

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held remotely on Zoom on Wednesday 17th February 2021

Present: Cllr Philip Wilkinson (Chair) and Cllrs Geoff Fuller, Ron Hopkins, Eleanor Jackson, Lesley Mansell, Robin Moss and Patricia Williams

Absent: Cllrs Diana Cooper and Bryan Wallbridge

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

The meeting opened at 7.00pm.

103. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Diana Cooper.

104. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were declarations of interest from Cllr Moss in relation to item 11, Funding the purchase of land at Waterside Valley and from Cllr Hopkins in relation to item 10, Youth Connect.

105. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 22nd January 2021 be agreed and signed as a correct record.

106. MONTHLY ACCOUNTS

Resolved:

- a) that the January monthly statement for the Current Account be agreed;
- b) that the January monthly statement for the Corporate Treasury account be agreed;
- c) that the January 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.

107. 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 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.

108. 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.

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Resolved: that the schedule of payments be agreed (attached as Appendix 3) 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.

109. EARMARKED RESERVES

The predicted reserves movements at year-end were noted.

Resolved: that any surplus from the budget at year-end be placed in the Earmarked Reserve for E&D projects in preparation for possible project works on the land at Waterside Valley.

110. FIXED ASSET REGISTER 2021

The Fixed Assets register was recommended for agreement to the Parish Council.

111. LANDSCAPE CONTRACT 2021-24

Resolved: that the contract with Greensward Sports Consultancy Ltd be confirmed to run until March 2023.

112. YOUTH CONNECT CONTRACT 2021-23

Resolved: that the contract agreed at E&D on 8th February be extended to a 2-year agreement at a cost of £10,462.17 per year.

Cllr Moss withdrew from the meeting before discussion of the next item.

113. FUNDING THE PURCHASE OF LAND AT WATERSIDE VALLEY

The Parish Council had made an offer and appointed solicitors. A draft contract was awaited and the vendor had specified completion within two months of receipt of the contract. A public consultation was underway to gather resident approval for the purchase. Once the results of the land survey were received a risk assessment would be compiled.

Big Local had confirmed that their time frames for grant processing would mean that it wasn't possible to be involved in this purchase with its tight deadline.

A draft application to the B&NES section106 fund for £93,000 to cover the full cost of purchase and legal fees had been circulated, this included a commitment from the Parish Council to meet any ongoing costs.

Amongst many positive comments from the public in support of the purchase, an offer of an adjoining section of land for purchase had been received.

Cllr Jackson confirmed that the B&NES budget included Ward Councillors' Initiative funds which would be available to apply for and that CIL payments that were overdue should be received soon.

Resolved: a) that the application for £93,000 from the s106 fund be approved;
b) that further details on the offer of another section of land be considered in due course with a longer time frame and the possibility of discussing the costs with Big Local.

The meeting closed at 7.30pm

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APPENDIX 1

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY													
		Report for F&P - February											
		SHEET	2020-21 - 11										
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Health & Safety 4018/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Conferences 4007/101	CAP Waterside Valley 4930/199
DC105	4/2/2021	Land Registry	3 x £6 for maps showing parcels of land for sale at Waterside Valley	£18.00									£18.00
			TOTAL (NET)	£18.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£18.00
			VAT:	£0.00									
			TOTAL (Gros)	£18.00									

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APPENDIX 2

Invoices for payment FEBRUARY							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
18/1/2021	A F Denning	PAT Testing	4018/1	B#1639	£80.00	£16.00	£96.00
18/1/2021	A F Denning	Installing and removing Christmas trees	4223/202		£945.00	£189.00	£1,134.00
21/1/2021	Fireshield	fire extinguisher service	4018/1	B#1638	£65.70	£13.14	£78.84
31/1/2021	Greensward	collect snow gritter and deliver to garage	4224/202	B#1640	£45.00	£9.00	£54.00
		dispose of Christmas trees	4223/202		£115.00	£23.00	£138.00
		NH play area repairs	4062/308		£145.00	£29.00	£174.00
		WH play area repairs	4062/307		£270.00	£54.00	£324.00
4/2/21	Cooper and Tanner	consultant / valuer on purchase of land north of Fossey Gardens	4912/199	B#1647	£780.00	£156.00	£936.00
27/10/20	Ignyte	Westfield Warbler - Autumn edition	4212/102	B#1649	£1,000.00	£200.00	£1,200.00
						TOTAL	£4,134.84
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 3

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	£0.00	£286.74	£0.00	£286.74		£1,146.97
Apollo Technology	Cloud Back-up (quarterly)	£0.00	£151.20	£0.00	£0.00	£151.20	£0.00	£0.00	£0.00	£151.20	£0.00	£172.80		£626.40
Apollo Technology	G-Suite (Quarterly)	£0.00	£552.00	£0.00	£0.00	£552.00	£0.00	£0.00	£0.00	£552.00	£0.00	£552.00		£2,208.00
Apollo Technology	Wireless Cloud Controller	£0.00	£5.97	£0.00	£0.00	£5.97	£0.00	£0.00	£0.00	£5.97	£0.00	£5.97		£23.88
Avon Pension Fund	Superannuation	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82	£835.82	£1,185.63	£879.56	£879.56	£879.54		£9,675.03
GPS Telecoms (DD)	Telephone and broadband	£66.49	£64.65	£64.26	£64.45	£64.22	£64.49	£66.11	£66.48	£66.32	£65.24	£64.93		£717.64
Greensward	Grounds maintenance	£1,951.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,167.08	£2,167.08	£2,167.08	£2,167.08	£2,121.58		£23,349.38
HMRC	PAYE and NI	£271.88	£272.28	£272.28	£258.88	£268.88	£268.88	£268.68	£773.47	£282.04	£323.44	£323.43		£3,584.14
Oval Commercial (SO)	Office Rental	£489.75	£489.75	£489.75	£489.75	£489.75	£489.75	£839.75	£839.75	£839.75	£839.75	£839.75		£7,137.25
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00	£0.00	£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	£2,697.83	£3,560.70	£2,855.42	£2,814.02	£2,814.00		£30,952.95
Public Works Loans Board (DD)	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	£0.00		£7,373.44
Ricoh	Photocopier	£0.00	£186.07	£0.00	£141.72	£0.00	£0.00	£151.38	£0.00	£0.00	£0.00	£163.58		£642.75
Southern Electric	NH Pavilion	£0.00	£0.00	£64.20	£0.00	£0.00	£197.69	£0.00	£0.00	£61.34	£0.00	£0.00		£323.23
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.59	£0.00	£0.00		£87.17
Total Gas & Power	NH Pavilion	£0.00	£13.24	£0.00	£0.00	£16.49	£0.00	£0.00	£19.22	£0.00	£0.00	£46.92		£95.87
Water2Business (DD)	Auto-watering systems	£0.00	£0.00	£0.00	£21.05	£127.03	£0.00	£0.00	£0.00	£0.00	£30.94	£0.00		£179.02
Water2Business (DD)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£213.19	£0.00	£0.00	£0.00	£0.00	£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	£11.99	£11.99	£11.99	£11.99		£95.92
Monthly Total		£6,310.15	£7,673.54	£6,582.40	£10,327.60	£7,842.49	£6,741.12	£7,026.65	£8,624.32	£8,190.00	£10,818.74	£8,283.23	£0.00	
This amount plus one off payments														
Highlight if over £5000 as this requires full Parish Council approval														
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