

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting Held on Thursday 16th December at 10.30am at the Car Park, Oval Office

Present: Cllr Philip Wilkinson (Chair) and Cllrs Ron Hopkins and Patricia Williams.

It was proposed by Cllr Wilkinson and seconded by Cllr Williams that the decisions made at the consultation meeting on 15th December, outlined below, be agreed. This was agreed unanimously.

Consultation meeting held remotely on Zoom on Wednesday 15th December 2021 at 7pm

Present: Cllr Philip Wilkinson (Chair), Eleanor Jackson, Lesley Mansell and Patricia Williams

Absent: Cllrs Diana Cooper, Geoff Fuller, Ron Hopkins, Robin Moss and Bryan Wallbridge

In Attendance: Lesley Close (Parish Clerk), Adam Faulkner (Finance Officer)

69. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Diana Cooper, Geoff Fuller and Ron Hopkins.

70. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

71. MINUTES OF THE LAST MEETING

Resolved: that the Minutes of the Finance & Personnel meeting held on 18th November 2021 be agreed and signed as a correct record.

72. MONTHLY ACCOUNTS

Resolved: a) that the October and November monthly statement for the Current account be agreed;
b) that the October and November monthly statement for the Corporate Treasury account be agreed;
c) that the October and November 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.
There had been no petty cash transactions since the last meeting.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

73. 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 (Appendix 2), 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;

74. 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 invoices and the BACS authorisation sheet (Appendix 3) be signed accordingly. That the BACS payments be made by two councillors remotely via online banking.

75. FORWARD PLANNING AND THREE-YEAR BROADCAST

The three-year broadcast was received by the majority of councillors and attendees. However, the broadcast was to be reviewed fully in the following month due to some councillors not receiving the documentation before and up to the time of the meeting.

76. INTERNAL AUDIT REPORT 2021/2022

The report of the Internal Auditor was noted. Thanks were extended to the officers for their hard work.

The meeting closed at 7:15pm.

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Signed Dated

Westfield Parish Council

APPENDIX 2

Invoices for payment DECEMBER							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
16/11/2021	Ammerdown Estate	Christmas Trees	4223/202	B#1797	£500.00	£0.00	£500.00
18/11/2021	SoVision IT	IT Support Monthly Bill	4027/1	B#1799	£169.20	£33.84	£203.04
19/11/2021	A&L Couriers	Delivery of Wesfield Warbler	4212/102	B#1800	£400.00	£0.00	£400.00
25/11/2021	Greensward Sports Consultancy Ltd	Monthly Grounds Maintenance	4039/307 & 308	B#1801	£2,121.58	£424.32	£2,545.90
26/11/2021	Community Heartbeat Trust	Red Dynamo Torch	4231/202	B#1807	£9.00	£1.80	£10.80
1/12/2021	Oval Commercial Investment Ltd	Suite 4 Office Rental	4013/1	B#1808	£350.00	£70.00	£420.00
7/12/2021	SAS Event Barriers	Barriers for Christmas Switch On Event	4223/202	B#1809	£395.00	£79.00	£474.00
26/11/2021	Rialtas Business Solutions Ltd	OMEGA Training Session	4005/1	B#1810	£200.00	£40.00	£240.00
30/11/2021	Lamps & Tubes Illuminations Ltd	Christmas Lighting Display	4223/202	B#1811	£3,277.50	£735.75	£4,414.50
7/12/2021	Robert Wicke	Heritage Trail Maps	4227/202	B#1812	£40.00	£0.00	£40.00
22/11/2021	Trophies of Radstock	Engraved Christmas Decorations	4227/202	B#1813	£19.17	£3.83	£23.00
8/12/2021	SoVision IT	Microsoft Office 365, Sharepoint	4027/1	B#1814	£1,400.00	£280.00	£1,680.00
TOTAL							£4,793.74
<i>Added since the agenda was distributed:</i>							
19/11/2021	The Journal - Tindle Newspapers	Advert for Christmas Lights	4223/202	B#1815	£145.08	£29.02	£174.10
9/12/2021	MSN & Radstock Silver Band	Silver Band Attendance at Christmas Lights	4223/202	B#1816	£125.00	£0.00	£125.00
10/12/2021	St John Ambulance	First Aid Cover for Christmas Lights	4223/202	B#1817	£96.00	£19.20	£115.20
8/12/2021	Auditing Solutions Ltd	Internal Audit 2020/2021	4057/1	B#1818	£275.00	£55.00	£330.00
TOTAL							£619.30
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 3

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	£1,155.54	£870.40	£870.40	£870.40	£1,006.11				£8,291.09
GPS Telecoms	Telephone and broadband	£67.93	£66.10	£68.56	£67.18	£67.07	£66.94	£71.68	£66.30	£66.49				£608.25
Greensward	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58				£19,094.22
HMRC	PAYE and NI	£313.77	£313.97	£313.77	£313.97	£375.53	£305.17	£305.37	£305.37	£497.41				£3,044.33
Oval Commercial	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75				£7,557.75
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	£60.00	£0.00	£0.00				£120.00
Net Salaries (and expenses)	Office staff	£2,821.62	£2,821.42	£2,821.62	£2,821.42	£3,744.96	£2,794.17	£2,793.97	£2,793.97	£3,131.00				£26,544.15
Public Works Loans Board	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	£0.00				£3,686.72
Ricoh	Photocopier	£148.41	£0.00	£0.00	£162.15	£0.00	£0.00	£160.03	£0.00	£0.00				£470.59
Southern Electric	NH Pavilion	£0.00	£0.00	£117.76	£0.00	£0.00	£104.08	£0.00	£0.00	£109.28				£331.12
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.60				£87.18
SoVision IT	IT Support/Provider				£169.20	£169.20	£169.20	£180.60	£169.20	£169.20				£1,026.60
Total Gas & Power	NH Pavilion	£0.00	£46.61	£0.00	£0.00	£47.52	£0.00	£52.91	£0.00	£0.00				£147.04
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00	£0.00	£57.71	£23.17	£0.00	£0.00	£0.00				£80.88
Water2Business	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00				£0.00
Zoom subscription	Meeting space	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99				£107.91
Monthly Total		£7,204.61	£8,197.07	£7,202.88	£11,163.52	£8,590.85	£7,394.74	£7,468.28	£7,178.56	£7,983.41	£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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