

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held remotely on Zoom on Wednesday 23rd September 2020

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

Absent: Cllrs Diana Cooper, Lesley Mansell, Philip Wilkinson and Bryan Wallbridge

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

The meeting opened at 7.10pm.

48. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Diana Cooper, Lesley Mansell and Philip Wilkinson

49. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

50. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 22nd July 2020 be agreed and signed as a correct record.

51. MONTHLY ACCOUNTS

Resolved:

- a) that the July and August monthly statements for the Current Account be agreed;
- b) that the July and August monthly statements for the Corporate Treasury account be agreed and the new interest rate of 0% be noted;
- c) that the July and August monthly statements 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;

52. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

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

Resolved: that the schedule of payments due in both August and September be agreed (attached as Appendices 3&4), 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.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

53. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS

In accordance with 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 was considered at the meeting.

Resolved: that the schedule of payments be agreed (attached as Appendix 5) 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.

54. LOCAL GOVERNMENT PENSION SCHEME CONSULTATION

The details of the consultation were noted but it was felt that there were not any comments to make from the Parish Council.

55. COVID RISK ASSESSMENT FOR NORTON HILL FOOTBALL FIELD AND PAVILION

It was noted that the Parish Council had registered for NHS track & trace QR code posters which had been put up at Norton Hill Pavilion in line with the latest government policy for public buildings.

Resolved: that the risk assessment be approved.

The meeting closed at 7.22pm

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Westfield Parish Council

APPENDIX 1

WESTFIELD PARISH COUNCIL PETTY CASH											
		MONTH SHEET	August - Sept 2020-21 - 5-6								
IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/1	Parish Environment 4224/202	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		
		TOTAL (NET)	£21.47	£0.00	£9.98	£8.16	£0.00	£0.00	£3.33	£0.00	£0.00
		VAT:	£2.67		£2.00				£0.67		
		Ongoing balance	£75.86								
		top-up required	n/a								
									<i>previously reported</i>		

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APPENDIX 2

<u>WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY</u>													
		MONTH	to F&P 23rd September										
		SHEET	2020-21 - 5-6										
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Health & Safety	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Training 4005/1	Hospitality 4131/101
DC85	8/9/2020	Value Products	First aid kit replacement items	£13.14		10.95							
			TOTAL (NET)	£10.95	£0.00	£10.95	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT:	£2.19		£2.19							
			TOTAL (Gros)	£13.14									

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APPENDIX 3

Schedule of payments in AUGUST							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
27/7/2020	Greensward	Pollard tree/hedge at bottom of Westhill Rec	4062/307	B#1531	£1,065.00	£213.00	£1,278.00
27/7/2020	IgnyteMedia Ltd	Westfield Warbler double edition August 2020	EMR 328 4212/202	B#1533	£2,000.00	£400.00	£2,400.00
12/8/2020	Kelvin Hawkins	Service boiler at Pavilion	4015/308	B#1541	£90.00	£18.00	£108.00
17/8/2020	A&L Couriers	Delivery of Westfield Warbler	4212/102	B#1542	£500.00	£0.00	£500.00
11/8/2020	GB Sport & Leisure	Repairs to self-closing gates at WH play area	4062/307	B#1543	£870.20	£174.04	£1,044.24
19/8/2020	Trophies of Radstock	Engraving Inspirational Citizen cup	4102/102	B#1544	£2.92	£0.58	£3.50
						TOTAL	£5,333.74
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 payments in SEPTEMBER							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
7/7/2020	Northavon Group	Installation of fitness track (final part payment)	4929/199	B#1547	£20,624.70	£4,124.94	£24,749.64
26/8/2020	Greensward	Top soiling goal mouths & penalty spot	4062/307	B#1545	£90.00	£18.00	£108.00
		fix fencing at Westhill and Norton Hill Recs, replace and resecure timber edging of boules court	4062 / 307/308		£400.00	£80.00	£480.00
		Covid-measures: bin liners, soap and paper towels and depp clean of Pavilion prior to start of season. Additional weekly cleaning August	4039/308		£175.00	£35.00	£210.00
		Install post for gym equipment sign	4062/307		£55.00	£11.00	£66.00
25/8/2020	Signefex	No powered vehicles sign at Westhill Rec	4062/307	B#1546	£144.00	£28.80	£172.80
24/8/2020	RoSPA Play Safety	Annual inspection of play equipment at two rerecreation grounds	4065/307&308	B#1546	£327.00	£65.40	£392.40
25/8/2020	GB Sport & Leisure	Parts for repairs to playt equipment	4062/308	B#1549	£40.00	£8.00	£48.00
3/9/2020	Community Heartbeat Trust	replacement pads for Defib	4231/202	B#1555	£81.00	£16.20	£97.20
New Standing Order	Oval Commercial Investments	Second office rental - £350 pcm for 12 months	4013/1	SO	£350.00	£70.00	£420.00
15/9/2020	Lamps&Tubes Illuminations	Column decorations as chosen during the tender process in May	4223/202	B#1556	£5,130.00	£1,026.00	£6,156.00
8/9/2020	Youth Connect SW	Delivery of Youth Services 2019-20 payment 3 of 4	4237/202	B#1557	£2,615.54	£523.11	£3,138.65
21/9/2020	A F Denning	Electrical testing at Pavilion	4018/1	B#1558	£140.00	£28.00	£168.00
17/09/2020	BHIB Ltd	addition of gym equipment to insurance sch	4025/1	B#1559	£23.27	£0.00	£23.27
					TOTAL	£36,229.96	
This amount plus regular scheduled monthly payment							
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APPENDIX 5

Schedule of regular payments 2020-21 <i>amounts are all NET</i>														
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							£573.49
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£151.20	£0.00	£0.00	£151.20	£0.00							£302.40
Apollo Technology	G-Suite (Quarterly)	£0.00	£552.00	£0.00	£0.00	£552.00	£0.00							£1,104.00
Apollo Technology	Wireless Cloud Controller	£0.00	£5.97	£0.00	£0.00	£5.97	£0.00							£11.94
Avon Pension Fund	Superannuation	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82							£5,014.92
GPS Telecoms (DD)	Telephone and broadband	£66.49	£64.65	£64.26	£64.45	£64.22	£64.49							£388.56
Greensward	Grounds maintenance	£1,951.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58							£12,559.48
HMRC	PAYE and NI	£271.88	£272.28	£272.28	£258.88	£268.88	£268.88							£1,613.08
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75							£2,938.50
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00							£0.00
Net Salaries (and expenses)	Office staff	£2,694.63	£2,694.23	£2,694.23	£2,707.63	£2,697.63	£2,722.63							£16,210.98
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00							£3,686.72
Ricoh	Photocopier	£0.00	£186.07	£0.00	£141.72	£0.00	£0.00							£327.79
Southern Electric	NH Pavilion	£0.00	£0.00	£64.20	£0.00	£0.00	£197.69							£261.89
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29							£56.58
Total Gas & Power	NH Pavilion	£0.00	£13.24	£0.00	£0.00	£16.49	£0.00							£29.73
Water2Business (DD)	Auto-watering systems	£0.00	£0.00	£0.00	£21.05	£127.03	£0.00							£148.08
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£213.19	£0.00							£213.19
Zoom subscription (DD)	Meeting space	£0.00	£0.00	£11.99	£0.00	£11.99	£11.99							£35.97
Monthly Total		£6,310.15	£7,673.54	£6,582.40	£10,327.60	£7,842.49	£6,741.12	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
This amount plus one off payments														
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