

WESTFIELD PARISH COUNCIL

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

Present: Chair of the Committee – Cllr P Wilkinson
Cllrs A Clarke, D Cooper, G Fuller and R Moss

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

104. Apologies for Absence

Apologies for absence were received and accepted from Cllr R Appleyard, who had a prior commitment.

105. Declarations of Interest

There were no Declarations of Interest received.

106. Minutes

Resolved: That the Minutes, including the Confidential Minutes of the Finance & Personnel meeting held on 12th February 2014 be agreed and signed as a correct record.

107. Monthly Accounts

- Resolved**
- (a) That the monthly accounts for the Current and Corporate Treasury Accounts for February as presented together with the Petty Cash Imprest sheet for February 2014 be agreed;
 - (b) That the Recommendation of the Environment & Development Committee that the costings of £12,958 be used for the completion of the works at Norton Hill Recreation Ground be agreed but to be mindful that these figures could differ slightly upon completion;
 - (c) That given that the redundant printer (estimated at £100) had not been sold, Councillor Wilkinson be authorised to put it on Ebay.

108. Annual Bad Debt Report

Members considered a Report of annual bad debts but were advised that two of the three had now been settled with the third not actually falling due until 26th March 2014. The Finance Officer was thanked for keeping on top of invoices outstanding.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: That this report be noted.

109. Annual Review 2013/14

Members considered the Annual Review for 2013/14 as submitted.

Resolved: That with the addition of a mention of the Big Local this be recommended for approval to the Annual Parish meeting of the Council.

110. Code of Corporate Governance

Members considered the Code of Corporate Governance as submitted.

Resolved: That this Report be recommended for approval to the Parish Council

111. Annual Review of the Effectiveness of the Internal Control Environment

Members gave consideration to the Report submitted on the Annual Review of the Effectiveness of the Internal Control Environment

Resolved: That this Report be recommended for approval to the Parish Council.

112. Review of the Treasury Management Policy and Annual Report on the Terms and Conditions of Borrowing

Members considered a report of the Review of the Treasury Management Policy and Annual Report on the Terms and Conditions of Borrowing

Resolved That this Report together with the amendments as highlighted within this document be recommended for approval to the Parish Council.

The meeting closed at 7.20 pm

Minutes are draft until agreed at the next meeting.

Signed Dated