

WESTFIELD PARISH COUNCIL

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

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

Absent: Cllrs Eleanor Jackson and Bryan Wallbridge

In Attendance: Emily Merko (Finance Officer)

The meeting opened at 7.00pm.

114. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Eleanor Jackson.

115. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

116. MINUTES

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

117. MONTHLY ACCOUNTS

Resolved:

- a) that the February monthly statement for the Current Account be agreed;
- b) that the February monthly statement for the Corporate Treasury account be agreed;
- c) that the February 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.
- e) That the year-end reconciliation of petty cash be noted and top up of £35.64 be approved (Appendix 2).

118. 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.

119. 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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Westfield Parish Council

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.

120. YEAR-END REPORT ON DEBTORS AND CREDITORS

The Committee noted that there were no debtors and no creditors other than invoices expected. The Committee noted and approved of the decision relating to Trust income not to invoice the second tranche of pitch hire until it was known how or if the season would proceed.

121. INTERIM INTERNAL AUDIT REPORT 2020-21

The Committee discussed the report of the Internal Auditor, noting in particular the issues of non-compliance in relation to the Festive Lights tender.

The Committee was unhappy that there was no reference to the context of a particularly difficult year given the circumstances of lockdown, a global pandemic and the lack of advice at that time of how to follow financial regulations in such circumstances.

Thanks were extended, once again, to the officers for their hard work in this context. Further clarification would be sought on a couple of the points raised and full comments would be forwarded to Parish Council for further discussion and response.

Cllr Moss joined the meeting at 7.20pm

122. REVIEW OF FINANCIAL CONTROLS

Resolved: that the following policies be recommended to Parish Council for approval:

- Treasury Management Policy
- Effectiveness of The Internal Control Environment
- Code of Corporate Governance

123. REVIEW OF POLICES

Resolved: that the following policies be recommended to Parish Council for approval with no changes on the previous year:

- Expenses Policy
- Anti-fraud and Confidential Reporting policies

The meeting closed at 7.30pm

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Westfield Parish Council

APPENDIX 1

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY													
		Report for F&P - March											
		SHEET	2020-21 - 12										
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Subscriptions 4024/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community projects 4232/202	Hospitality 4131/101
DC106	23/2/21	AAT	Finance Office membrship renewal	£113.00			£113.00						
DC107	2/3/2021	Viking	Paper, stamps, anti bac wipes	£196.97	£149.50	£39.56							
			TOTAL (NET)	£302.06	£149.50	£39.56	£113.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT:	£7.91		£7.91							
			TOTAL (Gros)	£309.97									

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APPENDIX 2

WESTFIELD PARISH COUNCIL PETTY CASH											
		MONTH	March - YEAR-END								
		SHEET	2020-21 - 12								
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	£35.64								
											<i>already reported</i>
											<i>added since agenda was circulated</i>
Counter signature				Date							
Signed:				Signed:							
Date:				Date:							

Top-Up Required

Approval to withdraw £35.64 from the bank account using the Parish Council debit card.

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APPENDIX 3

Invoices for payment MARCH							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
19/2/2021	BHIB Insurance	Insurance premium 2021-22	4025/1	B#1650	£2,774.58	£0.00	£2,774.58
18/2/2021	Small Stuff Baby Bank	Grant for new laptop - promised on receipt of purchase made - now received	4203/202	B#1652	£499.00	£0.00	£499.00
01/03/21	ALCA/NALC	Annual subscription	4024/1	B#1654	£917.38	£0.00	£917.38
2/3/2021	B&NES	Premises Licence fee for Fun Day	4232/202	debit card	£70.00	£0.00	£70.00
9/2/2021	GM Engineering Ltd	strengthen hanging basket stands	4224/202	B#1655	£350.00	£70.00	£420.00
10/3/2021	Rob Wicke	Part 3 of flowers contract 2020-21	4230/202	B#1656	£1,612.50	£0.00	£1,612.50
		Materials to tidy up the flowers beds edging at Jubilee Green and the coal truck planter. (Rob doing the work FOC)	4224/202		£61.68	£9.10	£70.78
10/3/2021	Greensward	emergency clean up of glass and debris following incident at Norton Hill Rec	4062/308	B#1662	£140.00	£28.00	£168.00
		heatshrink missing inserts on pick-up sticks at Wsthill	4062/307		£75.00	£15.00	£90.00
10/3/21	Greensward	fix base of bin a BMX track	4062/307	B#1662	£65.00	£13.00	£78.00
17/3/2021	Moneysoft	Payroll software licence renewal	4006/1	debit card	£74.00	£14.80	£88.80
11/3/2021	SSE	Electricity for Xmas Lights on lamposts	4223/202	B#1663	£234.88	£11.74	£246.62
17/3/2021	Westfield Parish Council	Norton Hill Trust grant to WPC	01/6031177/30	CHQ	£1,053.51	£0.00	£1,053.51
17/3/2021	Westfield Parish Council	Westhill Trust grant to WPC	01/6041177/30	CHQ	£278.50	£0.00	£278.50
27/1/2021	Firesield	fire extinguisher replacement stand for garage	4062/308	B#1664	£36.95	£7.39	£44.34
11/03/2021	Cooper & Tanner	land survey for Waterside Valley purchase	4930/199	B#1665	£600.00	£120.00	£720.00
15/3/2021	Small Stuff Baby Bank	Remainder of grant promised towards nappies	4203/202	B#1666	£49.64	£0.00	£49.64
18/2/2021	Ignyte	Westfield Warbler Spring edition	4212/102	B#1653	£1,000.00	£200.00	£1,200.00
5/3/2021	A&L Couriers	Delivery of Warbler Spring edition	4212/102	B#1667	£375.00	£0.00	£375.00
12/3/21	B&NES	Business rates on second office at The Oval Office	4011/1		£1,035.43	£0.00	£1,035.43
16/3/21	Greensward	Additional cleaning after incident at NH Rec Post-winter clean of gym equipment	02/3084062/30	B#1662	£160.00	£32.00	£192.00
						TOTAL	£11,984.08
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	£0.00	£286.74	£0.00	£286.74	£0.00	£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	£0.00	£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	£0.00	£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	£0.00	£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	£879.56	£10,554.59
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	£66.20	£783.84
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	£2,121.58	£25,470.96
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	£323.44	£3,907.58
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	£839.75	£7,977.00
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	£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	£2,837.87	£33,790.82
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	£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	£0.00	£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	£113.86	£437.09
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	£31.40	£118.57
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	£0.00	£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	£102.52	£281.54
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	£169.82	£383.01
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	£11.99	£107.91
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	£7,497.99	
This amount plus one off payments														
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