**WESTFIELD PARISH COUNCIL**

**Minutes of the Finance & Personnel Meeting**

**held at The Oval Office on Wednesday 20th October 2021 in person with a Zoom link for the public**

Present: Cllrs Philip Wilkinson (Chair), Pat Williams (Vice Chair), Geoff Fuller, Diana Cooper and Robin Moss

In Attendance: Cllr Eleanor Jackson, Cllr Ron Hopkins attended via Zoom at 7:05pm

 Lesley Close (Parish Clerk) and Adam Faulkner (Finance Officer)

The meeting opened at 7:00pm.

**47. APOLOGIES FOR ABSENCE**

 There were no apologies.

**48. DECLARATIONS OF INTEREST AND DISPENSATIONS**

 Cllr Fuller declared an interest in minute 55 Grants due to involvement with PEOPLE.

 Cllr Cooper declared an interest in minute 55 Grants in relation to Mardons.

**49. MINUTES OF THE LAST MEETING**

**Resolved:** That the Minutes of the Finance & Personnel meeting held on Wednesday 22nd September 2021 be agreed and signed as a correct record.

**50.** **BUDGET VARIATION UPDATE**

 The variances to 30th September 2021 were noted.

**51. MONTHLY ACCOUNTS**

**Resolved: a)** that the September monthly statement for the Current Account be agreed;

 **b)** that the September monthly statement for the Corporate Treasury account be agreed;

 **c)** that the September 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 petty cash spending since the last meeting be approved (Appendix 2).

**52. VERIFICATION OF BANK RECONCILIATIONS**

 Verification by a non-signatory Councillor had not yet been possible but would be done as soon as possible.

**53. 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 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.

**54. 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 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;

**55. GRANTS 2021-22**

Feedback on grants 2021/22 was discussed.

**Resolved:** To recommend the grants listed for approval, to include £750 grant requested by Mardons Carnival Club, which was originally queried upon receiving the submission.

**56. WESTFIELD ACTION PLAN 2021-22**

The Action Plan at October 2021 was noted and the projects currently ongoing were discussed.  Cllr Jackson agreed to contact B&NES regarding adjustments to the pit path and its lighting.

**57. BUDGET 2022-23**

There was a discussion of the precept, given the changes to prices over the last

few months.

**Resolved: a)** That provision be made for moving office

 **b)** That a prudent budget be drafted this year.

**58. ANNUAL REVIEW OF FEES AND CHARGES**

 The Committee wanted the Council to continue to be seen as encouraging fitness and exercise and therefore wanted to ensure that the hire fees remained affordable and fair in the current climate.

 **a)** that the fee for football pitches be frozen at the 2020 prices, but that the Westhill hire charges would increase to the Norton Hill prices if changing rooms become available.

 **b)** that allotments, Fun Day and Fun Fair fees be frozen at the 2020 prices;

 **c)** that the Bowls Club rent increase for 2022-23 as per the lease agreement.

**59. CONFIRMATION OF PURCHASE OF WREATHS FOR REMEMBERANCE**

 **SUNDAY**

**Resolved:** To purchase three wreaths for Remembrance Sunday.

The meeting closed at 8:05pm.

APPENDIX 1



APPENDIX 2





APPENDIX 3



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APPENDIX 4

