

WESTFIELD PARISH COUNCIL
Minutes of the Finance & Personnel Meeting
held remotely on Zoom on Thursday 22nd April 2021

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

Absent: Cllrs Robin Moss and Bryan Wallbridge

In Attendance: Emily Merko (Finance Officer)

The meeting opened at 7.00pm.

124. APOLOGIES FOR ABSENCE

There were no apologies.

125. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Jackson declared an interest in item 14, IT Support, as a keen advocate of one of the applicants.

126. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 17th March 2021 be agreed and signed as a correct record.

127. BUDGET VARIATIONS REPORT

The reports on variations in budgeted spending and on the effect of the pandemic on the budget were noted.

128. MONTHLY ACCOUNTS

Resolved:

- a) that the March monthly statement for the Current Account be agreed;
- b) that the March monthly statement for the Corporate Treasury account be agreed;
- c) that the March monthly statement for the Business Savings account be agreed and the interest rate of 0.40% be noted;
- d) that the summaries of debit card transactions since the last meeting (Appendices 1 and 2) be agreed.
- e) That the petty cash top-up and spending since the last meeting be approved (Appendices 3 and 4).

129. VERIFICATION OF THE BANK RECONCILIATIONS

As per Financial Regulation 2.2 the balances on the bank statements were being checked against the accounts and signed by Cllr Wallbridge.

130. 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.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Resolved: that the schedule of payments due be agreed (attached as Appendix 5), 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.

131. 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 6) 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.

132. EARMARKED RESERVES

The report on transfers to and from the EMRs and year-end balances was noted.

133. REVIEW OF FINANCIAL REGULATIONS

Resolved: to approve small amendments to FRs 5.11, 6.11, 11.1e for recommendation to Parish Council for annual review.

134. COMMUNITY INFRASTRUCTURE LEVY AND SECTION 106 FUNDS

The report on funds received and spending to date was noted. Cllr Jackson reported that the overdue CIL due on the Oval Homes development should be paid soon.

135. WESTFIELD ACTION PLAN

The Action Plan at April 2021 was discussed and noted. Cllr Jackson reported that she planned to investigate and apply to B&NES' fund to make paths safer once it was open.

136. REVIEW OF POLICIES

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

- Information and Data Protection Policy
- Equalities and Diversities Policy

Cllr Hopkins joined the meeting at 7.21pm

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.

137. IT SUPPORT CONTRACT

Confidential Minutes recorded.

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Westfield Parish Council

The meeting closed at 7.26pm

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Westfield Parish Council

APPENDIX 1

<u>WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY</u>													
		Report for F&P - Year-End March 2021											
		SHEET	2020-21 - 12										
REF	DATE	SUPPLIER	DETAILS	TOTAL	PETTY CASH (see imprest for details)	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
DC110	30/03/2021	Westfield PC	Cash withdrawal for petty cash year-end top-up	£35.64	£35.64								
			TOTAL (NET)	£35.64	£35.64	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT:	£0.00									
			TOTAL (Gros)	£35.64									

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APPENDIX 2

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY													
		Report for F&P April											
		SHEET	2021-22 - 1										
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Civic Expenses 4102/102	Subscriptions 4023/1	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
DC108	1/4/2021	B&NES	Premises Licence renewal	£70.00								£70.00	
DC109	1/4/2021	Moneysoft	Licence Renewal	£88.80			£74.00						
			TOTAL (NET)	£144.00	£0.00	£0.00	£74.00	£0.00	£0.00	£0.00	£0.00	£70.00	£0.00
			VAT:	£14.80			£14.80						
			TOTAL (Gros)	£158.80									

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APPENDIX 3

<u>WESTFIELD PARISH COUNCIL PETTY CASH</u>											
		MONTH	March - YEAR-END RECONCILIATION								
		SHEET	2020-21 - 12b								
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				
	30/3/2021	Cash drawn out to top up	-£35.64								
		TOTAL (NET)		£0.00	£15.81	£8.16	£3.75	£0.00	£3.33	£0.00	£0.00
		VAT:			£3.17		£0.75		£0.67		
		Ongoing balance	£100.00								
									<i>already reported</i>		

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APPENDIX 4

WESTFIELD PARISH COUNCIL PETTY CASH											
		MONTH SHEET	April 2021-22 - 1								
IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	consumables (Civic Exp) 4102/102	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Travel & Subsistence 4008/1	Hospitality 4131/101
£100.00	1/4/2021	Cash in hand	£100.00								
	06/04/2021	Batteries	£2.99		£2.39						
		TOTAL (NET)	£2.39	£0.00	£2.39	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		VAT:	£0.60		£0.60						
		Ongoing balance	£97.01								

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APPENDIX 5

Invoices for payment APRIL							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
19/3/2021	Youth Connect South West	Youth Work payment 1 of 4	4237/202	B#1669	£2,615.54	£523.11	£3,138.65
22/3/2021	IAC	Internal Audit - visit 1	4057/1	B#1670	£225.00	£45.00	£270.00
23/3/2021	C&R Fencing	temp repairs to fence at NH Rec	4917/199	B#1672	£1,059.00	£211.80	£1,270.80
1/4/2021	St Nicholas Church	Chuchyard grant 2021-22	4241/202	B#1671	£2,191.00	£0.00	£2,191.00
13/4/2021	Robert Wicke	Flowers 2021-22 Payment 1	4230/202	B#1674	£2,500.00	£0.00	£2,500.00
14/4/2021	BHIB Insurance	Additional premium to raise the Fidelity Guarantee to £750,000	4025/1	B#1680	£101.93	£0.00	£101.93
						TOTAL	£9,472.38

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APPENDIX 6

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 (quarterly)	£0.00												£0.00
Apollo Technology	Cloud Back-up (quarterly)	£0.00												£0.00
Apollo Technology	G-Suite (Quarterly)	£0.00												£0.00
Apollo Technology	Wireless Cloud Controller	£0.00												£0.00
Avon Pension Fund	Superannuation	£879.56												£879.56
GPS Telecoms (DD)	Telephone and broadband	£67.93												£67.93
Greensward	Grounds maintenance	£2,121.58												£2,121.58
HMRC	PAYE and NI	£313.77												£313.77
Oval Commercial (SO)	Office Rental	£839.75												£839.75
Oval Commercial	Use of Boardroom	£0.00												£0.00
Net Salaries (and expenses)	Office staff	£2,821.62												£2,821.62
Public Works Loans Board (DD)	Westhill Play Area	£0.00												£0.00
Ricoh	Photocopier	£148.41												£148.41
Southern Electric	NH Pavilion	£0.00												£0.00
Southern Electric	Christmas Tree	£0.00												£0.00
Total Gas & Power	NH Pavilion	£0.00												£0.00
Water2Business (DD)	Auto-watering systems	£0.00												£0.00
Water2Business (DD)	NH Pavilion	£0.00												£0.00
Zoom subscription (DD)	Meeting space	£11.99												£11.99
Monthly Total		£7,204.61	£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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