

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held remotely on Zoom on Wednesday 16th December 2020

Present: Cllr Philip Wilkinson (Chair) and Cllrs Geoff Fuller, Eleanor Jackson, Robin Moss and Patricia Williams

Absent: Cllrs Diana Cooper, Ron Hopkins, Lesley Mansell and Bryan Wallbridge

In Attendance: Lesley Close (Parish Clerk), Emily Merko (Finance Officer)

The meeting opened at 7.00pm.

83. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Diana Cooper and Ron Hopkins.

84. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

85. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 18th November 2020 be agreed and signed as a correct record.

86. MONTHLY ACCOUNTS

Resolved:

- a) that the November monthly statement for the Current Account be agreed;
- b) that the November monthly statement for the Corporate Treasury account be agreed;
- c) that the November monthly statement for the Business Savings account be agreed and the interest rate of 0.40% be noted;
- d) that the summary of debit card transactions since the last meeting (Appendix 1) be agreed.

87. 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:

- a) that the schedule of payments due be agreed (attached as Appendix 2), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors remotely via online banking;
- b) to approve the invoice from Zonkey for creation of the new website and annual costs but to hold payment until the website had gone live.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

88. 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 3) 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.

89. GRANTS 2020-21

The Committee considered the recommendations of the Grants sub-Committee and also considered two late applications that had been invited by the sub-Committee. There was discussion of the applications from Westfield School and 1st Radstock Scouts. The Committee wanted to support both projects with funds but, as they had done with other applications, felt that they could not give the full requested funds.

Resolved:

- a) to recommend grants of £500 to each of the applications from Westfield School and the Scouts;
- b) to recommend to Parish Council these and all the other grant suggestions from the sub-Committee;
- c) to hold in reserve the remaining funds in the grants pot in case other causes became apparent before year-end.

90. BUDGET 2021-22

Draft 2 of the budget was considered. There was discussion of the budget for rent in the light of the recent planning application to change the current office building into flats. However, in consideration of figures obtained for other premises, it was agreed that there was ample budget to cover alternative premises should this be necessary. There were no amendments suggested.

There was discussion of the potential reduction in the tax base and the effect of this on the precept and on the Council Tax payer. The Committee agreed to consider an additional meeting of F&P to consider precept options if necessary.

Resolved: to recommend Draft 2 of the budget to Parish Council for agreement in principle pending the precept report which could be considered once the tax base was received.

91. DISCIPLINARY AND GRIEVANCE POLICIES

Resolved: that the policies be recommended to Parish Council with no amendments.

The meeting closed at 7.37pm

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Westfield Parish Council

APPENDIX 1

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - December
SHEET 2020-21 - 9

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Grants 4203/202	Christmas 4223/202	Stationary 4023/1	VE Day event 4242/202	N/H maintenanc e	W/H Maintenanc e	Community Projects 4232/202	Hospitality 4131/101
DC97	18/11/2020	Facebook	ad boost for grants ad	£2.00		£2.00							
DC98	19/11/2020	Facebook	ad boost for grants ad	£0.50		£0.50							
DC99	7/12/2020	Co-op	Christmas cards	£8.97			£7.47						
			TOTAL (NET)	£9.97	£0.00	£2.50	£7.47	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT:	£1.50			£1.50						
			TOTAL (Gros)	£11.47									
<i>added since the agenda was circulated</i>													

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APPENDIX 2

Invoices for payment DECEMBER							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
16/12/2020	PEOPLE	Chair's Allowance grant	4101/102	B#1592	£100.00	£0.00	£100.00
19/11/2020	B&NES	Rates on Office Suite 4	4011/1	B#1598	£516.29	£0.00	£516.29
19/11/2020	DMH Solutions Ltd	LCRS software for Windows 10	4027/1	B#1604	£59.00	£11.80	£70.80
30/11/2020	Greensward	insatllation of benches at Westhill	4043/307	B#1599	£595.00	£119.00	£714.00
		extra strimming around gym equipment	4062/307		£45.00	£9.00	£54.00
2/12/2020	The Festive Lighting Co	string lights x 14 for outdoor trees	4223/202	B#1601	£622.00	£124.40	£746.40
16/12/2020	Waterside Carnival Club	Return of excess grant funds held	EMR328	B#1602	£350.00	£0.00	£350.00
10/12/2020	Zonkey	Balance of payment for creation of new website Annual costs - website hosting, maintenance package, domain renewal	4210/102	B#1605	£1247.50 £397.00	£328.90	£1,973.40
16/12/2020	Caloo Ltd	Supply and installation of new swings at Westhill Rec	4064/307	B#1606	£11,299.40	£2,259.88	£13,559.28
						TOTAL	£18,084.17
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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APPENDIX 3

Schedule of regular payments 2020-21 *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	£286.75	£0.00	£0.00	£286.74	£0.00	£0.00	£0.00	£286.74				£860.23
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£151.20	£0.00	£0.00	£151.20	£0.00	£0.00	£0.00	£151.20				£453.60
Apollo Technology	G-Suite (Quarterly)	£0.00	£552.00	£0.00	£0.00	£552.00	£0.00	£0.00	£0.00	£552.00				£1,656.00
Apollo Technology	Wireless Cloud Controller	£0.00	£5.97	£0.00	£0.00	£5.97	£0.00	£0.00	£0.00	£5.97				£17.91
Avon Pension Fund	Superannuation	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82	£1,185.63	£879.56				£7,915.93
GPS Telecoms (DD)	Telephone and broadband	£66.49	£64.65	£64.26	£64.45	£64.22	£64.49	£66.11	£66.48	£66.32				£587.47
Greensward	Grounds maintenance	£1,951.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,167.08	£2,167.08	£2,167.08				£19,060.72
HMRC	PAYE and NI	£271.88	£272.28	£272.28	£258.88	£268.88	£268.88	£268.68	£773.47	£282.04				£2,937.27
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£839.75	£839.75	£839.75				£5,457.75
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00				£0.00
Net Salaries (and expenses)	Office staff	£2,694.63	£2,694.23	£2,694.23	£2,707.63	£2,697.63	£2,722.63	£2,697.83	£3,560.70	£2,855.42				£25,324.93
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00				£3,686.72
Ricoh	Photocopier	£0.00	£186.07	£0.00	£141.72	£0.00	£0.00	£151.38	£0.00	£0.00				£479.17
Southern Electric	NH Pavilion	£0.00	£0.00	£64.20	£0.00	£0.00	£197.69	£0.00	£0.00	£61.34				£323.23
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.59				£87.17
Total Gas & Power	NH Pavilion	£0.00	£13.24	£0.00	£0.00	£16.49	£0.00	£0.00	£19.22	£0.00				£48.95
Water2Business (DD)	Auto-watering systems	£0.00	£0.00	£0.00	£21.05	£127.03	£0.00	£0.00	£0.00	£0.00				£148.08
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£213.19	£0.00	£0.00	£0.00	£0.00				£213.19
Zoom subscription (DD)	Meeting space	£0.00	£0.00	£11.99	£0.00	£11.99	£11.99	£11.99	£11.99	£11.99				£71.94
Monthly Total		£6,310.15	£7,673.54	£6,582.40	£10,327.60	£7,842.49	£6,741.12	£7,026.65	£8,624.32	£8,190.00	£0.00	£0.00	£0.00	
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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