

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Wednesday 20th September 2017 commencing at 7.00pm

Present: Cllr P Williams (Chair), and Cllrs G Fuller and R Hopkins

Absent: Cllrs K Docherty, D Cooper, L Mansell and P Wilkinson

In Attendance: Ms E Merko (Finance Officer)

The meeting opened at 7pm

41. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs D Cooper, L Mansell and P Wilkinson.

42. DECLARATIONS OF INTEREST

There were no declarations of interest.

43. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 19th July 2017 be agreed and signed as a correct record.

44. MONTHLY ACCOUNTS

It was noted that there was currently no interest being paid on the Corporate Treasury Savings account. Savings would be considered at the next meeting.

Resolved:

- a) that the July and August monthly statements for the Current Account be agreed;
- b) that the July and August monthly statements for the Corporate Treasury account be agreed;
- c) that the July and August monthly statements for the Fixed Rate Savings account be agreed;
- d) that the petty cash imprest sheet for September be agreed.

45. VERIFICATION OF THE BANK RECONCILIATIONS

As Cllr Doherty was not present, this item would be moved to the October meeting.

46. FUTURE OPTIONS FOR PETTY CASH PURCHASES

The Committee did not agree to a business charge card as it was felt that the monthly fee and fee for cash withdrawals were not a good use of Parish Council finances. The option to draw cash out at a branch was dismissed as the nearest branch was in Bath. It was suggested that a cheque could be

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made out to an individual in return for cash. It was also suggested that the petty cash imprest value should be increased to £150.

Resolved: to further research options for petty cash withdrawal and report to the next meeting.

47. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

In accordance with item 5.2 of the Financial Regulations, the updated schedules of payments were circulated at the meeting.

Resolved: that the schedule of payments for August and September be agreed (attached as Appendices 1-4) and that the BACS authorisation sheet and cheques be signed, within the meeting, accordingly.

48. 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 5) and that the BACS authorisation sheet and cheques be signed within the meeting accordingly.

49. GRANTS

Feedback on grants was received and noted.

Resolved: that the Grants sub-Committee would be made up of Cllrs Wilkinson, Williams, Fuller and Cooper. The recommendations of the sub-Committee would be considered by F&P on 18th October and by Full Council on 6th November.

50. ANNUAL RETURN

The Annual Return had not yet been received from the External Auditor; an update would be given at the next meeting.

51. THE INFORMATION COMMISSIONER

Resolved: that future registration renewal payments would be made by direct debit.

52. STORAGE

It was noted that there was adequate storage space and that this did not need to be reviewed again. However, it was asked whether the storage used was fire-proof. This would be investigated and confirmed.

53. VALUATION OF THE PAVILION AND BOWLS CLUB

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Resolved: that a full site assessment and valuation be undertaken with Carter Jonas; but that this be included in the 2018-19 budget and paid for from 2018-19 funds.

54. GAS SUPPLY AT NORTON HILL RECREATION GROUND

Resolved: that the three year contract with Total Gas & Power be accepted subject to a similar offer being re-confirmed.

55. WW2 PILL BOX AT ELM TREE AVENUE

It was reported that the structure had now been entirely demolished and it was felt therefore that there was nothing more that the Parish Council could do at this time.

56. PARISH COUNCIL EMAIL ADRESSES FOR COUNCILLORS

This was discussed and it was asked that a further quote be sought for an "intranet" system whereby sensitive information could be discussed by Councillors without any danger of data being leaked. It was agreed that it was not suitable for the small number at the F&P meeting to make a decision on the quote and it was asked that the item be referred to full Council.

The meeting closed at 8pm.

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APPENDIX 1

Schedule of invoices for payment in AUGUST							
Invoice Date	Supplier	Details	Nom code	Chq no	£ net	VAT	£ gross
20/02/2017	Colour Studios Ltd	4 heritage walk boards	4238/202	B#740	£305.00	£61.00	£366.00
22/07/2017	Lazy Days Landscaping	weeding around the Xmas tree	4224/202	B#743	£50.00	£10.00	£60.00
20/07/2017	Society of Local Council Clerks	Institute membership subs 2017	4024/1	B#742	£75.00	£0.00	£75.00
20/07/2017	Society of Local Council Clerks	Society membership	4024/1	B#742	£157.00	£0.00	£157.00
25/07/2017	B&NES	Rates payable on Oval Office 2015-2018	4011/1	B#744	£2,810.37	£0.00	£2,810.37
31/07/2017	Greensward	Replace broken sign at Play Area Repair fence post	4062/308	B#745	£50.00	£10.00	£60.00
31/07/2017	C&R Fencing	Repairs to fence at Norwest Bowls	4062/308	B#748	£184.00	£36.80	£220.80
03/08/2017	Ignyte Media	Westfield Warbler Autumn edition	4212/202	B#749	£1,000.00	£200.00	£1,200.00
23/08/2017	Land Registry	Application to find owner of land at Birch Road for voluntary planting	4224/202	200947	£14.00	£0.00	£14.00
10/08/2017	Water2Business	Water charges at Allotments (to be re-charged to WAGS)	4012/303	B#758	£351.07	£0.00	£351.07
07/08/2017	Trophies of Radstock	Engraving Front Gardens cups	4227/202	B#760	£6.67	£1.33	£8.00
15/08/2017	Suez	pre-footall season legionella sample	4062/308	B#761	£110.17	£22.03	£132.20
14/08/2017	Robert Wilkinson	Delivery of Warbler - Autumn edition	4212/202	B#757	£300.00	£0.00	£300.00
31/07/2017	TCL	Remedial works to Westhill and Norton Hill play areas	4062/308 4062/307	B#762	£5,910.06	£1,182.01	£7,092.07
						TOTAL	£12,846.51
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval							
					<i>to be approved by Council 4th Sept</i>		

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APPENDIX 2

BIG LOCAL: Schedule of invoices for payment in AUGUST

*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	Chq no	Total (GROS)**
01/08/2017	Oval	Office rent September		£467.28
09/08/2017	Daniel Powell	PA System for Dragons' Den (April)		£50.00
16/08/2017	Robert Wicke	Community Worker July/August		£1,860.00
18/08/2017	Sarah Westell	Programme Coordinator July/August		£420.00
			TOTAL	£2,797.28
<i>** VAT cannot be claimed on Big Local payments</i>				
Added since agenda was distributed				
Highlight if over £5000 as this requires full Parish Council approval				

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APPENDIX 4

BIG LOCAL: Schedule of invoices for payment in SEPTEMBER

*Big Local payments are administered by Westfield Parish Council as the Locally Trusted Organisation.
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Invoice Date	Supplier	Details	Chq no	Total (GROS)**
01/09/2017	Oval	Office rent September	B#767	£467.28
13/09/2017	Robert Wicke	Community Worker August/September	B#776	£1,875.00
14/09/2017	Sarah Westell	Programme Coordinator August/September	B#775	£570.00
			TOTAL	£2,912.28
<i>** VAT cannot be claimed on Big Local payments</i>				
Added since agenda was distributed				
Highlight if over £5000 as this requires full Parish Council approval				

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APPENDIX 5:

Schedule of regular payments 2017-18 (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	£0.00	£0.00	£286.75	£0.00						
Apollo Technology	Remote Back-up (quarterly)	£0.00	£108.00	£0.00	£0.00	£108.00	£0.00						
Apollo Technology	Hosted exchange	£14.85	£14.85	£14.85	£14.85	£14.85	£14.85						
Apollo Technology	Wireless access controller	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00						
Avon Pension Fund	Office staff	£605.90	£605.90	£605.90	£605.90	£605.90	£605.90						
Bristol Wessex Water (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£104.46	£0.00						
Bristol Wessex Water	Wesley Ave standpipe	£0.00	£0.00	£0.00	£0.00	£51.29	£0.00						
Bristol Wessex Water	Nightingale Way stand pipe	£0.00	£0.00	£0.00	£22.57	£0.00	£0.00						
First Office	Photocopier & Maintenance	£0.00	£204.94	£0.00	£0.00	£297.58	£0.00						
GPS Telecoms (DD)	Office phone and fax	£27.96	£29.09	£29.77	£28.52	£29.24	£30.03						
Greensward	Ground maintenance	£1,834.57	£1,834.57	£1,834.73	£1,834.57	£1,834.73	£1,834.41						
HMRC	PAYE and NI	£244.17	£244.17	£244.37	£244.17	£244.17	£244.37						
KCOM (DD)	Broadband	£19.95	£19.95	£19.95	£19.95	£19.95	£19.95						
Oval Commercial (SO)	Office Rental	£486.45	£486.45	£486.45	£486.45	£486.45	£486.45						
Oval Commercial	Use of Boardroom	£0.00	£40.00	£60.00	£60.00	£40.00	£0.00						
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00						
Net Salaries (and expenses)	Office staff	£2,439.12	£2,438.72	£2,410.36	£2,398.46	£2,398.46	£2,398.26						
Southern Electric	NH Pavilion	£0.00	£0.00	£93.67	£0.00	£152.97	£0.00						
Southern Electric	Christmas Tree	£0.00	£0.00	£18.78	£0.00	£18.78	£0.00						
Total Gas and Power (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00						
Total		£5,672.97	£6,313.39	£5,818.83	£9,402.16	£6,693.58	£5,634.22	£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													
added since agenda was distributed													

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