society	Cllr Eleanor Jackson as a Trustee in her own right

Somer Valley Forum	Cllr Bryan Wallbridge, and Cllr Ron Hopkins (nominated 6/2/17)
Big Local	Cllr Bryan Wallbridge (nominated 8/5/18) (Sarah Westell confirmed 8/3/17 that there is just one representative each from Radstock and Westfield.)
Chamber of Commerce	Cllr Diana Cooper
BANES Flood Rep	Cllr Ron Hopkins (nominated 1/6/15)
Healthwatch BANES	Cllr Bryan Wallbridge (nominated 4/9/17)
Parish Liaison	Cllrs Ron Hopkins (nominated 1/10/18) and James Honess (nominated 13/5/19)

- 16. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT** - Fixed Asset List agreed by Parish Council 1/3/21 (minute 140 refers) please see <http://www.westfieldparishcouncil.co.uk/westfield-parish-council-policies/>
- 17. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS** - To confirm that the Annual Review of the Insurance Schedule took place by the Finance and Personnel Committee on 20th January 2021. (minute 102).
<http://www.westfieldparishcouncil.co.uk/agendas-minutes/>
- 18. REVIEW OF THE COUNCIL AND EMPLOYEES' MEMBERSHIP OF OTHER BODIES**
- NALC £781.31
SLCC £287.00
AAT £113
- 19. ANNUAL REVIEW OF POLICIES AND PROCEDURES** Please see <http://www.westfieldparishcouncil.co.uk/westfield-parish-council-policies/>
- 19.1 COMPLAINTS PROCEDURE**
- 19.2. REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT AND DATA PROTECTION ACT 1998**
- 19.3. COUNCIL'S POLICY FOR LIAISING WITH THE PRESS/MEDIA**

- 19.4 REVIEW OF THE PENSIONS DISCRETIONS POLICY** - Employers Pensions Discretions Policy last reviewed May 2019 and recommended by Finance and Policy Committee 22/4/20.
- 19.5 REVIEW OF TREASURY MANAGEMENT POLICY** – Treasury Management Policy recommended by Finance and Policy Committee 18/3/21.
- 19.6 ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL CONTROL ENVIRONMENT** – recommended by Finance and Policy Committee 18/3/21.
- 19.7 REVIEW OF THE CHILD PROTECTION POLICY AND LOST CHILDREN AND VULNERABLE ADULTS POLICY**
- 19.8 REVIEW OF THE EQUALITIES AND DIVERSITY POLICY** - As recommended by Finance and Personnel Committee 22/4/21
- 19.9 REVIEW OF DATA PROTECTION POLICIES** - Information Data Protection Policy including Retention of Documents Appendix A; Removable Media Policy, as recommended by Finance and Personnel Committee 22/4/21
- 19.10 TRAINING POLICY AND STATEMENT OF INTENT**
- 19.11 SOCIAL MEDIA POLICY**
- 19.12 CCTV POLICY**
- 19.13 EQUALITIES AND DIVERSITY POLICY**
- 19.14 ANTI-FRAUD AND CORRUPTION AND CONFIDENTIAL REPORTING POLICY AND PROCEDURES**
- 19.15 GRIEVANCE AND DISCIPLINARY PROCEDURES**
- 19.16 REVIEW OF THE ANNUAL GRANT AWARDING POLICY** Last amended by Finance and Personnel Committee June 2020. (Pages 36-39)
- 20. SETTING OF DATES, TIMES AND PLACE FOR ORDINARY MEETINGS OF THE COUNCIL IN THE YEAR AHEAD** - Calendar of meetings 2021
<https://www.westfieldparishcouncil.co.uk/council/committees/full-council/>
- 21. ANNUAL REVIEW OF THE BANK MANDATE** - To confirm the signatories for the Parish Council's bank accounts – currently Phil Wilkinson, Pat Williams, Geoff Fuller, Diana Cooper, Ron Hopkins.
- 22. DRAFT NOMINATION FORM FOR AN ASSET OF COMMUNITY VALUE**
(Pages 40-46)
- 23. OUTSIDE BODIES REPORTS** – for reporting only

24. **CREATING COMMUNITY IDENTITY** – a standing item on the agenda
25. **CHAIRMAN’S REPORT-** for reporting only
26. **BATH AND NORTH EAST SOMERSET COUNCILLORS’ REPORTS** – for reporting only.
27. **CONFIRMATION OF ARRANGEMENTS FOR MEETINGS FROM 6TH MAY ONWARDS**

To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

28. **CONFIDENTIAL MINUTES OF THE FINANCE AND PERSONNEL COMMITTEE MEETING 22ND APRIL 2021 (Page 47)**

Stephen Pritchard

Radstock

18th April 2021

Dear Westfield Parish Council I write in application for the role of Councillor that is currently vacant.

I have lived in the area for over 16 years and I have enjoyed living, working and studying within Westfield. I currently work for the YMCA maintaining youth clubs, nurseries and accommodation for young homeless people. I have diverse work experience from self employed blacksmithing to co-ordinating day services for people with learning disabilities. For many years I ran my own sustainable land-use consultancy.

Qualifications relevant to the role include, the Open University Diploma in Environment and Development, City and Guild's Advanced Management for Care, and NVQ III Environmental Conservation. This last being completed on the Somer Valley Campus.

I have contributed to many community initiatives from food co-ops to neighbourhood solar power schemes. Recently I campaigned in opposition to the proposed gas fuelled peaker plant in MSN.

Memberships include Bath and North East Somerset Green Party and Bath and West Community Energy.

I believe I am good listener, have much to offer the role and would serve the people of Westfield well.

Sincerely,

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held remotely on Zoom on
Tuesday 6th April 2021 commencing at 7.00pm

- Present:** Chair: Cllr G Fuller;
Cllrs D Cooper, R Hopkins, E Jackson, L Mansell, R Moss,
B Wallbridge and P Williams
- Absent:** Cllrs J Honess and P Wilkinson
- Attending:** Lesley Close, Clerk and Tracey Stephens, Admin Assistant;

145. APOLOGIES FOR ABSENCE

Apologies were received from Cllr J Honess.

146. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Jackson declared an interest in item 10: Trinity Methodist Church
consultation as Secretary of the Trinity Methodist Church Council

147. MINUTES OF THE PARISH COUNCIL MEETING – 1st March 2021

Resolved: The minutes of 1st March 2021 were agreed as a correct record
and would be signed.

148. COMMITTEE REPORTS

(a) Environment and Development Committee – 8th March 2021

Resolved: That the minutes of the Environment and Development
Committee meeting held on 8th March be noted.

(b) Finance and Personnel Committee – 17th March 2021

Resolved: That the minutes of the Finance and Personnel
Committee meeting held on 17th March be noted.

(c) Climate Change Emergency Working Group

It was noted that a meeting was to be held on 7th April

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

(d) Jubilee Green

There was nothing to report.

149. COUNCILLOR VACANCY

A verbal update was given that the period offering an election had passed and that the vacancy had been advertised on all media with a closing date of 19th April.

150. TO PREPARE FOR THE POSSIBLE (TEMPORARY) END OF REMOTE MEETINGS ON 7TH MAY

It was noted that the current legislation on holding remote meetings expires on 7th May and that it hadn't been extended beyond that.

Cllr Moss proposed the continuation of Zoom meetings, with, from 7th May onwards, a quorum of Councillors meeting outside the following day to formally agree the consensus views expressed. This was agreed unanimously.

Resolved: (1) Council and Committee members will continue to meet on Zoom after 7th May to discuss the agenda and any decisions will be made by a quorum of Councillors in an outside location the following day.
(2) to review the procedure at the Parish Council meeting in July.

151. APPROVAL OF ANY ITEMS OVER £5,000 AND CONSIDERATION OF ANY VIREMENT

Resolved: (1) To approve expenditure of £5,731 for the repair to fencing at Norton Hill Recreation Ground, to be recovered from insurance
(2) To approve spending of £90,000 on purchase of land at Waterside Valley from s106 money that had been received.

152. INSPIRATIONAL CITIZEN AWARD

The three nominations were discussed and it was felt that the nominees were so close it was impossible to separate them. They had all undertaken outstanding work.

Resolved: to present the award to all three nominees.

153. REPORT OF THE INTERNAL AUDITOR

Resolved: to accept the report with the written comments of the Responsible Financial Officer, as agreed at the F&P Committee.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

154. TRINITY METHODIST CHURCH CONSULTATION

The consultation was discussed.

Resolved: (1) to respond with comments about how the facility is a community asset and to advise that we would like to continue to hold our Annual Parish Meeting at the venue.
(2) to investigate the possibility of registering the building as an asset of community value with B&NES.

155. WATERSIDE VALLEY

Resolved: (1) In view of the very positive public consultation feedback, the Valuation report/survey by Cooper and Tanner and the Risk Assessment of the Clerk, to proceed with the purchase of the land.
(2) To note items of concern such as the safety of the swing over the river, the encroachment of land, bonfires, BBQs and noise nuisance and put these to the Working Group for the formulation of a plan and risk assessment once the purchase is complete.

156. AIR QUALITY REPORTING

A verbal report was given on the meeting with B&NES Air Quality Monitoring Officers.

Resolved: to have the monitors placed at four locations on the A367:

- a. Outside Bath College on Frome Road
- b. Outside Westfield Primary School
- c. At the junction with Charlton Road
- d. At the petrol station

157. OUTSIDE BODIES REPORTS

Cllr Cooper reported that Mardons will open on 17th May should Government guidance allow.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

158. CREATING COMMUNITY IDENTITY

Cllr Cooper requested that Westfield shows its support for NHS, Social Care and Frontline Workers' Day on 5th July by raising a flag and putting a banner at Jubilee Green. All Councillors agreed.

Resolved: to purchase a flag @ £34.98 and banner @ £49.02 and to raise them on 5th July in support of the NHS, Social Care and Frontline workers.

159. CHAIRMAN'S REPORT

Cllr Fuller reported that the situation at Ruskin Road had worsened, with construction work and building materials being left on the green area. He had asked B&NES Councillor Moss to escalate the issue at B&NES. He also reported that a visitor to Westfield, a previous resident, had brought the issue of some CURO properties being in a state of uncleanliness with the residents having an apparent disregard for the neighbourhood. It was suggested that the CEO of CURO, Mr Victor da Cunha is invited to see the properties in person.

Resolved: to invite the Chief Executive of CURO to visit the Westfield CURO properties.

160. B&NES COUNCILLORS' REPORTS

Cllr Moss reported:

- Covid figures in B&NES had levelled off.
- Leader of B&NES, Dine Romero, had resigned.
- There were several items of casework that he was working on.

Cllr Jackson reported:

- A working party of officers and Councillors addressing how to make life safer for women in the context of the Sarah Everard murder.
- B&NES had passed a resolution to write to the government asking them to reconsider the decision not to allow continued hybrid meetings

The meeting closed at 8:43pm

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held
remotely on Zoom on
Monday 12th April 2021 commencing at 7pm

- Present:** Cllrs B Wallbridge (Chair), D Cooper, G Fuller, R Hopkins, E Jackson and P Williams
- Absent:** Cllr J Honess
- Also attending:** Lesley Close, Parish Clerk and Tracey Stephens, Admin Assistant. Mr Ellis Grubb and Mr George Saunders of Youth Connect South West

129. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

There were no apologies for absence.

130. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

131. MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 8th March 2021 were agreed as a true record and would be signed by the Chair.

132. INSPIRING SPORTS AND ARTS IN WESTFIELD

Discussion was held around the ideas that Mr Grubb had offered previously to use the Olympic Torch to encourage young people to take part in sports and arts in Westfield.

Resolved: Mr Grubb and Mr Saunders to discuss further and report to the next meeting on 10th May.

133. PLANNING APPLICATIONS FOR CONSIDERATION

There were no objections to the following applications:

21/01201/FUL	13 St Peter's Road	Erection of lean-to side extension and first floor rear extension
21/01370/CLPU	16 Glebelands	Conversion of a loft, erection of rear dormer and installation of roof lights (Certificate of lawfulness for a proposed development)
21/01545/FUL	4 Nightingale Way	Erection of a two storey and single storey rear extension, wheelchair access ramp and levelled side access

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

21/01580/TCA	Fosseway Cottages	Mature wild cherry (T1680, T1674, T1676, T1675) – crown lift to 3 metres. Mature wild cherry (T1682, T1683, T1679) – fell
21/01704/TPO	Fosseway Cottages	Lawson Cypress (Group) – crown lift outer trees to 3 metres from ground level

134. PLANNING DECISIONS

The Planning decisions were noted.

135. B&NES PLANNING CONSULTATIONS

The update from Cllr Jackson was noted.

136. RECREATION GROUND – NORTON HILL

There were no items to discuss.

137. RECREATION GROUND – WESTHILL

Buddy Board –

Resolved: to accept the quote of £135 from Greensward to remove the board, due to it being of medium risk, and make good the ground

Hopscotch – It was advised that repainting of the hopscotch was needed.
Resolved: to ask for quotes for the work and report to the next meeting.

Youth Connect Double Decker bus – a request was made by Youth Connect to site a double decker bus in the Westhill car park once a week for six weeks. The bus has facilities for cooking, which was the activity that Youth Connect intended to use it for on this site. George Saunders advised that it could lead to further support for youth work in the area. Councillors were all in support of the project.

138. SOMER VALLEY REDISCOVERED INITIATIVE OF POSTERS IN EMPTY SHOPS

An update was given on the situation with the posters. It was advised that they were not yet ready, but when finished the first point of installation should be Elm Tree Pharmacy. Should that not be available then the bus stop opposite Trinity Methodist Church would be the next choice.

139. EVENTS – 10TH ANNIVERSARY OF WESTFIELD

Resolved: To promote heavily in the next edition of the Westfield Warbler.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

140. WEST OF ENGLAND MASS TRANSIT PROJECT

There were no further updates on this project.

141. DRESSING OF WAR GRAVES

It was not clear what was expected of Westfield Parish Council.

Resolved: to invite a representative from the Royal British Legion to the next meeting to clarify the aims of the project in Westfield.

142. ALLOTMENTS DRAIN COVER IN THE ORCHARD

Cllr Fuller advised that there was a drain hole in the allotment that needed covering. This was in hand.

143. WESTFIELD WARBLER

Resolved: to increase the payment for distribution to £400 per issue due to the increase in numbers delivered.

144. ITEMS FOR THE NEXT AGENDA

Concern of residents of Lincombe Road regarding property development in the vicinity - Cllr Jackson

The meeting closed at 8:14pm

Minutes subject to approval at the next meeting.

Signed **Dated**

WESTFIELD PARISH COUNCIL
Minutes of the Finance & Personnel Meeting
held remotely on Zoom on Thursday 22nd April 2021

Present: Cllr Philip Wilkinson (Chair) and Cllrs Diana Cooper, Geoff Fuller, Ron Hopkins, Eleanor Jackson, Lesley Mansell and Patricia Williams

Absent: Cllrs Robin Moss and Bryan Wallbridge

In Attendance: Emily Merko (Finance Officer)

The meeting opened at 7.00pm.

124. APOLOGIES FOR ABSENCE

There were no apologies.

125. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

126. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 17th March 2021 be agreed and signed as a correct record.

127. BUDGET VARIATIONS REPORT

The reports on variations in budgeted spending and on the effect of the pandemic on the budget were noted.

128. MONTHLY ACCOUNTS

Resolved:

- a) that the March monthly statement for the Current Account be agreed;
- b) that the March monthly statement for the Corporate Treasury account be agreed;
- c) that the March monthly statement for the Business Savings account be agreed and the interest rate of 0.40% be noted;
- d) that the summaries of debit card transactions since the last meeting (Appendices 1 and 2) be agreed.
- e) That the petty cash top-up and spending since the last meeting be approved (Appendices 3 and 4).

129. VERIFICATION OF THE BANK RECONCILIATIONS

As per Financial Regulation 2.2 the balances on the bank statements were being checked against the accounts and signed by Cllr Wallbridge.

130. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

In accordance with item 5.2 of the Financial Regulations, the updated schedule of payments was considered at the meeting.

Resolved: that the schedule of payments due be agreed (attached as Appendix 5), that the invoices and the BACS authorisation sheet be signed accordingly

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

and that the BACS payments be made by two councillors remotely via online banking.

131. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS

In accordance with item 5.6 of the Financial Regulations, an updated list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation was considered at the meeting.

Resolved: that the schedule of payments be agreed (attached as Appendix 6) and that the invoices and the BACS authorisation sheet be signed accordingly. That the BACS payments be made by two councillors remotely via online banking.

132. EARMARKED RESERVES

The report on transfers to and from the EMRs and year-end balances was noted.

133. REVIEW OF FINANCIAL REGULATIONS

Resolved: to approve small amendments to FRs 5.11, 6.11, 11.1e for recommendation to Parish Council for annual review.

134. COMMUNITY INFRASTRUCTURE LEVY AND SECTION 106 FUNDS

The report on funds received and spending to date was noted. Cllr Jackson reported that the overdue CIL due on the Oval Homes development should be paid soon.

135. WESTFIELD ACTION PLAN

The Action Plan at April 2021 was discussed and noted. Cllr Jackson reported that she planned to investigate and apply to B&NES' fund to make paths safer once it was open.

136. REVIEW OF POLICIES

Resolved: that the following policies be recommended to Parish Council for approval with no changes on the previous year:

- Information and Data Protection Policy
- Equalities and Diversities Policy

Cllr Hopkins joined the meeting at 7.21pm

CONFIDENTIAL MATTERS

It was resolved that, under Section 100A(4) of the Local Government Act, 1972, the press and public would be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

137. IT SUPPORT CONTRACT

Confidential Minutes recorded.

The meeting closed at 7.26pm

Minutes are draft until agreed at the next meeting.

APPENDIX 1

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - Year-End March 2021
SHEET 2020-21 - 12

REF	DATE	SUPPLIER	DETAILS	TOTAL	PETTY CASH (see imprest for details)	printing & stationary 4023/1	Subscriptions 4024/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community projects 4232/202	Hospitality 4131/101
DC110	30/03/2021	Westfield PC	Cash withdrawal for petty cash year-end top-up	£35.64	£35.64								
			TOTAL (NET)	£35.64	£35.64	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT:	£0.00									
			TOTAL (Gros)	£35.64									

Minutes are draft until agreed at the next meeting.

1 Signed Dated

APPENDIX 3WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET
 March - YEAR-END RECONCILIATION
 2020-21 - 12b

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/1	Health&Safety 4018/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Events 4232/202	Hospitality 4131/101
£100.00	1/4/2020	Cash in hand	£100.00								
	28/7/2020	Reimburse phone costs to Cllr Williams	£8.16			£8.16					
	28/7/2020	Tape for distancing markers	£11.98		£9.98						
	16/9/2020	Key cutting for new padlock	£4.00						£3.33		
	6/10/2020	Key cutting - new office key	£7.00		£5.83						
	6/10/2020	Tissues and anti-bac wipes for office	£4.50				£3.75				
	30/3/2021	Cash drawn out to top up	-£35.64								
		TOTAL (NET)		£0.00	£15.81	£8.16	£3.75	£0.00	£3.33	£0.00	£0.00
		VAT:			£3.17		£0.75		£0.67		
		Ongoing balance	£100.00								<i>already reported</i>

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 4

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET April 2021-22 - 1

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	consumables (Civic Exp) 4102/102	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Travel & Subsistence 4008/1	Hospitality 4131/101
£100.00	1/4/2021	Cash in hand	£100.00								
	06/04/2021	Batteries	£2.99		£2.39						
		TOTAL (NET)	£2.39	£0.00	£2.39	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		VAT:	£0.60		£0.60						
		Ongoing balance	£97.01								

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

APPENDIX 6

Schedule of regular payments 2021-22 amounts are all NET

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Apollo Technology	IT Support (quarterly)	£0.00												£0.00
Apollo Technology	Cloud Back-up (quarterly)	£0.00												£0.00
Apollo Technology	G-Suite (Quarterly)	£0.00												£0.00
Apollo Technology	Wireless Cloud Controller	£0.00												£0.00
Avon Pension Fund	Superannuation	£879.56												£879.56
GPS Telecoms (DD)	Telephone and broadband	£67.93												£67.93
Greensward	Grounds maintenance	£2,121.58												£2,121.58
HMRC	PAYE and NI	£313.77												£313.77
Oval Commercial (SO)	Office Rental	£839.75												£839.75
Oval Commercial	Use of Boardroom	£0.00												£0.00
Net Salaries (and expenses)	Office staff	£2,821.62												£2,821.62
Public Works Loans Board (DD)	Westhill Play Area	£0.00												£0.00
Ricoh	Photocopier	£148.41												£148.41
Southern Electric	NH Pavilion	£0.00												£0.00
Southern Electric	Christmas Tree	£0.00												£0.00
Total Gas & Power	NH Pavilion	£0.00												£0.00
Water2Business (DD)	Auto-watering systems	£0.00												£0.00
Water2Business (DD)	NH Pavilion	£0.00												£0.00
Zoom subscription (DD)	Meeting space	£11.99												£11.99
	Monthly Total	£7,204.61	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

This amount plus one off payments Highlight if over £5000 as this requires full Parish Council approval

Minutes are draft until agreed at the next meeting.

Signed Dated

**Action Notes of a meeting of the Climate Emergency Working Group held on Zoom on Wednesday 7th
April 2021 at 7pm**

Present: Cllrs Geoff Fuller, Lesley Mansell, Bryan Wallbridge

Attending: Lesley Close, Parish Clerk

1. Trees

Once the swathe of land at Waterside Valley has been purchased, plans to be put in place to plant trees with paths going through them. A Community Orchard might also be arranged.

Action – Cllr Mansell to get advice from the Woodland Trust and the Institute of Chartered Foresters regarding the types, planting times, whether they can be obtained free of charge.

2. Electric charging points for cars

These would be useful in the Trust Ground car parks, car parks of some of the larger companies such as Integrity and Sun Chemical and at the Shell Garage.

Action – Cllr Wallbridge to contact Shell regarding the possibility of a rapid charging point.

3. Wildflower seeds

It would be good to give these out free to the children of the parish to plant in their gardens.

Action – Cllr Mansell to do some research for free wildflower seeds.

4. Air Pollution monitoring

This is in hand with Cllrs Hopkins, Jackson and Fuller attending a meeting with BANES Councillors.

5. Launch of the Climate Emergency

Once the purchase of land at Waterside Valley has a completion date, to declare the Climate Emergency and its work soon to take place at Waterside Valley, inviting Westfield residents to form part of a Friends of Waterside Valley Group. To arrange a Zoom event, inviting Greta Thunberg to declare the Climate Emergency in Westfield.

Action – the Clerk to write a press release once the completion date is known and to invite Greta Thunberg.

6. Next meeting

Pencilled in for Weds 5th May at 7pm but to be deferred if there is no completion date for the purchase of land.

The meeting ended at 7.40pm.

WESTFIELD PARISH COUNCIL

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its Meeting held on 3rd May 2016 and are reviewed annually and updated as necessary (details at the end of the document)

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Finance Officer has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.
- 1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils— a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.

2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman, or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council's Finance and Personnel Committee.

2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Governance and Accountability Return (AGAR) (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6 The internal auditor shall:

- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7 Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1 Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2 The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Personnel Committee of the council.
- 3.3 The council shall consider annual budget proposals in relation to the council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5 The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £500; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4 The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.

4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8 The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements

are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.

- 4.9 Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council's Finance and Personnel committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council's Finance and Personnel committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance and Personnel Committee Meeting.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Personnel committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Personnel committee; or
 - c) fund transfers within the council's banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

- 5.6 For each financial year the Clerk or RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance and Personnel Committee.
- 5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- ~~5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.~~

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1 The council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated Committee.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance and Personnel Committee at the next convenient meeting.
- 6.7 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8 If thought appropriate by the council, payment for certain items (principally salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9 If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be ~~handed to and~~ retained in a sealed dated envelope in a locked cabinet in the Parish Council office ~~by the Chairman of Council~~. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

- 6.14 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the Clerk / RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed after the Council's procedure on change of supplier bank details has been satisfied. A programme of regular checks of standing data with suppliers will be followed.
- 6.18 Any Debit Card issued for use will be restricted to use by the Parish Council officers as authorised by the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Finance and Personnel committee in writing before any order is placed.
- 6.19 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council's Finance and Personnel committee. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall be at the discretion of the relevant committee.
- 6.20 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Parish Council officers and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21 The RFO may provide petty cash or use of the debit card (in accordance with 6.18) to officers for the purpose of defraying operational and other expenses. Vouchers for cash payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of, usually £100, but up to £250 for the purpose of defraying operational and other expenses. The exact amount held at any one time will be shown on a petty cash imprest recording cash held and cash payments made from the float. Vouchers for payments made using the debit card or from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float and a list of debit card transactions shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6 An effective system of personal performance management should be maintained for the senior officers.
- 7.7 Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8 Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3 The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO. (Note that it is not possible for Nationwide to send the Savings account statement to any address other than the correspondence address)
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5 The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6 All investments of money under the control of the council shall be in the name of the council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3 The council will review all fees and charges at least annually, following a report of the RFO.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

- 9.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.4 A member may not issue an official order or make any contract on behalf of the council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.²
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each ~~tendering firm shall be supplied with a specifically marked envelope in which~~ the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order,⁴ No. 18, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£181,302)
- b. For public works contracts 5,225,000 Euros (£4,551,413)

⁴ Based on NALC's model standing order 18d ©NALC 2018

- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure

a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

- 15.5 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2 When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

Notes to the Model.

Stated dates or months may be changed to suit local circumstances.

[square brackets] This part may be deleted if not relevant. An alternative may have been provided.

Where the word "regularly" is used in the text it is for the individual council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1(k)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

The appropriate approved list referred to in paragraph 11.1 (b) shall be a list drawn up by the Clerk and approved by council but, normally shall be based on the list maintained by the District Council for such works, if such list is maintained. In the absence of an appropriate list, the words in square brackets should be omitted.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Review History	To be reviewed annually
Adopted by Parish Council	7/7/14
Amended and agreed by Parish Council	1/12/14
Reviewed by Parish Council, no changes	11/5/15
Revised model adopted by Parish Council	3/5/16
Reviewed by Parish Council, no changes	2/5/17
Amendments for new debit card at F&P	13/12/17
Parish Council	2/1/18
Reviewed by Parish Council, no changes	8 th May 2018
Amendments for FO as new RFO at F&P	17/04/19
Agreed by Parish Council	13 th May 2019
Amendments to use of debit card at F&P	19 th February 2020
Agreed by Parish Council	2 nd March 2020
Agreed by Parish Council	4 th May 2020
Amendments at F&P	22 nd April 2021
Date of next review	Parish Council May 2021

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Westfield Parish Council



Grant Awarding Policy and Criteria 2021/22

Grants up to £1,000 (with larger amounts available in exceptional circumstances) are available to support charitable or voluntary activities operating in or for the parish of Westfield (see [map](#)).

Criteria for funding

To be eligible for a grant your project or organisation must benefit people within Westfield. Priority is given to projects or groups that improve the quality of life for people that live or work in Westfield

Applicants must give evidence in their application that the project meets local needs and has local support and ideally will demonstrate how the local community has been involved in their project.

Applicants should be clear about how their project will make a difference.

To apply for a grant you do not have to be a registered charity, as long as the work you do has charitable aims. Ideally, grants will be awarded to groups with a constitution (set of rules) and a management committee, however, in some circumstances the Parish Council can award grants towards projects which meet the grants criteria but are not being undertaken by a constituted group. The Parish Council cannot pay grants to a personal bank account, however, it may be able to use grant funds to pay project costs directly. If an organisation has its own bank account it must have at least two signatories to authorise payments.

Examples of grants

- Laptop for small local charity group Small Stuff Baby Bank
- Camping and other equipment for 3rd Westfield Brownies
- Towards the cost of running the Cruse Bereavement Counselling Service
- Towards a new green energy boiler at the SWALLOW centre
- Towards repairs at Westfield Allotments

What we don't fund

- Individuals
- General appeals
- Direct replacement of statutory funding
- Activities promoting political beliefs
- Activities promoting religious beliefs
- Overseas travel
- Arts projects with no community or charitable element
- Sports projects with no community or charitable element
- Medical research or equipment
- Animal welfare
- **Projects that take place before an application can be processed and the decision communicated**

Please note that conferences and exhibitions are usually given low priority.

When can you apply?

The deadline for receipt of completed application forms and supporting documentation for this year is **Monday 4th October 2021**

How to apply

You will need to complete an application form. You can download an application form from our website www.westfieldparishcouncil.co.uk/community/grants/ or request one to be sent by email or post by contacting Westfield Parish Council at council@westfieldparishcouncil.co.uk or calling 01761 410669.

As well as the completed application form you will also need to send by post or email the following:

- Your organisation's most recent accounts or financial information
- If you work with children and young people or vulnerable adults, a copy of your Child Protection / Safeguarding policy

What will happen next?

Once we have received your application it will be assessed by Westfield Parish Council's Finance and Personnel Committee and then passed to full Council for a final decision on the allocation of grants. You should be notified of the outcome by the beginning of November 2021.

If your application is successful you will receive an email detailing the amount of the grant and what it is to be used for.

Monitoring and evaluation

Some months following payment of the grants we will send you a grant monitoring form. This form asks for details of how the grant was spent and what was achieved.

Data Protection

We will use the personal data provided on the application form to process your application and to monitor the project. If you would like us to contact you about future grant funding opportunities you should tick the relevant box on the application form. In limited circumstances, we may be required to release information, including personal data and commercial information, on request under the Freedom of Information Act 2000. Please refer to the Privacy Notice on our website for more information:

www.westfieldparishcouncil.co.uk/council/policies/privacy-notice/

If you feel that any other information about your application or project should not be made publicly available, please contact us to discuss this.

Equalities Policy

Westfield Parish Council recognises and values people's differences and will assist them to use their talents to reach their full potential. The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation. Westfield Parish Council is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

The full Equalities Policy can be viewed online here:

www.westfieldparishcouncil.co.uk/council/policies/

Need more information?

Please contact the Finance Officer, Emily Merko at Westfield Parish Council, The Oval Office, Cobblers Way, Westfield BA3 3BX. Tel 01761 410669 or email council@westfieldparishcouncil.co.uk

Review History	To be reviewed annually
Agreed by F&P	20/5/15
Agreed by Parish Council	3/5/16
Agreed by Parish Council	2/5/17
Agreed by Parish Council	8/5/18
Reviewed by Grants Sub-Committee	June 2019
Agreed by Parish Council	May 2020
Amended by Finance & Personnel Committee	June 2020
Agreed by Parish Council	May 2021
Date of next review	May 2022

ASSETS OF COMMUNITY VALUE NOMINATION FORM

Please read the Guidance Notes before completing this nomination form.

When you have completed this nomination form you can submit:

- By post to Assets of Community Value, Strategy & Performance, The Guildhall, High Street, Bath BA1 5AW
- By e-mail to assets@bathnes.gov.uk

Name by which the Nominating body wishes to identify the Asset under consideration

Trinity Methodist Church and Church Hall, Westfield

Details of organisation submitting the nomination form:

Contact Details:			
Name of organisation:	Westfield Parish Council		
Contact name:	Lesley Close, Parish Clerk		
Address of organisation:	The Oval Office, Cobblers Way, Westfield		
Phone number:	01761 410669	Post code:	BA3 4XS
E-mail address:	council@westfieldparishcouncil.co.uk		

A1) Please indicate which type of eligible organisation you are?

Please see the Guidance Notes for a list of the supporting evidence to include where appropriate.

A Neighbourhood Forum	
A Parish Council	X
An Unincorporated Body (whose members include at least 21 individuals, and which does not distribute any surplus it makes to its members)	
A Charity	
A Company Limited by Guarantee	
An Industrial & Provident Society	
A Community Interest Company	

Details of nominated asset:

A2) What is your local connection to the nominated asset?

Please see the Guidance Notes for detail on what to include in this response.

Trinity Methodist Church and Church Hall Westfield, falls within the Westfield Parish Council boundary. Please see map 1 attached

A3) Please provide details of the land and/or building you wish to nominate.

Within this section please include the following information:

- A description of the nominated land including its proposed boundaries
- The names of the current occupants of the land
- The names and current or last-known addresses of all those holding a freehold or leasehold estate in the land

The nominated area consists of Trinity Methodist Church Westfield, its church hall and car park (map 2 attached). This is currently owned by The Methodist Church c/o 27 Wesley Rd, Westfield BA3 3XA.

B1) What is the current or recent non-ancillary use of the land and/or building?

Please see the Guidance Notes for examples of the supporting evidence you can provide.

The current use of the building is a Methodist Church and the church hall and car park support activities of the church and it is hired out for activities by the local community.

The following activities are held at the Church Hall, giving access to activities to an estimated 55 people per week, going up to an estimated 85 per week if pre-pandemic levels resume.

The Church is used by a congregation of approximately 51 members baptised/received into membership and with voting rights. However, there are about an equal number of people who worship from time to time, or even weekly. Most come from the mining families in the area. Two members have Downs syndrome, and there are very close links with Swallows, the Westfield charity who have programmes in Chilcompton and Radstock (the Swallows café).

On a wider scale, people consider it 'their' church although they never go except for weddings, funerals and festivals. Once a month in normal times there is a joint service with St Peter's, Westfield, whose congregation are drawn more from the Midsomer Norton, the Fosseway and the Nightingale Way estate.

There is also an ecumenical Christian service in the car park on Good Fridays which is very well

attended, and the silver band plays.

Under covid rules, there is now only seating for 35 in the church.

To put the building into its historical context, the first church was completed in 1869 built by the miners with their own hands on Sunday afternoons. It was a so-called 'primitive' Methodist Church i.e., with stricter rules like the Early or 'primitive' Church of New Testament times, so was more democratic, with women being allowed to preach, serve as deacons and vote in elections. It was overwhelmingly working class. A real 'people's church'. Nevertheless, it was part of the 1932 Union. Because of the Evangelical revivals from 1854 onwards and the growth of the mines, the church, which is now the church hall, was too small. So, the present worship area was added in the 1890s. There are some interesting plaques commemorating the leadership then, and an organ was purchased. It is still played regularly.

Funerals always used to be packed out. 100 easily for well-known community figures. There used to be a 'school room' but after a lorry crashed into it, it was demolished, and the area is now the car park. There is a large 'vestry' used for evening meetings, a new disabled toilet and a modern style kitchen used for breakfasts and lunches. The church would like to have a breakfast club for children there, given the amount of poverty in the area. This had to wait until they had a strict safeguarding procedure in place.

The normal church services are on Sundays 10.30 – 11.30, with a variety of other services according to the church calendar.

Is the asset of community value?

C) Why do you believe the asset is of community value?

Please see below a list of questions that you should answer in this section and refer to the Guidance Notes for detail on the types of supporting evidence that should be included.

- **C1)** How does the nominated land and/or building meet the social interests of the local community as a whole? (25%)
- **C2)** Is any aspect of the nominated land and/or building's usage actively discouraged by the Council's **Policy and Budget Framework**? (25%)
A request will be made of the council officers to comment for their individual themes on whether the nomination conflicts with their plans, strategies and policies.
- **C3)** Why is the nominated land and/or building usage seen as having social value for the local community? (25%)
- **C4)** How strongly does the local community feel the land and/or building usage furthers their social interests? (25%)

C1 – the building meets the social interests of the local community in a variety of ways. Normally there are two important meetings per week for lonely people, mainly OAPs, a 'knit and natter' and a drop in cup of tea session, both 2-4pm with about 12-20 people, not the same people every week Saturday mornings see massive fund-raising events both for the church and for charities like Swallows, Julian House and Cancer UK. It is estimated that well over 70 people per fund raiser. The amounts raised are very considerable. Cllr Eleanor Jackson holds her surgeries there where anyone in the community can raise items of concern.

Slimming World used to meet in the hall. The youth club met regularly, and wants to come back in when current regulations allow.

It is used as part of the Christmas Lights switch on and often refreshments are served there after the switch on, and it is well attended on Remembrance Sunday There is also usually a Christmas tree festival or similar for a week in early December. Other events taking place during the year include film and supper nights, skittles evenings, visitor talks and presentations, musical concerts, picnics, kurling (with a difference), meals together, social clubs, cake stalls.

Hire of the rooms is very reasonable prices for small groups. Mendip Trade Union Council meets there once a year. Various levels/ parts of the Labour party also. The fact that there is no alcohol allowed restricts hiring the hall out for weddings, but means the Labour Party and other groups which may not meet anywhere with a bar (like Prattens or Mardons) can meet. B&NES Council uses it occasionally for consultations.

There is a community project to help an orphanage/school in Guatemala and community fund raising to support Operation Christmas Child Shoebox appeal, Bibles for Children and the Local Foodbank project.

The new accessible toilet has meant that this venue is now accessible.

The Westfield Methodist Church and Church Hall therefore have a positive impact on the health and well being of the community and are vital for recreational activities.

C2 – There is no aspect of the land or building which is actively discouraged by the B&NES Policy and Budget framework.

C3 – The church building and land have social value for the local community because they promote community cohesion in a parish where there are not many options for those requiring a full-sized hall for their activities.

C4 – Evidence pointing towards the importance of this building to the community can be found in the Westfield Neighbourhood Plan. The Plan came to fruition in 2018 following three years of consultations with the public focussing on what they valued in the community and aspirations for the future. Chapter 7 of the Neighbourhood Plan highlighted the buildings which are important for preserving heritage. The Westfield Methodist Chapel featured strongly, underpinning its role for the past 150 in serving the needs of the people of Westfield, especially those at the edge of society.

This nomination is also supported by the B&NES Councillors for Westfield. Statement from BANES Councillor here

Realism of future usage

D1) Has the land and/or building requirement for this usage changed significantly since its initial use so that the asset is not fit for purpose?

No, The Trinity Methodist Church and Church Hall were built in 1869 and whilst the activities held in the church hall might have changed over time, the underlying ethos of providing activities for supporting the local community is as strong as ever.

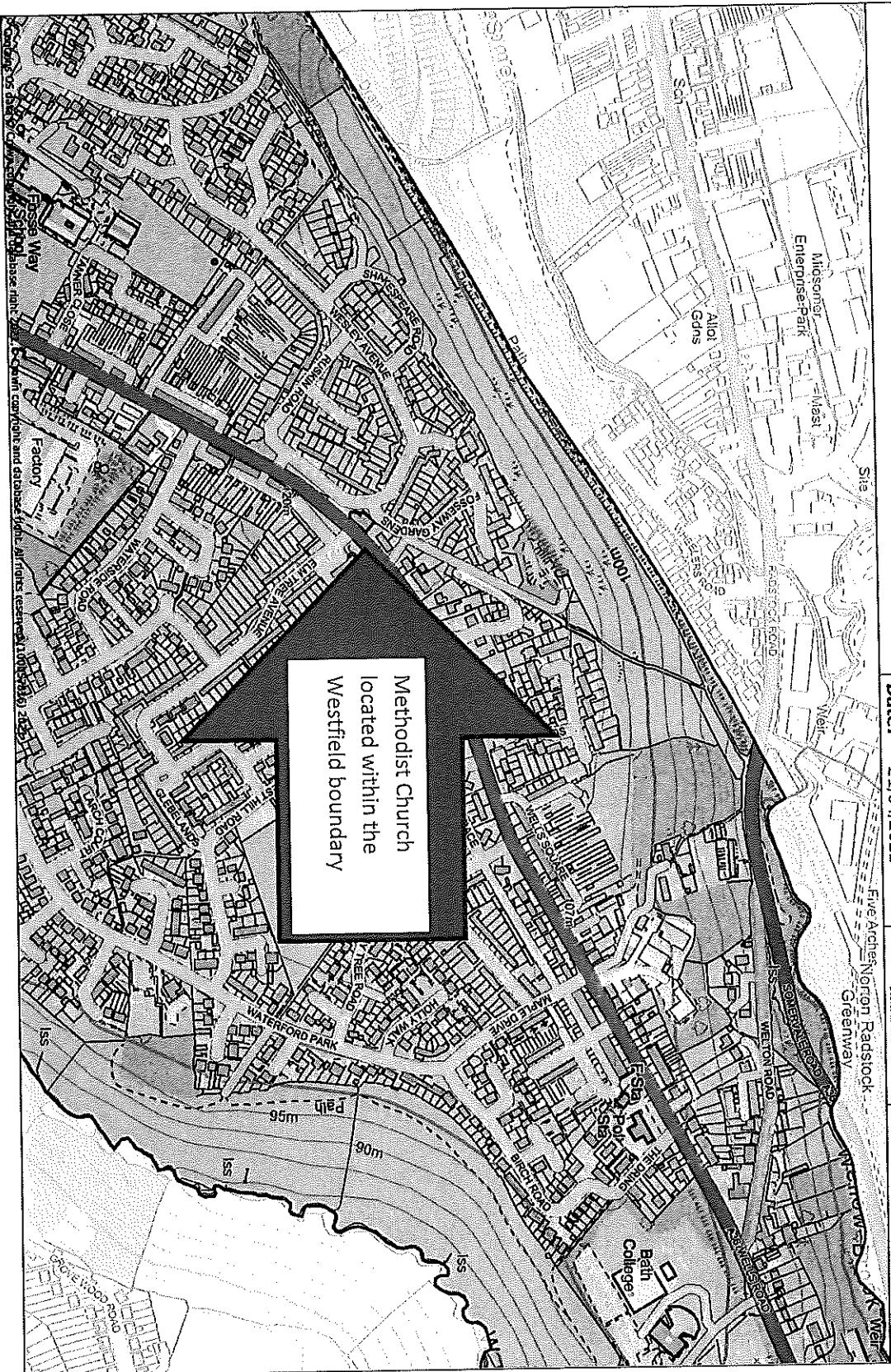
D2) If yes to D1 above, how could it be made fit for purpose practically within reasonable resource requirements and timescales?

Please see the Guidance Notes for examples of the supporting evidence you can provide.

n/a

Checklist

E1) Please confirm that you have read the related guidelines	X
E2) Please confirm that you have answered all of the questions	X
E3) Please confirm that the contents of this form supplied by your organisation are correct, to the best of your knowledge	X
E4) Please ensure that you have attached all of the documents that are relevant to your application	X



Methodist Church
located within the
Westfield boundary

Westfield Methodist Chapel

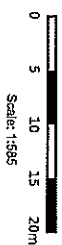
Westfield CP

Author: 21/04/2021

Date: 21/04/2021

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Parish Online



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