

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at The Oval Office (car park) on Thursday 24th June 2021

A consultation meeting was held on Zoom the previous day on Wednesday 23rd June with Cllrs Cooper, Hopkins, Jackson, Mansell, Moss, Wilkinson and Williams in attendance as well as the Clerk and Finance Officer. Cllr Fuller sent apologies and Cllr Wilkinson chaired the meeting.

Present: Cllr Philip Wilkinson (Chair) and Cllrs Diana Cooper and Pat Williams

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

The meeting opened at 9.30am

17. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Hopkins, Jackson, Mansell, Moss and Fuller.

18. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Cooper declared an interest in discussion of the boules banner as a member of the boules group.

19. MINUTES

Resolved: that the Minutes of the Finance & Personnel meeting held on 20th May 2021 be agreed and signed as a correct record.

20. PROVISION OF THE PERIOD FOR PUBLIC RIGHTS

It was noted that this had been advertised on the two community notice boards and on the Parish Council website, the period for inspection and representation being 14th June – 23rd July.

MONTHLY ACCOUNTS

Resolved:

- a) that the May monthly statement for the Current Account be agreed;
- b) that the May monthly statement for the Corporate Treasury account be agreed;
- c) that the May 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 and cash withdrawal of £77.75 to top up the balance, be approved (Appendix 2).

21. 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: a) that the schedule of payments due be agreed (attached as Appendix 3), that the invoices and the BACS authorisation sheet be signed

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accordingly and that the BACS payments be made by two councillors remotely via online banking.

- b) that a replacement boules banner be purchased to replace the damaged one and that the spend be taken from the Grants budget.

22. 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.

23. TRUST BANK ACCOUNTS

Resolved: that the accounts be moved from Natwest to the Co-op Bank. Finance Officer to take this forward.

24. INTERNAL AUDIT

Resolved: to seek quotes ahead of July F&P in order to consider the appointment of an Internal Auditor for 2021-22 onwards.

The meeting closed at 9.05am.

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APPENDIX 1

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY												
		Report for F&P June SHEET	2021-22 - 3									
REF	DATE	SUPPLIER	DETAILS	TOTAL	Travel and subsistence 4008/1	printing & stationary 4023/1	Health & Safety 4018/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Hire of rooms and hospitality 4131/01
DC111	20/5/2021	St John's Ambulance	first aid kit replacements	£9.49			£7.91					
			TOTAL (NET)	£7.91	£0.00	£0.00	£7.91	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT:	£1.58			£1.58					
			TOTAL (Gros)	£9.49								

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APPENDIX 2

WESTFIELD PARISH COUNCIL PETTY CASH												
		MONTH SHEET	June 2021-22 - 3									
IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/101	Civic Expenses 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							
	6/4/2021	TalkTalk phone bill for Zoom meetings Cllr Williams	£9.18			£9.18						
	19/5/2021	eyelet holes for flag	£15.58				£12.98					
	19/5/2021	Cable ties	£5.00				£4.17					
	15/6/2021	Eye sight test reimbursed	£45.00			£45.00						
		TOTAL (NET)	£73.72	£0.00	£2.39	£54.18	£17.15	£0.00	£0.00	£0.00	£0.00	£0.00
		VAT:	£4.03		£0.60		£3.43					
		Ongoing balance	£22.25									
		top-up required	£77.75									
												<i>previously reported</i>

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APPENDIX 3

Invoices for payment JUNE							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
20/5/2021	A F Denning	Move defib from Pharmacy to Co-op	4231/202	B#1695	£109.00	£21.80	£130.80
20/5/2021	Glasdon	Bin for Norton Hill Rec	4062/308	B#1694	£101.26	£20.25	£121.51
27/5/2021	Greensward	remove grafitti	4062/307	B#1696	£80.00	£16.00	£390.00
		move bin at Westhill	4062/307		£75.00	£15.00	
		quarterly play inspections - Q1	4065/307&8		£170.00	£34.00	
26/05/2021	Merv's the Man	re-painting hopscotch at WH Rec	4062/307	B#1697	£378.34	£0.00	£378.43
24/5/2021	A&L Couriers	Distribution of Warbler	4212/102	B#1698	£400.00	£0.00	£400.00
4/6/2021	Jack & Jill Solutions	auto-watering repairs	4224/202	B#1699	£45.50	£0.00	£45.50
11/6/2021	AF Denning	Defib fixed electric tests	4231/202	B#1705	£221.00	£44.20	£265.20
14/6/2021	Rob Wicke	Flowers 2021-22 payment 2of3	4230/202	B#1707	£1,431.00	£0.00	£1,431.00
11/6/2021	The Journal	job advert	4030/1 EMR 337	B#1706	£189.00	£37.80	£226.80
Added since the agenda was distributed:							
16/6/2021	Legionella Control	Water testing for legionella	4012/308	B#1708	£108.50	£21.70	£130.20
22/6/2021	IAC	Internal Audit	4057/1	B#1709	£100.00	£20.00	£120.00
24/6/2021	Aviva Insurance	Overpayment of claim	4025/1	B#1711	£125.00	£0.00	£125.00
22/6/2021	Youth Connect SW	Youth Sessions	4237/202	B#1710	£2,615.54	£523.11	£3,138.65
24/6/2021	Mardons Social Club	Grant	4203/202	B#1712	£1,000.00	£0.00	£1,000.00
						TOTAL	£7,903.09
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										£1,096.09
Avon Pension Fund	Superannuation	£879.56	£879.56	£879.56										£2,638.68
GPS Telecoms	Telephone and broadband	£67.93	£66.10	£68.56										£202.59
Greensward	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58										£6,364.74
HMRC	PAYE and NI	£313.77	£313.97	£313.77										£941.51
Oval Commercial	Office Rental	£839.75	£839.75	£839.75										£2,519.25
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00										£0.00
Net Salaries (and expenses)	Office staff	£2,821.62	£2,821.42	£2,821.62										£8,464.66
Public Works Loans Board	Westhill Play Area	£0.00	£0.00	£0.00										£0.00
Ricoh	Photocopier	£148.41	£0.00	£0.00										£148.41
Southern Electric	NH Pavilion	£0.00	£0.00	£117.76										£117.76
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29										£28.29
Total Gas & Power	NH Pavilion	£0.00	£46.61	£0.00										£46.61
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00										£0.00
Water2Business	NH Pavilion	£0.00	£0.00	£0.00										£0.00
Zoom subscription	Meeting space	£11.99	£11.99	£11.99										£35.97
Monthly Total		£7,204.61	£8,197.07	£7,202.88	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
This amount plus one off payments														

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