

Westfield Parish Council

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Established 2011

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

All Council Meetings are open to the Public and Press

18th April 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 **Thursday 22nd April 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 17th March 2021 **(pages 1-6)**
- 4. BUDGET VARIATION UPDATE**
As per Financial Regulation 4.8, to receive written explanations of the budget variations which are over 15% or £100 as at 31st March 2021. **(pages 7-15)**
Also included this quarter is a specific report on the effect of the coronavirus pandemic on the budget **(pages 16-17)**.
- 5. MONTHLY ACCOUNTS**
To agree the monthly accounts in respect of the following for March 2021:
 - Current Account **(pages 18-21)**
 - Corporate Treasury Account **(pages 22-24)**
 - Business Savings Account **(pages 25-27)**
(the interest rate at 1st April is still 0.40% variable)
 - Petty cash (year-end reconciliation and April) **(pages 28-30)**
 - Debit card expenditure (year-end and April) **(pages 31-32)**
- 6. VERIFICATION OF BANK RECONCILIATIONS**
To receive the Councillor's verification of the bank reconciliation. Financial Regulation 2.2 requires that at least once a quarter and at each financial year end a Councillor other than the Chair of the Council or a bank signatory, should verify the bank reconciliations. They should sign the reconciliation and the original bank statement as evidence.
- 7. 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 33)**
- 8. 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 34)**
- 9. EARMARKED RESERVES**
To note the report of funds carried over into Earmarked Reserves at the end of 2020-21. **(page 35)**
- 10. REVIEW OF FINANCIAL REGULATIONS**
To review suggested amendments to the Regulations ahead of the annual review by Parish Council. Amendments are highlighted in yellow. **(pages 36-53)**
- 11. COMMUNITY INFRASTRUCTURE LEVY (CIL) AND SECTION 106**
To note funds received and spent; the timeframe for spending and to identify projects if necessary. **(pages 54-55)** This is a quarterly standing item on the agenda to ensure that the Committee is updated on funds available.

12. WESTFIELD ACTION PLAN 2020/21

A requirement of Quality Status is to have an Action Plan to support the budget and linked to issues raised through community engagement. To review and approve the Action Plan for 2021/22 (**pages 56-60**)

13. REVIEW OF POLICIES

To review the following policies for recommendation to Parish Council.

Policies available to view at www.westfieldparishcouncil.co.uk/council/policies/

No changes suggested.

a) Information Data Protection Policy

b) Equalities and Diversities Policy

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.

14. QUOTES FOR IT SUPPORT

To review the analysis and recommendation on tenders received for recommendation to Parish Council (**pages 61-63 on gold**)

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting
held remotely on Zoom on Wednesday 17th March 2021

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

Absent: Cllrs Eleanor Jackson and Bryan Wallbridge

In Attendance: Emily Merko (Finance Officer)

The meeting opened at 7.00pm.

114. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Eleanor Jackson.

115. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

116. MINUTES

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

117. MONTHLY ACCOUNTS

Resolved:

- a) that the February monthly statement for the Current Account be agreed;
- b) that the February monthly statement for the Corporate Treasury account be agreed;
- c) that the February 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.
- e) That the year-end reconciliation of petty cash be noted and top up of £35.64 be approved (Appendix 2).

118. 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.

119. 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.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

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.

120. YEAR-END REPORT ON DEBTORS AND CREDITORS

The Committee noted that there were no debtors and no creditors other than invoices expected. The Committee noted and approved of the decision relating to Trust income not to invoice the second tranche of pitch hire until it was known how or if the season would proceed.

121. INTERIM INTERNAL AUDIT REPORT 2020-21

The Committee discussed the report of the Internal Auditor, noting in particular the issues of non-compliance in relation to the Festive Lights tender.

The Committee was unhappy that there was no reference to the context of a particularly difficult year given the circumstances of lockdown, a global pandemic and the lack of advice at that time of how to follow financial regulations in such circumstances.

Thanks were extended, once again, to the officers for their hard work in this context. Further clarification would be sought on a couple of the points raised and full comments would be forwarded to Parish Council for further discussion and response.

Cllr Moss joined the meeting at 7.20pm

122. REVIEW OF FINANCIAL CONTROLS

Resolved: that the following policies be recommended to Parish Council for approval:

- Treasury Management Policy
- Effectiveness of The Internal Control Environment
- Code of Corporate Governance

123. REVIEW OF POLICES

Resolved: that the following policies be recommended to Parish Council for approval with no changes on the previous year:

- Expenses Policy
- Anti-fraud and Confidential Reporting policies

The meeting closed at 7.30pm

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 2

Westfield Parish Council

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET

March - YEAR-END
2020-21 - 12

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/1	Health&Safety 4018/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Events 4232/202	Hospitality 4131/101
£100.00	1/4/2020	Cash in hand	£100.00								
	28/7/2020	Reimburse phone costs to Cllr Williams	£8.16			£8.16					
	28/7/2020	Tape for distancing markers	£11.98		£9.98						
	16/9/2020	Key cutting for new padlock	£4.00						£3.33		
	6/10/2020	Key cutting - new office key	£7.00		£5.83						
	6/10/2020	Tissues and anti-bac wipes for office	£4.50				£3.75				
		TOTAL (NET)	£31.05	£0.00	£15.81	£8.16	£3.75	£0.00	£3.33	£0.00	£0.00
		VAT:	£4.59		£3.17		£0.75		£0.67		
		Ongoing balance	£64.36								
		top-up required	£35.64								

already reported
added since agenda was circulated

Top-Up Required
Approval to withdraw £35.64 from the bank account using the Parish Council debit card.

Counter signature _____ Date _____
Signed: _____ Signed: _____
Date: _____ Date: _____

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Westfield Parish Council

APPENDIX 3

Invoices for payment MARCH

Invoice Date	Supplier	Details	Item code	Payment No.	£ net	VAT	£ gross
19/2/2021	BHB Insurance	Insurance premium 2021-22	4025/1	B#1660	£2,774.58	£0.00	£2,774.58
18/2/2021	Small Stuff Baby Bank	Grant for new laptop - promised on receipt of purchase made - now received	4203/202	B#1662	£499.00	£0.00	£499.00
01/03/21	ALCANNALC	Annual subscription	4024/1	B#1654	£917.38	£0.00	£917.38
2/3/2021	B&NES	Premises Licence fee for Fun Day	4232/202	debit card	£70.00	£0.00	£70.00
8/2/2021	GM Engineering Ltd	strengthen hanging basket stands	4224/202	B#1655	£350.00	£70.00	£420.00
		Part 3 of flowers contract 2020-21	4230/202		£1,612.50	£0.00	£1,612.50
10/3/2021	Rob Wicke	Materials to tidy up the flowers beds edging at Jubilee Green and the coal truck planter. (Rob doing the work FOC)	4224/202	B#1656	£61.66	£9.10	£70.76
10/3/2021	Greensward	emergency clean up of glass and debris following incident at Norton Hill	4062/308	B#1662	£140.00	£28.00	£168.00
		Rec	4062/307		£75.00	£15.00	£90.00
10/3/21	Greensward	heatshrink missing inserts on pick-up sticks at Westhill	4062/307	B#1662	£65.00	£13.00	£78.00
		fix base of bin a BMX track					
17/3/2021	Moneysoft	Payroll software licence renewal	4006/1	debit card	£74.00	£14.80	£88.80
11/3/2021	SSE	Electricity for Xmas Lights on lamposts	4223/202	B#1663	£234.98	£11.74	£246.62
17/3/2021	Westfield Parish Council	Norton Hill Trust grant to WPC	116031177/30	CHQ	£1,053.51	£0.00	£1,053.51
17/3/2021	Westfield Parish Council	Westhill Trust grant to WPC	116041177/30	CHQ	£278.50	£0.00	£278.50
27/1/2021	Freshfield	fire extinguisher replacement stand for garage	4062/308	B#1664	£36.95	£7.39	£44.34
11/03/2021	Cooper & Tanner	land survey for Waterside Valley purchase	4930/199	B#1665	£800.00	£120.00	£720.00
16/3/2021	Small Stuff Baby Bank	Remainder of grant promised towards nappies	4203/202	B#1666	£49.64	£0.00	£49.64
18/2/2021	bnw	Westfield Warbler Spring edition	4212/102	B#1653	£1,000.00	£200.00	£1,200.00
5/3/2021	A&L Counters	Delivery of Warbler Spring edition	4212/102	B#1667	£375.00	£0.00	£375.00
12/3/21	B&NES	Business rates on second office at The Oval Office	4011/1		£1,035.43	£0.00	£1,035.43
16/3/21	Greensward	Additional cleaning after incident at NH	82/308-4062/30	B#1662	£160.00	£32.00	£192.00
		Post-winter clean of gym equipment					
					TOTAL		£11,984.08

This amount plus regular scheduled monthly payment.

Added since agenda was distributed

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

already approved by Council

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5 Signed Dated

Westfield Parish Council

APPENDIX 4

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	£286.74	£0.00	£1,145.97
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	£172.80	£0.00	£626.40
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	£552.00	£0.00	£2,208.00
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	£5.97	£0.00	£23.88
Avon Pension Fund	Superannuation	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82	£1,185.63	£878.58	£879.56	£879.54	£879.56	£10,554.59
GPS Telecoms (DD)	Telephone and broadband	£66.49	£34.85	£64.26	£84.45	£64.22	£64.49	£66.11	£86.48	£36.32	£66.24	£64.93	£66.20	£783.84
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	£2,121.58	£25,470.96
HMRC	PAYE and NI	£271.88	£272.28	£272.28	£258.88	£268.88	£268.88	£268.88	£773.47	£262.04	£323.44	£323.43	£323.44	£3,907.58
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	£839.75	£7,977.00
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	£0.00
Net Salaries (and expenses)	Office staff	£2,684.83	£2,694.23	£2,694.23	£2,707.63	£2,897.63	£2,722.83	£2,687.83	£3,590.70	£2,855.42	£2,814.02	£2,814.00	£2,837.87	£3,790.82
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	£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	£183.58	£0.00	£642.75
Southern Electric	NH Pavilion	£0.00	£0.00	£64.20	£0.00	£0.00	£187.89	£0.00	£0.00	£61.34	£0.00	£0.00	£113.86	£437.09
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.58	£0.00	£0.00	£31.40	£118.57
Total Gas & Power	NH Pavilion	£0.00	£13.24	£0.00	£0.00	£16.48	£0.00	£0.00	£19.22	£0.00	£0.00	£46.92	£0.00	£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	£30.84	£0.00	£102.52	£281.54
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£213.19	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£169.82	£385.01
Zoom subscription (DD)	Meeting space	£0.00	£0.00	£11.98	£0.00	£11.98	£11.98	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£107.91
	Monthly Total	£6,310.15	£7,673.54	£6,562.40	£10,327.60	£7,842.49	£6,741.12	£7,026.65	£8,624.32	£8,190.00	£10,818.74	£8,283.23	£7,497.99	

This amount plus one off payments

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

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer in/from EMR
Full Council								
1 Central Services								
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		625	98.6%	
4002 Employer's NIC	1,415	1,631	1,557	(74)		(74)	104.8%	
4003 Employer's Superannuation	6,072	8,398	8,294	(104)		(104)	101.3%	
4005 Training	230	0	500	500		500	0.0%	
4006 Employment Services	842	72	869	797		797	8.3%	
4008 Travel & Subsistence	24	33	209	167		167	16.6%	
4011 Rates Payable	0	516	0	(516)		(516)	0.0%	
4013 Rent Payable	5,877	9,027	5,877	(3,150)		(3,150)	153.6%	
4018 Health & Safety	644	434	299	(135)		(135)	145.3%	
4021 Telephone & Fax	375	784	420	(364)		(364)	186.6%	
4022 Postage	342	207	220	13		13	94.1%	
4023 Stationery Printing, Publications	265	453	750	297		297	60.5%	
4024 Subscriptions	1,238	1,216	1,200	(16)		(16)	101.4%	
4025 Insurance	2,726	2,430	2,912	482		482	83.4%	
4026 Photocopying Charges	727	643	725	82		82	88.7%	
4027 Information Technology	4,947	5,153	3,816	(1,337)		(1,337)	135.0%	
4030 Recruitment	77	0	0	0		0	0.0%	
4036 Furniture & Equipment	30	398	250	(148)		(148)	159.4%	
4050 Bank Charges	120	105	120	15		15	87.5%	
4056 Audit Fees - External	600	600	637	37		37	94.2%	
4057 Audit Fees - Internal	335	325	345	20		20	94.2%	
4058 Accountancy Support	216	234	443	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>						
100 Corporate Management								
4061 Pension Deficit Funding	5,534	2,287	2,287	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>				

10:57 Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12 Year End Budget Variation Report

	Actual Last Year	Actual Year to Date	Current Annual Used	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	<u>796</u>	<u>122</u>	<u>1,030</u>	<u>908</u>	<u>0</u>	<u>908</u>	<u>11.9%</u>	<u>0</u>
Net Expenditure	<u>(796)</u>	<u>(122)</u>	<u>(1,030)</u>	<u>(908)</u>				
6001 less Transfer to EMR	7,235	0						
Movement to/(from) Gen Reserve	<u>(8,031)</u>	<u>(122)</u>						
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	<u>6,306</u>	<u>8,745</u>	<u>11,260</u>	<u>2,515</u>	<u>0</u>	<u>2,515</u>	<u>77.7%</u>	<u>1,000</u>
Net Expenditure	<u>(6,306)</u>	<u>(8,745)</u>	<u>(11,260)</u>	<u>(2,515)</u>				
6000 plus Transfer from EMR	0	1,000						
6001 less Transfer to EMR	0	250						
Movement to/(from) Gen Reserve	<u>(6,306)</u>	<u>(7,995)</u>						
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	<u>65,659</u>	<u>160,297</u>	<u>0</u>	<u>(150,297)</u>				<u>2,497</u>
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	5,280	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	<u>21,452</u>	<u>105,472</u>	<u>20,374</u>	<u>(85,098)</u>	<u>0</u>	<u>(85,098)</u>	<u>517.7%</u>	<u>50,649</u>
Net Income over Expenditure	<u>44,206</u>	<u>44,826</u>	<u>(20,374)</u>	<u>(65,200)</u>				
6000 plus Transfer from EMR	9,569	48,689						
6001 less Transfer to EMR	70,389	114,329						

10:57 Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12 Year End Budget Variation 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)	(20,815)						
Full Council :- Income	265,520	367,868	208,120	(159,748)			176.8%	
Expenditure	97,628	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	80,645	114,879						
Movement to/(from) Gen Reserve	97,016	115,217						

10:57 Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12 Year End Budget Variation Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Environment & Development</u>								
<u>202 Community Support</u>								
1032 Fun Day Income	650	0	500	500			0.0%	
3177 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	10,858	15,000	4,344		4,344	71.0%	350
4223 Christmas	13,151	12,585	13,511	928		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	400	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>55,084</u>	<u>19,967</u>	<u>0</u>	<u>19,967</u>	<u>69.3%</u>	<u>350</u>
Not 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>
Not 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 Wosthill 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%	

10:57 Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Year End Budget Variation Report

	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	4,183	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)						
<u>306 Norton Hill Recreation Ground</u>								
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%	
4615 Gas/Heating Oil	45	186	160	(26)		(26)	116.2%	
4039 Grounds maintenance	13,055	14,449	13,708	(741)		(741)	106.4%	
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 Variation 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	58,365	102,387	0	(102,387)				
plus Transfer from EMR	45,946	61,338						
less Transfer to EMR	103,274	134,477						
Movement to/(from) Gen Reserve	1,037	29,248						

2020/21 Year-End Budget Variation update - 31st March 2021

As per Financial Regulation 4.8, please find below written explanations of the budget variations which are over 15% (or over £100) as at 31st March 2021.

1 Central Services:

1099 Miscellaneous income

This represents the small business grant of £10,000 received in June 2020 in respect of the rates liability on Suite 5 at the Oval Office.

1196 Interest received

Interest rates were reduced on the business savings account (1.05% to 0.4%) in April and on the Corporate Treasury account, down to 0% by August.

4001 / 4002 / 4003 Salaries, Employer's NIC and Employer's Superannuation

We budgeted for a 2% increase in pay before confirmation of the new pay award was received. The actual pay award was a 2.5% increase so there was an overspend on salaries plus the corresponding employer's NIC and Superannuation. However, as we budgeted £1000 contingency for salaries, the overspend was covered by this and a surplus of £300 has been transferred to EMR for salaries contingency (see 6001 at the bottom).

4006 Employment Services

It was agreed at F&P on 22nd April 2020 that the services of Ellis Whittam were no longer needed and that the relevant services were already covered by membership of NALC and our insurance policy. This cost is not budgeted for 2021-22.

4011 Rates Payable

The rates are for the second office taken on from October as agreed at F&P and Parish Council in September.

4013 Rent payable

The addition of the second office rent and rent deposit as agreed at Parish Council on 7th September 2020 mean that this account is over budget.

4018 Health and Safety

The cost of fixed electrics testing has gone up so we under-budgeted for this.

4021 Telephone

At the time of budget setting, we were in the process of changing the phones set up and had understood that a second line rental was not necessary. However, this turned out not to be the case therefore we underestimated this expense.

4025 Insurance

We made a saving on the expected cost of the insurance by going out to tender. Although there have been additional costs associated with additions to the policy of the running track and fitness equipment we are still within budget.

4027 Information Technology

This is over budget because of the addition of office move costs as agreed at Parish Council on 7th September 2020. There were also other one-off costs such as upgrade of LCRS software and SSD card for one of the office computers.

4036 Furniture & Equipment

The purchase of covid-related equipment has taken this over budget: desk partition screen, heaters, headsets.

199 Capital and Projects:

1099 Miscellaneous Income

This is the insurance claim made for repairs to the fence at Norton Hill Rec (4917 below).

1177 Grants Received

This is the grant from Big Local towards the fitness track and gym equipment (code 4929 below). The same amount was also received last year from s106 and was held in EMR towards the same project (now completely spent).

4912 CAP Nature Trail

Cost of land valuation – paid for from EMR (shown in 6000 below)

4917 CAP Fencing at NH Rec

Repairs paid for by insurance claim (shown in 1099 above).

4929 track & gym equipment at WH

Paid for using s106 and Big Local funds (shown in in 1177 above and far right-hand column)

4918 Lights on Pit Path and 4990 Rolling Capital Provsion

These budgets have been transferred to EMR as planned (shown in 6001 below)

202 Community Support:

1032 Fun Day income and 4232 Community Projects

Fun Day was not able to go ahead this year so there will be no income but there have also been only minimal costs. Surplus budget was transferred to EMR for Nature Trail.

307 Westhill Recreation Ground:

1099 Miscellaneous income

This is the insurance claim for the nest swing that was vandalised.

1106 s106 Income and 4043 s106 Expenditure

This was a s106 grant spent on picnic tables and benches at Westhill Rec.

1177 Grants Received

Football teams were offered a year of 0 fees as a result of the disrupted 2019-20 season. There was a new team and a couple of ad hoc bookings but income was down on the budgeted amount and therefore the Trust grant was lower than expected.

4039 Grounds Maintenance

The budget was set before the tender decision was made on the grounds maintenance contract therefore the budget fell short of the actual cost.

4064 Play equipment

This is the replacement swings unit at Westhill Recreation Ground paid for from Earmarked Reserves (see far right-hand column)

4065 Play area inspections

The cost of the annual inspection used to be covered by the insurance but the change to a new insurer meant that this was no longer covered which has taken this code over budget.

308 Norton Hill Recreation Ground:

1099 Miscellaneous income

This represents the small business grant of £10,000 received in June 2020 in respect of the rates liability on the Pavilion plus part of the insurance claim towards tidy up after the car accident at Norton Hill Rec.

1177 Grants Received

Football teams were offered a year of 0 fees as a result of the disrupted 2019-20 season. There were a couple of ad hoc bookings but income was down on the budgeted amount and therefore the Trust grant towards maintenance was lower than expected.

4011 Rates Payable

Rates liability on the Pavilion was credited back as a result of the Covid-19 crisis.

4039 Grounds maintenance

Over-spend relates to additional cleaning of the Pavilion undertaken in line with COVID risk assessment. Additional spend covered by business rates grants (above). Plus, the budget was set before the tender decision was made on the grounds maintenance contract therefore the budget fell short of the actual cost.

4065 Play area inspections

The cost of the annual inspection used to be covered by the insurance but the change to a new insurer meant that this was no longer covered which has taken this code over budget.

Updated report on the effect of the Coronavirus pandemic on the budget**Additional Income**

Two grants of £10,000 each were received in respect of our rates liability on the Oval Office Suite 5 and Norton Hill Pavilion.

The Parish Council has received a total of £20,000 in unbudgeted income as a result of the pandemic.

Savings on budgeted costs

The following budgetary savings were made to costs as a direct result of the pandemic:

Budget Code	Title	Updated Amount	Notes
4131/101	Meeting room hire and hospitality	£908	2 months of neither room hire nor Zoom subs Zooms subs saving £516 on room hire Lack of meetings hospitality
4102/102	Civic Expenses	£277	No Annual Parish Meeting
4223/202	Christmas	£926	Cancellation of the switch-on event meant that the following costs were not incurred: TEN, refreshments, advert in Journal, sound system, silver band, marquees, road barriers, marshals, St John Ambulance However, there was the additional cost of replacing some of the tree lights and a small cost of advertising the Christmas message on Facebook.
4232/202	Community Projects	£2080	Cancellation of Fun Day – only costs were donkeys deposit already paid and Premises Licence
4237/202	Youth Provision	£1200	Youth work continued but budgeted costs for hall hire were not used.
4242/202	VE Day 75 event	£2955	Cancellation of the VE Day celebrations – only costs were commemorative coins already purchased.
4011/308	Rates payable at the Pavilion	£911	Full rebate given for 2020-21

The year-end budget comparison report shows that the Parish Council saved £9257 on budgeted costs as a direct result of the pandemic. Much of this saving has been allocated to earmarked reserves for future projects.

Additions to budgeted costs

The following additional costs were incurred as a direct result of the pandemic

Budget Code	Title	Amount	Notes
4013/1	Office rent	£3,150	Second office rent and rent deposit
4011/1	Rates	£516	Rates on new office
4027/1	IT Costs	£525	Cost to set up new office
4036/1	Office Equipment	£388	The purchase of desk partition screen, heaters, headsets.
4039/308	Grounds Maintenance at NH Pavilion	£357	Additional cleaning costs and consumables for COVID risk assessment Sept-Dec

The Parish Council incurred £4936 in unbudgeted costs as a result of the pandemic.

Lost income

1. Rent and Hire of facilities income (Trusts)

The Trusts budgeted £464 and £570 for pitch hire. However, it was decided that all returning teams should be offered a free season to make up for the 2019-20 season being cut short. This means that 4 out of the 6 current teams are not paying the budgeted pitch hire fees this year. This resulted in actual pitch hire income of £42 and £278.50. Bowls Club rent remained throughout so there was no budgetary variation. We do not budget any income for the Fun Fair in case it is needed for remedial work to the field so the cancellation of the Fun Fair did not impact the budget.

The loss of income for the Trusts meant reduced grants to the Parish Council for 2020-21 of £1053.51 (£1484 budgeted) and £278.50 (£570 budgeted). A loss to the Parish Council of £721.

2. WAGS rent

WAGS rent was paid at the start of the financial year and the budget on this was not affected.

3. Bank Interest

The interest rate on the high interest savings account with Nationwide went down almost immediately from 1.05% to 0.40% (although this remained the most competitive option for business savings) and the rate on the Corporate Savings account went down in July and reduced to 0% in August

This amounted to a loss of £552 on budgeted interest income.

4. Fun Day

As Fun Day did not happen the budgeted income of £500 was not achieved.

5. Precept

Precept income has not been affected.

The Parish Council incurred a loss of £1773 in total on budgeted income as a result of the pandemic.

Net gain / loss

Additional Income	£20,000
Cost savings	£9257
Unbudgeted costs	(£4936)
Lost income	(£1773)
Net gain	£22,548

Emily Merko, Finance Officer 31st March 2021

**Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021	229	16,910.48
			<u>16,910.48</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			16,910.48
<u>Receipts not Banked/Cleared (Plus)</u>			
30/03/2021		1,332.01	
31/03/2021 NWide int		28.88	
			<u>1,360.89</u>
			18,271.37
		Balance per Cash Book is :-	18,271.37
		Difference is :-	0.00

Receipts for Month 12

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 :	10,352.12					10,352.12	
Banked: 05/03/2021		1,100.00						
	Aviva Insurance	1,100.00			1099	308	1,100.00	Claim 1 for fence damage at NH
Banked: 17/03/2021		18,000.00						
17/03	Corporate Treasury Account	18,000.00			203		18,000.00	
Banked: 24/03/2021		93,000.00						
	Bath & NE Somerset Council	93,000.00			1106	199	93,000.00	S106 for Waterside purchase
Banked: 29/03/2021		5,806.00						
	Aviva Insurance	5,806.00			1099	199	5,806.00	2nd payt for fence at NH
Banked: 30/03/2021		1,332.01						
	Norton Hill Trust	1,053.51			1177	308	1,053.51	NH Trust grant 2020-21
	Westhill Trust	278.50			1177	307	278.50	WH Trust grant 2020-21
Banked: 31/03/2021		28.88						
NWide int	Nationwide Savings Account	28.88			204		28.88	NWide int
Total Receipts for Month		119,266.89	0.00	0.00			119,266.89	
Cashbook Totals		129,619.01	0.00	0.00			129,619.01	

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
01/03/2021	Water 2 Business (was BrisWate	DDR1	20.87	20.87		501		Wells Rd water Aug-Feb
01/03/2021	Water 2 Business (was BrisWate	DDR2	23.31	23.31		501		Wes Ave water Aug-Feb
01/03/2021	Water 2 Business (was BrisWate	DDR3	25.67	25.67		501		Rusk Road water Aug-Feb
01/03/2021	Water 2 Business (was BrisWate	DDR4	32.67	32.67		501		Jub Green water Aug-Feb
01/03/2021	Oval Commercial Investments Lt	DDR5	420.00	420.00		501		Office rent suite 4 March
01/03/2021	Oval Commercial Investments Lt	DDR6	587.70	587.70		501		Office rental March
01/03/2021	Co-op Bank	DS-MARA	5.00			4050 1	5.00	Duplicate statement fee March
02/03/2021	Viking	DC107	196.97		7.91	4023 1	39.58	paper and wipes
						4022 1	149.50	Stamps
12/03/2021	GPS Telecoms Limited	DDR7	79.44	79.44		501		telephone and broadband FEB
15/03/2021	Southern Electric	DDR8	32.97	32.97		501		Xmas tree elec Nov-Feb
15/03/2021	Southern Electric	DDR9	119.55	119.55		501		Pavilion elec Nov-Feb
18/03/2021	Robert Wicke	B1656	70.78		9.08	4224 202	61.70	materials for repairs to beds
18/03/2021	HMRC	B1660	323.44			515	323.44	PAYE/NIC Month 12
18/03/2021	Avon Pension Fund	B1661	879.56			517	879.56	Superann Month 12
18/03/2021	Small Stuff Baby Bank	B1666	49.64			4203 202	49.64	Grant for Baby Bank nappies
18/03/2021	Bath & N E Somerset	B1668	1,035.43	1,035.43		501		Rates on Suite 4 Oval Off
18/03/2021	BHIB Insurance Ltd	B1650	2,774.58	2,774.58		501		Insurance premium 2021-22
18/03/2021	Water 2 Business (was BrisWate	B1651	169.82	169.82		501		Pavillon water Aug-Feb
18/03/2021	Ignyte Media Ltd	B1653	1,200.00	1,200.00		501		Warbler - Feb edition
18/03/2021	Avon Local Councils Associatio	B1654	917.38	917.38		501		ALCA/NALC subs 2021-22
18/03/2021	G M Engineering (Bristol) Limi	B1655	420.00	420.00		501		strengthen hanging basket trees
18/03/2021	Rob Wicke	B1656	1,612.50	1,612.50		501		Flowers contract - 3rd install
18/03/2021	GreenSward Sports Consultancy	B1662	3,073.90	3,073.90		501		Cleaning
18/03/2021	Southern Electric	B1663	246.62	246.62		501		Elec for festive lights
18/03/2021	Fireshield MAS Fire Protection	B1664	44.34	44.34		501		fire extinguisher stand-garage
18/03/2021	Cooper & Tanner LLP	B1665	720.00	720.00		501		market appraisal of Waterside
18/03/2021	A&L Couriers	B1667	375.00	375.00		501		Delivery of Warbler Spring
19/03/2021	Co-op Bank	DS-MARB	5.00			4050 1	5.00	Duplicate statement fee MarB
24/03/2021	Westfield Parish Council	B1657-9	2,837.87			516	2,837.87	March salaries
24/03/2021	Zoom Video Communications Inc	DDR10	11.99	11.99		501		Monthly fee March
30/03/2021	Corporate Treasury Account	30/03	93,000.00			203	93,000.00	
30/03/2021	Petty Cash	30/3	35.64			250	35.64	Year-end top-up

Cashbook 1

Current Account

Total Payments for Month	111,347.64	13,943.74	16.99	97,386.97
Balance Carried Fwd	16,271.37			
Cashbook Totals	<u>129,619.01</u>	<u>13,943.74</u>	<u>16.99</u>	<u>116,658.28</u>

**Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021	101	374,799.72
			<u>374,799.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			374,799.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			374,799.72
		Balance per Cash Book is :-	374,799.72
		Difference is :-	0.00

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amt 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 :	299,799.72					299,799.72	
	Banked: 30/03/2021	93,000.00						
30/03	Current Account	93,000.00				201	93,000.00	
Total Receipts for Month		93,000.00	0.00	0.00			93,000.00	
Cashbook Totals		392,799.72	0.00	0.00			392,799.72	

Payments for Month 12

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 Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
17/03/2021	Current Account	17/03	18,000.00			201	18,000.00	
	Total Payments for Month		18,000.00	0.00	0.00		18,000.00	
	Balance Carried Fwd		374,799.72					
	Cashbook Totals		392,799.72	0.00	0.00		392,799.72	

**Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021	46	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 12

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: 31/03/2021	28.88						
	Nationwide Bank	28.88			1196	1	28.88	NWide Interest March
Total Receipts for Month		28.88	0.00	0.00			28.88	
Cashbook Totals		85,028.91	0.00	0.00			85,028.91	

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>Ac/ Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/03/2021	Current Account	NWide int	28.88			201	28.88	NWide int
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>	0.00	0.00		<u>85,028.91</u>	

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 4 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty cash	31/03/2021		100.00
			<u>100.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			100.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			100.00
		Balance per Cash Book is :-	100.00
		Difference is :-	0.00

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET

March - YEAR-END RECONCILIATION
2020-21 - 12b

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/1	Health&Safety 4018/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Events 4232/202	Hospitality 4131/101
£100.00	1/4/2020	Cash in hand	£100.00								
	28/7/2020	Reimburse phone costs to Cllr Williams	£8.16			£8.16					
	28/7/2020	Tape for distancing markers	£11.98		£9.98						
	16/9/2020	Key cutting for new padlock	£4.00						£3.33		
	6/10/2020	Key cutting - new office key	£7.00		£5.83						
	6/10/2020	Tissues and anti-bac wipes for office	£4.50				£3.75				
	30/3/2021	Cash drawn out to top up	-£35.64								
		TOTAL (NET)		£0.00	£15.81	£8.16	£3.75	£0.00	£3.33	£0.00	£0.00
		VAT:			£3.17		£0.75		£0.67		
		Ongoing balance	£100.00								

added since agenda was circulated

Imprest Holder signature E. Williams Date 14/4/21

Counter signature W. Jones Date 14/4/21

Signed: _____ Signed: _____

Date: _____ Date: _____

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET

April
2021-22 - 1

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	consumables (Civic Exp) 4102/102	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						
		TOTAL (NET)	£2.39	£0.00	£2.39	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		VAT:	£0.60		£0.60						
		Ongoing balance	£97.01								
		top-up required	n/a								

previously reported

Imprest Holder signature E. Jones Date 14/4/21

Counter signature W. Jones Date 14/4/21

Signed: _____ Signed: _____

Date: _____ Date: _____

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - Year-End March 2021
SHEET 2020-21 - 12

REF	DATE	SUPPLIER	DETAILS	TOTAL	PETTY CASH (see imprest for details)	printing & stationary 4023/1	Subscriptions 4024/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community projects 4232/202	Hospitality 4131/101
DC110	30/03/2021	Westfield PC	Cash withdrawal for petty cash year-end top-up	£35.64	£35.64								
			TOTAL (NET)	£35.64	£35.64	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT:	£0.00									
			TOTAL (Gros)	£35.64	£35.64								

Finance Officer signature *E. Jones* Date 14/4/21
 Counter signature *E. Jones* Date 14/4/21
 Signed: _____ Signed: _____
 Date: _____ Date: _____

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P April
SHEET 2021-22 - 1

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Civic Expenses 4102/102	Subscriptions 4023/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Projects 4232/202	Hospitality 4131/101
DC108	1/4/2021	B&NES	Premises Licence renewal	£70.00								£70.00	
DC109	1/4/2021	Moneysoft	Licence Renewal	£88.80			£74.00						
			TOTAL (NET)	£144.00	£0.00	£0.00	£74.00	£0.00	£0.00	£0.00	£0.00	£70.00	£0.00
			VAT:	£14.80			£14.80						
			TOTAL (Gros)	£158.80									

Finance Officer signature E. Hughes Date 14/4/21

Counter signature J. Gane Date 14/4/21

Signed: _____ Signed: _____

Date: _____ Date: _____

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 (quarterly)													£0.00
Apollo Technology	Cloud Back-up (quarterly)													£0.00
Apollo Technology	G-Suite (Quarterly)													£0.00
Apollo Technology	Wireless Cloud Controller													£0.00
Avon Pension Fund	Superannuation	£878.58												£878.58
GPS Telecoms (DD)	Telephone and broadband	£87.93												£87.93
Greensward	Grounds maintenance	£2,121.58												£2,121.58
HMRC	PAYE and NI	£313.77												£313.77
Oval Commercial (SO)	Office Rental	£839.75												£839.75
Oval Commercial	Use of Boardroom	£0.00												£0.00
Net Salaries (and expenses)	Office staff	£2,821.62												£2,821.62
Public Works Loans Board (DD)	Westhill Play Area	£0.00												£0.00
Ricoh	Photocopier													£0.00
Southern Electric	NH Pavilion	£0.00												£0.00
Southern Electric	Christmas Tree	£0.00												£0.00
Total Gas & Power	NH Pavilion	£0.00												£0.00
Water2Business (DD)	Auto-watering systems	£0.00												£0.00
Water2Business (DD)	NH Pavilion	£0.00												£0.00
Zoom subscription (DD)	Meeting space	£11.99												£11.99
	Monthly Total	£7,056.20	£0.00	£0.00	£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 added since agenda was distributed

2020-21 EARMARKED RESERVES MOVEMENTS AND YEAR-END BALANCES

Code	Title	Notes	Opening Balance	Additions / expenditure	Year-end balance
320	Tree Works	Budget surplus from E&D Projects and Pavilion rates put towards predicted large tree works for 2021-22	£0.00	£5,398.00	£5,398.00
322	Grants unpaid	grants promised but not yet paid to recipient: Merdons Club (up to) £1000 - waiting for paperwork confirming cost Merdons Carnival Club (up to) £800 - waiting for confirmation they have found somewhere	£0.00	£1,800.00	£1,800.00
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	Newsletter underspend funds towards Warbler business directory in May 2021 plus extra delivery costs	£15,937.00	£250.00	£16,187.00
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	budgeted funds to create reserves for future costs - from 4225/202	£447.65	£2,500.00	£2,947.65
337	Recruitment	no change on last year	£923.00		£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 4061/1	£952.00	£300.00	£1,252.00
345	Pit Path Lights	new order 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 Insurance payout for fence repairs at NH	£1,725.00	-£1350.00 £26.00 £5806.00	£6,207.00
334	£106 funds rec'd in advance	£47,908.98 spent on running track and gym equipment £2740 remaining for WH Pavilion £83,000 for Waterside purchase	£50,648.98	£93000 -£47908.98	£95,740.00
340	CIL 2020-21	Funds received ref: Lilliput House £2497.19 Funds spent on new swings at Westhill	£0.00	£2497.19 -£1549.75	£947.44
TOTALS			£319,628.95	£33,748.00	£403,297.41

WESTFIELD PARISH COUNCIL

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its Meeting held on 3rd May 2016 and are reviewed annually and updated as necessary (details at the end of the document)

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Finance Officer has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.
- 1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils– a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman, or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council's Finance and Personnel Committee.
- 2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Governance and Accountability Return (AGAR) (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

- 2.6 The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7 Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1 Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2 The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and Personnel Committee of the council.
- 3.3 The council shall consider annual budget proposals in relation to the council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4 The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

- 3.5 The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.
- Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman. Contracts may not be disaggregated to avoid controls imposed by these regulations.
- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4 The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

- 4.8 The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15% of the budget.
- 4.9 Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council's Finance and Personnel committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council's Finance and Personnel committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Finance and Personnel Committee Meeting.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Personnel committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or Finance and Personnel committee; or

- c) fund transfers within the council's banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 5.6 For each financial year the Clerk or RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance and Personnel Committee.
- 5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- ~~5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.~~

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1 The council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated Committee.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is

a bank signatory having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Finance and Personnel Committee at the next convenient meeting.
- 6.7 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8 If thought appropriate by the council, payment for certain items (principally salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9 If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained in a sealed dated envelope in a locked cabinet in the Parish Council office by the Chairman of Council. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the Clerk / RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed after the Council's procedure on change of supplier bank details has been satisfied. A programme of regular checks of standing data with suppliers will be followed.
- 6.18 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.
- 6.19 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council's Finance and Personnel committee. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall be at the discretion of the relevant committee.
- 6.20 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Parish Council officers and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21 The RFO may provide petty cash or use of the debit card (in accordance with 6.18) to officers for the purpose of defraying operational and other expenses. Vouchers for cash payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of, usually £100, but up to £250 for the purpose of defraying operational and other expenses. The exact amount held at any one time will be shown on a petty cash imprest recording cash held and cash payments made from the float. Vouchers for payments made using the debit card or from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

- c) Payments to maintain the petty cash float and a list of debit card transactions shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the relevant committee.
- 7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6 An effective system of personal performance management should be maintained for the senior officers.
- 7.7 Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8 Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2 Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3 The council will arrange with the council's Banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO. (Note that it is not possible for Nationwide to send the Savings account statement to any address other than the correspondence address)
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5 The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6 All investments of money under the control of the council shall be in the name of the council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3 The council will review all fees and charges at least annually, following a report of the RFO.

- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (1) below.
- 10.4 A member may not issue an official order or make any contract on behalf of the council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.²
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- 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.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each ~~tendering firm shall be supplied with a specifically marked envelope in which the~~ tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order,⁴ No. 18, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£181,302)
- b. For public works contracts 5,225,000 Euros (£4,551,413)

⁴ Based on NALC's model standing order 18d ©NALC 2018

set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1 Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2 When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

Notes to the Model.

Stated dates or months may be changed to suit local circumstances.

[square brackets] This part may be deleted if not relevant. An alternative may have been provided.

Where the word "regularly" is used in the text it is for the individual council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in any of the paragraphs (other than the EU Procurement and Public Contract Regulations 2015 thresholds referred to in 11.1(k)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

The appropriate approved list referred to in paragraph 11.1 (b) shall be a list drawn up by the Clerk and approved by council but, normally shall be based on the list maintained by the District Council for such works, if such list is maintained. In the absence of an appropriate list, the words in square brackets should be omitted.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Review History	To be reviewed annually
Adopted by Parish Council	7/7/14
Amended and agreed by Parish Council	1/12/14
Reviewed by Parish Council, no changes	11/5/15
Revised model adopted by Parish Council	3/5/16
Reviewed by Parish Council, no changes	2/5/17
Amendments for new debit card at F&P Parish Council	13/12/17
Reviewed by Parish Council, no changes	2/1/18
Amendments for FO as new RFO at F&P	8 th May 2018
Agreed by Parish Council	17/04/19
Amendments to use of debit card at F&P	13 th May 2019
Agreed by Parish Council	19 th February 2020
Agreed by Parish Council	2 nd March 2020
Agreed by Parish Council	4 th May 2020
Amendments at F&P	22 nd April 2021
Date of next review	Parish Council May 2021

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CIL and s106 funds 2020-21

CIL Funds carried over from previous years: **£9,749.65**

expires Jan/Feb 2026

CIL INCOME

2020/21		Notes	Expiry date of funds
22/7/2020	£2,497.19	18/04986/FUL Lilliput House Fosseway, Westfield	July 2025
TOTAL			

£2,497.19

CIL EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
16/12/2020	4064/307	new swings at Westhill Rec	£11,299.40

TOTAL £11,299.40

CIL repaid following a repayment notice: **N/A**

Balance of 2019-20 CIL funds **£0.00**

Balance of 2020-21 CIL funds **£947.44**

Balance of CIL funds overall: **£947.44**

s106 Funds carried over from previous years: £51,398.85

s106 INCOME

Date	Amount	Purpose of the grant
14/9/2020	£6,393.12	new benches for Westhill Rec
24/3/2021	£93,000.00	purchase of land at Waterside Valley
TOTAL	£99,393.12	

s106 EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
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Stand-alone pavilion at Westhill Rec			
Funds received for this project:			£8,000.00
1/4/2020		Balance of spend so far b/d	£4,510.03
Total 2020-21 spend for stand-alone Pavilion			£0.00
<i>Balance</i>			<i>£3,489.97</i>

Fitness track and gym equipment at Westhill Rec			
Funds received for this project:			£47,908.88
9/6/2020	4929/199	Part payment towards installation of the track	£30,000.00
22/7/2020	4929/199	Second part payment towards fitness track	£17,908.88
<i>Balance of costs paid from Big Local grant</i>			
Total 2020-21 spend for fitness track and gym equipment			£47,908.88
<i>Balance</i>			<i>£0.00</i>

Benches at Westhill Rec			
Funds received for this project:			£6,393.12
7/10/2020	4043/307	Benches and picnic tables	£5,798.12
30/11/2020	4043/307	Installation of benches	£595.00
Total 2020-21 spend on benches for Westhill Rec:			£6,393.12
<i>Balance</i>			<i>£0.00</i>

Purchase of land at Waterside Valley			
Funds received for this project:			£93,000.00
4/2/2021	4930/199	Land registry - to show parcels of land	£18.00
11/3/2021	4930/199	market appraisal	£600.00
Total 2020-21 spend on purchase of land:			£618.00
<i>Balance</i>			<i>£92,382.00</i>

TOTAL s106 spend in 2020-21 £54,920.00
Balance of 2020-21 s106 funds £95,871.97

Prepared by: Emily Merko, Finance Officer

Verified by: Lesley Close, Parish Clerk

Westfield Parish Council Action Plan 2021 at April 2021

Item	Details - Aims and objectives arising from community engagement	Target date	Link to budget code	Current details and progress	Update October 2021
Lights along the Pit Path	Concern had been expressed by local residents about the lack of lighting along the newly farmacked part of the Pit Path. B&NES has costed the work at approximately £28k. The Council has put aside £8000 and has a further £8000 in the 2021-22 budget.	ongoing	4918/199 S106 and B&NES funding plus capital reserves if necessary	B&NES have agreed to use s106 funds to re-direct the public footpath to the newly farmacked path thus bringing it under the umbrella of Public Rights of Way for maintenance. There has been no progress in 2020 on the Pit Path lights. ON-GOING	
Christmas Lights switch-on event	The event continues to be successful and well attended. ON-GOING	Annual event	4223/202	Lights Switch On was cancelled this year but there was a new set of lights on lampposts and we recorded a video message that was posted on Facebook and Twitter. We received many positive comments on the display. There was an issue with broken tree lights that needed to be replaced at short notice. Action: to asses the tree lights ahead of time to ensure they are all working and ready for use and to replace as necessary.	
Fun Day	Successful annual event now fixed in the Parish calendar as first Sunday in June. It is organised by	Annual	4232/202	Action: to make a diary note in September to consider whether it is possible to hold the event in 2021. A decision was made not to run a Fun Day in 2021 as the situation	

Westfield Parish Council Action Plan 2021 at April 2021

	<p>an ever-decreasing number of volunteers and more are always welcome.</p> <p>As the event grows so do the costs which now include Premises Licence, security, St John Ambulance.</p> <p>Fun Days 2020 and 2021 cancelled as a result of COVID-19 pandemic.</p>			<p>with regards to public events was still not certain.</p> <p>The Premises Licence was paid to keep the licence active but no other costs will be incurred this year.</p> <p>ON-GOING</p>	
<p>Nature trail to link to the proposed park in Westfield</p>	<p>This suggestion was raised at the Neighbourhood Plan consultations. This is being considered by the Green and Open Spaces Working Group.</p> <p>In Dec/Jan 2020/1 the services of a surveyor were undertaken to establish land value and an approach was made to the landowner who declined the offer of £10,000.</p>	<p>ongoing</p>	<p>4912/199</p> <p>S106 / CIL</p>	<p>As it would appear that the landowner is not willing to sell at the moment, this project is on hold and has been somewhat replaced for the time being by the planned purchase of a section of the Waterside Valley.</p> <p>ON HOLD</p>	
<p>Westfield Inspirational Citizen Award</p>	<p>Now in its third year, we received three nominations this year and continue to publicise the award.</p> <p>2018: John Reynolds of Westfield TT</p> <p>2019: Martin Bates of WAGS</p> <p>2020: Catherine Cooper for Terracycle collection</p> <p>2021: three winners</p>	<p>Annual</p>	<p>4102/102</p>	<p>ON-GOING</p>	
<p>Stand-alone Pavilion at Westhill</p>	<p>The Neighbourhood Plan supported a proposal for the development of a parish facility in</p>	<p>ongoing</p>	<p>4928/199</p>	<p>Many funding pots closed as a result of the pandemic and the project has therefore been put on</p>	

Westfield Parish Council Action Plan 2021 at April 2021

Recreation Ground	Westfield to meet the social, recreational and cultural needs of the community. s106 funds have been obtained for a feasibility study which has now formed the basis of a Planning Application which is currently under consideration with B&NES. Multiple funding sources were investigated. Sperring Trust have pledged £5000.		hold for the time being. To consider re-looking at this when time allows in terms of funding a small building via Parish Council reserves. ON HOLD	
Fitness and exercise track around the perimeter of Westhill Recreation Ground	Project taken forward as a result of the Green & Open Spaces group research. A public consultation showed strong support for the project which was funded by Big Local and s106.	4929/199	The project is now complete and very much appreciated by the community with positive feedback still being received. COMPLETE	
Youth provision in Westfield	The Parish Council is actively involved in the Cluster Group and supporting Youth Connect SW to deliver services. The Parish Council budgets to fund these services for Westfield.	ongoing	YCSW have worked throughout the lockdowns meeting young people outside. They send regular updates on their work. The Parish Council has signed a two-year contract for their services through to March 2023. ON-GOING	
Climate Emergency	Following the declaration of a climate emergency at Parish Council on 2 nd March 2020 a working group was formed. There is opportunity for the Working Group to report to each Parish Council meeting.	n/a	Although held up by the COVID pandemic, the Working Group has now had 4 meetings. Press releases have been published to encourage non-Councillor members to join the group. Ideas include car charging stations, tree planting, encouraging energy efficiency at home, free wildflower	

Westfield Parish Council Action Plan 2021 at April 2021

				seed distribution, to be added as separate items as and when they take shape. ON-GOING	
Electric car charging points	Suggestion of the Climate Emergency Working Group to install in recreation ground car parks and to encourage local business to install at their properties.	On-going		ON-GOING	
Working with schools for tree and wildflower planting	Suggestion of the Climate Emergency Working Group	On-going		ON-GOING	
Website Accessibility	New regulations requiring public bodies' website to comply with accessibility laws came into force in September 2020 (although it became a soft deadline because of COVID disruptions). The Council investigated the cost and practicalities of an accessibility audit and decided that it would be preferable to commission a new website that was compliant and to undertake training to ensure on-going compliance.	September 2020	4210/102	Work was completed and the new website went live in January. COMPLETE	
New Christmas lights	Following the end of the hire contract, the Parish Council chose new Christmas Lights and a new hire contract is in place.	November 2020	4927/199	COMPLETE	

Westfield Parish Council Action Plan 2021 at April 2021

Westhill Benches Review	Parish Council reviewed picnic benches condition and needs on site. Order has been placed for new benches, funded from s.106 funding.	November 2020	4043/307	COMPLETE	
Office space and storage in the light of Covid	Parish Council explored the options to allow the staff to return safely to work. It was agreed to hire the office next door to increase space for social distancing and storage. Government guidance and the increase/decrease of Covid in the area is monitored weekly.	October 2020	4013/1	The offices were closed during periods of National lockdown in November and Jan-March but are being used when permitted. COMPLETE AND ON-GOING	
Purchase of Waterside Valley	In January 2021 a section of the Waterside Valley came up for sale and the Parish Council agreed to investigate purchase in order to ensure the land free from development for future generations.	May 2021	4930/199	The Parish Council's offer of £90,000 was accepted subject to searches, consultation, contract etc. The public consultation received many comments, all of them positive, many containing additional helpful information. A section 106 grant of £93,000 has been secured to cover purchase and legal costs.	
10 th Anniversary celebrations	2021 marks the 10 th anniversary of the creation of the Parish Council. The May Warbler to focus on 10 years of the Parish Council	Dec 2021	4232/202	ON-GOING ON-GOING	