

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at The Oval Office (car park) on Thursday 22nd July 2021

A consultation meeting was held on Zoom the previous day on Wednesday 21st July with Cllrs Cooper, Fuller, Wilkinson and Williams in attendance as well as the Clerk and Finance Officer. Cllrs Hopkins and Mansell sent apologies and Cllr Wilkinson chaired the meeting.

Present: Cllr Philip Wilkinson (Chair) and Cllrs Robin Moss and Pat Williams

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

As this was the Finance Officer's final meeting, the Chairman recorded his thanks for all her astounding work over the past years and wished her happiness and success for the future. The new Finance Officer was due to start the following week.

The meeting opened at 9.30am

25. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Hopkins and Mansell.

26. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Clerk declared an interest in Minute 37 Internal Audit as she had worked previously with one of the tenderers.

27. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 24th June 2021 be agreed and signed as a correct record.

28. BUDGET VARIATIONS

The report on variations in budgeted spending was noted.

29. MONTHLY ACCOUNTS

Resolved:

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

30. VERIFICATION OF 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.

31. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

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.

32. 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.

33. PAYMENTS IN AUGUST

Resolved: That Cllrs Wilkinson and Williams would approve payments on behalf of the Committee and that these would be ratified at the meeting in September.

34. REPORT ON COMMUNITY INFRASTRUCTURE LEVY (CIL) AND SECTION 106 FUNDS

The updated report on funds received and spending to date included the fees for the purchase of Waterside Valley which was due to complete on 23rd July. There was a small surplus of s106 grant for this project, which B&NES had confirmed could be used for initial maintenance work.

35. FEEDBACK ON 2020 GRANTS

The feedback was noted. Those who had not yet been able to spend the grant would be asked for further feedback later in the year.

36. OFFICE SPACE

The Committee was reluctant to consider office space at The Shambles or Radco developments as they were so far from the centre of Westfield. It was agreed that the most viable option at the present time was that offered by Trinity Methodist, although a number of practicalities would need to be considered before a final decision was made. The Clerk would arrange to visit and assess the premises with a view to reporting back further details.

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.

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37. INTERNAL AUDIT 2021 ONWARDS

Resolved: to appoint Auditing Solutions Ltd as our Internal Auditor for 2021-22 with a view to extending this if satisfactory.

The meeting closed at 9.35am

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Signed Dated

Westfield Parish Council

APPENDIX 1

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY													
		Report for F&P July											
		SHEET	2021-22 - 4										
REF	DATE	SUPPLIER	DETAILS	TOTAL	Petty Cash (see Imprest for full details)	Subscriptions 4024/1	printing & stationary 4023/1	Furniture and Equipment 4036/1	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Health & Safety 4018/1	Hire of rooms and Hospitality
DC112	23/6/2021	High Street DIY	AA batteries	£6.98			£5.82						
DC113	24/6/2021	Westfield PC	Cash withdrawal to top-up petty cash	£77.75	£77.75								
DC114	8/7/2021	St John Ambulance	first aid supplies	£2.58								£2.15	
DC115	21/7/2021	SLCC	Membership renewal (Clerk)	£293.00		£293.00							
			TOTAL (NET)	£378.72	£77.75	£293.00	£5.82	£0.00	£0.00	£0.00	£0.00	£2.15	£0.00
			VAT:	£1.59			£1.16					£0.43	
			TOTAL (Gros)	£380.31									

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APPENDIX 2

<u>WESTFIELD PARISH COUNCIL PETTY CASH</u>											
		MONTH	July								
		SHEET	2021-22 - 4								
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	Community Events 4232/202	Hospitality 4131/101
	24/06/2021	Petty Cash top-up as agreed at F&P 24/06/21	£77.75								
£100.00	24/6/2021	Cash in hand	£100.00								
	7/7/2021	biscuits for interview	£1.40								£1.17
		TOTAL (NET)	£1.17	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1.17
		VAT:	£0.23								£0.23
		Ongoing balance	£98.60								

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APPENDIX 3

Invoices for payment JULY							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
30/6/2021	Greensward	remedial works at NH Rec	4062/308	B#1713	£315.00	£63.00	£378.00
		remedial works at WH Rec	4062/307		£490.00	£98.00	£588.00
		disposal of old swings from garage	4062/307		£165.00	£33.00	£198.00
30/6/2021	SLCC	Advert for Finance Officer	EMR 337	B#1714	£195.00	£39.00	£243.00
1/7/2021	Trophies of Radstock	2 x front garden comp cups	4227/202	B#1715	£34.50	£6.90	£41.40
5/7/2021	Apollo	Callout charge to resolve issue	4027/1	B#1716	£90.00	£18.00	£108.00
5/7/2021	Lazy Days Landscaping	lay path to new defib, fix coping stones at NH Rec	4062/308 4231/202	B#1717	£310.00	£62.00	£372.00
13/7/2021	RBS Ltd	Accountancy software licence renewal	4027/1	B#1718	£383.00	£76.60	£459.60
1/7/2021	Apex Alarms	Replacement DVR unit for CCTV	EMR 332	B#1719	£358.00	£71.60	£429.60
30/6/2021	Signefex	Disabled parking signs for NH car park	4062/308	B#1720	£174.00	£34.80	£208.80
30/6/2021	B&NES	Tree inspections - recreation grounds, amenity land and Christmas Tree	4062 & 4225	B#1726	£255.00	£51.00	£306.00
13/7/2021	The Information Commissioner	GDPR registration renewal	4024/1	Direct Debit	£35.00	£0.00	£35.00
6/7/2021	B&NES	grass cutting at May Tree Rd, Holly Walk, Chesnut Close, Cherry Tree Close	4225/202	B#1727	£1,257.59	£251.52	£1,509.11
<i>Added since the agenda was distributed:</i>							
14/7/2021	ALCA	Finance for Cllrs training	4005/1	B#1728	£60.00	£0.00	£60.00
15/7/2021	A F Denning	Elc inspection of defib at Fire Station	4231/202	B#1729	£70.00	£14.00	£84.00
19/7/2021	Signefex	new boules banner	4203/202	B#1720	£87.65	£17.53	£105.18
21/7/2021	Crossmans Solicitors	Completion of land purchase at Waterside Valley: purchase price, Solicitor fees, legal searches	4930/199	CHAPS	£91,077.00	£0.00	£91,077.00
21/7/2021	Co-op Bank	Charge for CHAPS transfer of funds for purchase of Waterside Valley	4930/199	DD	£25.00	£0.00	£25.00
					TOTAL		£95,849.69
This amount plus regular scheduled monthly payment							
Highlight if over £5000 as this requires full Parish Council approval							

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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	£0.00	£90.00									£1,186.09
Avon Pension Fund	Superannuation	£879.56	£879.56	£879.56	£879.56									£3,518.24
GPS Telecoms	Telephone and broadband	£67.93	£66.10	£68.56	£67.18									£269.77
Greensward	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58									£8,486.32
HMRC	PAYE and NI	£313.77	£313.97	£313.77	£313.97									£1,255.48
Oval Commercial	Office Rental	£839.75	£839.75	£839.75	£839.75									£3,359.00
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00									£0.00
Net Salaries (and expenses)	Office staff	£2,821.62	£2,821.42	£2,821.62	£2,821.42									£11,286.08
Public Works Loans Board	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72									£3,686.72
Ricoh	Photocopier	£148.41	£0.00	£0.00	£162.15									£310.56
Southern Electric	NH Pavilion	£0.00	£0.00	£117.76	£0.00									£117.76
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00									£28.29
Total Gas & Power	NH Pavilion	£0.00	£46.61	£0.00	£0.00									£46.61
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00	£0.00									£0.00
Water2Business	NH Pavilion	£0.00	£0.00	£0.00	£0.00									£0.00
Zoom subscription	Meeting space	£11.99	£11.99	£11.99	£11.99									£47.96
Monthly Total		£7,204.61	£8,197.07	£7,202.88	£10,994.32	£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														

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