

Westfield Parish Council

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Chairman: Cllr G Fuller Parish Clerk: Ms L Close FSLCC



Established 2011

All Council Meetings are open to the Public and Press

1st June 2021

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Tuesday 8th June 2021 at 9.30am** at the Car Park, Oval Office, Cobblers Way, Westfield.

This meeting is preceded by a Consultation Meeting on Zoom on Monday 7th June at 7pm. The meeting will consider the items set out below.

Ms L Close
Parish Clerk

Before the meeting there will be a public session of up to 15 minutes to enable residents of Westfield to ask questions, and make comments on items on the agenda. Members of the Public are asked to restrict their comments, and/or questions to five minutes.

AGENDA

- 1. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**
Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given.
- 2. DECLARATIONS OF INTEREST AND DISPENSATIONS** Members to declare any interests they may have in agenda items, in accordance with the requirements of the Council's Code of Conduct. The Parish Council may consider agreeing a dispensation, providing the request is put in writing and the dispensation is allowed on the grounds set out in s.33 of the Localism Act 2011.

3. **MINUTES OF THE PARISH COUNCIL MEETING – 4th May 2021** To confirm and sign as a correct record the minutes of the Parish Council Meeting. (Pages 1-7)
4. **MINUTES OF THE ANNUAL PARISH MEETING – 4th May 2021** For noting (Pages 8-12)
5. **COMMITTEE AND WORKING GROUP REPORTS –** To note the minutes of the Committees and Working Groups below
 - **Environment and Development – 11th May 2021 (Pages 13-15)**
 - **Finance and Personnel – 20th May 2021 (Pages 16-22)**
 - **Climate Emergency Working Group**
6. **APPROVAL OF ANY ITEMS OVER £5,000 AND CONSIDERATION OF ANY VIREMENT**
7. **TO NOTE THE INTERNAL AUDIT REPORT 2020/21 (Pages 23-28)**
8. **TO AGREE THE ANNUAL GOVERNANCE STATEMENT 2020/21 (Pages 29-30).**
9.
 - a. **TO CONSIDER THE ACCOUNTING STATEMENTS 2020/21 BY THE PARISH COUNCIL AS A WHOLE, AS RECOMMENDED BY THE F&P COMMITTEE (Pages 31-40)**
 - b. **TO APPROVE THE ACCOUNTING STATEMENTS BY RESOLUTION; AND**
 - c. **TO ENSURE THE ACCOUNTING STATEMENTS ARE SIGNED AND DATED BY THE PERSON PRESIDING AT THE MEETING AT WHICH THAT APPROVAL IS GIVEN**
10. **TO NOTE THE DATES FOR THE PROVISION OF PUBLIC RIGHTS TO INSPECT THE ACCOUNTS - 14th June-23rd July 2021.**
11. **ANNUAL REVIEW OF CODE OF CORPORATE GOVERNANCE (Pages 41-42)**
12. **EQUALITY AND DIVERSITY POLICY (Cllr Mansell) (Pages 43-45)**
13. **COMMUNITY ENGAGEMENT POLICY AND ACTION PLAN, AS RECOMMENDED BY E&D (min 12) (Pages 46-49)**
14. **LETTER FROM WILL GODFREY, CHIEF EXECUTIVE, B&NES (Page 50)**
15. **FEEDBACK ON A MEETING ON 28TH MAY WITH TRUSTEES OF WESTHILL CLUB (Cllrs Fuller, Wallbridge and Wilkinson) (Page 51)**
16. **OUTSIDE BODIES REPORTS – for reporting only**

17. **CREATING COMMUNITY IDENTITY** – for reporting only
18. **CHAIRMAN'S REPORT** - for reporting only
19. **BATH AND NORTH EAST SOMERSET COUNCILLORS' REPORTS** – for reporting only.
20. **RETURN TO FACE-TO-FACE MEETINGS WITH EFFECT FROM 5TH JULY RISK ASSESSMENT (Pages 52-54)**

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held online on Zoom on
Tuesday 4th May commencing at 7.10pm

Present: Chair: Cllr G Fuller

Cllrs: J Honess, R Hopkins, E Jackson, L Mansell, S Pritchard,
B Wallbridge and P Williams

Attending: Lesley Close, Clerk; Tracey Stephens, Admin Assistant

Absent: Cllrs: D Cooper, R Moss and P Wilkinson

1. ELECTION OF CHAIR

Cllr Fuller was nominated by Cllr Hopkins and seconded by Cllr Wallbridge.

Resolved: That Cllr Fuller be elected as Chair of Westfield Parish Council.

2. TO RECEIVE THE DECLARATIONS OF ACCEPTANCE OF OFFICE BY THE CHAIR OF THE COUNCIL AND COUNCILLORS, OR, IF NOT THEN RECEIVED, TO RESOLVE WHEN THIS SHOULD BE DONE.

Due to the meeting being held online declarations of office could not be signed at the meeting.

Resolved: to accept the declarations of acceptance of office from all Councillors before the next Parish Council meeting on 7th June.

3. ELECTION OF VICE CHAIR

Cllr Wallbridge was nominated by Cllr Mansell and seconded by Cllr Williams.

Resolved: That Cllr Wallbridge be elected as Vice Chair of Westfield Parish Council.

4. CO-OPTION TO THE PARISH COUNCIL

Stephen Pritchard introduced himself to Council as a candidate for the role of Councillor.

Resolved: To accept Mr Pritchard's application. The vote was unanimous.

Cllr Fuller welcomed Cllr Pritchard to the Council.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

5. **APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Apologies for absence were received and accepted from Cllrs Cooper, Wilkinson and Moss.

6. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

Cllr Jackson declared an interest in item 22 – Draft Nomination form for an asset of community value – as Secretary of the Churches Together.

7. **MINUTES OF THE PARISH COUNCIL MEETING – 6th April 2021**

Resolved: the minutes of 6th April 2021 were agreed and signed as a correct record.

8. **COMMITTEE AND WORKING GROUP REPORTS**

(a) Environment and Development Committee – 12th April 2021

Resolved: That the Minutes of the Environment and Development meeting held on 12th April 2021 be noted.

(b) Finance and Personnel Committee – 21st April 2021

Resolved: That the Minutes of the Finance and Personnel meeting held on 21st April 2021 be noted.

(c) Climate Emergency Working Group – 7th April 2021

Resolved: that the minutes of the Climate Emergency Working Group meeting held on 7th April 2021 be noted

(d) Waterside Valley Working Group.

A verbal update was given from the Waterside Valley Working Group to advise that a response is still awaited from the vendor's solicitor but that things were moving along well.

9. **APPROVAL OF ANY ITEMS OF £5,000 AND CONSIDERATION OF ANY VIREMENT**

There were no items over £5,000 to consider.

10. **REVIEW OF DELEGATION ARRANGEMENTS TO COMMITTEES, SUB COMMITTEES, EMPLOYEES AND OTHER AUTHORITIES AND THE TERMS OF REFERENCE OF COMMITTEES, EMBODIED THEREIN**

Resolved: That the Scheme of Delegation be agreed

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

11. NOMINATIONS TO EXISTING COMMITTEES – ENVIRONMENT AND DEVELOPMENT COMMITTEE AND FINANCE AND PERSONNEL COMMITTEE

Resolved: That the Finance and Personnel and the Environment and Development Committees be made up as follows:

Finance and Personnel	Environment and Development
Cllr Cooper	Cllr Cooper
Cllr Fuller (ex officio)	Cllr Fuller (ex officio)
Cllr Hopkins	Cllr Hopkins
Cllr Moss	Cllr Honess
Cllr Williams	Cllr Jackson
Cllr Wilkinson	Cllr Pritchard
Cllr B Wallbridge (ex officio)	Cllr Wallbridge (ex officio)
	Cllr Williams

12. APPOINTMENT OF ANY NEW COMMITTEES

Resolved: That no new committees would be formed.

13. REVIEW AND ADOPTION OF STANDING ORDERS, FINANCIAL REGULATIONS AND CODE OF CONDUCT

Resolved: That the Standing Orders, Financial Regulations and Code of Conduct be agreed with no changes.

14. REVIEW OF ARRANGEMENTS WITH OTHER LOCAL AUTHORITIES AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES

Resolved: That the review of expenditure to BaNES be noted.

15. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

ALCA/NALC	Chair of the Council
Mardons Community Interest Organisation	Cllr Diana Cooper.
Radstock Museum Society	Cllr Lesley Mansell
Somer Valley Forum	Cllr Bryan Wallbridge and Cllr Ron Hopkins
The Big Local	Cllr Bryan Wallbridge
Chamber of Commerce	Cllr Diana Cooper
BANES Flood Rep	Cllr Ron Hopkins
Healthwatch BaNES	Cllr Bryan Wallbridge
Parish Liaison	Cllr Ron Hopkins and Cllr James Honess

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

16. REVIEW OF INVENTORY OF LAND AND ASSETS INCLUDING BUILDINGS AND OFFICE EQUIPMENT

Resolved: That the Fixed Asset list be agreed.

17. REVIEW AND CONFIRMATION OF ARRANGEMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

Resolved: That the annual review of the Insurance Schedule which took place on 20th January 2021 by the Finance and Personnel Committee be noted.

18. REVIEW OF THE COUNCIL AND EMPLOYEES' MEMBERSHIPS OF OTHER BODIES

Resolved: That membership of ALCA/NALC, SLCC and ILCM be agreed, in the amount of £781.31 for ALCA/NALC, £287 for SLCC and £113 for AAT

19. ANNUAL REVIEW OF POLICIES AND PROCEDURES

The following policies and procedures were reviewed:

19.1 REVIEW OF THE COMPLAINTS PROCEDURE

Resolved: That the Complaints Procedure be agreed.

19.2 REVIEW OF THE COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT AND DATA PROTECTION ACT 1998

Resolved: That the Data Protection and Information Security Policy and the Freedom of Information Publication scheme be agreed.

19.3. REVIEW OF THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA

Resolved: That the Press/Media Policy be agreed.

19.4. REVIEW OF THE PENSIONS DISCRETION POLICY

Resolved: That the Pensions Discretions Policy be agreed.

19.5 REVIEW OF THE TREASURY MANAGEMENT POLICY

Resolved: That the Treasury Management Policy be agreed.

19.6. ANNUAL REVIEW OF THE EFFECTIVENESS OF THE INTERNAL CONTROL ENVIRONMENT

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: That the Effectiveness of the Internal Control Environment as recommended by the Finance and Personnel committee on 18th March 2021 be agreed

19.7 REVIEW OF THE CHILD PROTECTION POLICY AND LOST CHILDREN AND VULNERABLE ADULTS POLICY

Resolved: That the Child Protection Policy and the Lost Children and Vulnerable Adults Policy be agreed.

19.8 REVIEW OF THE EQUALITIES AND DIVERSITY POLICY –

Cllr Mansell asked if the updates in the Equality Policy have been incorporated into the Equalities and Diversity Policy.

Resolved: That the Equalities and Diversity Policy be accepted as recommended by Finance and Personnel Committee 22nd April 2021 once it has been checked for the updates.

19.9 REVIEW OF DATA PROTECTION POLICIES

Resolved: That the Data Protection Policies be agreed as recommended by Finance and Personnel Committee 22nd April 2021.

19.10 TRAINING POLICY AND STATEMENT OF INTENT

Resolved: That the Training Policy and Statement of Intent be agreed.

19.11 SOCIAL MEDIA POLICY

Resolved: That the Social Media Policy be agreed.

19.12 CCTV POLICY

Resolved: That the CCTV Policy be agreed.

19.13 ANTI-FRAUD AND CORRUPTION AND CONFIDENTIAL REPORTING POLICY AND PROCEDURES

Resolved: That the Anti-Fraud and Corruption and Confidential Reporting Policy and Procedures be agreed.

19.14 GRIEVANCE AND DISCIPLINARY PROCEDURES

Resolved: That the Grievance and Disciplinary Procedures be agreed.

19.15 REVIEW OF THE ANNUAL GRANT AWARDING POLICY

Resolved: That the Annual Grant Awarding Policy be agree with amendments from the Finance and Personnel Committee.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

20. SETTING OF DATES, TIMES AND PLACES FOR ORDINARY MEETINGS OF THE COUNCIL IN THE YEAR AHEAD

Resolved: That the Calendar of Meetings 2021 be agreed.

21. ANNUAL REVIEW OF THE BANK MANDATE

Resolved: That the following signatories be agreed for the Parish Council's bank account.

Cllr Phil Wilkinson
Cllr Geoff Fuller
Cllr Ron Hopkins
Cllr Diana Cooper
Cllr Pat Williams

Cllr Jackson joined the meeting at 7:51pm

22. DRAFT NOMINATION FORM FOR AN ASSET OF COMMUNITY VALUE

Councillors agreed the form to apply for the Trinity Methodist Church to be an asset of Community Value.

Resolved: Clerk to forward the form to B&NES.

23. OUTSIDE BODIES REPORTS

There were no Outside Bodies reports

24. CREATING COMMUNITY IDENTITY

Cllr Jackson congratulated the Clerk on her work on the purchase of the Waterside Valley and said that, judging by the number of responses, it is definitely an aid to creating community identity.

25. CHAIRMAN'S REPORT

Cllr Fuller thanked Councillors for electing him Chair again for 2021-22. He thanked the office staff for their work and said it was great that Councillors and staff could pull together in difficult times and keep the Council moving on. He advised that a representative from Curo would be coming to Westfield to view the properties that have been picked out as in some disrepair. He was looking forward to the Waterside Valley project and felt that the purchase of the land would work towards creating the community identity of Westfield residents.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

26. BATH AND NORTH EAST SOMERSET COUNCILLOR'S REPORT

Cllr Jackson said that Westfield Parish Council had been a joy to work with and gave details of the new B&NES Committees.

27. CONFIRMATION OF ARRANGEMENTS FOR MEETINGS FROM 6TH MAY ONWARDS

It had been agreed that, in the event of Government not changing the legislation on holding of meetings online, Council meetings would still take place as consultations online and that a quorum of Councillors would meet outside the following morning to ratify any decisions.

Resolved: Meetings in May and June to be held online. To be reviewed in the Parish Council meeting on 5th July.

To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves 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.

28. CONFIDENTIAL MINUTES OF THE FINANCE AND PERSONNEL COMMITTEE MEETING ON 22ND APRIL 2021.

Resolved: That the confidential minutes of the Finance and Personnel committee meeting on 22nd April 2021 be noted.

The meeting closed at 8.15pm.

Minutes are draft until agreed at the next meeting.

Signed Dated

WESTFIELD ANNUAL PARISH MEETING

MINUTES OF THE ANNUAL PARISH MEETING HELD ON ZOOM ON TUESDAY 4TH MAY 2021 STARTING AT 7PM

- Present:** Cllr Geoff Fuller, Chair of Westfield Parish Council
Parish Councillors: Cllrs James Honess, Ron Hopkins, Lesley Mansell,
Bryan Wallbridge and Pat Williams
4 Members of the public.
Cllr Eleanor Jackson, B&NES Councillor for Westfield
- Attending:** Lesley Close, Parish Clerk, Emily Merko, Finance Officer and Tracey
Stephens, Admin Assistant
- Apologies:** Cllrs Diana Cooper, Robin Moss and Phil Wilkinson

1. WELCOME AND INTRODUCTION OF COUNCILLORS

Cllr Fuller welcomed all to the meeting and introduced the Councillors and officers.

2. MINUTES OF THE LAST MEETING HELD ON 12TH MARCH 2019

The minutes of the meeting held on 12th March 2019 were agreed as a true record and would be signed by the Chair.

3. WESTFIELD INSPIRATIONAL CITIZEN AWARD

Cllr Fuller announced the three winners of the Inspirational Citizen Award – Debbie Maggs, Mike Chivers and Nigel Swift. Due to the meeting being online as a result of covid the presentations had taken place previously. These were their nominations:

“Debbie lives in St Peter’s Road and has done a lot of work bringing a sense of community to the street. She and her husband are responsible for the flower tub at the entrance to the street, lifting people’s spirits as they walk or drive by. She gets contributions for the plants from the residents of St Peter’s, so everyone is involved. During the pandemic she has brought residents together by organising barbecues, coffee mornings and fish and chip evenings when they were allowed back in the summer. She is truly someone who tries her best to develop a sense of community.”

“Mike is a regular sight around Westfield and neighbouring areas with his litter picker and rubbish bags. He has been out and about in all weathers keeping the streets tidy. It makes such a difference for everyone living in or passing through Westfield to see the place free from rubbish. His nominators said “We

would love to see him recognised for his quiet, unassuming and dedicated work to keep Westfield tidy”

“Nigel has spent several years maintaining the footpaths through the Waterside Valley and generally working on the upkeep of the area making it safe for people to use and children to play. This is especially pertinent at the moment with the Parish Council purchasing some land at Waterside Valley. We hope he will continue to do so for some time to come!! “

The members of the public left the meeting.

4. THE WORK OF THE PARISH COUNCIL

As there were no members of the public present the reports were not given. Cllr Fuller invited any questions and there were none.

5. BATH AND NORTH EAST SOMERSET COUNCILLORS' REPORTS

Cllr Jackson had forwarded the following report by email:

If I could have a hot meal for every time that someone has said, 'It's been a very strange year', I would never have to cook again! I make no apologies for repeating this cliché, and adding, that very strange things have happened. The first was that I got myself labelled, 'Extremely Clinically Vulnerable' and the recipient of numerous caring letters from Matt Hancock and Bath and North East Somerset Council. This was useful in showing me what other residents were receiving from government and council, but as far as I was concerned, 'reports of my ill health and disability are greatly exaggerated'. Anyway, I had covid in February 2020, I think. I did decide that I should try to keep out of trouble – who would feed my cats if I were ill again? - and kept visits to Westfield to a minimum, stopped doing surgeries and site visits, and spent much time on my computer putting people in need of help with the agencies set up by the council, and ringing the housebound. I developed IT skills I never thought I had.

I always tell people enquiring about what a councillor does, that it is about planning, parking and potholes. The last pothole I reported was filled remarkably quickly, but I am not getting very far with ruptures in the pavement caused by tree roots for example in Holly Terrace and the Waterside, and a general need for re-surfacing of pavements. Remember, the Transport Strategy for our end of the Somer Valley is that people should walk or cycle! Just too bad if you trip on the awful paving in places, or your bicycle wheel gets caught in a 'furrow'. This policy has been in place since 2014's Placemaking Plan, but of course is being reinforced by our 'green administration' who are doing their best to keep cars out of Bath.

Meanwhile I have been supporting the parish council in an attempt to get the pollution along the A367 monitored and measures put in place to reduce the

fumes which give me asthma attacks every time I stand at a bus stop for any length of time.

There have been not a few hiccups in planning, and a few changes were necessary to the Constitution at the March 2021 Full Council meeting. Training has been limited. We did have most useful sessions on enforcement, and on the implications of the greenbelt system. Training usually consists of practical problem solving around a table, as well as talks, and doing all this virtually was not the same. However, the administration has held regular planning policy webinars for the public, which are always informative for learning what the aspirations of the administration are, for example on the Clean Air Zone.

There has been some clarification of protocols, but there is still a difficulty when parish councils feel their views, as statutory consultees, are being ignored, or when they do not express their objections sufficiently clearly within the planning framework, the chair does not pick up on the principle at stake in a particular application, and the officer goes ahead anyway. The Gasex installation in Welton is a classic example of this. What I find difficult is the need for a ward councillor to jump in early if they want to get an application referred to the chair or committee. I have missed one or two when I thought the decision was so obvious on planning policy, that I did not need to intervene, and then the officer took the opposite view. Applications which do come to committee are usually horrendously complicated ones, ones which have been the subject of public uproar, or now, if the council's interests are involved, as in the case of the old school in Bath Old Road, Radstock, where an intelligent officer discovered that the council had not actually sold the land, but a would-be purchaser had made the planning application. A site with a valid permission is much more valuable than one without.

I think there is a great need to advertise procedures in clear, straightforward, grammatical language. We have had no actual site visits, and the quality of officers' presentations has varied widely, though the responses to referrals from the committee have generally been very good with videos made by officers.

The Local Development Forum. This is an arcane group of senior planners, group leaders, and group representatives from planning. It is supposed to 'give a steer' on policy documents going out for public consultation and building up to the Local Plan Update, the process whereby B&NES planning policies will be made consistent with the administration's adopted policies on Climate Emergency, HMOs and student accommodation, parking zones and greenbelt. Underlying all this is the need to identify sites to satisfy our alleged housing needs and to improve infrastructure. My inside knowledge proved useful when the possibility of Westfield Council buying the fields along the Waterside came up. There have been many and various consultations about Planning Policy, usually of very brief span, and at unseasonal or rather during festive periods. These have been over the internet, instead of BANES hiring local halls and putting on exhibitions. The same applies for developers, who would normally put on displays in public places when attempting a major project.

In November I went to see Jacob Rees-Mogg about the proposals in government white papers to change planning procedure. His line was that I should not worry because the government had no time for primary legislation. However, there is no question that the secretary of state is slipping things through while we are distracted with covid. The three white papers the government produced last autumn, if enacted, constitute major changes, removing all democracy, since parish councils will no longer have any say in determining applications, and the planning committee will be pretty well redundant, too. Social housing will disappear because under the changed conditions none of the housing associations will be able to continue building, only developments of more than 50 houses will be required to have 'social housing' and only first-time buyers looking at new properties will benefit. This is a gross over-simplification but is the basis on which national organisations and councils have objected. Only two things seem sacred, (apart from developers' profits) greenbelt and the parish neighbourhood plans.

Meanwhile the applications to go on the Homeseach register have nearly doubled, and are likely to further increase when 'furlough' ends and unemployment soars. I could write another paper on that, the effect of increased domestic violence under 'lockdown' on the provision of safe accommodation, especially for children etc.

I have to say, getting two homeless families into shared equity properties two weeks ago after a yearlong struggle was one of the most satisfying things I have done. But that is only the tip of the iceberg.

Finally, the problem of parking, especially anti-social residents who park on green verges, block people into their drives or park on double yellow lines takes up quite a bit of my time. I am very pleased that after four years' argument, I got a new litter bin to replace the old one removed from Westfield chapel.

Cllr Eleanor Jackson

Cllr Moss had emailed the following report:

This year's report to the Parish meeting, the first for 2 years, is less about what has happened in the last 15 months & more about what will happen in the next couple of years.

As we start to come out of lockdown (fingers crossed there will be no return) the main focus for B&NES should be to repair its finances, to support those families & communities that are struggling, to help small & local businesses to recover, all in a way that doesn't make the climate emergency any worse. How this will unfold is not clear in these exceptional times.

B&NES finances are rocky, to put it mildly. Income is not just from Council Tax, but also from tourism income (particularly the Roman Baths & parking), from the commercial estate of offices & shops as well as from business rates. All these elements have been hard hit & we won't just be returning to 'as you were'. Usually budgets are set annually, but I wouldn't be surprised if they have to be revisited every 4-6 months.

But not everything is doom & gloom. The support given to those struggling under lockdown has been wonderful to see. From shopping to 'baby bundles', fetching prescriptions to delivering hot food, extra support for carers, our community has a lot to be proud of, let's hope it continues.

Many thanks to the (remote) office staff at Westfield Parish, & all my fellow parish councillors who kept the good work going. The purchase of Waterside valley means a valuable local asset has been protected, the grants to the community groups as well as recognising great work with the Citizens Awards has helped in difficult times. Let's hope that the next 12 months will be less challenging while keeping all the positive bits!

Robin Moss – May 2021

6. QUESTIONS FROM THE PUBLIC

There were no questions from the public

7. SUMMING UP AND CLOSURE OF THE MEETING

Cllr Fuller closed the meeting, thanking Councillors and staff for keeping going through a very difficult year.

The meeting closed at 7:10pm

Westfield Parish Council

Minutes of the Environment and Development Committee Meeting held at the Oval Homes car park, Cobblers Way, Westfield on Tuesday 11th May 2020 commencing at 9:30am

A consultation meeting was held on Zoom the previous day on Monday 10th May with Cllrs Cooper, Fuller, Honess, Hopkins, Jackson, Pritchard and Williams in attendance. Cllr Wallbridge sent apologies and Cllr Cooper chaired the meeting.

Present: Cllrs B Wallbridge (Chair), D Cooper, G Fuller, E Jackson and P Williams

Also attending: Lesley Close, Parish Clerk and Tracey Stephens, Admin Assistant

1. ELECTION OF CHAIR

Cllr Jackson nominated Cllr Bryan Wallbridge, Cllr Fuller seconded. The vote was unanimous.

Resolved: That Cllr Bryan Wallbridge be elected Chair of the Environment and Development Committee.

2. ELECTION OF VICE CHAIR

Cllr Fuller nominated Cllr Cooper, Cllr Williams seconded. The vote was unanimous.

Resolved: That Cllr Diana Cooper be elected Vice Chair of the Environment and Development Committee.

3. TO AGREE THE MEMBERSHIP OF WORKING GROUPS

Climate Emergency Working Group	Cllrs G Fuller, B Wallbridge, L Mansell, S Pritchard
Jubilee Green Working Group	Cllrs G Fuller and R Hopkins
Waterside Valley Working Group	Cllrs G Fuller, J Honess, R Hopkins, E Jackson, S Pritchard and L Mansell

4. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN

There were no apologies for absence.

5. DECLARATIONS OF INTEREST AND DISPENSATIONS

Minutes subject to approval at the next meeting.

Signed Dated

Westfield Parish Council

- Cllr Cooper declared an interest in item 10 – Hopscotch repainting at Westhill as she had offered the quote from Paul Charlton.
- Cllr Jackson declared an interest in item 7, planning application 21/01781/FUL as the applicant is a friend.

6. MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 12th April 2021 were agreed as a true record and signed by the Vice Chair.

7. PLANNING APPLICATIONS FOR CONSIDERATION

There were no objections to the following applications:

21/01781/FUL	26 Highfields	Erection of a garden room extension following demolition of existing conservatory
21/02041/FUL	45 Wells Road	Erection of a single storey extension to the front elevation and two storey rear extension following demolition of single storey rear extension

The message from the Planning Officer re: 43 Welton Road – 21/00875/FUL – was noted. There was no further comment.

8. PLANNING DECISIONS

The Planning decisions were noted.

9. RECREATION GROUND – NORTON HILL

Resolved: To accept the quote for £290 from C&R Fencing to repair the chain link fencing from the Fosseway to the play area gate.

An email from a user of the car park was noted regarding signage of the disabled bays as they are being used by drivers with no disabled badge.

Resolved: To seek wording and quotes for signs for the spaces and bring to the next meeting.

Discussion was held around using disposable barbeques and the use and disposal of them.

Resolved: (1) Cllr Hopkins to investigate a suitable surface to put on the benches.

(2) To seek a quote for galvanised steel bins for the disposal of used barbeques.

(3) To seek a quote for signage to the effect that only the metal picnic table to be used for barbeques.

Minutes subject to approval at the next meeting.

Signed **Dated**

Westfield Parish Council

10. RECREATION GROUND – WESTHILL

Resolved: to accept the quote of £391.15 from Paul Charlton to repaint the hopscotch

Greensward had reported fly tipping of household objects by the bins.

Resolved: (1) To report the issue to the police.
(2) Cllr Jackson to contact David Wood, Cabinet member for Neighbourhood Services

11. CORRESPONDENCE FROM WESTFIELD FC

An email had been received from one of the teams that uses Westhill for their football matches asking if Westfield Parish Council were able to help improve the facilities at Westhill Club. Cllr Fuller to investigate.

12. COMMUNITY ENGAGEMENT AND ACTION PLAN

Resolved: To agree The Community Engagement and Action Plan with the addition of the Inspirational Citizen Award.

13. ITEMS FOR THE NEXT AGENDA

- Westfield in Bloom (Cllr Jackson)
- Disabled parking signs at Norton Hill
- Barbecues at Norton Hill
- Westhill Club facilities

The meeting closed at 9:43am

Minutes subject to approval at the next meeting.

Signed **Dated**

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting
held at The Oval Office (car park) on Thursday 20th May 2021

A consultation meeting was held on Zoom the previous day on Wednesday 17th May with Cllrs Williams, Cooper, Mansell and Hopkins in attendance as well as the Clerk and Finance Officer. Cllrs Fuller, Jackson and Wilkinson sent apologies and Cllr Williams chaired the meeting.

Present: Cllr Patricia Williams (Chair) and Cllrs Diana Cooper and Geoff Fuller

In Attendance: Emily Merko (Finance Officer)

The meeting opened at 9.30am

1. ELECTION OF CHAIR OF THE COMMITTEE FOR 2021-22

Resolved: Cllr Philip Wilkinson was elected Chair of the Committee by unanimous vote.

2. ELECTION OF VICE CHAIR OF THE COMMITTEE

Resolved: Cllr Patricia Williams was elected Chair of the Committee by unanimous vote.

3. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Jackson and Wilkinson

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

5. APPOINTMENT OF GRANTS SUB-COMMITTEE

Resolved: That Cllrs Wilkinson, Williams, Cooper and Fuller be appointed to the committee to consider grant applications for the current year.

6. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 22nd April 2021 be agreed and signed as a correct record.

7. MONTHLY ACCOUNTS

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;
- c) that the April 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.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

- e) That the petty cash spending since the last meeting be approved (Appendix 2).

8. EARMARKED RESERVES

The creation of an EMR for future works at Waterside Valley with a balance of £23,000 was noted.

9. PUBLIC SECTOR DEPOSIT FUND

The Committee was concerned about the potential, though low, risk with tax payers' money for a very small return on the investment.

Resolved: not to pursue this at the present time.

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-21

It was noted that the Internal Audit would take place on 26th May that the completed AGAR would be submitted to Parish Council on 7th June.

Resolved: that the Annual Governance Statement assertions, explanation of negative response and the Accounting Statements be recommended to Parish Council for approval.

11. YEAR END SUMMARY OF ACCOUNTS

Resolved: that the accounts for the Parish Council and the Trust be recommended to Parish Council for approval.

12. 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.

Resolved: that the schedule of payments due be agreed (attached as Appendix 3), 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.

13. 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 4) 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.

14. PITCH HIRE FEES 2021-22

Given that the position is still uncertain, the Committee wanted to offer the teams the best chance of continuing next season.

Resolved: that hire fees for 2021-22 be frozen at the 2019-20 and 2020-21 prices.

Minutes are draft until agreed at the next meeting.

Westfield Parish Council

15. FENCE REPAIRS AT NORTON HILL RECREATION GROUND

It was noted that the final invoice had now been received and the insurance claim balance would be settled.

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.

16. IT SUPPORT CONTRACT

Following the delegated authority granted at the last meeting the Clerk reported that a further meeting had been held and a favourable reference had been received from Keynsham Town Council. Therefore, it had been decided that the contract would be offered to SoVision IT.

The meeting closed at 9.40am

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 2

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH May
SHEET 2021-22 - 2

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/101	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Travel & Subsistence 4008/1	Hospitality 4131/101
£100.00	1/4/2021	Cash in hand	£100.00								
	06/04/2021	Batteries	£2.99		£2.39						
	6/4/2021	TalkTalk phone bill for Zoom meetings Cllr Williams	£9.18			£9.18					
		TOTAL (NET)	£11.57	£0.00	£2.39	£9.18	£0.00	£0.00	£0.00	£0.00	£0.00
		VAT:	£0.60		£0.60						
		Ongoing balance	£87.83								
		top-up required? no									
previously reported											

Minutes are draft until agreed at the next meeting.

20 Signed Dated

Westfield Parish Council

APPENDIX 4

Schedule of regular payments 2021-22 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 costs	£0.00	£1,096.09											£1,096.09
Avon Pension Fund	Superannuation	£879.56	£879.56											£1,759.12
GPS Telecoms (DD)	Telephone and broadband	£67.93												£134.03
Greensward	Grounds maintenance	£2,121.58	£2,121.58											£4,243.16
HMRC	PAYE and NI	£313.77	£313.97											£627.74
Oval Commercial (SO)	Office Rental	£839.75	£839.75											£1,679.50
Oval Commercial	Use of Boardroom	£0.00	£0.00											£0.00
Net Salaries (and expenses)	Office staff	£2,821.62	£2,821.42											£5,643.04
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00											£0.00
Ricoh	Photocopier	£148.41	£0.00											£148.41
Southern Electric	NH Pavilion	£0.00	£0.00											£0.00
Southern Electric	Christmas Tree	£0.00	£0.00											£0.00
Total Gas & Power	NH Pavilion	£0.00	£46.61											£46.61
Water2Business (DD)	Auto-watering systems	£0.00	£0.00											£0.00
Water2Business (DD)	NH Pavilion	£0.00	£0.00											£0.00
Zoom subscription (DD)	Meeting space	£11.99	£11.99											£23.98
	Monthly Total	£7,204.61	£8,197.07	£0.00	£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

Minutes are draft until agreed at the next meeting.

22 Signed Dated

Annual Internal Audit Report 2020/21

Westfield Parish Council

www.westfieldparishcouncil.co.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.		✓	
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

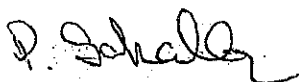
Date(s) internal audit undertaken

11/02/2021 26/06/2020

Name of person who carried out the internal audit

Paula Sakalla AAT - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

26/05/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Westfield Parish Council Financial Year 2020-21

Visit date: 11 February 2021

Interim Internal Audit Observations - update received 23/03/2021

Box B No.	Audit Conclusion	Observation	Recommendation	Priority	Comments from Parish Council
1	" The Credit/Debit Card is in the Clerk's name which is used by Parish Council Officers of the Council." "	" Reported 2019-20 Interim Audit: The Co-operative Debit Card is in the Clerk's name in line with 6.18 of the Financial Regulations. However the card is used by the appointed RFO (Finance Officer). It is understood that the Council considered the Observation report 2019-20 and updated the 6.18 of the Financial Regulations as follows; Any Debit Card issued for use will be restricted to use by the Parish Council officers as authorised by the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Finance and Personnel committee in writing before any order is placed." "	" The Council to note." "	High	To be minuted as noted. And perhaps re-visited from time to time to re-consider the risk.
2	Bank mandates were not available at the time of interim Audit review.	" The Council could not locate the bank mandates on the Council site during the Interim Audit visit. It is understood that the Council will contact the bank to confirm the current bank signatories." "	" The Council must obtain bank signatory confirmation letter from the Council bank. A copy to be forwarded to Internal Audit prior to Year End." "	High	A current mandate has now been obtained and forwarded to the Auditor. Signatories have not changed for a number of years hence it was felt good practice to obtain a recently dated letter. COMPLETE
3	The Council has not carried out a review of the bank signatory arrangements as at Interim Audit review.	" The Council last reviewed the bank signatory arrangements May 2019. It is understood that these are due to be reviewed March 2021. The Council omitted the review in May 2020." "	" Council to provide the auditor with a copy of the Council Minute confirming bank signatory arrangements once they have been completed." "	High	The Council is satisfied that FRs 1.4 and 5.1 which require "regular review" of the bank signatory arrangements are being followed and that, in an exceptional year with other more urgent priorities, the decision not to review these in 2020-21 is not of concern. The signatories will next be reviewed at the annual meeting of the Parish Council in May. COMPLETE

Westfield Parish Council Financial Year 2020-21

Visit date: 11 February 2021

Interim Internal Audit Observations - update received 23/03/2021

Box B No.	Audit Conclusion	Observation	Recommendation	Priority	Comments from Parish Council
4	Tenders have not been obtained as required under the Councils Financial Regulations	<p>The Council tendered for Festive Lights Display for Westfield Parish Council. The tender specification was issued 20 February 2020. The 20 May 2020 Finance & Personnel Committee considered the tenders for the Festive Lights Display in confidential sessions Meeting minute reference 16. The Finance & Personnel Committee Meeting minutes were approved 1 June 2020 Full Council Meeting minute reference 17. b).</p> <p>It is noted that the Council did not comply with Part 11.1 of the Financial Regulations d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.</p> <p>It was noted that the Council did not comply with the requirements for the opening of the tenders due to the lock down restrictions. The 5 tender bids were not opened in the presence of a Councillor.</p>	<p>The Council must ensure that it obtains tenders as set out in its Financial Regulations.</p> <p>The Council Must give a 'Negative' response to Assertion 3 on the 2020-21 Annual Governance Statement.</p>	Non Compliance	<p>The Finance Officer accepts failing to follow FR11 correctly in omitting to present the tender specification to Council before publication and in failing to advertise the tender on the Contracts Finder website.</p> <p>The failure to open tenders in the presence of a Councillor due to extenuating circumstances is acknowledged. In the absence of any guidance on how to interpret the Financial Regulations at this time the Chair of F&P and the Finance Officer discussed the matter and agreed that the tenders should be opened by the FO and a list of tenders received be reported to the next F&P meeting (22.4.20) for detailed discussion at the following meeting on 20.5.20.</p> <p>The Council accepts that a negative response must be given to Assertion 3 of the AGAR and will ensure close adherence to FR11 for future procurement contracts.</p>
5	The Council has not complied with the requirements of the Public Contract Regulations#	<p>It was noted that the Council did not use the Contract Finder to source a contract. Instead the Council publicly published the tender specification on the Council website, social media and directly approached suppliers.</p>	<p>The Council must ensure that it complies with the requirements of the Public Contract Regulations.</p> <p>The Council Must give a 'Negative' response to Assertion 3 on the 2020-21 Annual Governance Statement.</p>	Non Compliance	<p>The Council accepts this omission and will answer No to Assertion 3 of the Annual Governance Statement.</p> <p>The Council will ensure that this platform is used for future tenders over £25K.</p>
Box C No.	Audit Conclusion	Observation	Recommendation	Priority	Comments
1	As at the date of the Interim Audit visit the Council had not signed the Meeting minutes.	<p>The 1 February 2021 Full Council Meeting minute reference 123 reviewed and formally approved the Risk Register. The Meeting minutes had not been signed as at Interim Audit review.</p>	<p>The Council to provide the Internal Auditor with a signed copy of the 1 February 2021 Full Council Meeting minutes.</p>	Medium	<p>The minutes were signed at the next meeting of the Council on 1st March 2021.</p> <p>COMPLETE</p>



Lesley Close
Parish Clerk,
Westfield Parish Council
The Oval Office
Cobblers Way
St Peters Business Park
Westfield
Radstock
BA3 3BX

31 May 2021

Dear Ms. Reader,

Further to my Internal Audit visit of the Council in respect of the 2021 Annual Return, I am submitting my report and observations to the Council. As you will notice from the attached Internal Audit Report it was unfortunately necessary to issue a negative response in respect of Control Objective B.

Control Objective B

"This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for."

Reason for the negative response Control Objective B

Paragraph 1.15 of The Practitioners guide (2019), which sets out 'Proper Practices', states

"Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts."

It does not appear, from the internal audit review of the Council accounting systems that the Council can demonstrate compliance with the requirements of Control Objective B. Non compliance with Public Contract Regulations.

Implications in respect of the Annual Return

As previously advised it will be necessary for a negative response to be entered on the Internal Audit Report. In addition, the Council will also have to return a negative response in respect of Assertion 1 of the Annual Governance Statement.

It is highly likely that this issue will be subject to further query by the External Auditor and it would be helpful in that regard if the Council were to properly Minute a discussion of a review of this issue and to include an explanatory letter when submitting the Annual Return.

In addition to the Negative Responses on the Internal Audit Report we have also responded 'Not Covered' in respect of the Control Objectives K and L we are required to explain why we have done this.

The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from limited assurance review in 2019/20.

The reason for the Not Covered response for Objective L is that it is not applicable to your Council as your 'annual turnover' exceeds £25,000.

In addition to this letter and the statutory Internal Audit Report I have also submitted our Internal Audit Observations and Summary to you by email. I would be grateful if you could bring all of these to the Councils attention in due course.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA
Director

Internal Audit Summary 2020-21 Year End Audit

Complete
Yes
Yes
Yes
Yes
Yes

Client Westfield Parish Council	
Clerk: Lesley J Close FSLCC	Date 26 June 2020
Prior Year Audit Signed Paula Skellia	6 January 2021
Pre Audit Andrew Adlam	11 February 2021
Visit 1 Auditor: Paula Skellia	26 May 2021
Year End Auditor Kevin Rose	31 May 2021
Reviewed by	

Annual Return - Compliance with Requirements		Not checked	Not applicable	Positive	Negative	Overall % Positive	Statutory Non-Compliance	High	Medium	Low
Box A	Appropriate accounting records have been kept properly throughout the year.	0	0	5	0	100.00%	0	0	0	0
Box B	This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	0	3	34	4	89.47%	2	0	0	0
Box C	This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	1	1	9	0	100.00%	0	0	0	0
Box D	The present or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored, and reserves were appropriate.	0	3	21	0	100.00%	0	0	0	0
Box E	Expected income was fully received, based on correct prices, properly recorded, and VAT was appropriately accounted for.	0	19	4	0	100.00%	0	0	0	0
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	0	1	8	0	100.00%	0	0	0	0
Box G	Salaries to employees and allowances to members were paid in accordance with the smaller authority's approvals, and PAYE and NI requirements were properly applied.	0	8	9	0	100.00%	0	0	0	0
Box H	Asset and investments registers were complete and accurate and properly maintained.	0	4	5	0	100.00%	0	0	0	0
Box I	Periodic and year-end bank account reconciliations were properly carried out.	1	3	12	0	100.00%	0	0	0	0
Box J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	0	2	6	0	100.00%	0	0	0	0
Box K	IF the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt.	0	2	0	0	0.00%	0	0	0	0
Box L	IF the authority has an annual turnover not exceeding £25,000, it publishes information on its website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	(Not Applicable)								
Box M	During summer 2020 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.	0	0	4	0	100.00%	0	0	0	0
Box N	The authority has complied with the publication requirements for 2019/20 AGRS.	(see Testing Box D)								
Box O	Trust funds (including charitable) - The council met its responsibilities as a trustee.	1	0	4	0	100.00%	0	0	0	0
Total		3	46	121	4	96.80%	2	0	0	0

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

WESTFIELD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.		✓	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	✓		

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

07/06/2021

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.westfieldparishcouncil.co.uk/council/annual-report-and-accounts/

WESTFIELD PARISH COUNCIL
ANNUAL AUDIT AND ACCOUNTABILITY RETURN 2020-21

Further explanation of negative response to assertion 3 of the Annual Governance Statement

The Internal Auditor has highlighted to the Parish Council it had failed to follow Financial Regulation 11 correctly in the tender process for the Christmas Lights contract, a 5-year contract totalling in excess of £25,000, which went out to tender in February 2020, deadline in April 2020 and was decided upon in June 2020.

It was highlighted that the tender specification was not presented to Parish Council before publication; that the Parish Council omitted to use the Contracts Finder platform for advertisement of the tender (11.1b) and that the tenders were not opened in the presence of a Councillor (11.1f). Regarding the latter, the extenuating circumstances of lockdown in April 2020 were acknowledged.

As the Council neither followed the Public Contracts Regulations 2015 correctly (11.1b) nor suspended the Financial Regulations (11.1d) for this contract, it therefore failed to comply with regulations and Proper Practices in this respect. For this reason, the Parish Council is compelled to answer No to assertion 3 regarding compliance with Proper Practices.

At its meeting on 6th April 2021, the Parish Council and Officers have noted and acknowledged this omission and have put together clear instructions so that the correct procedures are followed in full in future.

Section 2 – Accounting Statements 2020/21 for

WESTFIELD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	328,098	386,463	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	198,650	207,100	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	83,546	180,087	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	49,160	50,491	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	7,373	7,373	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	167,297	226,936	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	386,464	488,850	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	378,224	478,171	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	496,239	602,504	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	37,377	30,995	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
	✓		

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

26/05/2021

I confirm that these Accounting Statements were approved by this authority on this date:

07/06/2021

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Full Council								
<u>1 Central Services</u>								
1099 Miscellaneous Income	0	10,000	0	(10,000)			0.0%	
1176 Precept Received	198,650	207,100	207,100	0			100.0%	
1196 Interest Received	1,211	471	1,020	549			46.2%	
Central Services :- Income	<u>199,861</u>	<u>217,571</u>	<u>208,120</u>	<u>(9,451)</u>			<u>104.5%</u>	<u>0</u>
4001 Wages & Salaries	36,140	38,174	38,699	525	525	525	98.6%	
4002 Employer's NIC	1,415	1,631	1,557	(74)	(74)	(74)	104.8%	
4003 Employer's Superannuation	6,072	8,398	8,294	(104)	(104)	(104)	101.3%	
4005 Training	230	0	500	500	500	500	0.0%	
4006 Employment Services	842	72	869	797	797	797	8.3%	
4008 Travel & Subsistence	24	33	200	167	167	167	16.6%	
4011 Rates Payable	0	516	0	(516)	(516)	(516)	0.0%	
4013 Rent Payable	5,877	9,027	5,877	(3,150)	(3,150)	(3,150)	153.6%	
4018 Health & Safety	844	434	299	(135)	(135)	(135)	145.3%	
4021 Telephone & Fax	375	784	420	(364)	(364)	(364)	186.6%	
4022 Postage	342	207	220	13	13	13	94.1%	
4023 Stationery Printing, Public'ns	265	453	750	297	297	297	60.5%	
4024 Subscriptions	1,238	1,216	1,200	(16)	(16)	(16)	101.4%	
4025 Insurance	2,726	2,430	2,912	482	482	482	83.4%	
4026 Photocopying Charges	727	643	725	82	82	82	88.7%	
4027 Information Technology	4,947	5,153	3,816	(1,337)	(1,337)	(1,337)	135.0%	
4030 Recruitment	77	0	0	0	0	0	0.0%	
4036 Furniture & Equipment	30	398	250	(148)	(148)	(148)	159.4%	
4050 Bank Charges	120	105	120	15	15	15	87.5%	
4056 Audit Fees - External	600	600	637	37	37	37	94.2%	
4057 Audit Fees - Internal	335	325	345	20	20	20	94.2%	
4058 Accountancy Support	216	234	443	209	209	209	52.9%	
Central Services :- Indirect Expenditure	<u>63,440</u>	<u>70,836</u>	<u>68,133</u>	<u>(2,703)</u>	<u>0</u>	<u>(2,703)</u>	<u>104.0%</u>	<u>0</u>
Net Income over Expenditure	<u>136,421</u>	<u>146,735</u>	<u>139,987</u>	<u>(6,748)</u>				
6001 less Transfer to EMR	2,911	300						
Movement to/(from) Gen Reserve	<u>133,510</u>	<u>146,435</u>						
<u>100 Corporate Management</u>								
4061 Pension Deficit Funding	5,534	2,287	2,287	0	0	0	100.0%	
Corporate Management :- Indirect Expenditure	<u>5,534</u>	<u>2,287</u>	<u>2,287</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>(5,534)</u>	<u>(2,287)</u>	<u>(2,287)</u>	<u>(0)</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

YEAR END Budget Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Democratic Process								
4007 Conference Expenses	27	0	0	0		0	0.0%	
4008 Travel & Subsistence	77	0	0	0		0	0.0%	
4131 Hire Meeting Rooms/Hospitality	692	122	1,030	908		908	11.9%	
Democratic Process :- Indirect Expenditure	796	122	1,030	908	0	908	11.9%	0
Net Expenditure	(796)	(122)	(1,030)	(908)				
6001 less Transfer to EMR	7,235	0						
Movement to/(from) Gen Reserve	(8,031)	(122)						
102 Civic Support								
4101 Chair's Allowance	600	600	600	0		0	100.0%	
4102 Civic Expenses	281	3	280	277		277	1.0%	
4210 Website	0	2,892	4,880	1,988		1,988	59.3%	
4212 Newsletter	5,425	5,250	5,500	250		250	95.5%	1,000
Civic Support :- Indirect Expenditure	6,306	8,745	11,260	2,515	0	2,515	77.7%	1,000
Net Expenditure	(6,306)	(8,745)	(11,260)	(2,515)				
6000 plus Transfer from EMR	0	1,000						
6001 less Transfer to EMR	0	250						
Movement to/(from) Gen Reserve	(6,306)	(7,995)						
199 Capital and Projects								
1099 Miscellaneous Income	0	6,891	0	(6,891)			0.0%	
1106 s106 income	55,909	93,000	0	(93,000)			0.0%	
1177 Grants Received	0	47,909	0	(47,909)			0.0%	
1179 CIL income	9,750	2,497	0	(2,497)			0.0%	2,497
Capital and Projects :- Income	65,659	150,297	0	(150,297)				2,497
4901 Loan Interest	1,165	991	992	1		1	99.9%	
4902 Loan Capital Repaid	6,209	6,382	6,382	0		0	100.0%	
4912 CAP Nature Trail	0	780	0	(780)		(780)	0.0%	
4916 CAP auto-watering	7,869	0	0	0		0	0.0%	
4917 CAP Fencing at NH Rec	0	1,059	0	(1,059)		(1,059)	0.0%	
4918 CAP Lights on Pit Path	0	0	8,000	8,000		8,000	0.0%	
4927 CAP Festive Lights on lamposts	950	0	0	0		0	0.0%	
4928 CAP Pavilion at Westhill	5,260	0	0	0		0	0.0%	
4929 CAP track & gym equip at WH	0	96,259	0	(96,259)		(96,259)	0.0%	50,649
4990 Rolling Capital Provision	0	0	5,000	5,000		5,000	0.0%	
Capital and Projects :- Indirect Expenditure	21,452	105,472	20,374	(85,098)	0	(85,098)	517.7%	50,649
Net Income over Expenditure	44,206	44,826	(20,374)	(65,200)				
6000 plus Transfer from EMR	9,569	48,689						
6001 less Transfer to EMR	70,399	137,329						

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

YEAR END Budget Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(16,623)	(43,815)						
Full Council :- Income	265,520	367,868	208,120	(159,748)			176.8%	
Expenditure	97,528	187,461	103,084	(84,377)	0	(84,377)	181.9%	
Net Income over Expenditure	167,992	180,407	105,036	(75,371)				
plus Transfer from EMR	9,569	49,689						
less Transfer to EMR	80,545	137,879						
Movement to/(from) Gen Reserve	97,016	92,217						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Environment & Development								
<u>202 Community Support</u>								
1032 Fun Day Income	650	0	500	500			0.0%	
1177 Grants Received	3,840	0	0	0			0.0%	
Community Support :- Income	<u>4,490</u>	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4203 Grants	12,990	10,656	15,000	4,344	4,344	71.0%		350
4223 Christmas	13,151	12,585	13,511	926	926	93.1%		
4224 Parish Environment (Plants etc	397	1,596	2,250	654	654	70.9%		
4225 Green space maintenance	2,179	1,233	4,000	2,767	2,767	30.8%		
4227 E & D Projects	620	198	5,000	4,803	4,803	4.0%		
4230 Flowers in Public Places	6,181	5,507	5,650	143	143	97.5%		
4231 De-fibrillator	3,684	385	480	95	95	80.3%		
4232 Community Projects	2,399	271	2,351	2,080	2,080	11.5%		
4237 Youth Provision	6,786	10,462	11,662	1,200	1,200	89.7%		
4241 St Nicholas Churchyard	2,144	2,180	2,180	0	0	100.0%		
4242 VE Day 75 event	0	45	3,000	2,955	2,955	1.5%		
Community Support :- Indirect Expenditure	<u>50,529</u>	<u>45,117</u>	<u>65,084</u>	<u>19,967</u>	<u>0</u>	<u>19,967</u>	<u>69.3%</u>	<u>350</u>
Net Income over Expenditure	<u>(46,039)</u>	<u>(45,117)</u>	<u>(64,584)</u>	<u>(19,467)</u>				
6000 plus Transfer from EMR	3,429	350						
6001 less Transfer to EMR	18,471	13,700						
Movement to/(from) Gen Reserve	<u>(61,082)</u>	<u>(58,467)</u>						
<u>303 Westfield Allotments</u>								
1012 Income from WAGS	100	100	100	0			100.0%	
Westfield Allotments :- Income	<u>100</u>	<u>100</u>	<u>100</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4039 Grounds maintenance	66	0	100	100	100	0.0%		
4043 s106 Expenditure	17,037	0	0	0	0	0.0%		
Westfield Allotments :- Indirect Expenditure	<u>17,103</u>	<u>0</u>	<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(17,003)</u>	<u>100</u>	<u>0</u>	<u>(100)</u>				
6000 plus Transfer from EMR	17,037	0						
Movement to/(from) Gen Reserve	<u>34</u>	<u>100</u>						
<u>307 Westhill Recreation Ground</u>								
1099 Miscellaneous Income	0	1,478	0	(1,478)			0.0%	
1106 s106 income	0	6,393	0	(6,393)			0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1177 Grants Received	570	279	570	292			48.9%	
Westhill Recreation Ground :- Income	570	8,150	570	(7,580)			1429.8%	0
4039 Grounds maintenance	10,364	11,367	10,882	(485)		(485)	104.5%	
4043 s106 Expenditure	0	6,393	0	(6,393)		(6,393)	0.0%	
4062 Ground Maintenance ad hoc	2,675	4,103	5,000	897		897	82.1%	
4064 Play equipment	15,911	11,299	0	(11,299)		(11,299)	0.0%	11,299
4065 Play area inspections	239	346	249	(97)		(97)	139.0%	
Westhill Recreation Ground :- Indirect Expenditure	29,189	33,509	16,131	(17,378)	0	(17,378)	207.7%	11,299
Net Income over Expenditure	(28,619)	(25,359)	(15,561)	9,798				
6000 plus Transfer from EMR	15,911	11,299						
Movement to/(from) Gen Reserve	(12,708)	(14,060)						
308 Norton Hill Recreation Ground								
1099 Miscellaneous Income	0	10,015	0	(10,015)			0.0%	
1106 s106 income	8,405	0	0	0			0.0%	
1177 Grants Received	3,064	1,054	1,484	430			71.0%	
1180 Donations Received	48	0	0	0			0.0%	
Norton Hill Recreation Ground :- Income	11,516	11,069	1,484	(9,585)			745.9%	0
4011 Rates Payable	884	0	911	911		911	0.0%	
4012 Water	473	383	620	237		237	61.8%	
4014 Electricity	543	437	630	193		193	69.4%	
4015 Gas/Heating Oil	45	186	160	(26)		(26)	116.2%	
4039 Grounds maintenance	13,055	14,449	13,708	(741)		(741)	105.4%	
4043 s106 Expenditure	8,405	0	0	0		0	0.0%	
4062 Ground Maintenance ad hoc	5,742	2,826	10,000	7,174		7,174	28.3%	
4063 CCTV	97	85	100	15		15	85.0%	
4065 Play area inspections	239	346	246	(100)		(100)	140.7%	
Norton Hill Recreation Ground :- Indirect Expenditure	29,482	18,712	26,375	7,663	0	7,663	70.9%	0
Net Income over Expenditure	(17,966)	(7,644)	(24,891)	(17,247)				
6001 less Transfer to EMR	4,258	5,898						
Movement to/(from) Gen Reserve	(22,224)	(13,542)						
Environment & Development :- Income	16,676	19,319	2,654	(16,665)			727.9%	
Expenditure	126,304	97,338	107,690	10,352	0	10,352	90.4%	
Net Income over Expenditure	(109,628)	(78,020)	(105,036)	(27,016)				
plus Transfer from EMR	36,377	11,649						
less Transfer to EMR	22,729	19,598						
Movement to/(from) Gen Reserve	(95,980)	(85,968)						

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

YEAR END Budget Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	282,196	387,187	210,774	(176,413)			183.7%	
Expenditure	223,831	284,800	210,774	(74,026)	0	(74,026)	135.1%	
Net Income over Expenditure	<u>58,365</u>	<u>102,387</u>	<u>0</u>	<u>(102,387)</u>				
plus Transfer from EMR	45,946	61,338						
less Transfer to EMR	103,274	157,477						
Movement to/(from) Gen Reserve	<u>1,037</u>	<u>6,248</u>						

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
105	VAT Refunds	4,992	
110	Prepayments	13,432	
201	Current Account	18,271	
203	Corporate Treasury Account	374,800	
204	Fixed Rate Savings Account	85,000	
250	Petty Cash	100	
	Total Current Assets		496,595
<u>Current Liabilities</u>			
501	Trade Creditors	4,679	
510	Accruals	3,066	
	Total Current Liabilities		7,745
	Net Current Assets		488,850
	Total Assets less Current Liabilities		488,850
<u>Represented by :-</u>			
301	Current Year Fund	102,387	
310	General Reserve	(39,055)	
315	EMR Rolling Capital Fund	64,863	
320	EMR Tree Works	5,398	
322	EMR Grants Unpaid	1,800	
324	EMR Training	7,769	
325	EMR Legal Fees	6,000	
326	EMR Elections	5,538	
327	EMR E&D Projects	16,187	
328	EMR Grants Rec'd in Advance	6,207	
329	EMR Play Equipment	24,098	
330	EMR Community Fund	14,113	
331	EMR Community Centre	88,000	
332	EMR CCTV	4,375	
333	EMR Youth Provision	33,484	
334	EMR s106 - funds rec'd in adva	95,740	
335	EMR Conferences & Travel	1,497	
336	EMR Street Scene Maintenance	2,948	
337	EMR Recruitment	923	
340	EMR CIL 2020-21	947	
343	EMR NH Maintenance repairs	9,258	
344	EMR Salaries Contingency	1,252	
345	EMR Pit Path Lights	8,000	
346	EMR Nature Trail	4,120	
347	EMR Waterside Valley	23,000	
	Total Equity		488,850

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Year End Accounts Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
603 Norton Hill Recreation Ground							
1015 Pitch Hire	42	464	422			9.1%	
1018 Bowling Income	1,012	1,020	8			99.2%	
1196 Interest Received	1	0	(1)			0.0%	
Norton Hill Recreation Ground :- Income	1,055	1,484	429			71.1%	0
4601 Trust Grant to WPC	1,054	1,484	430		430	71.0%	
Norton Hill Recreation Ground :- Indirect Expenditure	1,054	1,484	430	0	430	71.0%	0
Net Income over Expenditure	1	0	(1)				
6001 less Transfer to EMR	1						
Movement to/(from) Gen Reserve	0						
604 Westhill Recreation Ground							
1015 Pitch Hire	279	570	292			48.9%	
1196 Interest Received	3	0	(3)			0.0%	
Westhill Recreation Ground :- Income	281	570	289			49.3%	0
4601 Trust Grant to WPC	279	570	292		292	48.9%	
Westhill Recreation Ground :- Indirect Expenditure	279	570	292	0	292	48.9%	0
Net Income over Expenditure	3	0	(3)				
6001 less Transfer to EMR	3						
Movement to/(from) Gen Reserve	0						
Grand Totals:- Income	1,336	2,054	718			65.0%	
Expenditure	1,332	2,054	722	0	722	64.8%	
Net Income over Expenditure	4	0	(4)				
less Transfer to EMR	4						
Movement to/(from) Gen Reserve	0						

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
211	Bank A/c Norton Hill Trust	1,256	
212	Bank A/c West Hill Trust	453	
221	Business Rsv Norton Hill Trust	3,394	
222	Business Rsv West Hill Trust	6,431	
	Total Current Assets		11,534
	<u>Current Liabilities</u>		
510	Accruals	1,332	
	Total Current Liabilities		1,332
	Net Current Assets		10,202
	Total Assets less Current Liabilities		10,202
	<u>Represented by :-</u>		
300	Current Year Fund	4	
310	General Reserves	(4)	
311	Trust Fund Norton Hill	3,596	
312	Trust Fund - West Hill	6,605	
	Total Equity		10,202

WESTFIELD PARISH COUNCIL
CODE OF CORPORATE GOVERNANCE

Introduction

The Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. In discharging this accountability, councillors and senior officers are responsible for putting in place proper arrangements for the governance of the Council's affairs and the stewardship of the resources at its disposal. To this end, the Council has adopted this Code of Corporate Governance.

The Council seeks to ensure that the following principles underpin the operation of the Council in working for the people of Westfield:

- openness and inclusivity
- accountability
- integrity

The Council, in carrying out its business, seeks to aspire to the standards and aspirations set out below

Community Focus

The Council in the exercise of its powers and duties will always seek to:

- work for and with local communities;
- exercise leadership;
- promote the wellbeing of the area, where appropriate.

The Council maintains effective arrangements:

- for explicit accountability to stakeholders for the authority's performance and its effectiveness in the delivery of services and the sustainable use of resources;
- to demonstrate integrity in the authority's dealings in building effective relationships and partnerships with other public agencies and the private/voluntary sectors to demonstrate openness in all their dealings;
- to demonstrate inclusivity by communicating and engaging with all sections of the community to encourage active participation.

Service Delivery Arrangements

The Council strives to achieve continuous improvement in all its services, and agreed policies are implemented and decisions carried out by maintaining arrangements which:

- discharge the Council's accountability for service delivery at a local level;
- demonstrate integrity in dealing with service users and developing partnerships to ensure the appropriate provision of services locally;
- demonstrate openness and inclusivity through consulting with key stakeholders, including service users;

- are flexible so that they can be kept up to date and adapted to accommodate change and meet user wishes.

Structures and Processes

The Council maintains effective democratic and managerial structures and processes to govern decision-making and the exercise of authority within the organisation and will:

- define the roles and responsibilities of councillors and officers to ensure accountability, clarity and good ordering of the Council's business;
- ensure that there is proper scrutiny and review of all aspects of performance and effectiveness.

Risk Management and Internal Control

The Council maintains a systematic strategy, framework and processes for managing risk which will demonstrate integrity by being based on robust systems for identifying, profiling, controlling and monitoring all significant risks.

Standards of Conduct

The Council believes that openness, integrity and accountability of individuals within the Council form the cornerstone of effective corporate governance and that the reputation of the Council depends on the standards of behaviour of everyone in it, whether members, employees or agents contracted to it.

Review History	To be reviewed annually
Reviewed by Finance and Personnel	18/03/15
Agreed by Council	7/4/15
Reviewed by Finance and Personnel	23/3/16
Reviewed by Parish Council, no changes	3/5/16
Reviewed by Finance and Personnel	22/3/17
Reviewed by Parish Council	06/04/2017 and 2/5/17
Reviewed by Finance and Personnel	21/3/2018
Agreed by Parish Council	3/4/18
Reviewed by Finance and Personnel	20/03/19
Agreed by Parish Council	01/04/2019
Reviewed by Finance and Personnel	18/03/2020
Agreed by Parish Council	04/05/2020
Reviewed by Finance and Personnel	17/03/2021
Agreed by Parish Council	
Next review	April 2022

This Code of Corporate Governance is consistent with the principles and requirements in the publication *Corporate Governance in Local Government: A Keystone for Community Governance (CIPFA) - 2001*.

WESTFIELD PARISH COUNCIL

EQUALITY AND DIVERSITY POLICY

Westfield Parish Council recognises and values people's differences and will assist them to use their talents to reach their full potential.

The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.

This policy is designed to ensure *that Westfield Parish Council* complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

Westfield Parish Council is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, the organisation aims to ensure that:

- All staff (paid and voluntary) and potential employees are treated fairly and with respect at all stages of their employment.
- All staff, Councillors and members of the public have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other staff, Councillors or by people (members of the public) who are not employees of Westfield Parish Council
- All staff (paid and voluntary) have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All staff (paid and voluntary) have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

SCOPE OF THE POLICY

The policy applies to all staff, Councillors and members of the public in their dealings with Westfield Parish Council business.

The policy applies to all stages of employment including recruitment and selection, promotion and training.

RESPONSIBILITIES

It is the responsibility of the Clerk to Westfield Parish Council to develop and lead the implementation of the equality and diversity policy.

Responsibility for approving the policy and monitoring that it is being followed rests with Westfield Parish Council.

Staff and volunteers (including Councillors) of Westfield Parish Council have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

WESTFIELD PARISH COUNCIL

IMPLEMENTATION OF THE POLICY

Staff and volunteers (including Councillors) of Westfield Parish Council will be involved in creating an equality environment and one that values diversity.

Communication of the policy to job applicants and existing staff and volunteers (including Councillors) of Westfield Parish Council will be through the Council website and included in job application packs.

In selecting the partners we work with Westfield Parish Council will consider their commitment to Equality and Diversity

REPORTING DISCRIMINATION / POTENTIAL DISCRIMINATION

All staff (paid and volunteers), Councillors and members of the public who feel that they have suffered any form of discrimination should raise the issue through the Clerk to Westfield Parish Council. Where this is inappropriate / unavailable, they can raise the issue through the Chairman of Westfield Parish Council or Chairman for the Finance and Personnel Committee of Westfield Parish Council.

All staff (paid and volunteers), Councillors and members of the public should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of Westfield Parish Council.

Westfield Parish Council. will not tolerate any harassment from third parties towards its staff (paid and volunteers), Councillors and members of the public and will take appropriate action to prevent it happening again.

If staff (paid and volunteers), Councillors and members of the public witness behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them, they should also use this procedure.

MONITORING AND REVIEW

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Monitoring will relate to both staff (paid and volunteers), Councillors and members of the public. This policy will be reviewed every year by Westfield Parish Council to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy will also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.

Review History	To be reviewed annually
Recommended by Finance and Personnel	22/4/15
Considered by Parish Council	11/5/15
Reviewed by Parish Council, no changes	3/5/16
Reviewed by Finance and Personnel	19/4/2017
Reviewed by Parish Council	2/5/17
Reviewed by Parish Council, no changes	8/5/18
Reviewed by Finance and Personnel	17/4/19

WESTFIELD PARISH COUNCIL

Reviewed by Parish Council, no changes	13/05/19
Reviewed by Finance and Personnel	22/04/20
Reviewed by Parish Council	04/05/2020
Date of next review	F&P April 2021

Community Engagement Policy and Action Plan

1. INTRODUCTION

Westfield Parish Council's Community Engagement Policy aims to outline the means of engagement with its residents and partners and how these might develop and improve over time.

In so doing it recognises that the services it provides must reflect the needs of its parishioners and the locality.

Westfield Parish Council strongly believes that its residents should be involved in decisions affecting them and their neighbourhood and in shaping the future of their Parish.

2. ENGAGEMENT WITH RESIDENTS AND PARTNERS

The Parish Council engages with its residents and partners by:

- informing, consulting and involving
- being inclusive and engaging with all of its residents and partners
- ensuring views are listened to and used to develop, enhance and improve services, the environment and the quality of life of those who live and work in Westfield.

3. OBJECTIVES

- To improve, plan and shape the future of the Parish according to local needs and priorities
- To improve the quality and delivery of services
- To use engagement to ensure decisions are fit for purpose and meet the needs of the Parish
- To be a stronger, more active and cohesive Parish

4. HOW THIS WILL BE ACHIEVED

Communication

Communicating with members of the parish will be achieved in a variety of ways to ensure all sections of the community are reached.

The Westfield Warbler, which is delivered to every house and business in Westfield. It updates local people on Parish events, invites involvement in its activities and is a vehicle for consultation when required.

The Parish website has a wealth of local information and is updated on a weekly basis. The home page consists of latest news and information to keep the site interesting. In 2020 the site was rejuvenated in compliance with Accessibility standards.

Press releases to the local press take place regularly, highlighting items which benefit from being communicated immediately.

Social media has increased in recent years and in 2020 we trialled boosting posts and using videos to increase viewings

Meetings of the Council and its Committees are open to the public and include an opportunity for members of the Parish to engage with councillors. In 2020 meetings moved to Zoom. If legislation allows, it is hoped that hybrid Zoom and face-to-face meetings will be put in place, allowing for greater community engagement.

Consultation

Consulting Parishioners on key issues is vital. It ensures those most affected are able to put forward an opinion and given an opportunity to make a difference.

Ensuring consultations include all members of the Parish by identifying the hard to reach groups such as youths, the elderly, the housebound, the disabled, ethnic minorities etc. may require establishing different engagement channels. Developing strong links with schools and other agencies to help with consultations is important.

Support

Supporting local organisations and engaging with them will assist them in meeting their own aims and objectives. The Parish Council's grant policy is an excellent means of understanding the needs and aspirations of local groups.

Supporting local projects and participating in local events will raise the awareness of the Council and its aims and objectives.

Working with the community

Working with residents and partners in finding solutions to local problems will ensure that outcomes will be accepted and fit for purpose.

WESTFIELD PARISH COUNCIL

Working together to carry out agreed action plans, will engage the community in working with the Council to enhance the environment and the quality of their lives. The Neighbourhood Plan is an important part of this process.

5. **MEASURING SUCCESS**

Success will be measured via the Action Plan by the Environment and Development Committee. The success of individual consultations will also be measured by the Committee to highlight any areas for improvements.

6. **STRATEGY REVIEW**

The Community Engagement Policy will be reviewed annually.

Review History	To be reviewed annually
First draft to Finance and Personnel Committee	18/3/15
Agreed by Parish Council	7/4/15
Agreed by E&D	9/5/16
Reviewed by E&D with one addition	12/6/17
Agreed by Parish Council	3 rd June 2019
Reviewed by E&D	11/5/21
To Parish Council	7/6/21
Next review	June 2022

7. ACTION PLAN

ACTION PLAN		
Activity	Action	Review details
To review the Grant making policy annually to ensure it is still relevant and funds are being spread across all aspects of Parish life.	To gather feedback on the grants made the previous year and annually review the grant making criteria to keep it relevant.	Reviewed annually by the Finance and Personnel Committee.
To raise the profile of the Parish Council at events such as the Fun Day, Christmas Lights Switch On Event, Annual Parish Meeting.	To continue to take part in these events.	For review by the E&D Committee as required.
To engage with residents on the maintenance of land at Waterside Valley, once the purchase is complete	To create a Waterside Valley Working Party for liaison and voluntary work at the site.	To review via the E&D Committee
Front Garden competition	To run the Front Garden competition annually.	To be reviewed via the E&D Committee annually.
Inspirational Citizen Award	To run the Inspirational Citizen Award annually	To be agreed at Parish Council

Parish Clerk

From: Will Godfrey <Will_Godfrey@BATHNES.GOV.UK>
Sent: 14 May 2021 10:32
To: Parish Clerk
Cc: Bryan Wallbridge; Diana Cooper; Eleanor Jackson (Cllr); Geoff Fuller; James Honess; Lesley Mansell; Pat Williams; Phil Wilkinson; Robin Moss; Ron Hopkins; Steve Pritchard
Subject: RE: Letter to Will Godfrey from Westfield Parish Council

Dear Cllr Fuller

I have checked the position on these sites with the Planning Enforcement Team and can provide the following update:

Caravan at the Railway Inn

It is correct that the caravan is permitted development, associated with the adjacent proposed development which has planning permission. However the development stalled in 2020 due to the pandemic. The Parish Council was advised in December 2020 that the Enforcement Team would review the situation and would serve Notice to require removal of the caravan if development did not re-start. Following sufficient time to allow the developer the opportunity to restart the development, the case officer has re-visited the site and confirmed there is still no development taking place. Therefore we are currently ascertaining whether to serve an enforcement notice or breach of condition notice. Either way, action will be taken shortly but please note that in the event that the owner resumes development, any notice served would fall away and the caravan could return.

Byfields

This complaint was received by Planning Enforcement Team in April and following a site visit by the case officer this week who has confirmed the unauthorised uses on the site. As the site appears to be used for illegal waste storage, the Council will need to involve external agencies, such as the Environment Agency. It is therefore likely that a Planning Contravention Notice (PCN) will need to be issued. The property itself looks abandoned which will make serving a PCN difficult as we will need to trace the owner. This will entail recording any vehicles associated with the site to identify users of the site via DVLA. Whilst the Planning Enforcement Team will continue to visit the site, it would be helpful if the Parish Council could assist by advising the Enforcement Team of the registration of any vehicles they observe using the site. Please note that complicated cases like these take time to resolve.

Ruskin Road

Following this complaint, the Parish Council was advised in April that no planning contravention has taken place and so the Council does not have the power to take enforcement on planning grounds. However as driving onto a pavement is illegal, drivers can be fined if witnessed by the police. The matter was therefore reported to the highways inspector for the area but it should be noted that the Council does not have the same legal powers as the police. The highways inspector has been asked to update the Parish Council on any action.

On a general point, the Planning Enforcement Team is dealing with a substantial increase in the number of enforcement complaints and so is not able to respond to issues as quickly as usual.

Regards

PLAYING FIELDS

PROPOSED RATIO AREA

5 MTR

BACK ACCESS /

BAR SKITTLE ALLEY

BAR / CUBHOUSE

DANCE | COMMUNITY HALL

SIDE GARDEN

TOILETS

CELTIC

INNER YARD

SKITTLE ALLEY

PROPOSED CHANGING ROOMS

COUNCIL CAR PARK

CHILDRENS PLAY PARK

Risk Assessment Form

Activity: Return to Face-to-Face meetings			Assessment Date: 5/5/21	Review Date: Nov 21		
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
<p>Spread of Covid-19</p>	<p>All</p>	<p>Encouraging everyone to take Covid 19 tests at home in advance of meetings</p>	<p>Staggering arrival and exit times for staff, councillors and members of the public.</p> <p>Placing seating at least 2-metres apart in accordance with government guidance at the time.</p> <p>Ensuring everyone wears face masks in accordance with government guidance at the time.</p> <p>Holding paperless meetings i.e., avoiding handing around papers at the meeting.</p> <p>If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers.</p> <p>Arranging seating so people are not facing each other directly.</p> <p>Choosing a venue with good ventilation, including opening windows and doors where possible.</p>	<p>From July onwards meetings might feasibly be held at St Peters Church Hall on a Monday evenings. This is on the understanding that there is no internet provision at the church hall and it requires the Clerk to (1) obtain a risk assessment from St Peters Church and ask if they conform with the government's guidance on multi use buildings, (2) set up tables and chairs to conform to the risk assessment in advance (3) create a QR Code if there is not one already</p>	<p>Low to High depending on the current spread of Covid.</p>	<p>From May to June our controls are met by holding consultation meetings remotely followed by a quorum of councillors meeting in the car park the following day to agree the decisions.</p> <p>From July to September, it is suggested that we return to face-to-face meetings at St Peters Church Hall.</p> <p>From October onwards it is suggested that we return to meeting in the board room, Oval Office, Cobblers Way.</p> <p>All these target dates are dependent upon the latest government guidance.</p>

(4) consult staff on return to face to face meetings.

Choosing a large enough venue to allow distancing – this may mean choosing a different venue to what the council used before.

The council (or venue owner/operator) will need to identify the venue's maximum capacity in their risk assessment, taking into account the need for social distancing. Consider how the council will ensure this capacity is not exceeded and how it will manage the situation if more people wish to attend than capacity allows. For example, could meetings be live-streamed or could members of the public submit questions via email?

If the venue has an NHS QR code to support test and trace then all attendees should register using that app. For those without access to the app they should register attendance in line with the venue's test and trace procedure. NB all venues in hospitality, the tourism and leisure industry, close contact services, community centres and village halls must have a **test and trace procedure**

Venues must conform with the government guidance for **multi-purpose community facilities** and for **council buildings**. If the venue is run by the council, then the council must take responsibility for this.

otherwise, the council can ask the venue to provide confirmation that they do conform to this guidance

The council must understand and ensure it is acting in compliance with the latest government safer workplaces guidance

Managing staff:

Councils should consult with staff (ask for and consider their views to try and reach an agreement) about preparations for face-to-face meetings.

The council must make the workplace (including council meetings) as safe as possible for staff; this includes undertaking a risk assessment, taking reasonable steps to reduce risks identified in the risk assessment, and ensure it is acting in compliance with the latest Government safer workplaces guidance

Assessor's signature:

Date:

Clerk's signature

Date:

