

# Westfield Parish Council

The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

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



Established 2011

## All Council Meetings are open to the Public and Press

16<sup>th</sup> June 2021


TO: a) Members of the Finance & Personnel Committee:  
Cllrs Cooper, Fuller, Hopkins, 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 24th June 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 23<sup>rd</sup> June 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 19<sup>th</sup> May 2021 (**pages 1-7**)

**4. PROVISION OF THE PERIOD FOR PUBLIC RIGHTS**

To note that the poster advertising the period for the exercise of public rights to inspect the accounts and make representation to the External Auditor has been displayed on the two public noticeboards and on the website.

**5. MONTHLY ACCOUNTS** To agree the monthly accounts in respect of the following for May 2021:

- Current Account (**pages 8-10**)
- Corporate Treasury Account (**pages 11-13**)
- Business Savings Account (**pages 14-16**)  
(the interest rate at 1<sup>st</sup> June is 0.40% variable)
- Debit card expenditure sheet (**page 17**)
- Petty cash imprest (**page 18**)

**6. 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 19**)
- To consider a grant in the region of £66 to replace the boules banner at Norton Hill Recreation Ground

**7. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS**

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 20**).

**8. TRUST BANK ACCOUNTS**

To consider moving the Trust bank accounts to an account that is easier to administer as per the attached report (**page 21**)

**9. INTERNAL AUDIT**

To consider going out for quotes for Internal Auditor for 2021-22 financial year onwards. Quotes to be sought for the July meeting if required.

# WESTFIELD PARISH COUNCIL

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

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

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

In Attendance: Emily Merko (Finance Officer)

The meeting opened at 9.30am

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

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

## 2. ELECTION OF VICE CHAIR OF THE COMMITTEE

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

## 3. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Jackson and Wilkinson

## 4. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

## 5. APPOINTMENT OF GRANTS SUB-COMMITTEE

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

## 6. MINUTES

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

## 7. MONTHLY ACCOUNTS

**Resolved:**

- a) that the April monthly statement for the Current Account be agreed;
- b) that the April monthly statement for the Corporate Treasury account be agreed;
- c) that the April monthly statement for the Business Savings account be agreed and the interest rate of 0.40% be noted;
- d) that the summary of debit card transactions since the last meeting (Appendix 1) be agreed.

Minutes are draft until agreed at the next meeting.

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

## Westfield Parish Council

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

### 8. **EARMARKED RESERVES**

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

### 9. **PUBLIC SECTOR DEPOSIT FUND**

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

**Resolved:** not to pursue this at the present time.

### 10. **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-21**

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

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

### 11. **YEAR END SUMMARY OF ACCOUNTS**

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

### 12. **SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION**

In accordance with item 5.2 of the Financial Regulations, the updated schedule of payments was considered at the meeting.

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

### 13. **SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS**

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

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

### 14. **PITCH HIRE FEES 2021-22**

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

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

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**15. FENCE REPAIRS AT NORTON HILL RECREATION GROUND**

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

**CONFIDENTIAL MATTERS**

It was resolved that, under Section 100A(4) of the Local Government Act, 1972, the press and public would be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

**16. IT SUPPORT CONTRACT**

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

The meeting closed at 9.40am

Minutes are draft until agreed at the next meeting.

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





APPENDIX 2

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET

May 2021-22 - 2

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/101	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Travel & Subsistence 4008/1	Hospitality 4131/101
£100.00	1/4/2021	Cash in hand	£100.00								
	06/04/2021	Batteries	£2.99		£2.39						
	6/4/2021	TalkTalk phone bill for Zoom meetings Cllr Williams	£9.18			£9.18					
		<b>TOTAL (NET)</b>	£11.57	£0.00	£2.39	£9.18	£0.00	£0.00	£0.00	£0.00	£0.00
		<b>VAT:</b>	£0.60		£0.60						
		<b>Ongoing balance</b>	<b>£87.83</b>								

top-up required? : no

previously reported

added since agenda circulated

Minutes are draft until agreed at the next meeting.

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

Westfield Parish Council

APPENDIX 3  
Invoices for payment MAY

Invoice Date	Supplier	Details	Nom code	Payment No. £ net	VAT	£ gross
28/4/2021	Greensward	Remove buddy board at Westhill	4062/307	£135.00	£27.00	£162.00
29/4/2021	DCK Accounting Solutions	Year-end closedown	4058/1	£271.90	£54.38	£326.28
7/5/2021	Ignyte Media	Westfield Warbler Summer edition plus business directory	4212/102 (EMR 328)	£1,395.00	£279.00	£1,674.00
10/5/2021	Trophies of Radstock	Engraving Inspirational Citizen cup	4227/202	£49.17	£9.83	£59.00
30/4/2021	C&R Fencing	Fencing works at Norton Hill Rec (covered by nsurance claim)	4917/199 (EMR 328)	£5,731.00	£1,146.20	£6,877.20
18/5/2021	Apollo Technology	Emergency cable repairs	4027/1	£90.00	£18.00	£108.00
18/5/2021	C&R Fencing	Temporary fencing for 3 weeks	4917/199	£141.00	£28.20	£169.20
					TOTAL	£9,375.68

This amount plus regular scheduled monthly payment

Added since agenda was distributed

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

already approved by Council

Minutes are draft until agreed at the next meeting.

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



Westfield Parish Council

APPENDIX 4

Schedule of regular payments 2021-22 amounts are all NET

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Apollo Technology	IT Support costs	£0.00	£1,096.09											£1,096.09
Avon Pension Fund	Superannuation	£879.56	£879.56											£1,759.12
GPS Telecoms (DD)	Telephone and broadband	£67.93	£66.10											£134.03
Greensward	Grounds maintenance	£2,121.58	£2,121.58											£4,243.16
HMRC	PAYE and NI	£313.77	£313.97											£627.74
Oval Commercial (SO)	Office Rental	£839.75	£839.75											£1,679.50
Oval Commercial	Use of Boardroom	£0.00	£0.00											£0.00
Net Salaries (and expenses)	Office staff	£2,821.62	£2,821.42											£5,643.04
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00											£0.00
Ricoh	Photocopier	£148.41	£0.00											£148.41
Southern Electric	NH Pavilion	£0.00	£0.00											£0.00
Southern Electric	Christmas Tree	£0.00	£0.00											£0.00
Total Gas & Power	NH Pavilion	£0.00	£46.61											£46.61
Water2Business (DD)	Auto-watering systems	£0.00	£0.00											£0.00
Water2Business (DD)	NH Pavilion	£0.00	£0.00											£0.00
Zoom subscription (DD)	Meeting space	£11.99	£11.99											£23.98
<b>Monthly Total</b>		<b>£7,204.61</b>	<b>£8,197.07</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

This amount plus one off payments  
 Highlight if over £5000 as this requires full Parish Council approval  
 added since agenda was distributed

Minutes are draft until agreed at the next meeting.

7 Signed ..... Dated .....

Bank Reconciliation Statement as at 31/05/2021  
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	31/05/2021	232	10,476.37
			<u>10,476.37</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			10,476.37
<u>Receipts not Banked/Cleared (Plus)</u>			
31/05/2021 NWie int		28.88	
			<u>28.88</u>
			10,505.25
			<b>Balance per Cash Book is :-</b>
			<b>10,505.25</b>
			<b>Difference is :-</b>
			<b>0.00</b>

## Receipts for Month 2

## 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 :	10,742.98					10,742.98	
Banked: 06/05/2021		4,991.68						
HMRC		4,991.68			105		4,991.68	VAT Jan-Apr
Banked: 19/05/2021		13,000.00						
19/5 Corporate Treasury Account		13,000.00			203		13,000.00	
Banked: 27/05/2021		240.00						
Aviva Insurance		240.00			1099	199	240.00	balance of claim for fence
Banked: 31/05/2021		28.88						
NWie int Nationwide Savings Account		28.88			204		28.88	NWide int
<b>Total Receipts for Month</b>		<b>18,260.56</b>	<b>0.00</b>	<b>0.00</b>			<b>18,260.56</b>	
<b>Cashbook Totals</b>		<b>29,003.54</b>	<b>0.00</b>	<b>0.00</b>			<b>29,003.54</b>	

## Payments for Month 2

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/05/2021	Co-op Bank	DS-MAY	5.00			4050	1	5.00	Duplicate statement fee May
04/05/2021	Oval Commercial Investments Lt	DDR1	420.00	420.00		501			Office rent suite 4 May
04/05/2021	Oval Commercial Investments Lt	DDR2	587.70	587.70		501			Office rent suite 5 May
10/05/2021	JW Plant	DC110	84.00		14.00	4102	102	70.00	NHS Day Flag
14/05/2021	GPS Telecoms Limited	DDR3	79.32	79.32		501			Telephone and broadband May
20/05/2021	Apollo Technology Solutions Lt	B1683	1,423.31	1,423.31		501			call out to repair damaged cab
20/05/2021	C & R Fencing Limited	B1688	7,046.40	7,046.40		501			temp fencing costs
20/05/2021	DCK Beavers Limited	B1684	326.28	326.28		501			Yearend close-down 2020- 21
20/05/2021	GreenSward Sports Consultancy	B1682	2,707.90	2,707.90		501			Monthly maintenance
20/05/2021	Ignyte Media Ltd	B1686	1,674.00	1,674.00		501			Summer Warbler & bus director
20/05/2021	Total Gas & Power	B1685	48.95	48.95		501			Gas at Pavilion Feb-Apr
20/05/2021	Trophies of Radstock	B1687	59.00	59.00		501			Insp Cit cup engraving
20/05/2021	HMRC	B1689	313.97			515		313.97	PAYE/NIC Month 2
20/05/2021	Avon Pension Fund	B1690	879.56			517		879.56	Superann Month 2
20/05/2021	St John Ambulance	DC111	9.49		1.58	4018	1	7.91	1st aid kit replacements
24/05/2021	Westfield Parish Council	B1691-3	2,821.42			516		2,821.42	May salaries
24/05/2021	Zoom Video Communications Inc	DDR4	11.99	11.99		501			monthly suscription
<b>Total Payments for Month</b>			<b>18,498.29</b>	<b>14,384.85</b>	<b>15.58</b>			<b>4,097.86</b>	
<b>Balance Carried Fwd</b>			<b>10,505.25</b>						
<b>Cashbook Totals</b>			<b>29,003.54</b>	<b>14,384.85</b>	<b>15.58</b>			<b>14,603.11</b>	





Date: 08/06/2021

Westfield Parish Council 2021-22

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Time: 16:21

Cashbook 2

User: EFM

Corporate Treasury Account

For Month No: 2

Receipts for Month 2

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 :	468,799.72					468,799.72	
	Banked:	0.00					0.00	
			0.00					
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>468,799.72</u>	<u>0.00</u>	<u>0.00</u>			<u>468,799.72</u>	

Continued on Page 17

Date: 08/06/2021

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Cashbook 2

User: EFM

Corporate Treasury Account

For Month No: 2

Payments for Month 2

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/05/2021	Current Account	19/5	13,000.00				201	13,000.00	
<b>Total Payments for Month</b>			13,000.00	0.00	0.00			13,000.00	
<b>Balance Carried Fwd</b>			455,799.72						
<b>Cashbook Totals</b>			468,799.72	0.00	0.00			468,799.72	

Bank Reconciliation Statement as at 31/05/2021  
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	31/05/2021	49	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 2

## 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: 28/05/2021	28.88						
	Nationwide Bank	28.88			1196	1	28.88	NWide interest May
Total Receipts for Month		28.88	0.00	0.00			28.88	
Cashbook Totals		85,028.91	0.00	0.00			85,028.91	

Date: 08/06/2021

Westfield Parish Council 2021-22

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Time: 16:25

Cashbook 3

User: EFM

Nationwide Savings Account

For Month No: 2

Payments for Month 2

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>
31/05/2021	Current Account	NWie int	28.88			201	28.88	NWide int
<b>Total Payments for Month</b>			28.88	0.00	0.00		28.88	
<b>Balance Carried Fwd</b>			85,000.03					
<b>Cashbook Totals</b>			<u>85,028.91</u>	0.00	0.00		<u>85,028.91</u>	



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						
		<b>TOTAL (NET)</b>	<b>£73.72</b>	<b>£0.00</b>	<b>£2.39</b>	<b>£54.18</b>	<b>£17.15</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
		<b>VAT:</b>	<b>£4.03</b>		<b>£0.60</b>		<b>£3.43</b>					
		<b>Ongoing balance</b>	<b>£22.25</b>									
		<b>top-up required</b>	<b>£77.75</b>									

previously reported

Top-Up  
£77.75 to be drawn out in cash  
using the bank debit card.

Imprest Holder signature Ewa Dwo Date 16/6/21

Counter signature [Signature] Date 16/6/21

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_



**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 £96.00
27/5/2021	Greensward	move bin at Westhill	4062/307	B#1696	£75.00	£15.00	£90.00
26/05/2021	Merv's the Man	quarterly play inspections - Q1	4065/307&8	B#1697	£170.00	£34.00	£204.00
24/5/2021	A&L Couriers	re-painting hopscotch at WH Rec	4062/307	B#1698	£378.34	£0.00	£378.43
4/6/2021	Jack & Jill Solutions	Distribution of Warbler	4212/102	B#1699	£400.00	£0.00	£400.00
11/6/2021	AF Denning	auto-watering repairs	4224/202	B#1705	£45.50	£0.00	£45.50
14/6/2021	Rob Wicke	Defib fixed electric tests	4231/202	B#1707	£221.00	£44.20	£265.20
11/6/2021	The Journal	Flowers 2021-22 payment 2of3 job advert	4230/202 4030/1 EMR 337	B#1706	£1,431.00 £189.00	£0.00 £37.80	£1,431.00 £226.80
						<b>TOTAL</b>	<b>£3,389.24</b>

This amount plus regular scheduled monthly payment

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

**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
<b>Monthly Total</b>		<b>£7,204.61</b>	<b>£8,197.07</b>	<b>£7,202.88</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

.....  
This amount plus one off payments

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

**Alternative options for Trust Bank Accounts** (Norton Hill Recreation Ground Trust and Westhill Recreation Ground Trust)

The Finance Officer would like to recommend moving the Trust bank accounts to a different bank as we have a number of administrative problems with Natwest and moving the accounts would also tidy up a number of other issues which include:

- the difficulty that office staff have in talking to the bank as non-signatories on the account
- administrative process of making changes that seems to take forever (eg, we have been trying to add Geoff as a signatory since February...)
- the Trusts have two accounts each but we think these could be amalgamated into one each
- Westhill Trust account is in the name "Miners Rec or Pleasure Ground" which is not very helpful
- we can only withdraw funds by cheque and only transfer funds between accounts by signed hard copy letter

The Committee agreed to do this back in 2017 but it proved impossible to do so at that time as we had one Councillor with whom we were not able to make contact and the form required all signatures! We have carried on with Natwest since then but have hit difficulties again this year.

The Finance Officer recommends a switch to Co-operative Bank as we already know how to bank with them and have had no administrative issues with them. As the accounts are in different names the FSCS would cover the Trust and Parish Council accounts separately. If the Committee is minded to recommend moving banks this would be subject to final approval at meetings of each Trust.

Bank	Account Charge?	Online Banking?	Telephone banking?	Staff able to talk to ban as non-signatories?	Other info
Cooperative DirectPlus Account	No fee	Yes – as per our current arrangement for the Parish Council account – two-level authority for payments	Yes - as per Parish Council account	Yes – as per Parish Council account	This is the account we use for the Parish Council
HSBC Community Bank Account	No fee	No	Yes	I don't think it offers this.	Minimum opening deposit of £500 <i>Monthly fee means it's not suitable for the Trusts.</i>
Unity Trust Bank Current Account	£6 pcm	Online banking users don't have to be signatories which gives the facility to set up office staff with online access. Payments can require single, dual or triple authority as required	Non-signatories can be set up with telephone banking to be able to discuss the account but not authorise payments.	Covered under online and telephone banking.	
Bank of Scotland Treasurer's Account	<i>Currently not allowing accounts switched from another bank...</i>				
Lloyds Treasurer's Account	<i>Currently not allowing accounts switched from another bank...</i>				
Santander Treasurer's Current Account	<i>Currently not allowing accounts switched from another bank...</i>				
TSB Club, Charity and Society Account	<i>No longer offers a charities account</i>				