

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held remotely on Zoom on Wednesday 22nd January 2021

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

Absent: Cllrs Diana Cooper, Eleanor Jackson and Bryan Wallbridge

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

The meeting opened at 7.00pm.

92. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Diana Cooper and Eleanor Jackson.

93. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

94. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 16th December 2020 be agreed and signed as a correct record.

95. BUDGET VARIATION UPDATE

The variances to 31st December 2020 along with the report on the specific effects on the budget of the coronavirus pandemic, were noted.

96. MONTHLY ACCOUNTS

Resolved:

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

97. VERIFICATION OF THE BANK RECONCILIATIONS

In accordance with Financial Regulation 2.2 the bank statements had been verified against the bank reconciliations by a Councillor that was neither a bank signatory nor Chair of the Council.

98. 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. Small Stuff Baby Bank had asked a question regarding their grant: they had managed to source a printer for free so no longer needed to purchase this but asked if they could use the £50 to cover the purchase of nappies instead.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

- Resolved:** a) 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;
- b) that Small Stuff Baby Bank grant could be used for nappies instead of a printer, it was asked that receipts to cover this amount be received.

99. 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 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.

100. COMMUNITY INFRASTRUCTURE LEVY (CIL) AND SECTION 106 FUNDS

The report on income received, spending and the timescales for spending was noted.

101. BUDGET AND PRECEPT 2020/21

There was extended discussion of the precept given the unusual year that has passed and the uncertain year ahead. There was concern for residents that were struggling and the impact any rise in the precept could have on them in the face of likely rising precepts from B&NES and the Police/Fire as well as a general rise in the cost of living. However, the Committee was also mindful of the cost of services being devolved by B&NES, having taken over the cost of youth provision and some green areas in recent years. Whilst the Council did not want to be holding onto large reserves at the expense of a precept rise, there was concern too that dipping into reserves too much could mean a larger precept rise in future years to compensate.

- Resolved:** a) that the budget, as approved in principle at Parish Council, be recommended for final approval with no changes;
- b) that a precept of £207,650 be recommended, which represented a 1% (£1.09) increase to the Band D taxpayer and used £2739 of Council reserves to fund expenditure;
- c) that the precept leaflet be agreed, updated to include the recommended precept.

All items for recommendation to Parish Council.

102. FINANCIAL RISK MANAGEMENT

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

- Financial Strategy Management strategy 2021
- Financial Risk Assessment for 2021
- Annual Review of Insurance Schedule
- Local Council Risk Survey summary report

The meeting closed at 7.40pm

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

APPENDIX 1

| WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY | | | | | | | | | | | |
|--|-------------|-------------------------------------|---------------------------------|---------------|---------------------------|---|---|---|---|-------------------------------|---------------------------------|
| | | | | | | | | | | | |
| | | Report for F&P - January | | | | | | | | | |
| | | SHEET | 2020-21 - 10 | | | | | | | | |
| REF | DATE | SUPPLIER | DETAILS | TOTAL | postage 4022/1 | printing & stationary 4023/1 | Furniture & Equipment 4036/1 | N/H maintenance 4062/308 | W/H Maintenance 4062/307 | Christmas 4223/202 | Hospitality 4131/101 |
| DC100 | 19/12/2020 | Facebook | advert boost for Christmas post | £3.00 | | | | | | £3.00 | |
| DC101 | 22/12/2020 | Facebook | advert boost for Christmas post | £3.00 | | | | | | £3.00 | |
| DC102 | 8/1/2021 | UROCO LIMITED | mouse for laptop | £14.48 | | £12.81 | | | | | |
| DC103 | 12/1/2021 | Facebook | advert boost for Christmas post | £1.00 | | | | | | £1.00 | |
| DC104 | 12/1/2021 | Amazon | 4-plug extension lead | £12.48 | | | £10.40 | | | | |
| | | | TOTAL (NET) | £30.21 | £0.00 | £12.81 | £10.40 | £0.00 | £0.00 | £7.00 | £0.00 |
| | | | VAT: | £3.75 | | £1.67 | £2.08 | | | | |
| | | | TOTAL (Gros) | £33.96 | | | | | | | |

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

APPENDIX 2

| Invoices for payment JANUARY | | | | | | | |
|---|--|---|------------------------------------|-------------|--------------|---------|-------------------|
| Invoice Date | Supplier | Details | Nom code | Payment No. | £ net | VAT | £ gross |
| 30/11/2020 | Apollo | Cost of moving IT to new office | 4027/1 | B#1607 | £525.00 | £105.00 | £630.00 |
| 6/1/2021 | Lazy Days | paint and renew fascia at Norton Hill pavilion | 4062/308 | B#1608 | £1,360.00 | £272.00 | £1,632.00 |
| 5/1/2021 | Greensward | Remove moss at tennis courts | 4062/308 | B#1609 | £115.00 | £23.00 | £138.00 |
| 7/1/2021 | Ammerdown Estate | 8 x 5' and 3 x 7' Xmas trees | 4223/202 | B#1610 | £500.00 | £0.00 | £500.00 |
| 20/1/21 | 1st Radstock Scout Group | Grant | 4203/202 | B#1611 | £500.00 | £0.00 | £500.00 |
| 20/1/21 | 3rd Westfield Brownies | Grant | 4203/202 | B#1612 | £750.00 | £0.00 | £750.00 |
| 20/1/21 | Carers' Centre B&NES | Grant | 4203/202 | B#1613 | £1,000.00 | £0.00 | £1,000.00 |
| 20/1/21 | Citizens Advice B&NES | Grant | 4203/202 | B#1614 | £750.00 | £0.00 | £750.00 |
| 20/1/21 | Cruse Bereavement Care | Grant | 4203/202 | B#1615 | £750.00 | £0.00 | £750.00 |
| 20/1/21 | Enigma Twirl Team | Grant | 4203/202 | B#1616 | £300.00 | £0.00 | £300.00 |
| 20/1/21 | Midsomer Norton and Radstock Silver Band | Grant | 4203/202 | B#1619 | £750.00 | £0.00 | £750.00 |
| 20/1/21 | Small Stuff Baby Bank | Grant | 4203/202 | B#1620 | £450.00 | £0.00 | £450.00 |
| 20/1/21 | Somer Valley FM | Grant | 4203/202 | B#1621 | £500.00 | £0.00 | £500.00 |
| 20/1/21 | SWALLOW | Grant | 4203/202 | B#1622 | £1,000.00 | £0.00 | £1,000.00 |
| 20/1/21 | SWAN Advice Network | Grant | 4203/202 | B#1623 | £800.00 | £0.00 | £800.00 |
| 20/1/21 | Trinity Methodist Church | Grant | 4203/202 | B#1624 | £1,000.00 | £0.00 | £1,000.00 |
| 20/1/21 | The West of England MS Therapy Centre | Grant | 4203/202 | B#1625 | £200.00 | £0.00 | £200.00 |
| 20/1/21 | Westfield Allotments and Garden Society | Grant | 4203/202 | B#1626 | £500.00 | £0.00 | £500.00 |
| 20/1/21 | Westfield Primary School | Grant | 4203/202 | B#1627 | £500.00 | £0.00 | £500.00 |
| 31/12/2020 | Youth Connect SW | Youth work Jan-March | 4237/202 | B#1628 | £2,165.54 | £523.11 | £3,138.65 |
| 11/1/21 | Apex Alarms | CCTV annual service | 4063/308 | B#1634 | £85.00 | £17.00 | £102.00 |
| 11/1/2021 | Apex Alarms | Pavilion alarm annual service | 4018/1 | | £85.00 | £17.00 | £102.00 |
| 11/1/21 | Apex Alarms | Pavilion emergency lights and disabled toilet alarm service | 4018/1 | | £60.00 | £12.00 | £72.00 |
| 15/1/21 | Signefex | Slippery Surface signs for running track | 4062/37 | B#1635 | £93.00 | £18.60 | £111.60 |
| 20/1/21 | Lamps & Tubes | Final payment towards festive lights on lampposts 2020 | 4223/202 | B#1636 | £1,226.25 | £245.25 | £1,471.50 |
| | | | | | TOTAL | | £17,647.75 |
| 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> | | | | |

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

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 | | | £860.23 |
| 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 | | | £453.60 |
| 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 | | | £1,656.00 |
| 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 | | | £17.91 |
| 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 | | | £8,795.49 |
| 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 | | | £652.71 |
| 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 | | | £21,227.80 |
| HMRC | PAYE and NI | £271.88 | £272.28 | £272.28 | £258.88 | £268.88 | £268.88 | £268.68 | £773.47 | £282.04 | £323.44 | | | £3,260.71 |
| 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 | | | £6,297.50 |
| 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 |
| 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 | | | £28,138.95 |
| 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 | | | £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 | | | £479.17 |
| Southern Electric | NH Pavilion | £0.00 | £0.00 | £64.20 | £0.00 | £0.00 | £197.69 | £0.00 | £0.00 | £61.34 | £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 | | | £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 | | | £48.95 |
| 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 | | | £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 | | | £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 | | | £83.93 |
| 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 | £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 | | | | | | | | | | | | | | |

Minutes are draft until agreed at the next meeting.

Signed Dated