

## WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,  
St Peters Business Park, Westfield on  
Wednesday 12<sup>th</sup> February 2014 commencing at 7pm

**Present:** Chair of the Committee – Cllr P Wilkinson

Cllrs A Clarke, G Fuller and R Moss

**In Attendance:** Mrs L Welch (Parish Clerk).  
Mrs H Franklin ( Finance Officer)

**92. Apologies for Absence**

Apologies for absence were received and accepted from Cllrs R Appleyard, S Hamilton and D Cooper who had prior commitments.

**93. Declarations of Interest**

There were no Declarations of Interest received.

**94. Minutes**

**Resolved:** That the Minutes of the Finance & Personnel meeting held on 16<sup>th</sup> January 2013 be agreed and signed as a correct record.

**95. Monthly Accounts**

Members expressed concerns that now the Trust monies had been transferred from the Dormant Accounts by the NatWest Bank this should be invested rather than remain in non interest paying accounts.

**Resolved** (a) That the monthly accounts for the Current and Corporate Treasury Accounts for December as presented together with the Petty Cash Imprest sheet for January 2013 be agreed;

(b) That a recommendation be made to the Trusts that the Trust Account balances from the Dormant NatWest Accounts be invested in Nationwide Building Society Savings accounts;

(c) That the signatories for the Nationwide Savings accounts be agreed as:-

- Councillor G Fuller;
- Councillor P Wilkinson
- Councillor A Clarke

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**96. Fixed Assets Report**

Members considered an up to date list of Fixed Assets.

**Resolved:** That a recommendation be made to the Parish Council that the up to date list of Fixed Assets as presented be agreed.

**97. Financial Risk Management**

The Committee discussed the risk management within the Council.

**Resolved:** That the various documents as presented with regard to the following be agreed:

- (a) Risk Management Strategy;
- (b) Financial Management Risk Assessment;
- (c) Risk Register;
- (d) Annual Review of the Insurance Schedule

**98. Interim Audit Summary**

Members considered the Observations and Recommendations of the Internal Auditor following his recent visit.

**Resolved:** That the Observations and Recommendations of the internal Auditor be noted.

**99. Archiving Space**

Members considered the need for archiving space for the Parish Council and that this concern be considered in conjunction with Item 100 below.

- Resolved:**
- (a) That for this year an extra cabinet be purchased and offset from the sale of the Dell laser printer; but that further consideration be given to securing extra archive space for next year;
  - (b) That it be agreed that only the legal minimum ever be archived on paper.

**100. Dell Multifunction Laser Printer**

**Resolved** That since this printer had become surplus to requirements it was agreed that it be sold, if possible for £100 and that local charitable organisations be contacted

**101. Confidential Business**

**Resolved:** That in view of the confidential nature of the business about to be transacted the press and public be excluded

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