

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held remotely on Zoom on Wednesday 21st October 2020

Present: Cllr Philip Wilkinson (Chair) and Cllrs Geoff Fuller and Patricia Williams

Absent: Cllrs Diana Cooper, Ron Hopkins, Lesley Mansell, Robin Moss and Bryan Wallbridge

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

The meeting opened at 7.00pm.

56. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Diana Cooper, Ron Hopkins, Eleanor Jackson, Lesley Mansell and Robin Moss

57. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

58. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 23rd September 2020 be agreed and signed as a correct record.

59. BUDGET VARIATIONS

The variances to 30th September 2020 along with the report on the specific effects on the budget of the coronavirus pandemic, were noted.

60. MONTHLY ACCOUNTS

It was noted that the External Auditor had completed the audit so the conclusion of audit notice would be displayed. Details of the auditor's comments would be considered at the next meeting.

Resolved:

- a) that the September monthly statement for the Current Account be agreed;
- b) that the September monthly statement for the Corporate Treasury account be agreed;
- c) that the September monthly statement for the Business Savings account be agreed and the interest rate of 0.40% be noted;
- d) that the summary of petty cash transactions (Appendix 1) be agreed;
- e) that the summary of debit card transactions since the last meeting (Appendix 2) be agreed;

61. VERIFICATION OF THE BANK RECONCILIATIONS

Verification by a non-signatory Councillor had not yet been possible but would be done as soon as possible.

Minutes are draft until agreed at the next meeting.

Signed Dated

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62. 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.

63. 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.

It was noted that the gas contract was due for renewal. The price comparison was considered under confidential business.

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.

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

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

Resolved: that the CIL funds balance be used towards the new swings at Westhill Play Area (quote from Caloo for £11,229.40 already accepted).

65. GRANTS 2020-21

Membership of the Grants Sub-Committee as agreed in May was noted: Cllrs Wilkinson, Williams, Cooper, Moss and Fuller. The Committee discussed whether the sub-Committee meeting could be held in person. It was resolved that, at present, the sub-Committee should expect to meet on Zoom.

66. WESTFIELD ACTION PLAN

The Action Plan was noted and the projects currently ongoing were discussed. A valuation of the land for the nature trail was expected imminently and then further costings could be put together.

67. BUDGET 2021-22

No items were added for the time being.

68. ANNUAL REVIEW OF FEES AND CHARGES

The Committee wanted the Council to continue to be seen as encouraging fitness and exercise and therefore wanted to ensure that the hire fees remained affordable and fair in the current climate.

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- Resolved:**
- a) that the fee for casual hire of Westhill pitch be brought in line with hire fee for Norton Hill pitch “without facilities” at £21 and that this be applied retrospectively to 2020 hire;
 - b) to note that the “without facilities” fee for casual hire had been charged at Norton Hill whilst the changing rooms had been closed for use (use of disabled toilet only);
 - c) that allotments and Fun Fair fees be frozen at the 2020 prices;
 - d) that the Bowls Club rent increase for 2021-22 as per the lease agreement and the Fun Day stall prices as previously agreed, be noted;
 - e) that the pitch hire fees for 2021-22 season be re-assessed in May 2021 when the effect of the Covid-pandemic could be better anticipated for the new season.

69. SALARY SCALES FOR 2020-21

Resolved: to accept the new pay award for 2020-21 as per the Award Notice from NALC and to back-date to April.

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.

70. STAFF APPRAISALS

The Committee reviewed the report on the Finance Officer and the Admin Assistant’s appraisals and heard a verbal report from the Chair of the Council on the Clerk’s appraisal. Cllr Fuller recorded his thanks to the three staff for making Westfield Parish Council work in difficult times and for going above and beyond the call of duty during the lockdown period.

- Resolved:**
- a) that AAT Level 4 be available to the Finance Officer whenever she was ready to begin study, budgetary provision already having been made;
 - b) that spinal point salary increases be agreed as follows:
 - Admin Assistant from SP9 to SP10 (7-12 range)
 - Finance Officer from SP14 to SP15 (13-17 range)
 - Parish Clerk from SP30 to SP31 (29-32 range)
 - c) that the increases be back-dated to 1st April 2020 along with the salary award increases.

71. GAS CONTRACT RENEWAL

The Committee considered renewal prices on the gas contract at Norton Hill Pavilion. It was noted that it was no longer possible to obtain a tariff without a standing charge and that this would increase the gas costs at the Pavilion as actual usage is very low. The British Gas Lite option was discussed alongside the other two quotes noting that it was the lowest of the three but that it was an online account without customer support; it was a designed for small businesses however, it had received a very low rating on Trustpilot.

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Resolved: to accept the quote of 30p per day standing charge and unit rate of 4.271 from Total Gas & Power for a three-year contract to November 2023.

The meeting closed at 7.47pm

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Westfield Parish Council

APPENDIX 1

<u>WESTFIELD PARISH COUNCIL PETTY CASH</u>											
		MONTH SHEET	October 2020-21 - 7								
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	n/a								
											<i>previously reported</i>

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APPENDIX 3

Schedule of payments in OCTOBER							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
26/9/2020	Lazy Days Landscaping Ltd	2 bollards at Westhill	4062/307	B#1561	£480.00	£96.00	£576.00
26/9/2020	Lazy Days Landscaping Ltd	repair of coping stones at basketball court	4062/308	B#1561	£133.00	£26.60	£159.60
29/9/2020	Signefex	sign for basketball court	4062/308	B#1560	£40.00	£8.00	£48.00
1/10/2020	Oval Commercial	depositi on new office (3 months rent)	4013/1	<i>paid 6/10/20</i>	£1,050.00	£210.00	£1,260.00
2/10/2020	Greensward Sports Consultancy	Play inspection remedial works and Norton Hill Rec	4062/308	B#1562	£292.00	£58.40	£350.40
		Play inspection remedial works and Westhill Rec	4062/307		£290.00	£58.00	£348.00
		install second post for gym equipment sign	4929/199		£55.00	£11.00	£66.00
		move damaged bench and make good the ground and refit flat swing	4062/308		£15.00	£3.00	£18.00
6/7/2020	The Royal British Legion	3 x poppy wreaths 2020	4232/202	B#1563	£59.25	£0.00	£59.25
9/10/2020	Tindle Newspapers	Grants advert in Journal	4023/1	B#1565	£142.43	£28.49	£170.92
12/10/2020	Sutcliffe Play	parts for multiplay at Westhill	4062/307	B#1564	£89.57	£17.93	£107.50
7/10/2020	Theme Bins International Ltd	Benches for Westhill Recreation Ground (paid with s106 grant)	4043/307	B#1571	£5,798.12	£1,159.62	£6,957.74
15/10/2020	PKF Littlejohn	External Audit for 2019-20	4056/1	B#1573	£600.00	£120.00	£720.00
8/10/2020	Sutcliffe Play	parts for play equipment repairs at NH	4062/308	B#1564	£31.50	£6.30	£37.80
					TOTAL		£10,879.21
This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval							<i>already approved by Council</i>

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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						£573.49
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£151.20	£0.00	£0.00	£151.20	£0.00	£0.00						£302.40
Apollo Technology	G-Suite (Quarterly)	£0.00	£552.00	£0.00	£0.00	£552.00	£0.00	£0.00						£1,104.00
Apollo Technology	Wireless Cloud Controller	£0.00	£5.97	£0.00	£0.00	£5.97	£0.00	£0.00						£11.94
Avon Pension Fund	Superannuation	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82						£5,850.74
GPS Telecoms (DD)	Telephone and broadband	£66.49	£64.65	£64.26	£64.45	£64.22	£64.49	£66.11						£454.67
Greensward	Grounds maintenance	£1,951.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58						£14,681.06
HMRC	PAYE and NI	£271.88	£272.28	£272.28	£258.88	£268.88	£268.88	£268.88						£1,881.76
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75	£839.75		£839.75						£3,778.25
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00				£0.00						£0.00
Net Salaries (and expenses)	Office staff	£2,694.63	£2,694.23	£2,694.23	£2,707.63	£2,697.63	£2,722.63	£2,697.83						£18,908.81
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00						£3,686.72
Ricoh	Photocopier	£0.00	£186.07	£0.00	£141.72	£0.00	£0.00	£151.38						£479.17
Southern Electric	NH Pavilion	£0.00	£0.00	£64.20	£0.00	£0.00	£197.69	£0.00						£261.89
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00						£56.58
Total Gas & Power	NH Pavilion	£0.00	£13.24	£0.00	£0.00	£16.49	£0.00	£0.00						£29.73
Water2Business (DD)	Auto-watering systems	£0.00	£0.00	£0.00	£21.05	£127.03	£0.00	£0.00						£148.08
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£213.19	£0.00	£0.00						£213.19
Zoom subscription (DD)	Meeting space	£0.00	£0.00	£11.99	£0.00	£11.99	£11.99	£11.99						£47.96
Monthly Total		£6,310.15	£7,673.54	£6,582.40	£10,327.60	£7,842.49	£6,741.12	£6,981.15	£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														
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