

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held remotely on Zoom on Wednesday 18th November 2020

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

Absent: Cllrs Diana Cooper, Lesley Mansell and Bryan Wallbridge

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

The meeting opened at 7.00pm.

72. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Diana Cooper, Eleanor Jackson and Lesley Mansell.

73. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

74. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 21st October 2020 be agreed and signed as a correct record.

75. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019-20

The conclusion of the External Audit was noted and it was confirmed that the notice of conclusion of audit had been displayed on both notice boards and on the website.

Regarding the "other matters" point raised by the External Auditor it was confirmed that the Council had been satisfied that all proper periods of public rights had been provided for in the previous and the current year and that in future the Committee would receive a report of and note the display of such notices at the time.

76. MONTHLY ACCOUNTS

Resolved:

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

77. 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. The Committee was pleased to note the allocation of £500 of Chair's Allowance by the Chair to Teddy Bear Nursery to support their holiday food parcel scheme to vulnerable families over the Christmas period.

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Signed Dated

Westfield Parish Council

- 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 upgrade of the LCRS risk assessment software at a cost of £59+VAT. Although this meant an overspend on the IT budget it was felt that there were ample savings elsewhere to allow for this.

78. 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.

79. BUDGET 2021-22

Draft 1 of the budget was considered and the creation of new EMRs for Nature Trail and Tree Works were noted. There were no amendments suggested at this stage.

80. STANDING ORDERS, DIRECT DEBITS AND BACS PAYMENTS

- Resolved:** that the list of standing orders and direct debits be noted and the continued use of BACS payments was agreed.

81. WATER USAGE RISK ASSESSMENT

- Resolved:** that the risk assessment be noted with no changes.

CONFIDENTIAL MATTERS

It was resolved that, under Section 100A(4) of the Local Government Act, 1972, the press and public would be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

82. QUARTERLY PLAY AREA INSPECTIONS 2021-2022

The updated list of quotes was considered.

- Resolved:** to appoint Greensward Sports Consultancy to undertake the quarterly play area inspections for 2021-22.

The meeting closed at 7.21pm

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APPENDIX 1

<u>WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY</u>												
		Report for F&P - November										
		SHEET	2019-20 - 8									
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Christmas 4223/202	Stationary 4023/1	Furniture & Equipment 4036/1	Grants 4203/202	W/H Maintenance 4062/307	Defibrillator 4231/202	Hospitality 4131/101
DC90	26/10/2020	Viking	stationary	£29.69			£24.74					
DC91	28/10/2020	Shen Zhen Shi Nan	bluetooth headsets	£98.97				£82.47				
DC92	28/10/2020	Dongguanshi	Bluetooth dongle adapter	£20.97				£17.46				
DC93	26/10/2020	Toolstation	thermawrap for defib	£16.03							£13.36	
DC94	15/11/2020	Facebook	post boost for grants	£1.50					£1.50			
DC95	16/11/2020	Facebook	post boost for grants	£1.50					£1.50			
DC96	13/11/2020	Facebook	post boost for grants	£1.50					£1.50			
			TOTAL (NET)	£142.53	£0.00	£0.00	£24.74	£99.93	£4.50	£0.00	£13.36	£0.00
			VAT:	£27.63			£4.95	£20.01			£2.67	
			TOTAL (Gros)	£170.16								
								added since the agenda was circulated				

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APPENDIX 2

Invoices for payment NOVEMBER							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
29/10/2020	Lazy Days Landscaping	repair and renew missing blocks at pavement boundary wall at Westhill Rec	4062/307	B#1575	£60.00	£12.00	£72.00
31/10/2020	Signefex	Oval gym equipment signs	4299/199	B#1577	£331.00	£66.20	£397.20
22/11/2020	Rialtas Busines Solutions	MTD software annual fee	4027/1	B#1578	£59.00	£11.80	£70.80
21/10/2020	Wicksteed Leisure Ltd	Supply and installation of outdoor gym equipment	4929/199 (EMR 334)	B#1579 B#1580	£23,114.43	£4,622.89	£27,737.32
22/10/2020	B&NES	Play area quarterly inspections	4065 / 307&308	B#1581	£365.32	£73.06	£438.38
31/10/20	Wicksteed Leisure Ltd	Final piece of play equipment	4929/199	B#1582	£2,121.00	£624.20	£3,745.20
18/11/2020	Teddy Bear Nursery	Chair's Allowance grant towards food parcels project for families in need over Christmas	4101/102	B#1583	£500.00	£0.00	£500.00
6/11/20	A&L Couriers	Delivery of Westfield Warbler	4212/102	B#1589	£375.00	£0.00	£375.00
17/11/2020	Apollo	SSD card for Clerks computer	4027/1	B#1590	£222.00	£24.40	£146.40
18/11/2020	Lamps & Tubes	75% of installation and engineer costs	4223/202	B#1591	£3,678.75	£735.75	£4,414.50
						TOTAL	£37,896.80
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval					already approved by Council		

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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					£573.49
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£151.20	£0.00	£0.00	£151.20	£0.00	£0.00	£0.00					£302.40
Apollo Technology	G-Suite (Quarterly)	£0.00	£552.00	£0.00	£0.00	£552.00	£0.00	£0.00	£0.00					£1,104.00
Apollo Technology	Wireless Cloud Controller	£0.00	£5.97	£0.00	£0.00	£5.97	£0.00	£0.00	£0.00					£11.94
Avon Pension Fund	Superannuation	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82	£1,185.63					£7,036.37
GPS Telecoms (DD)	Telephone and broadband	£66.49	£64.65	£64.26	£64.45	£64.22	£64.49	£66.11	£66.48					£521.15
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					£16,893.64
HMRC	PAYE and NI	£271.88	£272.28	£272.28	£258.88	£268.88	£268.88	£268.68	£773.47					£2,655.23
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£839.75	£839.75					£4,618.00
Oval Commercial	Use of Boardroom	£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					£22,469.51
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					£3,686.72
Ricoh	Photocopier	£0.00	£186.07	£0.00	£141.72	£0.00	£0.00	£151.38	£0.00					£479.17
Southern Electric	NH Pavilion	£0.00	£0.00	£64.20	£0.00	£0.00	£197.69	£0.00	£0.00					£261.89
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00					£56.58
Total Gas & Power	NH Pavilion	£0.00	£13.24	£0.00	£0.00	£16.49	£0.00	£0.00	£19.22					£48.95
Water2Business (DD)	Auto-watering systems	£0.00	£0.00	£0.00	£21.05	£127.03	£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					£213.19
Zoom subscription (DD)	Meeting space	£0.00	£0.00	£11.99	£0.00	£11.99	£11.99	£11.99	£11.99					£59.95
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	£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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