

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at The Oval Office (car park) on Thursday 20th May 2021

A consultation meeting was held on Zoom the previous day on Wednesday 17th May with Cllrs Williams, Cooper, Mansell and Hopkins in attendance as well as the Clerk and Finance Officer. Cllrs Fuller, Jackson and Wilkinson sent apologies and Cllr Williams chaired the meeting.

Present: Cllr Patricia Williams (Chair) and Cllrs Diana Cooper and Geoff Fuller

In Attendance: Emily Merko (Finance Officer)

The meeting opened at 9.30am

1. ELECTION OF CHAIR OF THE COMMITTEE FOR 2021-22

Resolved: Cllr Philip Wilkinson was elected Chair of the Committee by unanimous vote.

2. ELECTION OF VICE CHAIR OF THE COMMITTEE

Resolved: Cllr Patricia Williams was elected Chair of the Committee by unanimous vote.

3. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Jackson and Wilkinson

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

5. APPOINTMENT OF GRANTS SUB-COMMITTEE

Resolved: That Cllrs Wilkinson, Williams, Cooper and Fuller be appointed to the committee to consider grant applications for the current year.

6. MINUTES

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

7. MONTHLY ACCOUNTS

Resolved:

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

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

- e) That the petty cash spending since the last meeting be approved (Appendix 2).

8. EARMARKED RESERVES

The creation of an EMR for future works at Waterside Valley with a balance of £23,000 was noted.

9. PUBLIC SECTOR DEPOSIT FUND

The Committee was concerned about the potential, though low, risk with tax payers' money for a very small return on the investment.

Resolved: not to pursue this at the present time.

10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-21

It was noted that the Internal Audit would take place on 26th May that the completed AGAR would be submitted to Parish Council on 7th June.

Resolved: that the Annual Governance Statement assertions, explanation of negative response and the Accounting Statements be recommended to Parish Council for approval.

11. YEAR END SUMMARY OF ACCOUNTS

Resolved: that the accounts for the Parish Council and the Trust be recommended to Parish Council for approval.

12. 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.

13. 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 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.

14. PITCH HIRE FEES 2021-22

Given that the position is still uncertain, the Committee wanted to offer the teams the best chance of continuing next season.

Resolved: that hire fees for 2021-22 be frozen at the 2019-20 and 2020-21 prices.

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15. FENCE REPAIRS AT NORTON HILL RECREATION GROUND

It was noted that the final invoice had now been received and the insurance claim balance would be settled.

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.

16. IT SUPPORT CONTRACT

Following the delegated authority granted at the last meeting the Clerk reported that a further meeting had been held and a favourable reference had been received from Keynsham Town Council. Therefore, it had been decided that the contract would be offered to SoVision IT.

The meeting closed at 9.40am

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APPENDIX 3

Invoices for payment MAY							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
28/4/2021	Greensward	Remove buddy board at Westhill	4062/307	B#1682	£135.00	£27.00	£162.00
29/4/2021	DCK Accounting Solutions	Year-end closedown	4058/1	B#1684	£271.90	£54.38	£326.28
7/5/2021	Ignyte Media	Westfield Warbler Summer edition plus business directory	4212/102 (EMR 328)	B#1686	£1,395.00	£279.00	£1,674.00
10/5/2021	Trophies of Radstock	Engraving Inspirational Citizen cup	4227/202	B#1687	£49.17	£9.83	£59.00
30/4/2021	C&R Fencing	Fencing works at Norton Hill Rec (covered by insurance claim)	4917/199 (EMR 328)	B#1688	£5,731.00	£1,146.20	£6,877.20
18/5/2021	Apollo Technology	Emergency cable repairs	4027/1	B#1683	£90.00	£18.00	£108.00
18/5/2021	C&R Fencing	Temporary fencing for 3 weeks	4917/199	B#1688	£141.00	£28.20	£169.20
						TOTAL	£9,375.68
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 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											£1,096.09
Avon Pension Fund	Superannuation	£879.56	£879.56											£1,759.12
GPS Telecoms (DD)	Telephone and broadband	£67.93	£66.10											£134.03
Greensward	Grounds maintenance	£2,121.58	£2,121.58											£4,243.16
HMRC	PAYE and NI	£313.77	£313.97											£627.74
Oval Commercial (SO)	Office Rental	£839.75	£839.75											£1,679.50
Oval Commercial	Use of Boardroom	£0.00	£0.00											£0.00
Net Salaries (and expenses)	Office staff	£2,821.62	£2,821.42											£5,643.04
Public Works Loans Board (DD)	Westhill Play Area	£0.00	£0.00											£0.00
Ricoh	Photocopier	£148.41	£0.00											£148.41
Southern Electric	NH Pavilion	£0.00	£0.00											£0.00
Southern Electric	Christmas Tree	£0.00	£0.00											£0.00
Total Gas & Power	NH Pavilion	£0.00	£46.61											£46.61
Water2Business (DD)	Auto-watering systems	£0.00	£0.00											£0.00
Water2Business (DD)	NH Pavilion	£0.00	£0.00											£0.00
Zoom subscription (DD)	Meeting space	£11.99	£11.99											£23.98
Monthly Total		£7,204.61	£8,197.07	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£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														
added since agenda was distributed														

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