

Westfield Parish Council

The Oval Office, St Peter's Business Park

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Chairman: Cllr G Fuller Parish Clerk: Ms L J Close FSSLC
2011

Established

All Council Meetings are open to the Public and Press

14th July 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 July 2021 at 9.30am** to be held in the car park of the Oval Office, Cobblers Way, Westfield. The meeting will consider the items set out below.

This meeting is preceded by a Consultation Meeting on Zoom on Wednesday 21st July at 7pm.

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 23rd June 2021 **(pages 1-6)**
4. **BUDGET VARIATION UPDATE**
As per Financial Regulation 4.8, to receive and agree written explanations of the budget variations which are over 15% or £100 as at 30th June 2021. **(pages 7-13).**
5. **MONTHLY ACCOUNTS**
To agree the monthly accounts in respect of the following for June 2021:
 - Current Account **(pages 14-16)**
 - Corporate Treasury Account **(pages 17-19)**
 - Business Savings Account **(pages 20-22)**
(the interest rate at 1st July is still 0.40% variable)
 - Debit card expenditure sheet **(page 23)**
 - Petty cash imprest **(page 24)**
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 25)**
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 26)**
9. **PAYMENTS IN AUGUST**
To agree to allow authorisation of payments during August when there will be no F&P meeting, with these payments to be ratified in September.
10. **COMMUNITY INFRASTRUCTURE LEVY (CIL) AND SECTION 106 FUNDS**
To note funds received and spent; the timeframe for spending and to identify projects if necessary **(page 27)** This is a quarterly standing item on the agenda to ensure that the Committee is updated on funds available.
11. **GRANTS 2020-21**
To receive feedback from recipients of grants in 2020-21 **(pages 28-31)**
12. **OFFICE SPACE**
To consider the report on alternative office space **(page 32)**

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.

13. INTERNAL AUDIT 2021-22

To consider quotes for the 2021-22 internal audit and to resolve to appoint an auditor. **(pages 33-40 on gold)**

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting
held at The Oval Office (car park) on Thursday 24th June 2021

A consultation meeting was held on Zoom the previous day on Wednesday 23rd June with Cllrs Cooper, Hopkins, Jackson, Mansell, Moss, Wilkinson and Williams in attendance as well as the Clerk and Finance Officer. Cllr Fuller sent apologies and Cllr Wilkinson chaired the meeting.

Present: Cllr Philip Wilkinson (Chair) and Cllrs Diana Cooper and Pat Williams

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

The meeting opened at 9.30am

17. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Hopkins, Jackson, Mansell, Moss and Fuller.

18. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Cooper declared an interest in discussion of the boules banner as a member of the boules group.

19. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 20th May 2021 be agreed and signed as a correct record.

20. PROVISION OF THE PERIOD FOR PUBLIC RIGHTS

It was noted that this had been advertised on the two community notice boards and on the Parish Council website, the period for inspection and representation being 14th June – 23rd July.

MONTHLY ACCOUNTS

Resolved:

- a) that the May monthly statement for the Current Account be agreed;
- b) that the May monthly statement for the Corporate Treasury account be agreed;
- c) that the May 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 petty cash spending since the last meeting and cash withdrawal of £77.75 to top up the balance, be approved (Appendix 2).

21. 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: a) that the schedule of payments due be agreed (attached as Appendix 3), that the invoices and the BACS authorisation sheet be signed

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

accordingly and that the BACS payments be made by two councillors remotely via online banking.

- b) that a replacement boules banner be purchased to replace the damaged one and that the spend be taken from the Grants budget.

22. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS

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

Resolved: that the schedule of payments be agreed (attached as Appendix 4) and that the invoices and the BACS authorisation sheet be signed accordingly. That the BACS payments be made by two councillors remotely via online banking.

23. TRUST BANK ACCOUNTS

Resolved: that the accounts be moved from Natwest to the Co-op Bank. Finance Officer to take this forward.

24. INTERNAL AUDIT

Resolved: to seek quotes ahead of July F&P in order to consider the appointment of an Internal Auditor for 2021-22 onwards.

The meeting closed at 9.05am.

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 2

Westfield Parish Council

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET

June
2021-22 - 3

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/101	Civic Expenses 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							
	6/4/2021	TalkTalk phone bill for Zoom meetings Cllr Williams	£9.18			£9.18						
	19/5/2021	eyelet holes for flag	£15.58				£12.98					
	19/5/2021	Cable ties	£5.00				£4.17					
	15/6/2021	Eye sight test reimbursed	£45.00			£45.00						
		TOTAL (NET)	£73.72	£0.00	£2.39	£54.18	£17.15	£0.00	£0.00	£0.00	£0.00	£0.00
		VAT:	£4.03		£0.60							
		Ongoing balance	£22.25									
		top-up required	£77.75									

previously reported

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4 Signed Dated

Westfield Parish Council

APPENDIX 3

Invoices for payment JUNE

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
20/5/2021	A F Denning	Move defib from Pharmacy to Co-op	4231/202	B#1695	£109.00	£21.80	£130.80
20/5/2021	Glasdon	Bin for Norton Hill Rec remove graffiti	4062/308 4062/307	B#1694	£101.26 £80.00	£20.25 £16.00	£121.51
27/5/2021	Greensward	move bin at Westhill	4062/307	B#1696	£75.00	£15.00	£390.00
26/05/2021	Merv's the Man	quarterly play inspections - Q1	4065/307&8		£170.00	£34.00	
		re-painting hopscotch at WH Rec	4062/307	B#1697	£378.34	£0.00	£378.43
24/5/2021	A&L Couriers	Distribution of Warbler	4212/102	B#1698	£400.00	£0.00	£400.00
4/6/2021	Jack & Jill Solutions	auto-watering repairs	4224/202	B#1699	£45.50	£0.00	£45.50
11/6/2021	AF Denning	Defib fixed electric tests	4231/202	B#1705	£221.00	£44.20	£265.20
14/6/2021	Rob Wicke	Flowers 2021-22 payment 2of3	4230/202	B#1707	£1,431.00	£0.00	£1,431.00
11/6/2021	The Journal	job advert	4030/1 EMR 337	B#1706	£189.00	£37.80	£226.80

Added since the agenda was distributed:

16/6/2021	Legionella Control	Water testing for legionella	4012/308	B#1708	£108.50	£21.70	£130.20
22/6/2021	IAC	Internal Audit	4057/1	B#1709	£100.00	£20.00	£120.00
24/6/2021	Aviva Insurance	Overpayment of claim	4025/1	B#1711	£125.00	£0.00	£125.00
22/6/2021	Youth Connect SW	Youth Sessions	4237/202	B#1710	£2,615.54	£523.11	£3,138.65
24/6/2021	Mardons Social Club	Grant	4203/202	B#1712	£1,000.00	£0.00	£1,000.00
						TOTAL	£7,903.09

This amount plus regular scheduled monthly payment

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

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Westfield Parish Council

APPENDIX 4

Schedule of regular payments 2021-22 amounts are all NET

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Apollo Technology	IT Support costs	£0.00	£1,096.09	£0.00										£1,096.09
Avon Pension Fund	Superannuation	£879.56	£879.56	£879.56										£2,638.68
GPS Telecoms	Telephone and broadband	£67.93	£66.10	£68.56										£202.59
Greensward	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58										£6,364.74
HMRC	PAYE and NI	£313.77	£313.97	£313.77										£941.51
Oval Commercial	Office Rental	£839.75	£839.75	£839.75										£2,519.25
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00										£0.00
Net Salaries (and expenses)	Office staff	£2,821.62	£2,821.42	£2,821.62										£8,464.66
Public Works Loans Board	Westhill Play Area	£0.00	£0.00	£0.00										£0.00
Ricoh	Photocopier	£148.41	£0.00	£0.00										£148.41
Southern Electric	NH Pavilion	£0.00	£0.00	£117.76										£117.76
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29										£28.29
Total Gas & Power	NH Pavilion	£0.00	£46.61	£0.00										£46.61
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00										£0.00
Water2Business	NH Pavilion	£0.00	£0.00	£0.00										£0.00
Zoom subscription	Meeting space	£11.99	£11.99	£11.99										£35.97
Monthly Total		£7,204.61	£8,197.07	£7,202.88	£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

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Full Council								
1 Central Services								
1099 Miscellaneous Income	10,000	0	0	0			0.0%	
1176 Precept Received	207,100	103,825	207,650	103,825			50.0%	
1196 Interest Received	471	85	300	215			28.3%	
Central Services :- Income	<u>217,571</u>	<u>103,910</u>	<u>207,950</u>	<u>104,040</u>			50.0%	0
4001 Wages & Salaries	38,174	9,544	39,890	30,346		30,346	23.9%	
4002 Employer's NIC	1,631	402	1,849	1,447		1,447	21.7%	
4003 Employer's Superannuation	8,398	2,100	8,776	6,676		6,676	23.9%	
4005 Training	0	0	500	500		500	0.0%	
4006 Employment Services	72	74	74	0		0	100.0%	
4008 Travel & Subsistence	33	54	200	146		146	27.1%	
4011 Rates Payable	516	1,035	1,065	30		30	97.2%	
4013 Rent Payable	9,027	2,519	10,254	7,735		7,735	24.6%	
4018 Health & Safety	434	8	846	838		838	0.9%	
4021 Telephone & Fax	784	203	800	597		597	25.3%	
4022 Postage	207	0	220	220		220	0.0%	
4023 Stationery Printing, Public'ns	453	9	500	491		491	1.8%	
4024 Subscriptions	1,216	917	1,348	431		431	68.1%	
4025 Insurance	2,430	2,877	2,650	(227)		(227)	108.5%	
4026 Photocopying Charges	643	148	725	577		577	20.5%	
4027 Information Technology	5,153	1,186	4,546	3,360		3,360	26.1%	
4030 Recruitment	0	384	0	(384)		(384)	0.0%	384
4036 Furniture & Equipment	398	0	250	250		250	0.0%	
4050 Bank Charges	105	25	120	95		95	20.8%	
4056 Audit Fees - External	600	(600)	618	1,218		1,218	(97.1%)	
4057 Audit Fees - Internal	325	(10)	335	345		345	(3.0%)	
4058 Accountancy Support	234	38	445	408		408	8.4%	
Central Services :- Indirect Expenditure	<u>70,836</u>	<u>20,912</u>	<u>76,011</u>	<u>55,099</u>	<u>0</u>	<u>55,099</u>	<u>27.5%</u>	<u>384</u>
Net Income over Expenditure	<u>146,735</u>	<u>82,998</u>	<u>131,939</u>	<u>48,941</u>				
6000 plus Transfer from EMR	0	384						
6001 less Transfer to EMR	300	0						
Movement to/(from) Gen Reserve	<u>146,435</u>	<u>83,382</u>						
100 Corporate Management								
4061 Pension Deficit Funding	2,287	4,573	2,287	(2,286)		(2,286)	200.0%	
Corporate Management :- Indirect Expenditure	<u>2,287</u>	<u>4,573</u>	<u>2,287</u>	<u>(2,286)</u>	<u>0</u>	<u>(2,286)</u>	<u>200.0%</u>	<u>0</u>
Net Expenditure	<u>(2,287)</u>	<u>(4,573)</u>	<u>(2,287)</u>	<u>2,286</u>				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Democratic Process</u>								
4131 Hire Meeting Rooms/Hospitality	122	36	1,000	964		964	3.6%	
Democratic Process :- Indirect Expenditure	122	36	1,000	964	0	964	3.6%	0
Net Expenditure	(122)	(36)	(1,000)	(964)				
<u>102 Civic Support</u>								
4101 Chair's Allowance	600	0	600	600		600	0.0%	
4102 Civic Expenses	3	87	280	193		193	31.1%	
4210 Website	2,892	0	409	409		409	0.0%	
4212 Newsletter	5,250	1,795	5,665	3,870		3,870	31.7%	375
Civic Support :- Indirect Expenditure	8,745	1,882	6,954	5,072	0	5,072	27.1%	375
Net Expenditure	(8,745)	(1,882)	(6,954)	(5,072)				
6000 plus Transfer from EMR	1,000	375						
6001 less Transfer to EMR	250	0						
Movement to/(from) Gen Reserve	(7,995)	(1,507)						
<u>199 Capital and Projects</u>								
1099 Miscellaneous Income	6,891	240	0	(240)			0.0%	
1106 s106 income	93,000	0	0	0			0.0%	
1177 Grants Received	47,909	0	0	0			0.0%	
1179 CIL Income	2,497	2,401	0	(2,401)			0.0%	2,401
Capital and Projects :- Income	150,297	2,641	0	(2,641)				2,401
4901 Loan Interest	991	0	813	813		813	0.0%	
4902 Loan Capital Repaid	6,382	0	6,560	6,560		6,560	0.0%	
4912 CAP Nature Trail	780	0	0	0		0	0.0%	
4917 CAP Fencing at NH Rec	1,059	5,997	0	(5,997)		(5,997)	0.0%	5,832
4918 CAP Lights on Pit Path	0	0	8,000	8,000		8,000	0.0%	
4929 CAP track & gym equip at WH	96,259	0	0	0		0	0.0%	
4930 CAP Waterside Valley	0	618	0	(618)		(618)	0.0%	
4990 Rolling Capital Provision	0	0	5,000	5,000		5,000	0.0%	
Capital and Projects :- Indirect Expenditure	105,472	6,615	20,373	13,758	0	13,758	32.5%	5,832
Net Income over Expenditure	44,826	(3,974)	(20,373)	(16,399)				
6000 plus Transfer from EMR	48,689	5,832						
6001 less Transfer to EMR	137,329	2,401						
Movement to/(from) Gen Reserve	(43,815)	(543)						
Full Council :- Income	367,868	106,550	207,950	101,400			51.2%	
Expenditure	187,461	34,018	106,625	72,607	0	72,607	31.9%	
Net Income over Expenditure	180,407	72,532	101,325	28,793				
plus Transfer from EMR	49,689	6,591						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
less Transfer to EMR	137,879	2,401						
Movement to/(from) Gen Reserve	<u>92,217</u>	<u>76,722</u>						

	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>								
4203 Grants	10,656	1,000	15,000	14,000		14,000	6.7%	1,000
4223 Christmas	12,585	28	13,148	13,120		13,120	0.2%	
4224 Parish Environment (Plants etc	1,596	46	2,250	2,205		2,205	2.0%	
4225 Green space maintenance	1,233	85	3,496	3,411		3,411	2.4%	
4227 E & D Projects	198	49	5,000	4,951		4,951	1.0%	
4230 Flowers in Public Places	5,507	3,931	5,782	1,851		1,851	68.0%	
4231 De-fibrillator	385	330	600	270		270	55.0%	
4232 Community Projects	271	70	2,351	2,281		2,281	3.0%	
4237 Youth Provision	10,462	5,231	11,977	6,746		6,746	43.7%	
4241 St Nicholas Churchyard	2,180	2,191	2,191	0		0	100.0%	
4242 VE Day 75 event	45	0	0	0		0	0.0%	
Community Support :- Indirect Expenditure	<u>45,117</u>	<u>12,961</u>	<u>61,795</u>	<u>48,834</u>	<u>0</u>	<u>48,834</u>	<u>21.0%</u>	<u>1,000</u>
Net Expenditure	<u>(45,117)</u>	<u>(12,961)</u>	<u>(61,795)</u>	<u>(48,834)</u>				
6000 plus Transfer from EMR	350	1,000						
6001 less Transfer to EMR	13,700	0						
Movement to/(from) Gen Reserve	<u>(58,467)</u>	<u>(11,961)</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	0	0	100	100		100	0.0%	
Westfield Allotments :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>100</u>	<u>100</u>	<u>0</u>	<u>(100)</u>				
<u>307 Westhill Recreation Ground</u>								
1099 Miscellaneous Income	1,478	0	0	0			0.0%	
1106 s106 income	6,393	0	0	0			0.0%	
1177 Grants Received	279	0	285	285			0.0%	
Westhill Recreation Ground :- Income	<u>8,150</u>	<u>0</u>	<u>285</u>	<u>285</u>			<u>0.0%</u>	<u>0</u>
4039 Grounds maintenance	11,367	2,842	11,376	8,534		8,534	25.0%	
4043 s106 Expenditure	6,393	0	0	0		0	0.0%	
4062 Ground Maintenance ad hoc	4,103	1,408	5,000	3,592		3,592	28.2%	
4064 Play equipment	11,299	0	0	0		0	0.0%	
4065 Play area inspections	346	85	622	537		537	13.7%	
Westhill Recreation Ground :- Indirect Expenditure	<u>33,509</u>	<u>4,335</u>	<u>16,998</u>	<u>12,663</u>	<u>0</u>	<u>12,663</u>	<u>25.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(25,359)</u>	<u>(4,335)</u>	<u>(16,713)</u>	<u>(12,378)</u>				
6000 plus Transfer from EMR	11,299	0						

	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	(14,060)	(4,335)						
308 Norton Hill Recreation Ground								
1099 Miscellaneous Income	10,015	0	0	0			0.0%	
1177 Grants Received	1,054	0	1,375	1,375			0.0%	
Norton Hill Recreation Ground :- Income	11,069	0	1,375	1,375			0.0%	0
4011 Rates Payable	0	674	925	251		251	72.9%	
4012 Water	383	109	620	512		512	17.5%	
4014 Electricity	437	118	525	407		407	22.4%	
4015 Gas/Heating Oil	186	47	275	228		228	17.0%	
4039 Grounds maintenance	14,449	3,523	14,092	10,569		10,569	25.0%	
4062 Ground Maintenance ad hoc	2,826	675	10,000	9,325		9,325	6.8%	
4063 CCTV	85	0	100	100		100	0.0%	
4065 Play area inspections	346	85	396	311		311	21.5%	
Norton Hill Recreation Ground :- Indirect Expenditure	18,712	5,230	26,933	21,703	0	21,703	19.4%	0
Net Income over Expenditure	(7,644)	(5,230)	(25,558)	(20,328)				
6001 less Transfer to EMR	5,898	0						
Movement to/(from) Gen Reserve	(13,542)	(5,230)						
Environment & Development :- Income	19,319	100	1,760	1,660			5.7%	
Expenditure	97,338	22,527	105,826	83,299	0	83,299	21.3%	
Net Income over Expenditure	(78,020)	(22,427)	(104,066)	(81,639)				
plus Transfer from EMR	11,649	1,000						
less Transfer to EMR	19,598	0						
Movement to/(from) Gen Reserve	(85,968)	(21,427)						
Grand Totals:- Income	387,187	106,650	209,710	103,060			50.9%	
Expenditure	284,800	56,545	212,451	155,906	0	155,906	26.6%	
Net Income over Expenditure	102,387	50,106	(2,741)	(52,847)				
plus Transfer from EMR	61,338	7,591						
less Transfer to EMR	157,477	2,401						
Movement to/(from) Gen Reserve	6,248	55,296						

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Refunds	5,175	
110	Prepayments	224	
201	Current Account	9,116	
203	Corporate Treasury Account	443,800	
204	Fixed Rate Savings Account	85,000	
250	Petty Cash	100	
	Total Current Assets		543,414
	<u>Current Liabilities</u>		
501	Trade Creditors	4,459	
	Total Current Liabilities		4,459
	Net Current Assets		538,955
	Total Assets less Current Liabilities		538,955
	<u>Represented by :-</u>		
301	Current Year Fund	50,106	
310	General Reserve	68,523	
315	EMR Rolling Capital Fund	64,863	
320	EMR Tree Works	5,398	
322	EMR Grants Unpaid	800	
324	EMR Training	7,769	
325	EMR Legal Fees	6,000	
326	EMR Elections	5,538	
327	EMR E&D Projects	16,187	
329	EMR Play Equipment	24,098	
330	EMR Community Fund	14,113	
331	EMR Community Centre	88,000	
332	EMR CCTV	4,375	
333	EMR Youth Provision	33,484	
334	EMR s106 - funds rec'd in adva	95,740	
335	EMR Conferences & Travel	1,497	
336	EMR Street Scene Maintenance	2,948	
337	EMR Recruitment	539	
340	EMR CIL 2020-21	947	
341	EMR CIL 2021-22	2,401	
343	EMR NH Maintenance repairs	9,258	
344	EMR Salaries Contingency	1,252	
345	EMR Pit Path Lights	8,000	
346	EMR Nature Trail	4,120	
347	EMR Waterside Valley	23,000	
	Total Equity		538,955

2021/22 Budget Variation update to 30th June 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 30th June 2021.

1 Central Services:

4025 Insurance

As our bank balances are high whilst we are holding the grant funds for Waterside Valley the calculation on which we base our Fidelity Guarantee cover meant that we had to pay an additional premium to take us up into the next threshold. It is likely that this can be reduced again for 2022-23.

4030 Recruitment

Advert for new Finance Officer. This cost has been taken from EMR 337 as shown in the far right-hand column.

Corporate Management:

4061/100 Pension Deficit

In April 2020 we paid the full deficit for three years. At year end 2020-21 funds representing 2021-22 and 2022-23 were moved as a prepayment into the 2021-22 financial year. At year-end March 2022 the total showing here will be split into two payments with the final amount set aside as a pre-payment against 2022-23.

199 Capital and Projects:

1099 Miscellaneous Income

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

4917 CAP Fencing at NH Rec

Repairs paid for by insurance claim (shown in 1099 above and also from EMR 328 – shown in the far right-hand column).

4930 CAP Waterside Valley

These preliminary costs were paid in 2020-21 but were put down as a pre-payment against 2021-22 in order to show the full cost in the 2021-22 accounts.

Bank Reconciliation Statement as at 30/06/2021
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	30/06/2021	234	9,087.81
			9,087.81
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			9,087.81
<u>Receipts not Banked/Cleared (Plus)</u>			
30/06/2021 NWide int		27.94	
			27.94
			9,115.75
		Balance per Cash Book is :-	9,115.75
		Difference is :-	0.00

Receipts for Month 3

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 :	10,505.25					10,505.25	
	Banked: 14/06/2021	2,400.68						
	Bath & NE Somerset Council	2,400.68			1179	199	2,400.68	CIL 12 Milton Rd
					341		2,400.68	CIL 12 Milton Rd
					6001	199	-2,400.68	CIL 12 Milton Rd
	Banked: 22/06/2021	12,000.00						
22/06	Corporate Treasury Account	12,000.00			203		12,000.00	
	Banked: 30/06/2021	27.94						
NWide int	Nationwide Savings Account	27.94			204		27.94	NWide int
Total Receipts for Month		14,428.62	0.00	0.00			14,428.62	
Cashbook Totals		24,933.87	0.00	0.00			24,933.87	

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/06/2021	Oval Commercial Investments Lt	DDR1	420.00	420.00		501			Suite 4 rent - June
1/06/2021	Oval Commercial Investments Lt	DDR2	587.70	587.70		501			Suite 5 rent - June
1/06/2021	Co-op Bank	DS-JUNA	5.00			4050	1	5.00	duplicate statement fee JunA
4/06/2021	GPS Telecoms Limited	DDR3	82.27	82.27		501			Telephone and broadband May
3/06/2021	High Street DIY	DC112	6.98		1.16	4023	1	5.82	AA batteries
4/06/2021	Aviva Insurance Ltd	B1711	125.00			4917	199	125.00	claim overpyt returned
4/06/2021	Avon Pension Fund	B1704	879.56			517		879.56	Superann month 3
4/06/2021	HMRC	B1703	313.77			515		313.77	PAYE?BIC month 3
4/06/2021	Westfield Parish Council	B1700-2	2,821.62			516		2,821.62	June salaries
4/06/2021	Mardons Social Club	B1712	1,000.00			4203	202	1,000.00	Grant 2020-21 (EMR)
						322	0	-1,000.00	Grant 2020-21 (EMR)
						6000	202	1,000.00	Grant 2020-21 (EMR)
4/06/2021	A&L Couriers	B1698	400.00	400.00		501			Delivery of Warbler May
4/06/2021	A F Denning Limited	1705	265.20	265.20		501			elec test 4 defibs
4/06/2021	A F Denning Limited	B1695	130.80	130.80		501			move defib pharmacy-coop
4/06/2021	Glasdon UK Limited	B1694	121.51	121.51		501			bin for NH rec
4/06/2021	GreenSward Sports Consultancy	B1696	2,935.90	2,935.90		501			Monthly maintenance May
4/06/2021	IAC Internal Audit & Complianc	B1708	120.00	120.00		501			Audit 20-21 second visit
4/06/2021	Jack and Jill Solutions	B1699	45.50	45.50		501			auto-watering repairs
4/06/2021	The MSN, Radstock & District J	B1706	226.80	226.80		501			job advert Finance Officer
4/06/2021	Legionella Control Ltd	B1709	130.20	130.20		501			LEGIONELLA SAMPLES
4/06/2021	Merv's the Man - Paul Charlton	B1697	378.34	378.34		501			repaint hopscotch
4/06/2021	Rob Wicke	B1707	1,431.00	1,431.00		501			Flowers payment 2 of 3
4/06/2021	Youth Connect SW Ltd	B1710	3,138.65	3,138.65		501			PAYMENT 2 OF 4
4/06/2021	Petty Cash	cash	77.75			250		77.75	cash withdrawl
4/06/2021	Southern Electric	DDR5	33.94	33.94		501			Xmas Tree elec Feb-Jun
4/06/2021	Zoom Video Communications Inc	DDR4	11.99	11.99		501			Monthly subscription
4/06/2021	Southern Electric	DDR6	123.64	123.64		501			Pavilion elec Feb-Jun
5/06/2021	Co-op Bank	DS-JUNB	5.00			4050	1	5.00	Duplicate statement JuneB
Total Payments for Month			15,818.12	10,583.44	1.16			5,233.52	
Balance Carried Fwd			9,115.75						
Cashbook Totals			24,933.87	10,583.44	1.16			14,349.27	

Receipts for Month 3

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 :	455,799.72					455,799.72	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>455,799.72</u>	<u>0.00</u>	<u>0.00</u>			<u>455,799.72</u>	

Payments for Month 3

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>
22/06/2021	Current Account	22/06	12,000.00			201	12,000.00	
Total Payments for Month			12,000.00	0.00	0.00		12,000.00	
Balance Carried Fwd			443,799.72					
Cashbook Totals			455,799.72	0.00	0.00		455,799.72	

Bank Reconciliation Statement as at 30/06/2021
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	30/06/2021	50	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
			<u>85,000.03</u>
		Balance per Cash Book is :-	85,000.03
		Difference is :-	0.00

Receipts for Month 3

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: 30/06/2021	27.94						
	Nationwide Bank	27.94			1196	1	27.94	NWide interest June
	Total Receipts for Month	27.94	0.00	0.00			27.94	
	Cashbook Totals	85,027.97	0.00	0.00			85,027.97	

Date: 07/07/2021

Westfield Parish Council 2021-22

Page: 72

Time: 10:10

Cashbook 3

User: EFM

Nationwide Savings Account

For Month No: 3

Payments for Month 3

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>
30/06/2021	Current Account	NWide int	27.94			201	27.94	NWide int
Total Payments for Month			27.94	0.00	0.00		27.94	
Balance Carried Fwd			85,000.03					
Cashbook Totals			<u>85,027.97</u>	0.00	0.00		<u>85,027.97</u>	

Schedule of regular payments 2021-22 amounts are all NET

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Apollo Technology	IT Support costs	£0.00	£1,096.09	£0.00	£90.00									£1,186.09
Avon Pension Fund	Superannuation	£879.56	£879.56	£879.56	£879.56									£3,518.24
GPS Telecoms	Telephone and broadband	£67.93	£66.10	£68.56	£67.18									£269.77
Greensward	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58									£8,486.32
HMRC	PAYE and NI	£313.77	£313.97	£313.77	£313.97									£1,255.48
Oval Commercial	Office Rental	£839.75	£839.75	£839.75	£839.75									£3,359.00
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00									£0.00
Net Salaries (and expenses)	Office staff	£2,821.62	£2,821.42	£2,821.62	£2,821.42									£11,286.08
Public Works Loans Board	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72									£3,686.72
Ricoh	Photocopier	£148.41	£0.00	£0.00	£0.00									£148.41
Southern Electric	NH Pavilion	£0.00	£0.00	£117.76	£0.00									£117.76
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00									£28.29
Total Gas & Power	NH Pavilion	£0.00	£46.61	£0.00	£0.00									£46.61
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00	£0.00									£0.00
Water2Business	NH Pavilion	£0.00	£0.00	£0.00	£0.00									£0.00
Zoom subscription	Meeting space	£11.99	£11.99	£11.99	£11.99									£47.96
Monthly Total		£7,204.61	£8,197.07	£7,202.88	£10,832.17	£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

CIL funds 2021-22

CIL Funds carried over from previous years: £947.44
expires July 2025

CIL INCOME

2021/22		Notes	Expiry date of funds
17/6/2021	£2,400.68	21/00068/VAR 12 Milton Road	June 2026
TOTAL			£2,400.68

CIL EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
TOTAL			£0.00

CIL repaid following a repayment notice: N/A
 Balance of 2020-21 CIL funds £947.44
 Balance of 2021-22 CIL funds £2,400.68
 Balance of CIL funds overall: £3,348.12

s106 funds 2021-22

s106 Funds carried over from previous years: £95,871.97

s106 INCOME

Date	Amount	Purpose of the grant
TOTAL		£0.00

s106 EXPENDITURE


Date	Budget Code	Item/Purpose	Amount
Stand-alone pavilion at Westhill Rec			
		Funds received for this project:	£8,000.00
1/4/2021		Balance of spend so far b/d	£4,510.03
Total 2020-21 spend for stand-alone Pavilion			£0.00
Balance			£3,489.97

Date	Budget Code	Item/Purpose	Amount
Purchase of land at Waterside Valley			
		Funds received for this project:	£93,000.00
1/4/2021		Balance of spend so far b/d	£618.00
Total 2020-21 spend on purchase of land:			£0.00
Balance			£92,382.00

TOTAL s106 spend in 2021-22 £0.00
 Balance of 2021-22 s106 funds £95,871.97

Prepared by: Emily Merko, Finance Officer
 Verified by: Lesley Close, Parish Clerk

Feedback on Grant Applications 2020

Organisation	Grant awarded	Purpose of the grant	Feedback
1st Radstock Scout Group	£500.00	Towards the installation of disabled toilet and showers.	<p>Due to the pandemic we have not yet been in the position to spend the grant for our toilet/shower conversion. However, we do have a date in August when our new storage will go up which will then release the current storage area for the work on the disabled toilet/showers to begin. This is a large step forward in the redevelopment of the existing building and one we are very excited about.</p>
Brownies - 3rd Westfield (St Peters)	£750.00	Help towards the purchase of equipment to deliver brand new girl guiding programme. Including camping equipment, PPE, karaoke machine	<p>Our unit have recently started back with face meetings and the Brownies were very happy when we showed them what we had purchased. Thank you once again for your generosity.</p> 
Carers' Centre B&NES	£1,000.00	Telephone support to 70 carers in Westfield to ensure they are able to gain support during the ongoing pandemic. Calls are to identify emotional and practical needs and provide support. Started calls during lockdown and realised how helpful they are so would like to continue whilst uncertain times continue. Provision has changed to now offer online breaks and activities and activity packs also one-to-one distanced meetings in person.	<p>Thanks to this grant we were able to make Wellbeing Check calls to 79 carers living in Westfield during the pandemic. Many of these carers received several calls throughout the period of funding. These regular Wellbeing Calls enabled us to provide reassurance and access to trusted information and advice. We were also able to support carers to connect to online alternatives to our usual Carer Café. The carers we were able to support through these Wellbeing Calls were extremely grateful and reported feeling less 'forgotten' at a time when so many services had understandably been suspended or reduced. We have just re-started the in-person Carer Café in Westfield and the returning carers have reported that having regular contact has been important to them.</p>
Citizens Advice B&NES	£750.00	Continued support of the Adviceline service. Around 200 Westfield residents per year use the service. Last year Adviceline managed to achieve £126,000 in increased benefits, debts written off and reimbursements for Westfield residents.	
Cruse Bereavement Care	£750.00	Towards the cost of running the bereavement counselling service. Telephone and zoom support, training for volunteer counsellors, mobile phones for Counsellors. Volunteers as well as clients are local to the area.	<p>The grant enabled us to train 9 bereavement volunteers (Foundation course) and for Understanding Your Bereavement sessions. Importantly it was a great morale boost in very uncertain times.</p>
Enigma Twirl Team	£300.00	Providing experience tuition for children in dance, gymnastics and baton twirling. Grant requested to cover first three months hall hire costs for training sessions. This will give the team chance to get back on their feet with fundraising for the rest of the year. 26 members, 9 of whom live in / have links to Westfield.	

Organisation	Grant awarded	Purpose of the grant	Feedback
Mardons Carnival Club	£800.00	Towards the unexpected cost of renting a new premises for carnival float and tractor. Have not been able to carry out the usual fundraising to assist with this.	The grant has not yet been paid out because the club have not yet found a premises. The grant is sitting in EMR 322 to be paid once the club has a secured a premises.
Mardons Social Club	£1,000.00	Towards an outdoor working kitchen to enable community groups to have a learning and social safe place. To fund accessible outdoor countertops.	The PC aid they would like to see a receipt for the works before money is sent and will donate up to £1000 towards this. The work on this project was stalled because of the December+ restrictions so no costs have yet been received and grant has not yet been paid to them. The grant is sitting in EMR 322 to be paid once the club has costs and can start the project.
Midsomer Norton and Radstock Silver Band	£750.00	Towards the cost of replacing all the band uniforms, a project prompted by the band's success in national competitions and a wish to replace 20 year old uniforms with smarter and fresher ones. This is a long term project anticipated to be complete by 2023 band year.	The current situation is that no firm plans have been made with regard to spending the grant. Due to the pandemic, the band suspended rehearsals on Friday 13 March 2020 and only resumed limited rehearsals at the end of May 2021. It is hoped that once restrictions are fully lifted, the committee will decide how best to use the grant.
Small Stuff Baby Bank	£1,000.00	Difficult to consider this application for jackets in the context of the For targeted marketing to families that may be in need of support but don't know about the service, petrol costs so items could be delivered to families without transport, a dedicated laptop and printer for the project, stationary items such as printer ink, business cards, laminating pouches, specific items to bridge the gap in receipt of universal credit, to support volunteers with costs that they are absorbing themselves. By the time of the grant offer a printer had already been sourced to the Committee allowed the £50 to be spent on nappies instead.	Having a dedicated and up to date laptop has brought unimagined benefits to the baby bank. Even simple things, such as converting our Facebook group to a page, were not possible on a smart phone or struggling personal laptop. While this removed a significant amount of stress from the manager, it also helps to promote the baby bank in a more professional manner. The manager and committee also feel much more comfortable with being able to store any sensitive or confidential information on a dedicated device. The new laptop has also meant that the design of posters and logos could proceed during lockdown, where this was only possible using a library PC previously. Now that Covid restrictions are easing, we are 'ahead of the game' and at the point where posters can be displayed etc, asap. Many families (x 21) in Westfield Parish, have benefited from free and delivered nappies and wipes, thanks to this grant. The remaining £450.00 has been partially utilised. After receiving the grant, the committee and manager agreed that the best way to market the baby bank (in the short and long term) would be a website. While we had worked on the assumption that a website would be too expensive, we earmarked some of the £450 from this grant, to go towards it. However, on its completion we were not charged at all by the Web designer. This incredibly generous gesture and the lifting of Covid restrictions, means that now is a good time for us to start putting posters up and sending business cards etc out. We have not currently used any of the remaining grant for volunteer expenses, as we were kindly given a private donation which we have been using for this. We anticipate that the private donation will be spent in the next two weeks and therefore intend to utilise this grant instead. Thank you so much, from the Small Stuff Baby Bank Committee and Manager.

Organisation	Grant awarded	Purpose of the grant	Feedback
Somerset Valley FM	£500.00	<p>Promotion of Westfield through the radio station with interviews, outside broadcasts, encouraging participation in collage, bowls club etc, 2 Public Service Announcements</p> <p>Rather than be seen to receive preferential treatment in return for a grant, the grant was given for promotion of general local activities including Westfield.</p>	<p>Of the £500 grant you generously gave us, the bulk of the money has been spent on staff costs and publicity, in relation to interviews and broadcasts given (see below). There is sufficient budget left for us to cover the Christmas Lights Switch-on in November.</p> <p>During 2021, in line with our grant application, we have featured as follows:</p> <p>Robin Moss / Westfield Big Local / Inspirational Citizen news interview and play-out</p> <ul style="list-style-type: none"> • 18 January • 1 March <p>We're in the process of organising another interview for latest news.</p> <p>Bath College / Somerset Valley Campus</p> <p>There has been both interviews and press releases on the campus. Interviews and play-outs</p> <ul style="list-style-type: none"> • 18 January - John Jefferies, Apprenticeships Manager, New Business & Development Manager • 17 June - Jon Domaille, Assistant Principle, Learner Journey and Customer Relations <p>Additionally, we have an arrangement where we have been training some disadvantaged young people from the Campus, along with resources and a plan for a Princes Trust group to develop our gardens with their team.</p> <p>Sport. Prattens Bowls Club, and Westfield Football Club are both to be featured soon on my Sports Show. The grant has been a vital source of revenue whilst commercial advertising remains flat. With sales so difficult currently, the station remains an ongoing viable concern due to grants such as yours. So, the main benefit has been to help the radio station survive during these turbulent times. Thank you!</p>
SWALLOW	£1,000.00	Towards the purchase and installation of a new green energy boiler for the SWALLOW Centre to replace the current boiler which is end of life and to reduce energy costs going forward.	We used the grant to help to buy and install a new boiler for the SWALLOW centre in Westfield. The old boiler was on its last legs and kept having to be repressurized on a daily basis, meaning that the offices were often cold and without heating. We got to the point of thinking that we would have to close the centre when the weather was very cold. The new boiler has made a huge difference and now everyone at the centre is toasty warm! We have already saved time and energy on having to call someone out to fix the old boiler and we estimate that ongoing this boiler will be much more energy efficient and therefore save on fuel bills.
SWAN Advice Network	£800.00	Towards the cost of running the transport service. Have asked for less this year to match predicted drop in demand due to COVID-crisis.	
Trinity Methodist Church	£1,000.00	Installation of a new audio visual system to enhance worship and permit illustration, discussion, singing. To be mounted on a portable stand to allow for use in other areas of the building for all users of the hall and other facilities. The grant was given on the understanding that the new system supported all users of the hall as well as the main church.	All the £1K grant has been spent on the installation of an audio-visual system at the Westfield church as identified on the application form. This is now in use and fully operational, giving the services etc additional depth and during the Covid-19 restrictions has helped as the alternative to hymn singing, which of course is not allowed. <i>Benefits of the grant:</i> The ability to bring much improved sound with video to the premises, to include the facility being available in the main hall adjacent. The governing Church Council and the congregation of friends and members are so grateful to the Westfield Parish Council for helping to make this achievable, thank you so much.

Organisation	Grant awarded	Purpose of the grant	Feedback
The West of England MS Therapy Centre	£200.00	a contribution towards the PPE and cleaning required in order to safely operate. To provide services to each individual it costs in excess of £1400 per year, in addition to this cost PPE and cleaning is an additional £200 based on a weekly appointment. As last year, we have one Centre User from the Parish of Westfield, who benefits from our services as do their family. I have asked for additional funding this year £200 rather than £150 to cover our extra costs, however a donation of any amount will truly make a difference.	<p>We would like to say a huge thank you to all at Westfield Parish council for their generous grant of £200. I can confirm that the grant has been spent in full as per our application. Your grant has been particularly helpful as costs this year have risen substantially. PPE alone has cost over £3000, which when added to extra cleaning costs and cleaning materials and rises in insurance and utilities is significant. However, it is thanks to support like yours that we are surviving and thriving. Being able to protect our service users, volunteers, staff, and their families is absolutely priceless. Due to the extreme health vulnerabilities of our community (including many staff and volunteers) having the correct protective equipment for each task is vital. Knowing that the grant is there to facilitate the Physiotherapists, reception, office, and oxygen staff's ability to choose the correct PPE for the appointment type, has enabled us to provide therapy to those who so desperately need it.</p>
Westfield Allotments and Garden Society	£500.00	Repair disabled and children's beds and surrounding area, replace broke fence at top of orchard for safety of bee hives.	<p>The benefits of the repairs have been immense not only to members but aesthetically to the view of the allotments from members of the public, it has opened the allotments up, we have so many comments from members of the public and from patients of the doctors surgery next door all members are very pleased with the work that we have put in, it now looks clean and very smart and when the raised and children's beds are complete it will look like a new allotments. So I would like to convey from all allotments members a very big Thank You.</p>
Westfield Primary School	£500.00	Towards hardcore for path to make pond area accessible.	<p>We have not spent the grant yet. We were focussing on lost learning after lockdown one, then we had lockdown 2 and then had to focus on lost learning after that. However, contractors are coming in the holiday to clear the site, so I anticipate it being completed by November this year.</p>

Options for office space

As Oval have put in a repeat application to convert the current office building into flats we thought it prudent to look again at the potential for alternative office space in the area. For reference, our current office arrangement is 2 offices at The Oval Office. Rent is £10,077pa (although this is based on a preferential rate for the second office. This rate is due to be reviewed in September).

Property / Owner	Details
Office space above Mardons Club	Vistry have just accepted an offer from a buyer for the whole building. However, Siobhan at Vistry has noted our interest and if this falls through or if the buyer is planning on renting out office space she will be in touch.
Trinity Methodist Church Westfield	Possible conversion of the Vestry to office space. Lesley spoke to Mike Martin 16/6/21. Area 20x15'. Welcome to visit any time. Wheelchair access. All access is either through the hall or the church. No landline or broadband but that could be installed. Use of toilets and kitchen. Very quick figure estimate of £5000-6000 pa – absolutely open to discussion and also Mike would need to take this back for discussion his end too.
Westfield Industrial Estate	No office to let on the market at the moment – but keep an eye out. For example: Dickies have recently put in a planning application for change of use of their site from factory/warehouse to offices. Generally office space here is smaller, un-serviced and has no meeting room space.
The Shambles – new development	Not due to be completed for another year but is set to include office space.
Radco site	This project is right at the beginning of the process. It will include office space when it is complete.

Internal Auditor quotes July 2021

Summary of quotes for Internal Audit provision for the Parish Council for 2021-22 onwards.

Full details of each quote attached

Name		Cost(s)	Notes
Fair Account Lighter Touch	www.townandparishaudit.co.uk/	£385.00	used and recommended by Paulton PC Discounted rate of £365pa for a three year contract.
Auditing Solutions Ltd	www.audifingsolutions.co.uk	£350.00	Used and recommended by MSN and Radstock TCs £60ph for excess work over and above.
IAC Ltd	www.audit-iac.com	£385.00	This is our current auditor. We have had a few issues with them the last two years although we were happy with them before that. 3% discount if we sign a 3-year contract
Principal Local Authority			According to Practitioners Guide you could look to purchase audit services from your local authority. I have checked B&NES, Somerset and Wiltshire websites but can't find that they offer this. Only S.Glos offer this and that is within their own LA area.

Relevant CV information for your perusal as follows:

- Fellow Members Association of Accounting Technicians.
- Licensed and regulated by the AAT for Public Practice.
(Licence no.1530)
- 35 years Local Govt. internal audit experience, with large County, City and Unitary Councils, latterly as Group Auditor.
- 20 years experience on Parish and Town Council internal audits from the outset of the 'lighter touch' regulations, and included on the approved listings for Hampshire, Wiltshire, Dorset, IOW, Somerset, Berkshire, Sussex, Surrey, Oxfordshire and SLCC.
- Currently the Internal Auditors for 152 Parish and Town Councils in South & South West England. Should you require any comments on our audit standards, please contact the local Town Clerks at Frome, Bridport & Sturminster Newton, or Parish Clerks at Paulton, Alderholt, Corfe Castle, Brockenhurst, Lyndhurst & Milford-on Sea.
- Also, we conduct Independent Examinations on a range of Youth Clubs & Managed Village Halls linked to Local Councils.
- Lecturers for SLCC & AAT on Audit aspects, for last 20 years.
- Full Professional Indemnity insurance cover provided.

I would be happy to discuss the proposal further, if required.

I look forward to hearing from you shortly.

Yours sincerely,

PAUL REYNOLDS, FMAAT

AAT
ASSOCIATION
OF ACCOUNTING
TECHNICIANS

I attach for your members' information a sample report, together with a copy of our basic work programme for 2020-21 (that for 2021-22 will be similar but updated to reflect any legislative changes), which is tailored to suit individual client circumstances and is reviewed and, where appropriate, updated each year to take account of any reporting requirements in the AGAR. I trust that you and your members will find the content informative as to the thoroughness of our approach.

Our normal practice is to assess and document the controls in place in each financial system and to then devise an appropriate testing strategy to ensure compliance with the approved procedures and controls in each area. We see it as our role not purely to sign off the Internal Audit Certificate in the AGAR, but to provide the Council with a balanced service aimed at assisting the implementation of new legislation and ensuring that the Council is able to function in the most cost effective and efficient way possible.

We believe strongly that for internal audit to be effective, it must be preventative rather than historical. However, in line with other similar councils and, given the size and level of activity, we would only undertake a single annual review. Based on the information provided and, assuming no specific issues or concerns are identified during our review, our fee would be £350 plus VAT. This fee is based on the assumption that the accounting and other records are maintained in an appropriate manner to facilitate our review: should any significant constraints be identified in undertaking the review, our fee may have to be increased accordingly.

We consider it essential that we remain available to offer advice and guidance throughout the year and, unless any excessive additional information is sought or extensive research and / or work required, the above fee covers the full year. However, should the Council request additional work over and above the basic level of cover, our fees would be chargeable at £60 per hour and be agreed in advance before commencement of any such work. We generally hold our fees for two years only increasing them in line with movements over the prior year in the RPI. We also have full indemnity and public liability insurance cover in place.

Should you or your members wish to discuss the content of this quote, please do not hesitate to contact me. We are fully GDPR compliant with a raft of relevant and required policies in place, which are posted on our website and can, on request, be provided electronically.

I also enclose a copy of our standard Letter of Engagement for the Council and, should members determine to appoint us as your internal auditors, would appreciate your signing and returning in electronic format a copy for our files. We will then contact you to arrange mutually convenient dates for the year's work programme.

Yours sincerely

Stuart

Stuart J Pollard
Director

Pre-Qualification Statement

Company name:

IAC Audit and Consultancy Ltd (IAC)

Company background and experience:

IAC have been providing internal audit services to town and parish councils for more than 5 years and now audit over 150 town and parish councils. The company is owned by the Audit Director Kevin Rose, a CIMA qualified accountant. Kevin has previously worked in both the public sector, as an Internal Auditor with Wiltshire County Council, and in the private sector where he has worked as a Finance Director as well as a member of various audit committees.

Kevin is supported by two experienced internal auditors (AAT qualified) and an office administrator.

Primary Point of Contact

Kevin Rose will be the primary point of contact for the Council

Potential Conflicts of Interest

IAC does not provide any other services to Westfield Parish Council that may constitute a conflict of interest.

There are no known personal relationships between IAC and Westfield Parish Council officers or councillors that may provide a conflict of interest.

Client References

Ludlow Town Council (Shropshire)
Thatcham Town Council (Berkshire)
Dartmouth Town Council (Devon)
Church Crookham Parish Council (Hampshire)
Faringdon Town Council (Oxfordshire)

Northam Town Council (Devon)
Hazlemere Parish Council (Buckinghamshire)
Great Linford Parish Council (Milton Keynes)
Tring Town Council (Hertfordshire)
Peasedown St John Parish Council (Somerset)

Further references may be provided upon request.