

## WESTFIELD PARISH COUNCIL

### Minutes of the Finance & Personnel Meeting held remotely on Zoom on Wednesday 22<sup>nd</sup> July 2020

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

Absent: Cllrs Ron Hopkins and Bryan Wallbridge

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

The meeting opened at 7.00pm.

#### 32. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ron Hopkins.

#### 33. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

#### 34. MINUTES

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 17th June 2020 be agreed and signed as a correct record.

#### 35. BUDGET VARIATION UPDATE

The variances to 30<sup>th</sup> June were noted.

#### 36. MONTHLY ACCOUNTS

**Resolved:**

- a) that the June monthly statements for the Current Account be agreed;
- b) that the June monthly statements for the Corporate Treasury account be agreed;
- c) that the June monthly statements for the Business Savings account be agreed and the interest rate of 0.40% be noted. It was further noted that internet banking for the Nationwide Savings account would soon be available but it was not felt necessary to take this up at present;
- d) that the summary of debit card transactions since the last meeting (Appendix 1) be agreed.

#### 37. VERIFICATION OF THE BANK RECONCILIATIONS

In accordance with Financial Regulation 2.2 the bank reconciliations had been checked against the bank statements by Cllr Moss (a non-signatory on the bank) and he verified that they were correct.

#### 38. 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 Committee discussed the invoice from

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

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Northavon for the balance of payment on the contract to install a fitness track at Westhill Rec. There was a small section of the track that required remedial work and there would be other completion work once the gym equipment had been installed. This had been discussed with Northavon who had agreed to the remedial work and had agreed to accept half the invoice in payment at the present time with the final payment to be made upon completion.

**Resolved:** a) that half the Northavon invoice be paid now with half held for final payment upon completion of the work;  
b) 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.

### 39. 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.

**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.

### 40. PAYMENTS IN AUGUST

**Resolved:** that payments due before the next F&P meeting in September could be approved and paid by two Councillors outside of a meeting, to be ratified at the next F&P meeting.

### 41. UPDATE ON FUNDING

It was noted that an application had been submitted to Sperrings Trust for £5,000 towards the Westhill Pavilion project but that other funding sources were still on hold/closed to applications.

A request from B&NES Rights of Way Officer regarding the Upper Pit Path was considered (attached as Appendix 4). The benefit to Westfield residents was clear and it would resolve annual complaints about the overgrown footpath.

An onsite meeting had been held at Westhill Recreation Ground to discuss the location of benches and the potential for more benches. A map showing the proposed new benches was circulated for consideration (attached as Appendix 6).

**Resolved:** a) to continue to apply to funds identified for funding of the Pavilion as and when they open up;  
b) to apply for Section 106 funding for the full amount of £3600 to move the public right of way from the redundant lower path (Pit Path) to the new upper path;  
c) to apply for Section 106 funding for 4 accessible picnic benches and 3 standard picnic benches as proposed in Appendix 5;

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

**Westfield Parish Council**

- d) to consider the use of Parish CIL funds towards the Pit Path and benches projects if necessary.

**42. INTERNAL AUDIT 2019-20**

**Resolved:** that the responses to the points raised across the two Internal Audit inspections be noted and accepted.

**43. COMMUNITY INFRASTRUCTURE LEVY (CIL) AND SECTION 106 FUNDS**

The balance of funds received and spent (updated version in Appendix 7) was noted.

**44. GRANTS 2019-20**

Feedback on grants was noted.

**Resolved:** it was proposed and agreed that where it had not yet been possible to spend the grant funds, or where the original project had had to be postponed / changed, that organisations would not be chased to return the funds as it was clear that in the current exceptional circumstances the funds could still be put to good use.

**45. FOOTBALL PITCH FEES**

The Committee considered an enquiry as to whether any reduction could be made on the hire fees for the 2020-21 season in consideration of the 2019-20 season being cut short. The small business grants that had been received were highlighted as a means by which to compensate for loss in income and it was agreed that a good use of these grants would be to allow returning teams the leaway of reduced costs for 2020-21.

**Resolved:** that any teams that had paid for the 2019-20 season returning to use the pitches in 2020-21 would be given a full reduction on the cost of pitch hire for 2020-21. New teams would be subject to the full fee.

**46. OFFICE SPACE**

The updated report on alternative office space was noted. It was further noted that provision for remote meetings of Parish Councils currently extended until May 2021.

**Resolved:** to continue to work from home as per government advice and to re-visit the issue in September.

**47. AVON PENSION FUND INVESTMENT STRATEGY CONSULTATION**

The strategy was discussed but the Committee did not feel it had any comments to make on the consultation.

The meeting closed at 7.36pm

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



**Westfield Parish Council**

**APPENDIX 2**

<b>Schedule of payments in JULY</b>							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
23/6/2020	Signefex	Social distancing signs	4227/202	B1514	£158.00	£31.60	£189.60
1/7/2020	Greensward	Remove and dispose of diseased elm tree	4062/308	B1515	£65.00	£13.00	£78.00
13/7/2020	Rialtas Business solutions	OMEGA accounts software licence 2020-21	4027/1	B1516	£383.00	£76.60	£459.60
8/7/2020	Internal Audit & Compliance	Internal audit services for annual return	4057/1	B1517	£100.00	£20.00	£120.00
7/7/2020	Trophies of Radstock	Two small front garden comp cups	4227/202	B1518	£34.50	£6.90	£41.40
1/7/2020	Youth Connect	Youth Services July-Sept	4237/202	B1519	£2,615.54	£523.11	£3,138.65
7/7/2020	BHIB Insurance	additional premium for fitness track	4025/1	B1521	£104.23	£0.00	£104.23
11/7/2020	Rob Wicke	Flowers in Public Places payment 2 of 3	4230/202	B1526	£1,612.50	£0.00	£1,612.50
13/7/2020	Information Commissioner's Office	Data protection renewal fee	4024/1	Direct Debit	£40.00	£0.00	£40.00
7/7/2020	B&NES	Grass cutting at Cherry Tree, Holly Walk etc	4225/202	B1527	£1,232.94	£246.59	£1,479.53
7/7/2020	Northavon Group	Installation of fitness track (second part payment)	4929/199	TBC	£39,582.74	£7,916.55	£47,499.29
17/7/20	Zonkey	deposit payment for creation of Parish Council website	4210/102	B1530	£1,247.50	£249.50	£1,497.00
22/7/20	Trophies of Radstock	Engraving of front gardens cups	4227/202	B1518	£5.00	£1.00	£6.00
						<b>TOTAL</b>	<b>£56,265.80</b>
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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Signed ..... Dated .....

## Westfield Parish Council

### 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	£0.00									£286.75
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£151.20	£0.00	£0.00									£151.20
Apollo Technology	G-Suite (Quarterly)	£0.00	£552.00	£0.00	£0.00									£552.00
Apollo Technology	Wireless Cloud Controller	£0.00	£5.97	£0.00	£0.00									£5.97
Avon Pension Fund	Superannuation	£835.82	£835.82	£835.82	£835.82									£3,343.28
GPS Telecoms (DD)	Telephone and broadband	£66.49	£64.65	£64.26	£64.45									£259.85
Greensward	Grounds maintenance	£1,951.58	£2,121.58	£2,121.58	£2,121.58									£8,316.32
HMRC	PAYE and NI	£271.88	£272.28	£272.28	£258.88									£1,075.32
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75									£1,959.00
Oval Commercial	Use of Boardroom	£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									£10,790.72
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72									£3,686.72
Ricoh	Photocopier	£0.00	£186.07	£0.00	£141.72									£327.79
Southern Electric	NH Pavilion	£0.00	£0.00	£64.20	£0.00									£64.20
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00									£28.29
Total Gas & Power	NH Pavilion	£0.00	£13.24	£0.00	£0.00									£13.24
Water2Business (DD)	Auto-watering systems	£0.00	£0.00	£0.00	£21.05									£21.05
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00									£0.00
Zoom subscription (DD)	Meeting space	£0.00	£0.00	£11.99	£0.00									£11.99
<b>Monthly Total</b>		<b>£6,310.15</b>	<b>£7,673.54</b>	<b>£6,570.41</b>	<b>£10,327.60</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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Signed ..... Dated .....

Westfield Parish Council

APPENDIX 4

**From:** Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>  
**Sent:** 20 July 2020 08:00  
**Subject:** Fwd: The Pit Path

Dear Councillors

If it is ok with everyone I would like to put the suggestion from the B&NES Rights of Way Officer to F&P this week. If you are in agreement with her suggestion then it would be good to get started on this straight away instead of waiting until September. In terms of budget, my suggestion in the first instance would be to apply for s.106 funding for green spaces - this is a significant path, linking two communities and I hope that we would be allowed by B&NES to take the funds from the s.106 green spaces fund.

Best wishes,

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*Lesley*

Lesley Close FSLCC  
Parish Clerk

----- Forwarded message -----

**From:** Sheila Petherbridge <[Sheila.Petherbridge@bathnes.gov.uk](mailto:Sheila.Petherbridge@bathnes.gov.uk)>  
**Date:** Sun, 19 Jul 2020 at 12:12  
**Subject:** The Pit Path

Dear Lesley and Geoff,

Again this year we have had some complications with regard the cutting back of the upper Pit Path. Many complaints and Highways rejecting them as Public Rights of Way. Ultimately Highways having to get it cut back in the end.

I wonder if we extinguished the lower Pit Path that we cut back twice a year and people don't use, and diverted the definitive line onto the well walked path. If we were successful in doing that we would take on the maintenance of the overgrowth instead of the lower path. Therefore one cut in May and another towards the end of August depending on the growth rate. This would alleviate the confusion with regard maintenance.

The cost of doing this is £3600. Would the Parish Council consider contributing something towards the legal process? I am sure this would sort out the confusion and get the path under our responsibility and managed within our annual contractual cutting schedule.

Would the Parish Council consider this?

**Sheila Petherbridge**  
**Public Rights of Way Officer**  
Environmental Services  
Bath and North East Somerset Council

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

Westfield Parish Council

APPENDIX 5

Westhill Bench Review – July 2020



Green cross – existing bench to be removed; Green line – existing bench to remain; red line – new accessible picnic bench; blue line – new picnic bench

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



**Westfield Parish Council**

**APPENDIX 6**

<b>CIL and s106 funds 2020-21</b>			
CIL Funds carried over from previous years:			<b>£9,749.65</b>
			<i>expires Jan/Feb 2021</i>
<b>CIL INCOME</b>			
2020/21	Notes		Expiry date of funds
22/7/2020	£2,497.19	18/04986/FUL Lilliput House Fosseway, Westfield	July 2025
<b>TOTAL</b>		<b>£2,497.19</b>	
<b>CIL EXPENDITURE</b>			
Date	Budget Code	Item/Purpose	Amount
<b>TOTAL</b>			<b>£0.00</b>
CIL repaid following a repayment notice:			N/A
<b>Balance of 2020-21 CIL funds</b>			<b>£12,246.84</b>
s106 Funds carried over from previous years:			<b>£51,398.85</b>
<b>s106 INCOME</b>			
2020/21	Purpose of the grant		
<b>TOTAL</b>		<b>£0.00</b>	
<b>s106 EXPENDITURE</b>			
Date	Budget Code	Item/Purpose	Amount
<b>Stand-alone pavilion at Westhill Rec</b>			
Funds received for this project:			<b>£8,000.00</b>
1/4/2020		Balance of spend so far	£4,510.03
<b>Total 2020-21 spend for stand-alone Pavilion</b>			<b>£0.00</b>
<i>Balance</i>			<i>£3,489.97</i>
<b>Fitness track and gym equipment at Westhill Rec</b>			
Funds received for this project:			<b>£47,908.88</b>
9/6/2020	4929/199	Part payment towards installation of the track	£30,000.00
<b>Total 2020-21 spend for fitness track and gym equipment</b>			<b>£30,000.00</b>
<i>Balance</i>			<i>£17,908.88</i>
<b>TOTAL s106 spend in 2020-21</b>			<b>£30,000.00</b>
<b>Balance of 2020-21 s106 funds</b>			<b>£21,398.85</b>
<b>Prepared by:</b> Emily Merko, Finance Officer			
<b>Verified by:</b> Lesley Close, Parish Clerk			

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