

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held remotely on Zoom on Wednesday 17th June 2020

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

Absent: Cllr Bryan Wallbridge

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

The meeting opened at 7.00pm.

19. APOLOGIES FOR ABSENCE

There were no apologies.

20. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

21. MINUTES

Resolved: that the Minutes and Confidential Minutes of the Finance & Personnel meetings held on 20th May 2020 be agreed and signed as a correct record.

22. MONTHLY ACCOUNTS

Resolved:

- a) that the May monthly statements for the Current Account be agreed;
- b) that the May monthly statements for the Corporate Treasury account be agreed;
- c) that the May monthly statements 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.

23. SMALL BUSINESS GRANTS

It was noted that two grants of £10,000 had been applied for and received.

24. ZOOM SUBSCRIPTION

The Committee noted the recent advice of ALCA that, as Council meetings were classed as 'public events', their continuation in person would not be permitted for some time. It was noted that the Council was saving on the cost of meeting room hire whilst meetings were held virtually.

Resolved: To register for a Zoom subscription at a cost of £11.99 pcm.

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25. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

In accordance with item 5.2 of the Financial Regulations, the schedule of payments was considered at the meeting. The Council noted in particular the payment of £30,000 to Northavon for work completed so far on the fitness track at Westhill Rec (total contract cost of £69,582.74). It was confirmed that at least half the work had been completed.

- 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) that the payment to Northavon be ratified by Parish Council on 6th July.

26. 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 considered at the meeting.

The Committee also discussed a proposal from Ignyte that they produce a summer edition of the Westfield Warbler. Ideas for articles were discussed as well as the possibility of funding, by Big Local, of advertisements for Westfield businesses, which was still under discussion.

The Committee also discussed a proposal from ALCA that subsequent fees be increased by 10% in order to meet the shortfall in income by lack of training opportunities and increased workload for the Executive Officer caused by the Covid crisis. The Committee discussed the invaluable support of ALCA and NALC and was reminded of the decision not to renew employment support cover with Ellis Whittam in favour of ALCA/NALC.

- Resolved:**
- a) 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;
 - b) that it be conveyed to Ignyte that the Council was very much in favour of a summer edition of the Warbler;
 - c) that the Council respond to ALCA in favour of increased fees to cover costs.

27. UPDATE ON FUNDING OF THE WESTHILL PAVILION

Resolved: it was resolved that, where possible, applications should now be re-visited.

28. ADDITIONAL OFFICE SPACE

There was discussion of additional office space, larger office space, additional storage space and the continuation of working from home.

Resolved: that officers would continue to work from home through the August recess and look to return to the office on a rota basis in September with a view to assessing the current advice at that point. To

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continue to consider other and alternative office space and storage.
Issue to be re-visited in September.

29. GRANTS 2020-21

Resolved: that the timeline be approved as follows:

July	start to advertise grants
September	further advertising of grants inc newspaper advert and Warbler article
23 rd November	applications deadline
30 Nov – 3 rd Dec	Grants Committee to meet and consider applications
16 th December F&P	F&P to consider the recommendations of the Grants Committee for recommendation to Parish Council
4 th January 2021 PC	Grant donations to be approved by full Council.
January-March 2021	Possibility of a second round of grants if not all the budget has been spent and the Committee feels that there is more need from applicants that were not able to apply by November.

30. FOOTBALL PITCH FEES

Resolved: that no formal changes be made at the moment but that requests for reduced fees be considered on an ad-hoc basis. To invite provisional bookings from current teams but to make no charges until details of what is permitted are clear.

31. LEGAL ADVICE ON DANGEROUS WALL

On advice from a B&NES Planning Officer, the dangerous wall had been reported to Building Control for investigation.

Resolved: to write again to the resident to highlight the danger and to erect fencing around the dangerous area to ensure no access.

The meeting closed at 7.45pm

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APPENDIX 1

<u>WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY</u>													
		MONTH	June										
		SHEET	2020-21 - 3										
REF	DATE	SUPPLIER	DETAILS	TOTAL	Travel and subsistence 4008/1	printing & stationary 4023/1	Health & Safety 4018/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community plan 4226/202	Hospitality 4131/101
DC79	22/5/2020	Viking	Hand gel sanitiser	£17.96		£14.97							
			TOTAL (NET)	£14.97	£0.00	£14.97	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT:	£2.99		£2.99							
			TOTAL (Gros)	£17.96									

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APPENDIX 2

Schedule of payments in JUNE							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
29/5/2020	Greensward	Removal of small, damaged goal posts at Westhill	4062/308	B#1505	£55.00	£11.00	£66.00
1/6/20	Jack and Jill Solutions	Replacement auto-watering at three flower planters	4224/202	B#1506	£100.00	£0.00	£100.00
9/6/2020	Northavon Group	Interim payment for works to install fitness track at Westhill Rec (<i>*see agenda note</i>)	4929/199	B#1513	£30,000.00	£6,000.00	£36,000.00
29/5/2020	RHC Lifting Ltd	Load testing of hanging baskets	4224/202	B#1507	£950.00	£190.00	£1,140.00
						TOTAL	£37,306.00
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 <i>amounts are all NET</i>														
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										£286.75
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£151.20	£0.00										£151.20
Apollo Technology	G-Suite (Quarterly)	£0.00	£552.00	£0.00										£552.00
Apollo Technology	Wireless Cloud Controller	£0.00	£5.97	£0.00										£5.97
Avon Pension Fund	Superannuation	£835.82	£835.82	£835.82										£2,507.46
GPS Telecoms (DD)	Telephone and broadband	£66.49	£64.65	£64.26										£195.40
Greensward	Grounds maintenance	£1,951.58	£2,121.58	£2,121.58										£6,194.74
HMRC	PAYE and NI	£271.88	£272.28	£272.28										£816.44
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75										£1,469.25
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00										£0.00
Net Salaries (and expenses)	Office staff	£2,694.63	£2,694.23	£2,694.23										£8,083.09
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00										£0.00
Ricoh	Photocopier	£0.00	£186.07	£0.00										£186.07
Southern Electric	NH Pavilion	£0.00	£0.00	£64.20										£64.20
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29										£28.29
Total Gas & Power	NH Pavilion	£0.00	£13.24	£0.00										£13.24
Water2Business (DD)	Auto-watering systems	£0.00	£0.00	£0.00										£0.00
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00										£0.00
Monthly Total		£6,310.15	£7,673.54	£6,570.41	£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														
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