

Westfield Parish Council

The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

Phone: 01761 410669 council@westfieldparishcouncil.co.uk

[f /westfieldparishcouncil](https://www.facebook.com/westfieldparishcouncil) [@westfield_pc](https://twitter.com/westfield_pc)



Chairman: Cllr G Fuller Parish Clerk: Ms L J Close FSSLC

Established 2011

All Council Meetings are open to the Public and Press

10th February 2021

TO: a) Members of the Finance & Personnel Committee:
Cllrs Cooper, Fuller, Hopkins, Mansell, Moss, Williams, Wilkinson,
Wallbridge

b) All Other Members of the Council (for information)

Dear Councillor,

You are summoned to the Meeting of the **Finance & Personnel Committee** of Westfield Parish Council, on **Wednesday 17th February 2021** at **7pm** on Zoom (details below). The meeting will consider the items set out below.

Join the meeting:

<https://zoom.us/j/95182538708?pwd=eU4wRzR0VmtjUTZKODhNK0NSdjY5dz09>

Or call: 0203 481 5240

Meeting ID: 951 8253 8708

Passcode: 239034

Ms L J Close
Parish Clerk

Public Questions

This section, at the Chairman's discretion may last up to 15 minutes and is not part of the formal meeting of the Council.

AGENDA

- 1. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN.**
Committee to receive apologies for absence and, if appropriate, to resolve to approve the reasons given in accordance with the Local Government Act 1972 s85(1)
- 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 Committee 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

To confirm and sign as a correct record the minutes of the Finance & Personnel meeting held on 21st January 2021 (**pages 1-5**)

4. MONTHLY ACCOUNTS

To agree the monthly accounts in respect of the following for January 2021:

- Current Account (**pages 6-8**)
- Corporate Treasury Account (**pages 9-11**)
- Business Savings Account (**pages 12-14**)
(the interest rate at 1st February is still 0.40% variable)
- Debit card expenditure sheet (**page 15**)

There have been no petty cash transactions since the last meeting

5. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

As per item 5.2 of the Financial Regulations, a list of payments requiring authorisation is attached. Signing of invoices and BACS authorisation sheets to be completed upon approval of payments. (**page 16**)

6. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS

As per item 5.6 of the Financial Regulations, a list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation such as salaries, PAYE and NI, superannuation and regular maintenance, is attached. (**page 17**)

7. EARMARKED RESERVES

To review and approve the predicted movements and year-end balances of the earmarked reserves and to make a recommendation where to assign any budget surplus at year-end. (**pages 18**).

8. FIXED ASSETS

To review the 2020-21 fixed asset register for recommendation to Parish Council (**pages 19-24**).

9. LANDSCAPE CONTRACT 2021-24

To review and confirm the contractor for 2021-24. Greensward was chosen through a tender process last year, for a four-year term following successful completion of the first year.

10. YOUTH CONNECT CONTRACT 2021-23

To consider agreeing a two-year contract with Youth Connect ensuring services through to March 2023. A one-year contract at £10,462.17 has already been agreed at Environment & Development (8th February) The cost would be £10,462.17 per year with no fee rise until 2023, therefore, £20,924.24 for the two years paid in quarterly tranches. (**pages 25-26**)

11. FUNDING THE PURCHASE OF LAND AT WATERSIDE VALLEY (Verbal update).

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting
held remotely on Zoom on Wednesday 22nd January 2021

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

Absent: Cllrs Diana Cooper, Eleanor Jackson and Bryan Wallbridge

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

The meeting opened at 7.00pm.

92. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Diana Cooper and Eleanor Jackson.

93. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

94. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 16th December 2020 be agreed and signed as a correct record.

95. BUDGET VARIATION UPDATE

The variances to 31st December 2020 along with the report on the specific effects on the budget of the coronavirus pandemic, were noted.

96. MONTHLY ACCOUNTS

Resolved:

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

97. VERIFICATION OF THE BANK RECONCILIATIONS

In accordance with Financial Regulation 2.2 the bank statements had been verified against the bank reconciliations by a Councillor that was neither a bank signatory nor Chair of the Council.

98. 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. Small Stuff Baby Bank had asked a question regarding their grant: they had managed to source a printer for free so no longer needed to purchase this but asked if they could use the £50 to cover the purchase of nappies instead.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

- Resolved:** a) that the schedule of payments due be agreed (attached as Appendix 2), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors remotely via online banking;
- b) that Small Stuff Baby Bank grant could be used for nappies instead of a printer, it was asked that receipts to cover this amount be received.

99. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS

In accordance with item 5.6 of the Financial Regulations, an updated list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation was considered at the meeting.

- Resolved:** that the schedule of payments be agreed (attached as Appendix 3) and that the invoices and the BACS authorisation sheet be signed accordingly. That the BACS payments be made by two councillors remotely via online banking.

100. COMMUNITY INFRASTRUCTURE LEVY (CIL) AND SECTION 106 FUNDS

The report on income received, spending and the timescales for spending was noted.

101. BUDGET AND PRECEPT 2020/21

There was extended discussion of the precept given the unusual year that has passed and the uncertain year ahead. There was concern for residents that were struggling and the impact any rise in the precept could have on them in the face of likely rising precepts from B&NES and the Police/Fire as well as a general rise in the cost of living. However, the Committee was also mindful of the cost of services being devolved by B&NES, having taken over the cost of youth provision and some green areas in recent years. Whilst the Council did not want to be holding onto large reserves at the expense of a precept rise, there was concern too that dipping into reserves too much could mean a larger precept rise in future years to compensate.

- Resolved:** a) that the budget, as approved in principle at Parish Council, be recommended for final approval with no changes;
- b) that a precept of £207,650 be recommended, which represented a 1% (£1.09) increase to the Band D taxpayer and used £2739 of Council reserves to fund expenditure;
- c) that the precept leaflet be agreed, updated to include the recommended precept.
- All items for recommendation to Parish Council.

102. FINANCIAL RISK MANAGEMENT

- Resolved:** that the following be recommended to Parish Council for approval:
- Financial Strategy Management strategy 2021
 - Financial Risk Assessment for 2021
 - Annual Review of Insurance Schedule
 - Local Council Risk Survey summary report

The meeting closed at 7.40pm

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 1

Westfield Parish Council

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - January
SHEET 2020-21 - 10

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Furniture & Equipment 4036/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Christmas 4223/202	Hospitality 4131/101
DC100	19/12/2020	Facebook	advert boost for Christmas post	£3.00						£3.00	
DC101	22/12/2020	Facebook	advert boost for Christmas post	£3.00						£3.00	
DC102	8/1/2021	UROCO LIMITED	mouse for laptop	£14.48		£12.81					
DC103	12/1/2021	Facebook	advert boost for Christmas post	£1.00						£1.00	
DC104	12/1/2021	Amazon	4-plug extension lead	£12.48			£10.40				
			TOTAL (NET)	£30.21	£0.00	£12.81	£10.40	£0.00	£0.00	£7.00	£0.00
			VAT:	£3.75		£1.67	£2.08				
			TOTAL (Gros)	£33.96							

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

APPENDIX 2
Invoices for payment JANUARY

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
30/1/2020	Apollo	Cost of moving IT to new office	4027/1	B#1607	£525.00	£105.00	£630.00
6/1/2021	LazyDays	paint and renew fascia at Norton Hill pavilion	4062/608	B#1608	£1,360.00	£272.00	£1,632.00
5/1/2021	Greensward	Remove moss at tennis courts	4062/608	B#1609	£115.00	£23.00	£138.00
7/1/2021	Ammerdown Estate	8 x 5' and 3 x 7' Xmas trees	4223/202	B#1610	£500.00	£0.00	£500.00
20/1/21	1st Redstock Scout Group	Grant	4203/202	B#1611	£500.00	£0.00	£500.00
20/1/21	3rd Westfield Brownies	Grant	4203/202	B#1612	£750.00	£0.00	£750.00
20/1/21	Carers' Centre B&NES	Grant	4203/202	B#1613	£1,000.00	£0.00	£1,000.00
20/1/21	Citizens Advice B&NES	Grant	4203/202	B#1614	£750.00	£0.00	£750.00
20/1/21	Cruse Bereavement Care	Grant	4203/202	B#1615	£750.00	£0.00	£750.00
20/1/21	Erigma Twirl Team	Grant	4203/202	B#1616	£300.00	£0.00	£300.00
20/1/21	Midsomer Norton and Radstock Silver Band	Grant	4203/202	B#1619	£750.00	£0.00	£750.00
20/1/21	Small Stuff Baby Bank	Grant	4203/202	B#1620	£450.00	£0.00	£450.00
20/1/21	Somer Valley FM	Grant	4203/202	B#1621	£500.00	£0.00	£500.00
20/1/21	SWALLOW	Grant	4203/202	B#1622	£1,000.00	£0.00	£1,000.00
20/1/21	SWAN Advice Network	Grant	4203/202	B#1623	£800.00	£0.00	£800.00
20/1/21	Trinity Methodist Church	Grant	4203/202	B#1624	£1,000.00	£0.00	£1,000.00
20/1/21	The West of England MS Therapy Centre	Grant	4203/202	B#1625	£200.00	£0.00	£200.00
20/1/21	Westfield Allotments and Garden Society	Grant	4203/202	B#1626	£500.00	£0.00	£500.00
20/1/21	Westfield Primary School	Grant	4203/202	B#1627	£500.00	£0.00	£500.00
31/1/2020	Youth Connect SW	Youth work Jan-March	4237/202	B#1628	£2,165.54	£523.11	£3,138.65
11/1/21	Apex Alarms	CCTV annual service	4063/308		£85.00	£17.00	£102.00
11/1/2021	Apex Alarms	Pavilion alarm annual service	4018/1		£85.00	£17.00	£102.00
11/1/21	Apex Alarms	Pavilion emergency lights and disabled toilet alarm service	4018/1	B#1634	£60.00	£12.00	£72.00
15/1/21	Signifex	Slippery Surface signs for running track	4062/37	B#1635	£93.00	£18.60	£111.60
20/1/21	Lamps & Tubes	Final payment towards festive lights on lampposts 2020	4223/202	B#1636	£1,226.25	£245.25	£1,471.50
						TOTAL	£17,647.75

This amount plus regular scheduled monthly payment

Added since agenda was distributed

Highlight if over £5000 as this requires full Parish Council approval

already approved by Council

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

APPENDIX 3

Schedule of regular payments 2020-21 amounts are all NET

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Apollo Technology	IT Support (quarterly)	£0.00	£286.75	£0.00	£0.00	£286.74	£0.00	£0.00	£0.00	£286.74	£0.00			£860.23
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£151.20	£0.00	£0.00	£151.20	£0.00	£0.00	£0.00	£151.20	£0.00			£453.60
Apollo Technology	G-Suite (Quarterly)	£0.00	£552.00	£0.00	£0.00	£552.00	£0.00	£0.00	£0.00	£552.00	£0.00			£1,656.00
Apollo Technology	Wireless Cloud Controller	£0.00	£5.97	£0.00	£0.00	£5.97	£0.00	£0.00	£0.00	£5.97	£0.00			£17.91
Avon Pension Fund	Superannuation	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82	£1,185.63	£879.56	£879.56			£8,795.49
GPS Telecoms (DD)	Telephone and broadband	£66.49	£64.65	£64.26	£64.45	£64.22	£64.49	£66.11	£66.48	£66.32	£66.24			£652.71
Greensward	Grounds maintenance	£1,951.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,167.08	£2,167.08	£2,167.08	£2,167.08			£21,227.80
HMRC	PAYE and NI	£271.88	£272.28	£272.28	£256.88	£266.88	£268.88	£268.88	£773.47	£282.04	£323.44			£3,260.71
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£839.75	£839.75	£839.75	£839.75			£6,297.50
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00
Net Salaries (and expenses)	Office staff	£2,694.63	£2,694.23	£2,694.23	£2,707.63	£2,697.63	£2,722.63	£2,697.83	£3,660.70	£2,855.42	£2,814.02			£28,138.95
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00	£3,686.72			£7,373.44
Ricoh	Photocopier	£0.00	£186.07	£0.00	£141.72	£0.00	£0.00	£151.38	£0.00	£0.00	£0.00			£479.17
Southern Electric	NH Pavilion	£0.00	£0.00	£64.20	£0.00	£0.00	£197.69	£0.00	£0.00	£61.34	£0.00			£929.23
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.59	£0.00			£87.17
Total Gas & Power	NH Pavilion	£0.00	£13.24	£0.00	£0.00	£16.49	£0.00	£0.00	£19.22	£0.00	£0.00			£48.95
Water2Business (DD)	Auto-watering systems	£0.00	£0.00	£0.00	£21.05	£127.03	£0.00	£0.00	£0.00	£0.00	£30.94			£179.02
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£213.19	£0.00	£0.00	£0.00	£0.00	£0.00			£213.19
Zoom subscription (DD)	Meeting space	£0.00	£0.00	£11.99	£0.00	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99			£83.93
	Monthly Total	£6,310.15	£7,673.54	£6,582.40	£10,327.60	£7,842.49	£6,741.12	£7,026.65	£8,624.32	£8,190.00	£10,818.74	£0.00	£0.00	

This amount plus one off payments

Highlight if over £5000 as this requires full Parish Council approval added since agenda was distributed

Minutes are draft until agreed at the next meeting.

Signed Dated

Bank Reconciliation Statement as at 31/01/2021
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Westfield Parish Council	31/01/2021	225	24,916.71
			24,916.71
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			24,916.71
<u>Receipts not Banked/Cleared (Plus)</u>			
29/01/2021 NWide int		28.88	
			28.88
			24,945.59
		Balance per Cash Book is :-	24,945.59
		Difference is :-	0.00

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	9,949.77					9,949.77	
	Banked: 19/01/2021	675.00						
	Aviva Insurance	675.00			1099	307	675.00	Claim for basket swing
	Banked: 20/01/2021	13,500.00						
20/1/21	Corporate Treasury Account	13,500.00			203		13,500.00	
	Banked: 20/01/2021	15,000.00						
21/01	Corporate Treasury Account	15,000.00			203		15,000.00	
	Banked: 25/01/2021	13,166.55						
	HMRC	13,166.55			105		13,166.55	VAT Oct-Dec
Total Receipts for Month		42,341.55	0.00	0.00			42,341.55	
Cashbook Totals		52,291.32	0.00	0.00			52,291.32	

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/01/2021	Co-op Bank	DS-JANA	5.00			4050	1	5.00	Duplicate statement fee
04/01/2021	Oval Commercial Investments Lt	DDR1	420.00	420.00		501			Suite 4 rent January
04/01/2021	Oval Commercial Investments Lt	DDR2	587.70	587.70		501			office rent suite 5 Jan
08/01/2021	Uroco Limited	DC102	14.48		1.67	4023	1	12.81	mouse for laptop
10/01/2021	Zonkey Solutions Limited	B1605	1,973.40	1,973.40		501			New website, domain host
12/01/2021	Facebook	DC103	1.00			4223	202	1.00	ad boost for Xmas message
12/01/2021	Amazon EU S.a.r.l.	DC104	12.48		2.08	4036	1	10.40	4-plug extension lead
14/01/2021	GPS Telecoms Limited	DDR3	78.29	78.29		501			Telephone and broadband Jan
21/01/2021	Ammerdown Estate	b1610	500.00	500.00		501			Xmas trees 2021
21/01/2021	Apex Alarms Limited	B1634	276.00	276.00		501			Emergency light service
21/01/2021	Apollo Technology Solutions Lt	B1607	630.00	630.00		501			network sockets in new office
21/01/2021	GreenSward Sports Consultancy	B1609	2,738.50	2,738.50		501			monthly maintenance Dec
21/01/2021	Lamps & Tubes Illuminations Lt	B1636	1,471.50	1,471.50		501			final payment for festive ligh
21/01/2021	Lazydays Landscaping	B1608	1,632.00	1,632.00		501			paint & renew facia at pavil
21/01/2021	Sign Efex Ltd (formerly Frome	B1635	111.60	111.60		501			Slippery Surface signs
21/01/2021	Youth Connect SW Ltd	B1628	3,138.65	3,138.65		501			Youth work Jan-March
21/01/2021	1st Radstock Scouts	B1611	500.00			4203	202	500.00	Grant - Scouts
21/01/2021	3rd Westfield Brownies	B1612	750.00			4203	202	750.00	Grant - Brownies
21/01/2021	Carers' Centre	B1613	1,000.00			4203	202	1,000.00	Grant - Carers' Centre
21/01/2021	Citizen's Advice Bureau	B1614	750.00			4203	202	750.00	Grant - CAB
21/01/2021	Cruse Bereavement Care	B1615	750.00			4203	202	750.00	Grant - Cruse
21/01/2021	Enigma Twirl Team	B1616	300.00			4203	202	300.00	Grant - Enigma
21/01/2021	MSN & Radstock Silver Band	B1619	750.00			4203	202	750.00	Grant - Silver Band
21/01/2021	Small Stuff Baby Bank	B1620	450.00			4203	202	450.00	Grant - Small Stuff
21/01/2021	Somer Valley FM	B1621	500.00			4203	202	500.00	Grant - Somer Valey FM
21/01/2021	SWALLOW	B1622	1,000.00			4203	202	1,000.00	Grant - SWALLOW
21/01/2021	SWAN	B1623	800.00			4203	202	800.00	Grant - Swan
21/01/2021	Trinity Methodist	B1624	1,000.00			4203	202	1,000.00	Grant - Trinity Methodist
21/01/2021	MS Therapy Centre	B1625	200.00			4203	202	200.00	Grant - MS Therapy Centre
21/01/2021	WAGS	B1626	500.00			4203	202	500.00	Grant - WAGS
21/01/2021	Westfield Primary School	B1627	500.00			4203	202	500.00	Grant - Westfield Primary
21/01/2021	Avon Pension Fund	B1629	879.56			517		879.56	Superann Month 10
21/01/2021	HMRC	B1630	323.44			515		323.44	PAYE&NIC month 10
22/01/2021	Westfield Parish Council	B1631-3	2,814.02			516		2,814.02	January salaries
22/01/2021	Co-op Bank	DS-JANB	5.00			4050	1	5.00	Duplicate statement fee JanB
25/01/2021	Zoom Video Communications Inc	DDR4	11.99	11.99		501			monthly maintenance Jan
Total Payments for Month			27,374.61	13,569.63	3.75			13,801.23	
Balance Carried Fwd			24,916.71						
Cashbook Totals			52,291.32	13,569.63	3.75			38,717.94	

**Bank Reconciliation Statement as at 31/01/2021
for Cashbook 2 - Corporate Treasury Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Corporate Treasury Account	31/01/2021	99	302,799.72
			<u>302,799.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			302,799.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			302,799.72
		Balance per Cash Book is :-	302,799.72
		Difference is :-	0.00

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	331,299.72					331,299.72	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>331,299.72</u>	<u>0.00</u>	<u>0.00</u>			<u>331,299.72</u>	

Date: 04/02/2021

Westfield Parish Council 2020-21

Page: 168

Time: 15:17

Cashbook 2

User: EFM

Corporate Treasury Account

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/01/2021	Current Account	20/1/21	13,500.00				201	13,500.00	
20/01/2021	Current Account	21/01	15,000.00				201	15,000.00	
Total Payments for Month			28,500.00	0.00	0.00			28,500.00	
Balance Carried Fwd			302,799.72						
Cashbook Totals			<u>331,299.72</u>	0.00	0.00			<u>331,299.72</u>	

Bank Reconciliation Statement as at 31/01/2021
for Cashbook 3 - Nationwide Savings Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Savings Account	31/01/2021	45	85,000.03
			<u>85,000.03</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,000.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,000.03
		Balance per Cash Book is :-	85,000.03
		Difference is :-	0.00

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	85,000.03					85,000.03	
	Banked: 29/01/2021	28.88						
	Nationwide Bank	28.88			1196	1	28.88	NWide interest Jan
Total Receipts for Month		28.88	0.00	0.00			28.88	
Cashbook Totals		<u>85,028.91</u>	<u>0.00</u>	<u>0.00</u>			<u>85,028.91</u>	

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
29/01/2021	Current Account	NWide int	28.88				201	28.88	NWide int Jan
Total Payments for Month			28.88	0.00	0.00			28.88	
Balance Carried Fwd			85,000.03						
Cashbook Totals			<u>85,028.91</u>	<u>0.00</u>	<u>0.00</u>			<u>85,028.91</u>	

Schedule of regular payments 2020-21 amounts are all NET

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Apollo Technology	IT Support (quarterly)	£0.00	£286.75	£0.00	£0.00	£286.74	£0.00	£0.00	£0.00	£286.74	£0.00	£0.00		£860.23
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£151.20	£0.00	£0.00	£151.20	£0.00	£0.00	£0.00	£151.20	£0.00	£0.00		£453.60
Apollo Technology	G-Suite (Quarterly)	£0.00	£552.00	£0.00	£0.00	£552.00	£0.00	£0.00	£0.00	£552.00	£0.00	£0.00		£1,656.00
Apollo Technology	Wireless Cloud Controller	£0.00	£5.97	£0.00	£0.00	£5.97	£0.00	£0.00	£0.00	£5.97	£0.00	£0.00		£17.91
Avon Pension Fund	Superannuation	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82	£1,185.63	£879.56	£879.56	£879.54		£9,675.03
GFS Telecoms (DD)	Telephone and broadband	£66.49	£64.65	£64.26	£64.45	£64.22	£64.49	£66.11	£66.48	£66.32	£65.24	£64.93		£717.64
Greensward	Grounds maintenance	£1,951.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,167.08	£2,167.08	£2,167.08	£2,167.08	£2,121.58		£23,349.38
HMRC	PAYE and NI	£271.88	£272.28	£272.28	£258.88	£268.88	£268.88	£268.68	£773.47	£282.04	£323.44	£323.43		£3,584.14
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£839.75	£839.75	£839.75	£839.75	£839.75		£7,137.25
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00		£0.00
Net Salaries (and expenses)	Office staff	£2,694.63	£2,694.23	£2,694.23	£2,707.63	£2,697.63	£2,722.63	£2,697.83	£3,560.70	£2,855.42	£2,814.02	£2,814.00		£30,952.95
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00		£7,373.44
Ricoh	Photocopier	£0.00	£186.07	£0.00	£141.72	£0.00	£0.00	£151.38	£0.00	£0.00	£0.00	£163.58		£642.75
Southern Electric	NH Pavilion	£0.00	£0.00	£64.20	£0.00	£0.00	£197.69	£0.00	£0.00	£61.34	£0.00	£0.00		£323.23
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.59	£0.00	£0.00		£87.17
Total Gas & Power	NH Pavilion	£0.00	£13.24	£0.00	£0.00	£16.49	£0.00	£0.00	£19.22	£0.00	£0.00	£46.92		£95.87
Water2Business (DD)	Auto-watering systems	£0.00	£0.00	£0.00	£21.05	£127.03	£0.00	£0.00	£0.00	£0.00	£30.94			£179.02
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£213.19	£0.00	£0.00	£0.00	£0.00	£0.00			£213.19
Zoom subscription (DD)	Meeting space	£0.00	£0.00	£11.99	£0.00	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99		£95.92
	Monthly Total	£6,310.15	£7,673.54	£6,582.40	£10,327.60	£7,842.49	£6,741.12	£7,026.65	£8,624.32	£8,190.00	#####	£7,265.72		£0.00

This amount plus one off payments

Highlight if over £5000 as this requires full Parish Council approval added since agenda was distributed

2020-21 EARMARKED RESERVES MOVEMENTS AND YEAR-END BALANCES

Code	Title	Notes	Opening Balance	Additions / expenditure	Predicted year-end balance
320	Tree Works	Budget surplus from E&D Projects and Pavilion rates put towards predicted large works for 2021-22	£0.00	£5,398.00	£5,398.00
322	Grants unpaid	grants promised but not yet paid to recipient			
324	Training	no change on last year	£7,769.15	£0.00	£7,769.15
325	Legal Fees	no change on last year	£6,000.00	£0.00	£6,000.00
326	Elections	To cover the costs of a By-Election if it arises.	£5,538.00	£0.00	£5,538.00
327	E&D projects	no change on last year	£15,937.00	£0.00	£15,937.00
329	Play equipment	no change on last year	£24,098.23	£0.00	£24,098.23
330	Community Fund	no change on last year	£14,112.83	£0.00	£14,112.83
331	Community Centre	no change on last year	£88,000.00	£0.00	£88,000.00
332	CCTV	no change on last year	£4,375.00	£0.00	£4,375.00
333	Youth Provision	no change on last year	£33,484.00	£0.00	£33,484.00
335	Conferences and travel	no change on last year	£1,497.00	£0.00	£1,497.00
336	Street Scene Maintenance	budgetted funds to create reserves for future costs	£447.65	£2,500.00	£2,947.65
337	Recruitment	no change on last year	£500.00	£423.00	£923.00
343	NH maintenance repairs	topped up with any budget surplus from 4062/308 to cover cost of post-Fun Fair repairs	£4,258.00	£5,000.00	£9,258.00
344	Salaries Contingency	To cover unexpected wages or locum costs - surplus from budget code 4001/1	£962.00	£300.00	£1,252.00
345	Pit Path Lights	new code to build up over 4 years	£0.00	£8,000.00	£8,000.00
346	Nature Trail	Surplus from Fun Day and VE Day 2020	£0.00	£4,900.00	£4,900.00
315	Rolling Capital Reserve		£59,863.11	£5,000.00	£64,863.11
328	Grants received in advance	Ward Cllr's Initiative funds held for Cllr Moss. "Small Business support" £1000 spent on Warbler advertising £375 left Grant remaining from Waterside CC for defibrillator £350 - now returned	£1,725.00	-£1,350.00	£375.00
334	s106 funds rec'd in advance	spent on running track and gym equipment - remaining funds are for WH Pavilion	£50,648.98	-£47,908.98	£2,740.00
340	CIL 2020-21	Funds spent on new swings at Westhill	£0.00	£2497.19 -£1549.75	£947.44
TOTALS			£319,205.95	-£23,135.98	£302,415.41

WESTFIELD PARISH COUNCIL FIXED ASSET REGISTER

<u>FIXED ASSETS to 31st March 2021</u>	<u>TOTAL up to 31/03/2021</u>	<u>ADDITIONS AND REMOVALS 2020-21</u>	<u>NOTES</u>
--	-------------------------------	---------------------------------------	--------------

£ Value £ Value

Freehold Land and Buildings

Pavilion and garage – Norton Hill	136,385		Reinstatement cost assessment obtained May 2018 - Re-build cost = £250,000 - insurance cover increased June 2018
Norwest Bowls Club	71,800		Reinstatement cost assessment obtained May 2018 Re-build cost = £450,000 - insurance cover increased June 2018
Waterford Park Allotments	0		Land leased from B&NES. Repairing lease. Peppercorn rent.
Larch Court Allotments	1,800		Purchased from Persimmon in February 2019 (£1500). Land owned by Parish Council but managed and maintained by WAGS.

FREEHOLD LAND AND BUILDINGS TOTAL 209,985

Vehicles and Equipment

Office Furniture & Equipment

Computer equipment, phones, shredder	3,503		Inherited from start of PC
Acer laptop	606		Acer TM257 Intel Core i5 laptop (£605.70) Nov 2015 - this replaced two old laptops - disposal accounted for in row 4.4 above in 2015
Wireless router	206		Wireless router added Dec 2016
Photocopier	0		Nov 2017 - new photocopier - old one disposed of but don't own new one

Play Equipment – Norton Hill

Play Equipment inherited at the start of the PC	8,600		NRTC cost price (£30,000 on insurance schedule)
Duck Springer	902		Duck springer April 2013 (902) purchased April 2014
Birds nest seat and multi play	19,997		surface under birds nest swing replaced Nov 2018 - no change in value as it replaced old surface

<u>FIXED ASSETS to 31st March 2021</u>	TOTAL up to 31/03/2021	ADDITIONS AND REMOVALS 2020-21	NOTES
	£	£	
	Value	Value	
Table tennis table at Norton Hill	2,675		Purchased May 2014
Goal posts at Norton Hill	1,261		Purchased June 2014
<u>Play Equipment – Westhill</u>			
Westhill Play Equipment (Pathfinder loan)	60,635	-596	£50,000 BMX Track £21,231 junior multi-play, swings, grass mounds, balance beams, benches, bins, trees Multiplay fort removed December 2018 - estimated at £10,000 disposal value - but no monetary value received. New fort/multi-play purchased 2019 (see below) Basket swing vandalised and removed in Aug 2020 - cost of £596 to remove
Clatterbridge	1		Clatterbridge donated Oct 2014 in return for use of car park by developer - actual value £2000
Goalposts at Westhill (Nov 2015)	1,262		Purchased Nov 2015. Part covered by insurance claim: £757
Pick up sticks, flymobile, hopscotch and buddy board	18,450		Purchased Apr/May 2016
Accessible swing	0	-610	Purchased Nov 2017 - stolen August 2020 and replaced
Fort	15,911		Purchased April 2019
Outdoor gym equipment plus signage	26,554	26,554	Completed September 2020 (Wicksteed £26,246.09) (Signefex £308)
Running track	69,583	69,583	completed August 2020 (Northavon)
Vinci swings	3,717	3,717	Purchased and installed November 2020 (Caloo) Part covered by insurance claim of £675
Birds nest swing	1,225	1,225	To replace vandalised basket swing (see above) Installed November 2020. (Caloo) Part covered by insurance claim of £803.40.
Security Lighting at boules pitch, Norton Hill Recreation Ground (May 2016)	573		
Other Maintenance Equipment (allotment site)	1,000		
Earthquake rotatiller 3365PRO (purchased 22/05/13)	466		

<u>FIXED ASSETS to 31st March 2021</u>	<u>NOTES</u>
--	--------------

TOTAL up to 31/03/2021	ADDITIONS AND REMOVALS 2020-21	£ Value	£ Value
1,761			Memorial plaque added Nov 2016 £273 inc installation.
4,035			Christmas Trees lights (purchased 27/11/12 added to 1.1/14 - some sets replaced 11/20 but have not amended totals) Festive lights on lamposts have been removed because they are not an asset as they are leased not owned - but they are covered on the insurance as temporary festive lights for accidental damage etc whilst in our Parish

Snow Warden equipment

Turbocast 300 Grit spreader	0		donated by B&NES 2011 (£986 for insurance purposes)
Turbocast 300 Grit spreader	953		purchased 28/11/2012
Icemaster Manual 50 Grit Spreader	250		purchased 6/1/2014
Turbocast 300 Salt Spreader	986		purchased Dec 2016

Standpipes and Auto-watering systems

At hanging basket carousels - Wesley Ave & Ngale Way	8905		installed 22/04/2015 - replaced Oct 2019 (no change to asset value)
Standpipes at coal trucks and Jubilee Green	8474		installed Feb 2017 - 3776 + 950 (Pipeline) + 3748 (Bristol Water)
Auto-watering system at shops and church	627		installed on new hanging basket trees instead. System remains for church (5
Auto-watering systems at two coal trucks	370		installed May 2017 - replaced May 2020 (no change to asset value)
Auto watering and tap at Jubilee Green	728		installed June 2017
Auto-watering to 4 x hanging basket trees around shops	923		installed June 2019 - Used equipment that was taken down from the shops (see above)

VEHICLES & EQUIPMENT TOTAL 265,139

Infrastructure Assets

Flowers displays infrastructure

Planters and Coal Trucks (2)	2,156		
Hanging basket carousels and planter at Wes Ave and Ngale Way	2,549		purchased May 2014

<u>FIXED ASSETS to 31st March 2021</u>	TOTAL up to 31/03/2021	ADDITIONS AND REMOVALS 2020-21	NOTES
	£ Value	£ Value	
4 x basket trees at Elm Tree Ave shops (06/19)	7,469		Installed June 2019 £2450 purchase price + £5019 installation cost
<u>Fencing</u>			
Fencing - Westhill Recreation Ground	10,739		
Fencing to Christmas Tree, Elm Tree Ave	1,339		
Fencing to allotments	3,500	April 2013	
Fencing at Norton Hill Play Area	6,335		Play area fence Oct 2013 High fence Oct 2016
Basket ball fence and extension	3,753		installed June 2014
Fencing - Norwest Bowls and on side road	8,401		Fencing - completed May 2016 £2682 Fencing - side road to Norwest Bowls (January 2017) £5719
Fencing - Norton Hill pavilion end plus replacement gate	5,174		Fencing at pavilion end Feb 2016 £4029 Replacement gate Oct 2017 £1145
Access ramp at Norton Hill Rec	1,146		installed Feb 2016
Fencing - at the tennis courts	13,284		installed January 2017
Railings at Upper Court/Norton Hill Recreation Ground	900		
<u>Signage</u>			
Signage (Trust Land)	668		
Gateway signage for Westfield - 1 sign @ £893 - 1 @ £825.82 (purchased 14/3/16 and 29/6/16)	2,523		
Youth Shelter	2,250		
Litter and Dog Bins	1,764		new litter bin at Westhill Rec 11/6/13 £310 dog bin replaced July 2016 - cost remains the same (discard one and purchase new one)

<u>FIXED ASSETS to 31st March 2021</u>	TOTAL up to 31/03/2021	ADDITIONS AND REMOVALS 2020-21	NOTES
	£ Value	£ Value	
Petanque court at Norton Hill (5/14)	2,150		
Tarmac of former tennis court, Norton Hill (03/7/14)	11,510		
CCTV at Norton Hill	6,117		Installed Feb 2015 £4865 Additional camera installed (June 2017) £1252
Noticeboards at local shops, allotments, Nightingale Way (26/2/15)	2,670		Jubilee Green Board (FOC + £143.27) (plus installation £390) WAGS Noticeboard (£922) (plus installation) Nightingale Way noticeboard (£1138) (plus installation)
<u>Benches</u>			
4 benches at Norton Hill b/ball/petange area	250		Installed May 2014 £1000. 3 moved to play area 1 put in garage Aug 2019
memorial benches at Wells Rd and Shakespeare Rd	2265		Installed June 2017. Benches £1240 + installation £1025
2 benches at Westhill Rec	869		Installed Dec 2018. £714+£155 installation
Granite coloured benches and picnic tables at Norton Hill Rec	9155		Installed Aug 2019. 7005+1400 installation+750 to account for benches moved from petanque court (see above) 11 benches, 3 picnic tables, 2 wheelchair access tables
Granite coloured picnic tables and benches at Westhill Rec	6393	6393	4 x picnic table and 3 x accessible picnic table £5798.12 (Theme Bins) Installation £595 (Greensward) installed October 2020
Heritage Walk x 4 noticeboards + waymarker signs (Sept 2017)	3,055		Boards £305 + waymarker signs £498 + installation £1600 + artwork £653 (cost of artwork not included in insurance cover)
INFRASTRUCTURE ASSETS TOTAL		118,384	
<u>Community Assets</u>			
Recreation Ground – Norton Hill – Sole Trustee	1		
Recreation Ground – Westhill – Sole Trustee	1		

<u>FIXED ASSETS to 31st March 2021</u>	TOTAL up to 31/03/2021	ADDITIONS AND REMOVALS 2020-21	NOTES
	£ Value	£ Value	
Allotments at Waterford Park - leasehold	1		
<u>Community Public Access Defibrillators</u>			
Elm Tree shops	1		donated June 2013 - register value £1, actual value £2500
Mardons	1,870		Installed October 2017
Fire Station	1,670		Installed Jan 2018
Westfield Surgery	1,670		Installed May 2018
Norton Hill Pavilion	1,735		Bought using donation from Waterside Carnival Club. Installed Feb 2020.
Whitstones Fish n Chips	1,735		
Chain of office (1/4/16)	313		

COMMUNITY ASSETS TOTAL 8,997

602,504 106,265 **Net additions/disposals**

Highlighted items denote items added this year

All assets on Trust land are purchased by the Parish Council with Parish Council funds* therefore these remain assets of the Parish Council.

* Parish Council funds include grants made by the two Trusts to the Parish Council as per the Trusts Policy.

updated: 4/2/2021

From: Parish Clerk
Sent: 09 February 2021 10:35
To: George Saunders
Cc: Finance Officer; Tracey Stephens; Geoff Fuller; Sam Plummer
Subject: Re: Youth Connect Westfield Parish Council Youth Work contract 2021-2022

Morning George

I wanted to let you know that the 2021/22 Contract has been agreed by the Parish Council and that it will be signed and emailed over to you as soon as possible.

You asked about thoughts for a two year contract. Certainly the cost of next year's contract would be appreciated as early as possible because it allows us to budget accurately. Please may I ask what did you had in mind - a two year contract with the fees determined in advance for both years? Starting 2022/23?

We look forward to hearing more and best wishes,

With best wishes,

Lesley

Lesley Close FSLCC
Parish Clerk

On Fri, 29 Jan 2021 at 13:34, George Saunders <George.Saunders@ycsw.org.uk> wrote:

Hiya,

Attached above is the new Youth Connect Westfield Parish Council Youth Work contract 2021-2022. The new contract is a 1 year contract. However, Youth Connect are open to extend the 1 year contract to a 2 year contract. Is this something you would like to do? Let me know your thoughts.

Many thanks

George Saunders
Youth work manager
Youth Connect South West
Direct line: 01225 396481
Mobile: 07970167781
Email: George.saunders@ycsw.org.uk



From: Parish Clerk
Sent: 09 February 2021 10:35
To: George Saunders
Cc: Finance Officer; Tracey Stephens; Geoff Fuller; Sam Plummer
Subject: Re: Youth Connect Westfield Parish Council Youth Work contract 2021-2022

Morning George

I wanted to let you know that the 2021/22 Contract has been agreed by the Parish Council and that it will be signed and emailed over to you as soon as possible.

You asked about thoughts for a two year contract. Certainly the cost of next year's contract would be appreciated as early as possible because it allows us to budget accurately. Please may I ask what did you had in mind - a two year contract with the fees determined in advance for both years? Starting 2022/23?

We look forward to hearing more and best wishes,

With best wishes,

Lesley

Lesley Close FSLCC
Parish Clerk

On Fri, 29 Jan 2021 at 13:34, George Saunders <George.Saunders@ycsw.org.uk> wrote:

Hiya,

Attached above is the new Youth Connect Westfield Parish Council Youth Work contract 2021-2022. The new contract is a 1 year contract. However, Youth Connect are open to extend the 1 year contract to a 2 year contract. Is this something you would like to do? Let me know your thoughts.

Many thanks

George Saunders
Youth work manager
Youth Connect South West
Direct line: 01225 396481
Mobile: 07970167781
Email: George.saunders@ycsw.org.uk

