

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Wednesday 18<sup>th</sup> October 2017 commencing at 7.00pm

**Present:** Cllr P Wilkinson (Chair), and Cllrs D Cooper, G Fuller, and P Williams

**Absent:** Cllrs K Docherty, R Hopkins and L Mansell

**In Attendance:** Ms E Merko (Finance Officer)

The meeting opened at 7pm

**57. APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs L Mansell and R Hopkins.

**58. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**59. MINUTES**

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 20<sup>th</sup> September 2017 be agreed and signed as a correct record.

**60. ANNUAL RETURN 2016-17**

Completion of the Annual Return by the External Auditor was noted.

**61. BUDGET VARIATIONS**

The budget variations to 30<sup>th</sup> September 2017 were noted and approved.

**62. MONTHLY ACCOUNTS**

**Resolved:**

- a) that the September monthly statements for the Current Account be agreed;
- b) that the September monthly statements for the Corporate Treasury account be agreed;
- c) that the September monthly statements for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest sheet for October be agreed.

**63. VERIFICATION OF THE BANK RECONCILIATIONS**

As Cllr Docherty was not present it was not possible to complete this action.

**Resolved:** that a second Councillor be appointed to verify bank statements against bank reconciliations.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**64. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION**

In accordance with item 5.2 of the Financial Regulations, the updated schedules of payments were circulated at the meeting. There was also discussion of quotes received for the purchase of Christmas trees around the shops.

- Resolved:**
- a) that the schedule of payments for October be agreed (attached as Appendices 1-2) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly;
  - b) that the quote of £335 from Bathford Nurseries for Christmas trees be accepted.

**65. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS**

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

- Resolved:** that the schedule of payments be agreed (attached as Appendix 3) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

**66. GRANTS 2017-18**

The recommendations of the Grants sub-Committee were discussed. Also discussed were an amendment to the application from B&NES Carer's Centre and an application from Trinity Girls' Brigade (updated table shown in Appendix 4).

- Resolved:**
- a) to recommend a grant of £1000 to B&NES Carers' Centre to include £250 for 1:1 sessions;
  - b) to recommend a grant of £580 to Trinity Girls' Brigade;
  - c) to agree a grant of £602.06 to WAGS with an additional £397.94 towards purchase of trellis to be paid on presentation of receipts;
  - c) to agree all the other recommendations of the Grants sub-Committee;
  - d) to refer the recommendations to Parish Council on 6<sup>th</sup> November for final approval.

**67. THE FUTURE FOR PETTY CASH PURCHASES**

Current progress was noted and a further report would be given at the next meeting.

- Resolved:** that, in the short term only, and on the advice of the Parish Council's accountant, it would be possible to draw a cheque in favour of a senior officer (or Councillor) in return for petty cash reimbursement.

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

**Westfield Parish Council**

**68. WESTFIELD ACTION PLAN 2017-18**

The Action Plan was discussed and approved. The following amendments were made:

- a) To replace "Sam Plummer" with "Youth Connect" as Sam was now in a different job.
- b) To add the possibility of a defibrillator at Westfield Surgery or at the Fire Station would be investigated.

**69. BUDGET 2018/19**

The following items were highlighted for inclusion in the 2018/19 budget considerations:

- Grass cutting
- Community Centre
- additional festive lights

**70. TRUST BANK ACCOUNTS**

The options for Trust bank accounts were discussed.

**Resolved:** to recommend to the next meetings of the Trusts on 6<sup>th</sup> November that two TSB accounts be opened in the names of Westhill and Norton Hill Trusts and that the Natwest accounts be closed.

**71. ANNUAL REVIEW OF FEES AND CHARGES**

**Resolved:** a) that the 2017-8 charges for pitch hire, allotments and the Fun Fair be frozen for 2018/19;  
b) that the rent for Norwest Bowls Club be raised in line with the lease agreement.

**72. 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.

**73. PRINTING/PHOTOCOPING CONTRACT**

**Resolved:** a) to end the contract with 1<sup>st</sup> Office Equipment;  
b) to enter a new lease agreement for a printer/copier with Ricoh to include an internal stapler at a cost of £127.20 per quarter plus copies at 0.24p (B&W) and 2.4p (colour) per copy;  
c) before agreeing to trade in the old machine, to ask Big Local if they would like to buy it, noting that if the old copier was not traded in with Ricoh the lease of the new machine would rise to £137.20 per quarter.

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**Westfield Parish Council**

**74. STAFF APPRAISALS**

- Resolved:**
- a) that the spinal point salary increases from SP 17 to SP18 for the Admin Assistant and from SP20 to SP21 for the Finance Officer, backdated to 1st April 2017, be agreed;
  - b) that the progression of the Finance Officer to Level 3 of the AAT course be agreed pending successful completion of Level 2 and that budgetary provision be made accordingly.

The meeting closed at 8.10pm.

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

APPENDIX 1

Schedule of payments in OCTOBER							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
31/05/2017	Pipeline Services Ltd	Installation of autowatering system at Jubilee Green	4916/199	B#784	£728.47	£145.69	£874.16
25/09/2017	Lidl	Mulled wine for Xmas Lights Switch-On	4223/202	B#781	£58.22	£11.64	£69.86
28/09/2017	DCK Accounting Solutions	VAT Partial Exemption calculation	4058/1	B#782	£195.00	£39.00	£243.00
25/09/2017	BPP Education	Finance Officer AAT Exam 3	4005/1	B#783	£70.17	£5.83	£76.00
03/10/2017	Herringtons Landscape Builders	Instalation of heritage signs and Welcome to Westfield sign	4238/202	B#787	£1,600.00	£320.00	£1,920.00
04/10/2017	Land Registry	Title search for owner of land opposite 22 Birch Road for voluntary planting	4224/202	200950	£4.00	£0.00	£4.00
29/09/2017	Greensward	repairs around goal posts at WH Rec removal of graffitti at WH Rec repairs at NH Rec extra pitch marking for early matches	4062/307 4062/307 4062/308 4062/308/7	B#788	£1,055.00	£211.00	£1,266.00
28/09/2017	Lamps & Tubes Illuminations	Festive lights on lamposts for 2017	4223/202	B#789	£3,780.00	£756.00	£4,536.00
04/10/2017	Viking	Stationary cups and napkins for xmas lights	4023/1 4223/202	B#790	£77.34	£15.47	£92.81
05/10/2017	Kelvin Hawkins	Boiler service at Pavilion	4018/1	B#792	£120.00	£24.00	£144.00
15/10/2017	Community Heartbeat	Defibrillator	4227/202	B#801	£1,870.00	£374.00	£2,244.00
10/10/2017	Lamps & Tubes Illuminations	Christmas tree topper - star	4223/202	B#800	£167.00	£33.40	£200.40
16/10/2017	Thomsons Hardware	2 x gazebos	4227/202	200951	£99.98	£20.00	£119.98
						<b>TOTAL</b>	<b>£11,790.21</b>
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval							
					<i>already approved by Council</i>		

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

APPENDIX 2

**BIG LOCAL: Schedule of invoices for payment in OCTOBER**

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

Invoice Date	Supplier	Details	Chq no	Total (GROS)**
01/10/2017	Oval	Office rent September	B#786	£467.28
17/10/2017	Robert Wicke	Community Worker September/October	B#803	£1,725.00
17/10/2017	Sarah Westell	Programme Coordinator September/October	B#802	£720.00
04/10/2017	Radstock Town Council	Community Orchard	B#799	£1,750.00
04/10/2017	Youth Connect	Young People's budget trip to Thorpe Park	B#798	£1,000.00
03/10/2017	Westfield PC	Grant for Christmas tree topper	J423	£147.00
18/10/2017	Companies House	Registration fee for CIC	200952	£35.00
			<b>TOTAL</b>	<b>£5,844.28</b>
<i>** VAT cannot be claimed on Big Local payments</i>				
Added since agenda was distributed				
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## APPENDIX 3

### Schedule of regular payments 2017-18 (payments are all NET)

Supplier	Details	April	May	June	July	August	September	October	November	December	January	February	March
Apollo Technology	IT Support (quarterly)	£0.00	£286.75	£0.00	£0.00	£286.75	£0.00	£0.00					
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00	£0.00	£0.00	£108.00	£0.00	£0.00					
Apollo Technology	Hosted exchange	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85					
Apollo Technology	Wireless access controller	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00					
Avon Pension Fund	Office staff	£605.90	£605.90	£605.90	£605.90	£605.90	£605.90	£605.90					
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£104.46	£0.00	£0.00					
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£0.00	£0.00	£51.29	£0.00	£0.00					
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£0.00	£22.57	£0.00	£0.00	£0.00					
First Office	Photocopier & Maintenance	£0.00	£204.94	£0.00	£0.00	£297.58	£0.00	£231.09					
GPS Telecoms (DD)	Office phone and fax	£27.96	£29.09	£29.77	£28.52	£29.24	£30.03	£28.78					
Greensward	Ground maintenance	£1,834.57	£1,834.57	£1,834.73	£1,834.57	£1,834.73	£1,834.41	£1,834.41					
HMRC	PAYE and NI	£244.17	£244.17	£244.37	£244.17	£244.17	£244.37	£244.17					
KCOM (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95					
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45					
Oval Commercial	Use of Boardroom	£0.00	£40.00	£60.00	£60.00	£40.00	£0.00	£60.00					
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00					
Net Salaries (and expenses)	Office staff	£2,439.12	£2,438.72	£2,410.36	£2,398.46	£2,398.46	£2,398.26	£2,398.46					
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67	£0.00	£152.97	£0.00	£0.00					
Southern Electric	Christmas Tree	£0.00	£0.00	£18.78	£0.00	£18.78	£0.00	£0.00					
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00					
<b>Total</b>		<b>£5,672.97</b>	<b>£6,313.39</b>	<b>£5,818.83</b>	<b>£9,402.16</b>	<b>£6,693.58</b>	<b>£5,634.22</b>	<b>£5,924.06</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
This amount plus one off payments													
Highlight if over £5000 as this requires full Parish Council approval													
added since agenda was distributed													

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## APPENDIX 4

Grants 2017-18 - Grants sub-Committee 10th October 2017				Grants budget: £17,298	
Organisation	2016 Grant Awarded	2017 amount requested	2017 purpose of grant	2017 grant notes	2017 amount recommended
Carers' Centre B&NES	£700.00	£1,000.00	To extend the successful coffee morning set up with WPC funds last year. To include speakers, activities and entertainment in line with feedback from attendees at the coffee mornings.	It was agreed that this was a great organisation doing great work for Westfield residents. There was a query on the breakdown of costs for Operation/activity listed as £350 but should actually be £100. However the additional £250 could be put to good use doing 1:1 work with carers in Westfield - <b>to confirm whether to award £750 or £1000.</b>	£1,000.00
Midsomer Norton and Radstock Silver Band	£1,500.00	£1,500.00	Urgent purchase of additional equipment to facilitate performance at the newly achieved level.	It was noted that the amount of was above the usual maximum and as £1500 had been given last year it was recommended that £1000 be given this year and to ask if ther band would consider playing at the Christmas Lights and Fun Day for no charge in return.	£1,000.00
PEOPLE	£800.00	£1,000.00	Repairs to windows and doors at PEOPLE property in Westfield. Installation of fire doors within the property.	GF declared an interest in this application. Recommended £1000.	£1,000.00
St Nicholas Church	£2,000.00	£2,500.00	Towards the cost of a gardener to maintain the graveyard. Total cost is £6000.	£2500 being substantially above the usual maximum of £1000 and noting that only £1500 had been received from RTC last year comapred to £2000 from Westfield PC, it was agreed to recommend £2000 this year not the full £2500.	£2,000.00
SWALLOW	£953.00	£1,000.00	Refurbishment of two toilet rooms which are for users of the meeting room space.	Recommend £1000	£1,000.00
SWAN Advice Network	£800.00	£1,000.00	To help provide transport that benefits Westfield residents. 5 volunteer drivers in Westfield and 32 Westfield residents. 228 journeys last year to and from Westfield.	Recommend £1000	£1,000.00
Teddy Bear Nursery	£1,000.00	£1,000.00	Purchase and installation of artifical grass area for use in all weathers.	DC declared an interest in this application. Recommend £1000.	£1,000.00
The Community Bus	£1,000.00	£1,000.00	toys/craft and equipment for play sessions taking place at Westhill Rec (and other locations).	Excellent service provided weekly to Westfield residents. Recommend £1000.	£1,000.00

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The West of England MS Therapy Centre	£300.00	£200.00	Towards provision of physiotherapy exercise classes. Two users live in Westfield.	A small amount in comparisson to the overall costs and the benefit to Westfield residents.	£200.00
Trinity Girls Brigade	n/a	£580.00	Contributiun towards cost of attending a regional event "A Splash of Hope" which focusses on social action such as food banks/litter picking. Plus help towards purchase opf camp beds for annual summer camp.	<b>Last minute application. To be discussed at F&amp;P.</b>	
Wansdyke Play Association	n/a	£1,177.75	12-week series of play sessions in Westfield plus Westfield Fun Day 2018.	There hjas already been good feedback on the sessions at NH Rec. Recommend £1177.75	£1,177.75
Westfield Allotments and Garden Society	n/a	£602.06	trellis panels and posts to build screening behind the children's raised beds to provide privacy and security.	GF declared an interest in this application. Happy to recommend £602.06 however, WAGS want to add to what is planned in this application but do not yet have costings for trellis. Recommend an additional grant up to £1000 subject to costings.	£1,000.00
Westfield Ladies Choir	£850.00	£850.00		Recommend £850	£850.00
Working In Support of Holidays for the disabled (WISH)	£1,000.00	£1,000.00	Towards subsidising carers who accompany the disabled on the holidays and towards the cost of a specially adapted coach for day trips and English holiday.	Recommend £1000.	£1,000.00
Youth Connect	£1,231.00	£1,100.00	Cost of Methodist Hall hire for 44 sessions duiring 2017-18	Very pleased with work provided so far and happy to facilitate use of hall. Recommend £1100. However, concerns expressed over large gatherings of young people outside on Tuesday evenings and about levels of staff to youth ratios in the sessions. GF to look into this further.	£1,100.00
				<b>TOTAL:</b>	<b>£14,327.75</b>

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