

## 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> May 2016 commencing at 7pm

**Present:** Cllr P Wilkinson (Chair), Cllrs D Cooper and K Docherty  
**Absent:** R Hopkins, R Moss, A Seaman-Moss and P Williams  
**In Attendance:** Mrs Lesley Welch (Parish Clerk) and Mrs E Merko (Finance Officer)

**1. Election of Chair of the Committee**

Cllr P Wilkinson was re-elected as Chair for 2016-17.

**2. Election of Vice-Chair of the Committee**

Cllr P Williams was re-elected as Vice-Chair for 2016-17 subject to her acceptance of the office.

**3. Apologies for Absence**

Apologies were received from Cllr Hopkins who had another commitment and from Cllrs Seaman-Moss and Williams who were unwell.

**4. Declarations of Interest**

There were no declarations of interest.

**5. Minutes**

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 20<sup>th</sup> April 2016 be agreed and signed as a correct record.

**6. Monthly Accounts**

It was asked that further funds be invested in Fixed Rate Savings. Alternative accounts would be investigated for consideration at the next meeting. It was noted that in order to comply with Financial Regulation 8.3 (to arrange for duplicate statements to be sent to the Chair of the Council) a charge of £5 per statement would be incurred which would be a likely charge of £10-15 per month.

It was noted that it would be necessary to assess the grounds after the Fun Fair had left on Sunday 22<sup>nd</sup> May and to agree on whether the deposit bond should be returned.

**Resolved:** a) that the April monthly statement for the Current Account be agreed;  
b) that the April monthly statement for the Corporate Treasury account be agreed;

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

**Westfield Parish Council**

- c) that the April monthly statement for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest sheet for May be agreed;
- e) that enquiries be made into investing a further £43,000 in fixed rate savings: that the fixed rate savings with Nationwide be increased to the threshold for the Financial Services Compensation Scheme and that the remainder of funds be invested in another account;
- f) that the charge of £5 per statement for duplicate statements be agreed;
- g) that authority be delegated to Cllrs Fuller and Wilkinson to approve the return of the deposit bond to the Fun Fair.

**7. Earmarked Reserves**

The revised table showing funds moved to earmarked reserve was noted. The funds remaining in EMR 321 were discussed. It was noted that £7266 of the reserve would be spent on the current play equipment being installed at Westhill Recreation Ground.

- Resolved:**
- a) that the remainder of EMR 321 Play Equipment (Loan) be spent on further improvements to Westhill Play Area;
  - b) that any income from the community projects (Fun Day and Christmas Craft Fair) be paid into the Community Fund EMR at the end of the year.

**8. Annual Return 2015-16**

That the Annual Return figures, pending a small amendment to the fixed assets total, be recommended to Parish Council for approval.

**9. Year-End Accounts 2015-16**

That the accounts for 2015-16, pending a small amendment to the fixed assets, be recommended to Parish Council for approval.

**10. Schedule of payments requiring authorisation**

In accordance with item 5.2 of the Financial Regulations, the schedule of payments was circulated with the agenda.

- Resolved:** that the schedule of payments for May be agreed (attached as Appendices 1-2) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly.

**11. 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.

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**12. Grant Funding 2016-7**

**Resolved:** that the timeline for grant funding be approved.

**13. Westfield Action Plan 2016-17**

The following items were recommended for addition to the Action Plan:

- Extension to the provision of festive lights on lampposts;
- Additional play equipment for Westhill Play area as discussed above in (7);
- Provision of a water supply and tap near to Christmas tree and coal truck planter at the top of Elm Tree Avenue;
- A bespoke map showing the parish of Westfield for display in the Warbler and other material – source and purchase.

**Resolved:** that the Action Plan, as amended be reviewed again in October.

**14. Westhill Club and CIL funding**

The proposal that an application be made for CIL funding towards improvements to Westhill Sports and Community Centre was discussed. B&NES had advised that a bid for improvements should come from the Community Centre as leaseholders (once this was confirmed) but that the bid could be put together in partnership with the Parish Council. Therefore it was agreed that this would move forward after arrangements for ownership and lease of the club had been confirmed and agreed. The CIL funding being an annual application process it would be possible to pursue this next year. There was also discussion of a request from Westhill Sports and Community Centre to have an outside bar on the recreation ground for Fun Day.

- Resolved:**
- a) that a bid for CIL funding would be investigated after all negotiations on ownership and lease of the land and community centre were resolved;
  - b) to allow an outside bar for Fun Day to be provided by Westhill Sports and Community Centre for a fee of £20 as per other food and drink stalls;
  - c) that responsibility for monitoring the behaviour of anyone purchasing alcohol would remain with Westhill Sports and Community Centre and that the Fun Day Committee retain the right to close the bar if they have concerns;
  - d) that the success of the outside bar would be reviewed for future years.

**15. Big Local**

The Plan Proposal was noted.

There was discussion of a recent issue regarding a payment requested by Big Local on which the legitimacy of the VAT affairs was questioned. The Parish Council had taken advice from its accountants, DCK Beavers. The conflicting advice given by the accountant subsequently put the Parish Council in a difficult situation but the payment had been made as requested by Big Local.

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In the light of the recent issues and the likelihood of further issues arising as the Big Local plan went forward there was discussion of whether it was in the best interests of the Parish Council to continue with the LTO contract.

- Resolved:**
- a) that the online declaration for the plan proposal and budget for Year 2 be signed by the Clerk on behalf of the Parish Council as LTO;
  - b) that the issues encountered regarding VAT on the Big Local payment to Victoria Hall be noted and drawn to the attention of the Internal Auditor;
  - c) that a recommendation be made to Parish Council to consider a proposal to give 3 months' notice to terminate the contract as LTO for Big Local: Radstock and Westfield.

The meeting closed at 8.20pm

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## APPENDIX 1

Schedule of invoices for payment in MAY							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
	Diana Cooper	Plants, shrubs and sundries for flowers in public places	4230/202	200900	£62.30	£0.00	£62.30
26.04.2016	Danny Donkey & Pals	Donkeys for Fun Day	4232/202	B#357	£250.00	£0.00	£250.00
21.04.2016	Wicksteed Playgrounds	Hopscotch onto youth shelter tarmac base	4064/307	B#358	£450.00	£90.00	£540.00
21.04.2016	C&R Fencing	repair fence at NH Rec/Norwest Bowls	4917/199	B#359	£265.00	£53.00	£318.00
01.04.2016	Ellis Whittam	Employment advice and cover	4006/1	B#360	£750.00	£150.00	£900.00
01.04.2016	Ellis Whittam	Employment cover insurance	4006/1	B#360	£23.25	£0.00	£23.25
30.04.2016	DCK Beavers	Year-end closedown and financial statements for 2015-16	4058/1	B#364	£588.45	£117.69	£706.14
30.04.2016	The Journal	Advert for Annual Parish Meeting	4102/101	B#365	£135.00	£27.00	£162.00
30.04.2016	The Journal	Advert 2 for NP consultations	4206/202	B#365	£135.00	£27.00	£162.00
05/05/2016	The Consortium	NP logo presents (extra)	4206/202	B#366	£24.31	£4.87	£29.18
10/05/2016	Stephen Wells	Wacky the Wizard for Fun Day	4232/202	B#367	£200.00	£0.00	£200.00
03/05/2016	Oval Commercial	Boardroom hire for NP meeting	4206/202	B#368	£20.00	£4.00	£24.00
04/05/2016	Westfield Methodist	Use of hall for APM	4131/101	B#369	£30.00	£0.00	£30.00
04/05/2016	Viking	Stationary Thermometer for boiler at Pavilion	4032/1 4015/308	B#370	£73.62	£12.27	£61.35
06/05/2016	Ignyte Media	Westfield Warbler June edition	4212/202	B#376	£1,000.00	£200.00	£1,200.00
	MSN Rugby Club	Donation for hosting Queen's birthday beacon	4227/202	200903	£150.00	£0.00	£150.00
	Rocky Mountain Nursery	Plants for coal trucks etc	4230/202	200901	£269.92	£67.48	£337.40
11/05/2016	John Hill Electrical	Security lighting at NH Pavilion	4915/199	B#380	£573.00	£114.60	£687.60
01/05/2016	Tommy Jukes	Shuttle Bus for Beacon event	4227/202	200902	£12.00	£0.00	£12.00
16/05/2016	SignEfex	3 x Fun Day banners	4232/202	B#378	£241.00	£42.80	£256.80
16/05/2016	SignEfex	Fun Day insert for gateway sign	4232/202	B#378	£22.00	£4.40	£26.40
	Local World	Advert for flowers tender	4230/202	200904	£117.00	£23.40	£140.40
						<b>TOTAL</b>	<b>£6,278.82</b>
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval							

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APPENDIX 2

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

*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	Nom code	Chq no	Total (GROS)**
03/05/2016	Oval Commercial	Boardroom for meeting in April	580/0	B#368	£24.00
18/05/2016	Sarah Westell	Plan Coordinator - April/May	580/0	B#382	£900.00
18/05/2016	Sarah Westell	materials for Roundabout Radstock event	580/0	B#382	£27.85
18/05/2016	Robert Wicke	Community Worker - April/May	580/0	B#381	£1,590.00
25.04.2016	J Bevan	Big Fund grant for opera event	580/0	B#377	£300.00
01/06/2016	Oval Commercial	Office rental - June	580/0	B#379	£467.28
				<b>TOTAL</b>	<b>£3,309.13</b>
** VAT cannot be claimed on Big Local payments					
Added since agenda was distributed					
Highlight if over £5000 as this requires full Parish Council approval					

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### APPENDIX 3

#### Schedule of regular payments 2016-17 (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										
Apollo Technology	Remote Back-up (quarterly)	£0.00	£90.00										
Apollo Technology	Hosted exchange	£14.85	£14.85										
Avon Pension Fund	Office staff	£1,170.92	£1,170.92										
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00										
First Office	Photocopier & Maintenance (quarterly)	£0.00	£206.01										
GPS Telecoms (DD)	Office phone and fax	£26.36	£26.27										
Greensward	Ground maintenance	£0.00	£1,834.73										
HMRC	Tax and NI office	£236.78	£236.98										
KCOM (was Eclipse) (DD)	Broadband	£19.95	£19.95										
Oval Commercial (SO)	Office Rental	£486.45	£486.45										
Oval Commercial	Use of Boardroom	£0.00	£60.00										
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00										
Salaries (and expenses)	Office staff	£2,321.59	£2,320.34										
Southern Electric	NH Pavilion	£0.00	£0.00										
Southern Electric	Christmas Tree Lights	£1.27	£0.00										
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.44										
<b>Total</b>		<b>£4,278.17</b>	<b>£6,753.69</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</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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