**WESTFIELD PARISH COUNCIL**

**Minutes of the Finance & Personnel Meeting**

**held at The Oval Office on Wednesday 22nd September 2021 in person with a Zoom link for the public**

Present: Cllr Philip Wilkinson (Chair), Cllrs Diana Cooper, Ron Hopkins, Robin Moss and Pat Williams (Vice Chair). Cllr Lesley Mansell attending on Zoom.

In Attendance: Lesley Close (Parish Clerk) and Adam Faulkner (Finance Officer)

The meeting opened at 7:00pm.

**38. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Fuller.

**39. DECLARATIONS OF INTEREST AND DISPENSATIONS**

**40. MINUTES**

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 21st July 2021 be agreed and signed as a correct record.

**41. MONTHLY ACCOUNTS**

**Resolved: a)** that the July & August monthly statement for the Current Account be agreed;

 **b)** that the July & August monthly statement for the Corporate Treasury account be agreed;

 **c)** that the July & August 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).

**42. 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:** 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.

**43. GRANTS 2021-22**

**Resolved:** That Cllrs D Cooper, G Fuller, P Wilkinson and P Williams be appointed to the sub committee to consider grant applications for the current year**.**

**44. 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.

**45. Funding for the Cantilever Arm at Westhill Recreation Ground**

**Resolved:** that funding for the unbudgeted cantilever arm for the basket swing at Westhill be allocated from play equipment ear marked reserves in the amount of £6,135.10.

**46. External audit**

**Resolved:**  that the external audit certificate for 2020/21 be noted and it was confirmed that the notice of conclusion of audit had been displayed on the noticeboards and on the website.

The meeting closed at 7.15pm.

APPENDIX 1



APPENDIX 2



APPENDIX 3

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Invoices for payment AUGUST** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Invoice Date | Supplier | Details | Nom code | Payment No. | £ net | VAT | £ gross |
| 27/7/2021 | Greensward | Clear glass at Westhill | 4062/307 | B#1731 | £45.00 | £9.00 | £54.00 |
| Clear glass at Norton Hill | 4062/308 | £45.00 | £9.00 | £54.00 |
| Tree works on access road to Bowls Club | 4913/199 | £575.00 | £115.00 | £690.00 |
| 22/7/2021 | C & R Fencing Ltd | Repairs to Park fencing at NH Rec | 4062/308 | B#1732 | £290.00 | £58.00 | £348.00 |
| 26/7/2021 | Colin Thompson & Sons | Cleaning of Sports Store Door | 4062/308 | B#1733 | £75.00 | £15.00 | £90.00 |
| 29/07/2021 | Trophies of Radstock | Perpetual Engraving | 4227/202 | B#1741 | £5.00 | £1.00 | £6.00 |
| 17/082021 | soVision IT | New computer to replace broken | 4027/1 | B#1743 | £611.50 | £122.30 | £733.80 |
| 16/8/2021 | Ignyte Media | Westfield Warbler Autumn Edition | 4212/102 | B#1744 | £1,000.00 | £200.00 | £1,200.00 |
| 16/8/2021 | Samler Landscapes Ltd | Tree works as per tre survey | 4913/199 | B#1746 | £5,210.00 | £1,042.00 | £6,252.00 |
| 25/8/2021 | Kelvin Hawkins | Test gas appliances, clean mixer filters/tanks, test water temperatures | 4062/308 | B#1749 | £100.00 | £20.00 | £120.00 |
| 17/8/2021 | Community Heartbeat Trust | Replacement Defib Pads | 4231/202 | B#1747 | £39.00 | £7.80 | £46.80 |
| 23/8/2021 | Community Heartbeat Trust | Replacement Defib Pads | 4231/202 | B#1751 | £39.00 | £7.80 | £46.80 |
|   |   |   |   |   |   |   |   |
| *Added since the agenda was distributed:* |
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|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |  | **TOTAL** | **£9,641.40** |
| This amount plus regular scheduled monthly payment |   |  |  |  |
|   |   |   |   |   |  |  |  |
| Highlight if over £5000 as this requires full Parish Council approval |  |  |   |   |



APPENDIX 4

