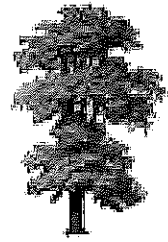


Westfield Parish Council

The Oval Office, St Peter's Business Park
Westfield, BA3 3BX
Phone: 01761 410669 council@westfieldparishcouncil.co.uk
[/westfieldparishcouncil](#) [@westfield_pc](#)



Chairman: Cllr G Fuller Parish Clerk: Ms L J Close FSLCC

Established 2011

All Council Meetings are open to the Public and Press

12th April 2022

TO: a) Members of the Finance & Personnel Committee:
Cllrs Cooper, Fuller, Hopkins, Mansell, Moss, Williams, Wilkinson,
Wallbridge

b) All Other Members of the Council (for information)

Dear Councillor,

You are summoned to the Meeting of the **Finance & Personnel Committee** of Westfield Parish Council, on **Wednesday 20th April 2022** at 7pm in the **Board Room, Oval Office, Cobblers Way, Westfield.**

The public are welcome to attend this meeting via Zoom:

Zoom Details

<https://us06web.zoom.us/j/95182538708?pwd=eU4wRzR0VmtjUTZKODhNK0NSdjY5dz09>

Meeting ID: 951 8253 8708

Passcode: 239034

The meeting will consider the items set out below.



Ms L J Close
Parish Clerk

Public Questions

This section, at the Chairman's discretion may last up to 15 minutes and is not part of the formal meeting of the Council.

AGENDA

1. **APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN.**
Committee to receive apologies for absence and, if appropriate, to resolve to approve the reasons given in accordance with the Local Government Act 1972 s85(1)
2. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
Members to declare any interests they may have in agenda items, in accordance with the requirements of the Council's Code of Conduct. The Committee may consider agreeing a dispensation, providing the request is put in writing and the dispensation is allowed on the grounds set out in s.33 of the Localism Act 2011.
3. **MINUTES**
To confirm and sign as a correct record the minutes of the Finance & Personnel meeting held on 23rd March 2022 (**pages 1-8**)
4. **MONTHLY ACCOUNTS**
To agree the monthly accounts in respect of the following for March 2022:
 - Current Account – pending year end close down
 - Corporate Treasury Account - pending year end close down
 - Business Savings Account pending year end close down
(the interest rate at 1st April is 0.55% variable)
 - Petty cash imprest sheet for April (**pages 9-10**)
 - Debit card expenditure sheets (**pages 11-12**)
5. **SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION**
As per item 5.2 of the Financial Regulations, a list of payments requiring authorisation is attached. Signing of invoices and BACS authorisation sheets to be completed upon approval of payments. (**page 13**)
6. **SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS**
As per item 5.6 of the Financial Regulations, a list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation such as salaries, PAYE and NI, superannuation and regular maintenance, is attached. (**pages 14-15**).
7. **COMMUNITY INFRASTRUCTURE LEVY (CIL) AND SECTION 106**
To note funds received and spent; the timeframe for spending and to identify projects if necessary. (**page 16**) This is a quarterly standing item on the agenda to ensure that the Committee is updated on funds available.
8. **CHAIR'S ALLOWANCE**
To confirm payment of the Chair's allowance 2021/22 as follows Teddy Bear Nursery £150; PEOPLE Project £150; Trinity Methodist Church £150; St Peter's Church £150.
9. **WESTFIELD ACTION PLAN 2020/21**
A requirement of Quality Status is to have an Action Plan to support the budget and linked to issues raised through community engagement. To review and approve the Action Plan for 2022/23 (**pages 17-20**)

10. GRANTS AWARDING POLICY AND CRITERIA (pages 21-24)

To review the policy for recommendation to Parish Council

11. ANNUAL GRANT TO ST NICHOLAS CHURCH (page 25)

To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves 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.

12. FUNDING OF THE POSSIBLE PURCHASE OF LAND AT WATERSIDE VALLEY

13. TO LOG THE EXTRA WORKING HOURS OF THE STAFF (verbal update)

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting
Held on Wednesday 23rd March at 7pm at the Oval Office, St Peters Business Park,
Westfield

Present: Cllrs Philip Wilkinson (Chair), Patricia Williams, Diana Cooper
Absent: Cllrs Geoff Fuller, Eleanor Jackson, Ron Hopkins and Bryan Wallbridge
Attending: Cllr Robin Moss via Zoom.
Adam Faulkner, (Finance Officer) and Lesley Close (Clerk)

99. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Geoff Fuller and Ron Hopkins and from Cllr Robin Moss who was on Zoom.

100. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

101. MINUTES OF THE LAST MEETING

Resolved: that the Minutes of the Finance & Personnel meeting held on 23rd February 2022 be agreed and signed as a correct record.

102. MONTHLY ACCOUNTS

Resolved:

- a) that the February monthly statement for the Current account be agreed;
- b) that the February monthly statement for the Corporate Treasury account be agreed;
- c) that the February 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 updated summary of petty cash transactions since the last meeting (Appendix 2) be agreed.

103. 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 (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.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

104. 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 invoices and the BACS authorisation sheet (Appendix 4) be signed accordingly. That the BACS payments be made by two councillors remotely via online banking.

105. ANNUAL CREDITORS AND BAD DEBT REPORTS

The report was noted.

107. REVIEW OF FINANCIAL CONTROLS

Resolved: That the updated Treasury Management Policy and the Code of Corporate Governance be agreed and recommended to the Parish Council at the meeting in May

108. REVIEW OF OTHER POLICIES

Resolved: That the Expenses Policy Anti-fraud and Confidential Reporting policies be agreed and recommended to the Parish Council at the meeting in May.

109. OFFICE PREMISES

In preparation for the potential need to move offices, the Clerk has looked at a possible office on the trading estate and is awaiting more information regarding the division of the space and the cost.

110. SALARY SCALES FOR 2021-22

Resolved: That the salaries be increased in line with the NALC cost of living award notice and back-dated to April 2021, with the appropriate back pay for the former Finance Officer, Emily Merko.

The meeting closed at 7:25pm.

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 1

Westfield Parish Council

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - March
SHEET 2021-22 - 12

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Subscrip tion	Parish Environment	Flowers in Parish	N/H maintenan	W/H Maintenan	Communit y projects 4232/202	Hospitality 4131/101	Gas & Heating Oil
DC120	3/3/22	B&NES	Non-Domestic Business Rates	£82.26								£82.26		
DC121	8/3/2022	Viking	Stationary	£201.31		£201.31								
DC122	17/3/2022	Total Gas & Power	Norton Hill Pavilion Gas Bill	£99.54									£11.06	£94.80
DC123	23/3/2022	Lidl	Refreshments APM	£13.27										
DC124	23/3/2022	High St DIY	Key for flagpole	£5.00				£5.00						
			TOTAL (NET)	£287.58	£0.00	£189.26		£5.00				£82.26	£11.06	£94.80
			VAT:	£14.26		£12.05						£0.00	£2.21	£4.74
			TOTAL (Gross)	£301.84		£201.31						£82.26	£13.27	£99.54

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 2

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET March 2021-22 - 12

IMPREST VALUE	DATE	DETAILS	TOTAL	printing & stationary	Health & Safety	Parish Environment	Postage	N/H maintenance	W/H Maintenance	Hospitality
£98.00	1/3/2022	Cash in Hand	£98.00							
	14/3/2022	Biscuits for Westhill Club Meeting	£1.75							£1.75
	24/3/2022	Pat William's postage for F&P Agenda	£1.50				£1.50			
		TOTAL (NET)	£2.96	£0.00	£0.00	£0.00	£1.50	£0.00	£0.00	£1.46
		VAT:	£0.29				£0.00			£0.29
		Ongoing balance	£94.75				£1.50			£1.75

previously reported
 signed by the clerk
 17/03/22

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

APPENDIX 3

Invoices for payment MARCH

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
24/02/2022	Ignyte Media Ltd	Westfield Warbler	4212/102	B#1861	£1,000.00	£200.00	£1,200.00
28/02/2022	Signefex Ltd	Waymarker Signs for Heritage Walks	4227/202	B#1862	£181.80	£36.36	£218.16
03/01/2022	Oval Commercial Investments Ltd	Boardroom Hire February	4131/101	B#1863	£80.00	£16.00	£96.00
28/02/2022	Greensward Sports Consultancy	Monthly Grounds Maintenance February	4039/307 & 4039/308	B#1864	£2,121.58	£424.32	£2,545.90
03/01/2022	Oval Commercial Investments Ltd	Suite 4 Office Rent	4013/1	B#1865	£350.00	£70.00	£420.00
23/02/2022	Water2Business	Water to Norton Hill Pavillion	4012/308	B#1866	£247.45	£0.00	£247.45
28/02/2022	A F Denning Ltd	Portable Appliance Testing at Norton Hill Rec, garage & offices	4018/1	B#1867	£78.00	£15.60	£93.60
02/03/2022	Colin Thompsons & Sons	Open Jammed Changing Room Door	4062/308	B#1868	£150.00	£30.00	£180.00
08/02/2022	Ashridge Nurseries	14 x Silver Birch Trees for Norton Hill Recreation Ground	4227/202	B#1869	£756.00	£151.20	£907.20
04/03/2022	Firesfield MAS Fire Protection Ltd	Fire Extinguisher services at Norton Hill Recreation Ground	4018/1	B#1870	£44.00	£8.80	£52.80
03/09/2022	A & L Couriers	Westfield Warbler Delivery	4212/102	B#1883	£400.00	£0.00	£400.00
						TOTAL	£6,361.11

Added since the agenda was distributed:

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

17/3/2022	Apex Alarms	Replacement of Emergency Lights in Norton Hill Pavilion	4062/308	B#1884	£148.00	£29.60	£177.60
22/03/2022	ALCA	Membership Renewal	4024/1	B#1885	£589.44	£0.00	£589.44
18/03/2022	SoVISION IT	IT Support Monthly Bill	4027/1	B#1886	£169.20	£33.84	£203.04
20/03/2022	Youth Connect South West	Youth Work Sessions in Westfield - Year 2	4237/202	B#1887	£2,660.54	£532.11	£3,192.65
22/03/2022	ALCA	Annual Subscription to ALCA	4024/1	B#1888	£949.63	£0.00	£949.63
21/03/2022	Zonkey	Domain Renewal	4210/102	B#1889	£24.00	£4.80	£28.80
					TOTAL	£5,141.16	

This amount plus regular scheduled monthly payment

Highlight if over £5000 as this requires full Parish Council approval

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

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	£1,155.54	£870.40	£870.40	£870.40	£1,006.11	£887.36	£887.36	£1,078.62	£11,144.43
GPS Telecoms	Telephone and broadband	£67.93	£66.10	£68.56	£67.18	£67.07	£66.94	£71.68	£66.30	£66.49	£65.14	£66.70	£0.00	£740.09
Greensward	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£0.00	£23,337.38
HMRC	PAYE and NI	£313.77	£313.97	£313.77	£313.97	£375.53	£305.17	£305.37	£305.37	£497.41	£327.92	£327.72	£562.41	£4,262.38
Oval Commercial	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£10,077.00
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	£80.00	£200.00
Net Salaries (and expenses)	Office staff	£2,821.62	£2,821.42	£2,821.62	£2,821.42	£3,744.96	£2,794.17	£2,793.97	£2,793.97	£3,131.00	£2,837.56	£2,837.76	£3,341.28	£35,560.75
Public Works Loans Board	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	£0.00	£0.00	£7,373.44
Ricoh	Photocopier	£148.41	£0.00	£0.00	£162.15	£0.00	£0.00	£160.03	£0.00	£0.00	£0.00	£156.68	£0.00	£627.27
Southern Electric	NH Pavilion	£0.00	£0.00	£117.76	£0.00	£0.00	£104.08	£0.00	£0.00	£109.28	£0.00	£0.00	£147.19	£478.31

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Southern Electric	£0.00	£0.00	£28.29	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£30.60	£0.00	£0.00	£31.36	£118.54
Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£30.60	£0.00	£0.00	£31.36	£118.54
IT Support/Provider	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£1,534.20
Total Gas & Power	£0.00	£46.61	£0.00	£0.00	£52.91	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£99.54	£246.58
Water2Business	£0.00	£0.00	£0.00	£0.00	£0.00	£23.17	£0.00	£0.00	£0.00	£0.00	£0.00	£25.12	£91.41	£197.41
Water2Business	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£247.45	£247.45
Zoom subscription	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£143.88
Meeting space	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£143.88
Monthly Total	£7,204.61	£8,197.07	£7,202.88	£11,163.52	£8,590.85	£7,394.74	£7,468.28	£7,178.56	£7,983.41	£10,947.22	£7,443.86	£6,700.20	£6,700.20	

This amount plus one off payments

Highlight if over £5000 as this requires full Parish Council approval

Minutes are draft until agreed at the next meeting.

Signed Dated

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET
March
2021-22 - 12

IMPREST VALUE	DATE	DETAILS	TOTAL	printing & stationary 4023/1	Health & Safety 4018/1	Parish Environment 4224/202	Postage 4022/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Hospitality 4131/101
£98.00	1/3/2022	Cash in Hand	£98.00							
	14/3/2022	Biscuits for Westhill Club Meeting	£1.75							£1.75
	24/3/2022	Pat William's postage for F&P Agenda	£1.50				£1.50			
		TOTAL (NET)	£2.96	£0.00	£0.00	£0.00	£1.50	£0.00	£0.00	£1.46
		VAT:	£0.29				£0.00			£0.29
		Ongoing balance	£94.75				£1.50			£1.75

previously reported

Imprest Holder signature WJW Date 24/3/22

Counter signature [Signature] Date 24/3/22

Signed: [Signature] Signed: P. G. O'Neil

Date: 3/3/22 Date: 4/4/22

Top-Up Required
Approval to withdraw £XXX fro the bank account using the Parish Council debit card.

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET

April
2022-23 - 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
94.75		Cash b/f	94.75								
	4/4/2022	Biscuits for meeting 29/3	£1.00								£1.00
		TOTAL (NET)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		VAT:	£0.00								
		Ongoing balance	£93.75								
		top-up required	n/a								

previously reported

Imprest Holder signature _____ Date _____

Counter signature _____ Date _____

Signed: _____ Signed: _____

Date: _____ Date: _____

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P April
SHEET 2022-23-1

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
DC123	23/3/2022	Lidl	Refreshments APM	£13.27									£11.72
DC124	23/3/2022	High St DIY	Key for flappole	£5.00				£5.00					
DC125	06/04/2022	RBL Shop	Jubilee plaque	144.99				£120.82					
DC126	5/4/2022	Moneysoft	Payroll licence	£90.00			£75.00						
			TOTAL (NET)	£212.54	£0.00	£0.00	£75.00	£125.82	£0.00	£0.00	£0.00	£0.00	£11.72
			VAT:	£40.72			£15.00	£24.17					£1.55
			TOTAL (Gros)	£253.26	£0.00	£0.00	£90.00	£149.99	£0.00	£0.00	£0.00	£0.00	£13.27

Finance Officer signature _____ Date _____

Counter signature _____ Date _____

Signed: _____ Signed: _____

Date: _____ Date: _____

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - March
SHEET

2021-22 - 12

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/4	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	Gas & Heating Oil 4015/308
DC120	3/3/22	B&NES	Non-Domestic Business Rates	£82.26								£82.26		
DC121	8/3/2022	Viking	Stationary	£201.31		£189.26								£94.80
DC122	17/3/2022	Total Gas & Power	Norton Hill Pavilion Gas Bill	£99.54										
			TOTAL (NET)	£271.52	£0.00	£189.26						£82.26		£94.80
			VAT:	£16.79		£12.05						£0.00		£4.74
			TOTAL (Gros)	£288.31		£201.31	£0.00	£0.00	£0.00	£0.00	£0.00	£82.26	£0.00	£99.54

Finance Officer signature _____ Date _____

Counter signature _____ Date _____

Signed: _____ Signed: _____

Date: _____ Date: _____

Invoices for payment APRIL

Invoice Date	Supplier	Details	Nom code	Payment No.	£. net	VAT	£ gross
26/03/2022	Greenward Sports Consultancy	Monthly Grounds maintenance	4039/308-4039/307	1897	£2,121.58	£424.32	£2,545.90
24/03/2022	GB Sport & Leisure	Swing hangers	4062/308	1898	£991.90	£78.38	£470.28
25/03/2022	Tindle Newspapers (The Journal)	APM advert	4131/101	1899	£149.18	£29.84	£179.02
28/03/2022	Trophies of Radstock	Inspirational Citizen Trophies	4227/202	1900	£37.50	£7.50	£45.00
31/03/2022	Trinity Methodist Church	Youth Club hall hire	4237/202	1901	£385.00	£0.00	£385.00
27/03/2022	Robert Wicke	3rd instalment of flowers contract	4230/202	1902	£1,431.00	£0.00	£1,431.00
31/03/2022	Greenward Sports Consultancy	Goal posts at Westhill	4039/303	1903	£912.00	£182.40	£1,094.40
28/03/2022	RHC Lifting Ltd	Weight testing hanging baskets	4230/202	1904	£950.00	£190.00	£1,140.00
31/03/2022	DCK Accounting Solutions Ltd	Year end health check	4058/1	1905	£321.00	£64.20	£385.20
31/03/2022	Trinity Methodist Church	APM Hall hire	4131/101	1906	£35.00	£0.00	£35.00
06/04/2022	Bath and North East Somerset Council	Grass cutting amenity land	4225/202	1907	£1,307.90	£0.00	£1,307.90
01/04/2022	Oval Commercial Investments Ltd	Rental and boardroom hire	4013/1	1908	£899.75	£179.95	£1,079.70
01/04/2022	Bath and North East Somerset Council	Rates	4011/1	1891	£1,933.63	£0.00	£1,933.63
						TOTAL	£12,032.03

Added since the agenda was distributed:

						TOTAL	£0.00

This amount plus regular scheduled monthly payment

Highlight if over £5000 as this requires full Parish Council approval

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	£1,155.54	£870.40	£870.40	£870.40	£1,006.11	£887.36	£887.36	£1,078.62	£11,144.43
GPS Telecoms	Telephone and broadband	£67.93	£66.10	£68.56	£67.18	£67.07	£66.94	£71.68	£66.30	£66.49	£65.14	£66.70	£0.00	£740.09
Greensward	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£0.00	£23,337.38
HMRC	PAYE and NI	£313.77	£313.97	£313.77	£313.97	£375.53	£305.17	£305.37	£305.37	£497.41	£327.92	£327.72	£562.41	£4,262.38
Oval Commercial	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£10,077.00
Oval Commercial	Use of Boardroom	£0.00	£0.00	£0.00	£0.00	£0.00	£60.00	£60.00	£0.00	£0.00	£0.00	£0.00	£80.00	£200.00
Net Salaries (and expenses)	Office staff	£2,821.62	£2,821.42	£2,821.62	£2,821.42	£3,744.96	£2,794.17	£2,793.97	£2,793.97	£3,131.00	£2,837.56	£2,837.76	£3,341.28	£35,560.75
Public Works Loans Board	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	£0.00	£0.00	£7,373.44
Ricoh	Photocopier	£148.41	£0.00	£0.00	£162.15	£0.00	£0.00	£160.03	£0.00	£0.00	£0.00	£156.68	£0.00	£627.27
Southern Electric	NH Pavilion	£0.00	£0.00	£117.76	£0.00	£0.00	£104.08	£0.00	£0.00	£109.28	£0.00	£0.00	£147.19	£478.31
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.60	£0.00	£0.00	£31.36	£118.54
SoVision IT	IT Support/Provider				£169.20	£169.20	£169.20	£180.60	£169.20	£169.20	£169.20	£169.20	£169.20	£1,534.20
Total Gas & Power	NH Pavilion	£0.00	£46.61	£0.00	£0.00	£47.52	£0.00	£52.91	£0.00	£0.00	£0.00	£0.00	£99.54	£246.58
Water2Business	Auto-watering systems	£0.00	£0.00	£0.00	£0.00	£57.71	£23.17	£0.00	£0.00	£0.00	£0.00	£25.12	£91.41	£197.41
Water2Business	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£247.45	£247.45
Zoom subscription	Meeting space	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£11.99	£143.88
	Monthly Total	£7,204.61	£8,197.07	£7,202.88	£11,163.52	£8,590.85	£7,394.74	£7,468.28	£7,178.56	£7,983.41	£10,947.22	£7,443.86	£6,700.20	

This amount plus one off payments

Highlight if over £5000 as this requires full Parish Council approval

Schedule of regular payments 2022-23 (All amounts are NET)

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Avon Pension Fund	Superannuation	£837.60												£837.60
GPS Telecoms (DD)	Telephone and broadband	£75.35												£75.35
Greensward	Grounds maintenance	£2,121.58												£2,121.58
HMRC	PAYE and NI	£341.95												£341.95
Oval Commercial (SO)	Office Rental	£839.75												£839.75
Oval Commercial	Use of Boardroom	£60.00												£60.00
Net Salaries (and expenses)	Office staff	£2,652.80												£2,652.80
Public Works Loans Board (DD)	Westhill Play Area	£0.00												£0.00
Ricoh	Photocopier	£0.00												£0.00
Southern Electric	NH Pavilion	£0.00												£0.00
Southern Electric	Christmas Tree	£252.54												£252.54
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	£7,193.56	£0.00	£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

CIL funds 2021-22

CIL Funds carried over from previous years: £947.44

expires July 2025

CIL INCOME

2021/22		Notes	Expiry date of funds
17/6/2021	£2,400.68	21/00068/VAR 12 Milton Road	June 2026
3/11/2021	£5,380.52	17/04186/FUL The Shambles Wells Road and 21/03451/ODCOU Lilliput House Fosseway	November 2026
12/09/2021	£28,863.35	16/04714/RES Parcel 6781 Cobblers Way, Westfield, Radstock + 21/03451/ODCOU Lilliput House Fosseway, Westfield, Radstock.	December 2026
24/12/2021	£3,330.75	16/04714/RES Parcel 6781 Cobblers Way, Westfield, Radstock	December 2026
01/12/2022	£13323.00	16/04714/RES Parcel 6781 Cobblers Way, Westfield, Radstock	January 2027
14/03/2022	£7694.85	16/04714/RES Parcel 6781 Cobblers Way, Westfield, Radstock	March 2027
TOTAL			£7,781.20

CIL EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
TOTAL			£0.00
CIL repaid following a repayment notice:			N/A
Balance of 2020-21 CIL funds			£947.44
Balance of 2021-22 CIL funds			£7,781.20
Balance of CIL funds overall:			£8,728.64

s106 funds 2021-22

s106 Funds carried over from previous years: £95,871.97

s106 INCOME

Date	Amount	Purpose of the grant
17/11/2021	£11,285.00	New Climber at Norton Hill Recreation Ground.
TOTAL		£11,285.00

s106 EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
Stand-alone pavilion at Westhill Rec			
Funds received for this project:			£8,000.00
1/4/2020		Balance of spend so far b/d	£4,510.03
Total 2021-22 spend for stand-alone Pavilion			£0.00
Balance			£3,489.97
Purchase of land at Waterside Valley			
Funds received for the project			£93,000.00
1/4/2021	4930/199	Balance of spend so far b/d	£618.00
		Purchase Price	£90,000.00
21/7/2021	4930/199	Solicitor's fees	£580.00
		Searches	£381.00
25/1/2022	4227/202	Annual inspection	£540.00
15/2/2022	4930/199	Contribution to Site survey	£881.00
Total spend on purchase of land:			£93,000.00
Balance			£0.00
Climber at Norton Hill			
Funds received for this project:			£11,285.00
31/1/2022	4064/308	Installation of Climber	£7,230.00
Total 2021-22 spend for climber			£7,230.00
Balance			£4,055.00

TOTAL s106 spend in 2021-22 £99,612.00
Balance of 2021-22 s106 funds £7,544.97

Prepared by: Lesley Close, Parish Clerk
 Verified by: F&P Committee 20/4/22

Westfield Parish Council Action Plan 2022 at April 2022

Item	Details - Aims and objectives arising from community engagement	Target date	Link to budget code	Current details and progress	Update April 2022
Lights along the Pit Path	Concern had been expressed by local residents about the lack of lighting along the newly tarmacked part of the Pit Path. B&NES has costed the work at approximately £28k. The Council has put aside £8000 and has a further £8000 in the 2021-22 budget.	ongoing	4918/199 S106 and B&NES funding plus capital reserves if necessary	B&NES have agreed to use s106 funds to re-direct the public footpath to the newly tarmacked path thus bringing it under the umbrella of Public Rights of Way for maintenance. ON-GOING	B&NES is currently undertaking the work but has not yet liaised with the Parish Council regarding a contribution to the cost.
Christmas Lights switch-on event	The event continues to be successful and well attended. ON-GOING	Annual event	4223/202	The Switch On event 2021 was better attended than ever. Agreed to install extra lights towards the College. Permission from Street lighting is still awaited.	The tree lights were tested in the January 2022 PAT tests.
Fun Day	Successful annual event now fixed in the Parish calendar as first Sunday in June. It is organised by an ever-decreasing number of volunteers and more are always welcome. As the event grows so do the costs which now include Premises Licence, security, St John Ambulance. Fun Days 2020 and 2021 cancelled as a result of COVID-19 pandemic. And 2022 Fun Day was not held due to lack of volunteers.	Annual	4232/202	A decision was made not to run a Fun Day in 2022. The Premises Licence was suspended, to be ceased if the Fun Day does not go ahead next year due to lack of volunteers. ON-GOING	
Nature trail to link to the	This suggestion was raised at the Neighbourhood Plan consultations.	ongoing	4912/199	As it would appear that the landowner is not willing to sell at	

Westfield Parish Council Action Plan 2022 at April 2022

proposed park in Westfield	This is being considered by the Green and Open Spaces Working Group. In Dec/Jan 2020/1 the services of a surveyor were undertaken to establish land value and an approach was made to the landowner who declined the offer of £10,000.	S106 / CIL	the moment, this project is on hold and has been somewhat replaced for the time being by the planned purchase of a section of the Waterside Valley. ON HOLD	
Westfield Inspirational Citizen Award	2018: John Reynolds of Westfield TT 2019: Martin Bates of WAGS 2020: Catherine Cooper for Terracycle collection 2021: three winners – Debbie Maggs, Mike Chivers, Nigel Swift 2022: Eddie and Rachael Liddiard	4102/102	ON-GOING	
Stand-alone Pavilion at Westhill Recreation Ground	The Neighbourhood Plan supported a proposal for the development of a parish facility in Westfield to meet the social, recreational and cultural needs of the community. s106 funds have been obtained for a feasibility study which has now formed the basis of a Planning Application which is currently under consideration with B&NES. Multiple funding sources were investigated. Sperring Trust have pledged £5000.	4928/199	Many funding pots closed as a result of the pandemic and the project has therefore been put on hold for the time being. To consider re-looking at this when time allows in terms of funding a small building via Parish Council reserves. ON-GOING	Discussion commenced with Westfield Club to regularise ownership and to use part of the premises for changing rooms. An Architect has been selected to design and manage the works once the legal ownership is confirmed.

*GOS = Green & Open Spaces Group

Westfield Parish Council Action Plan 2022 at April 2022

Youth provision in Westfield	The Parish Council is actively involved in the Cluster Group and supporting Youth Connect SW to deliver services. The Parish Council budgets to fund these services for Westfield.	ongoing	4237/202	The Parish Council has signed a two-year contract with YCSW for their services through to March 2023. ON-GOING	
Climate Emergency	Following the declaration of a climate emergency at Parish Council on 2 nd March 2020 a working group was formed. There is opportunity for the Working Group to report to each Parish Council meeting.	n/a		The Parish Council declared a Climate Emergency in 2021. The Climate Emergency Group last met 9 th November 2021. ON-GOING	
Office space and storage	Parish Council explored the options to allow the staff to return safely to work. It was agreed to hire the office next door to increase space for social distancing and storage. Government guidance and the increase/decrease of Covid in the area is monitored weekly. We are aware that the Parish Council might have to move office should planning permission be granted for a change of use at the Oval Office.	October 2020	4013/1	Office Staff have looked around two possible premises so far, neither of which were suitable (The Methodist Church Vestry and premises on Charlton Lane). The lease on the original office expires 31 Dec 2022. The one year contract for the second office expired October 2021 and is now used on a month by month basis with 2 month notice to vacate. ON-GOING	

Westfield Parish Council Action Plan 2022 at April 2022

Purchase of Waterside Valley	In January 2021 a section of the Waterside Valley came up for sale and the Parish Council agreed to investigate purchase in order to ensure the land free from development for future generations.	May 2021	4930/199	A Consultant has been appointed to produce a Management Plan. Consultations have been on-going in 2021/22 to inform the Plan. ON-GOING	
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Review History	To be reviewed twice a year
Agreed by Finance and Personnel	20/5/2015
Reviewed by Finance and Personnel	23/09/2015
Reviewed by Finance and Personnel	19/05/2016
Reviewed by Finance and Personnel	19/10/2016
Reviewed by Finance and Personnel	19/04/2017
Reviewed by Finance and Personnel	18/10/2017
Reviewed by Finance and Personnel	18/04/2018
Reviewed by Finance and Personnel	17/09/2018
Reviewed by Finance and Personnel	17/04/2019
Reviewed by Finance and Personnel	23/10/2019
Reviewed by Finance and Personnel	22/04/2020
Reviewed by Finance and Personnel	21/10/2020
Reviewed by Finance and Personnel	22/04/2021
Reviewed by Finance and Personnel	20/10/2021
Reviewed by Finance and Personnel	20/4/2022
Date of next review	October 2022

Westfield Parish Council



Grant Awarding Policy and Criteria 2022/23

Grants up to £1,000 (with larger amounts available in exceptional circumstances) are available to support charitable or voluntary activities operating in or for the parish of Westfield (see [map](#)).

Criteria for funding

To be eligible for a grant your project or organisation must benefit people within Westfield. Priority is given to projects or groups that improve the quality of life for people that live or work in Westfield

Applicants must give evidence in their application that the project meets local needs and has local support and ideally will demonstrate how the local community has been involved in their project.

Applicants should be clear about how their project will make a difference.

To apply for a grant you do not have to be a registered charity, as long as the work you do has charitable aims. Ideally, grants will be awarded to groups with a constitution (set of rules) and a management committee, however, in some circumstances the Parish Council can award grants towards projects which meet the grants criteria but are not being undertaken by a constituted group. The Parish Council cannot pay grants to a personal bank account; however, it may be able to use grant funds to pay project costs directly. If an organisation has its own bank account it must have at least two signatories to authorise payments.

Examples of grants

- laptop for small local charity group Small Stuff Baby Bank
- Camping and other equipment for 3rd Westfield Brownies
- Towards the cost of running the Cruse Bereavement Counselling Service
- Towards a new green energy boiler at the SWALLOW centre
- Towards repairs at Westfield Allotments

What we don't fund

- Individuals
- General appeals
- Direct replacement of statutory funding
- Activities promoting political beliefs
- Activities promoting religious beliefs
- Overseas travel
- Arts projects with no community or charitable element
- Sports projects with no community or charitable element
- Medical research or equipment
- Animal welfare
- **Projects that take place before an application can be processed and the decision communicated**

Please note that conferences and exhibitions are usually given low priority.

When can you apply?

The deadline for receipt of completed application forms and supporting documentation for this year is **Monday 3rd October 2022**

How to apply

You will need to complete an application form. You can download an application form from our website www.westfieldparishcouncil.co.uk/community/grants/ or request one to be sent by email or post by contacting Westfield Parish Council at council@westfieldparishcouncil.co.uk or calling 01761 410669.

As well as the completed application form you will also need to send by post or email the following:

- Your organisation's most recent accounts or financial information
- If you work with children and young people or vulnerable adults, a copy of your Child Protection / Safeguarding policy

What will happen next?

Once we have received your application it will be assessed by Westfield Parish Council's Grants Committee and then passed to full Council for a final decision on the allocation of grants. You should be notified of the outcome by the middle of November 2022.

If your application is successful you will receive an email detailing the amount of the grant and what it is to be used for.

Monitoring and evaluation

Some months following payment of the grants we will send you a grant monitoring form. This form asks for details of how the grant was spent and what was achieved.

Data Protection

We will use the personal data provided on the application form to process your application and to monitor the project. If you would like us to contact you about future grant funding opportunities you should tick the relevant box on the application form. In limited circumstances, we may be required to release information, including personal data and commercial information, on request under the Freedom of Information Act 2000. Please refer to the Privacy Notice on our website for more information:

www.westfieldparishcouncil.co.uk/council/policies/privacy-notice/

If you feel that any other information about your application or project should not be made publicly available, please contact us to discuss this.

Equalities Policy

Westfield Parish Council recognises and values people's differences and will assist them to use their talents to reach their full potential. The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation. Westfield Parish Council is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

The full Equalities Policy can be viewed online here:
www.westfieldparishcouncil.co.uk/council/policies/

Need more information?

Please contact the Parish Clerk at Westfield Parish Council, The Oval Office, Cobblers Way, Westfield BA3 3BX. Tel 01761 410669 or email council@westfieldparishcouncil.co.uk

Review History	To be reviewed annually
Agreed by F&P	20/5/15
Agreed by Parish Council	3/5/16
Agreed by Parish Council	2/5/17
Agreed by Parish Council	8/5/18
Reviewed by Grants Sub-Committee	June 2019
Agreed by Parish Council	May 2020
Amended by Finance & Personnel Committee	June 2020
Agreed by Parish Council	May 2021
Reviewed by F&P	April 2022
Date of next review	May 2023

Annual grant to St Nicholas churchyard

2019-20 paid £2144 = one-third of costs below
2020-21 paid £2180 = 2019-20 xCPI rate 1.7%
CPI rate in September 2020 (when budget was put together) = 0.5%
2021-22 £2191 to pay = £2180+0.5%
2022-23 £2257 to pay = 2191 + 3% (the rate applied to the 2022/23 budget)

Minutes of the Meeting of the Council held at the Boardroom, The Oval Office,
Cobblers Way, Westfield on
Monday 3rd December 2018 commencing at 7.00pm

123. BUDGET 2018/19

Resolved: (1) to budget one third of the costs of the St Nicholas Churchyard maintenance 2019/20 with an annual increase in line with inflation thereafter;
(2) To agree the budget in principle



Westfield Parish Council

To Whom It May Concern:

In regards to the maintenance of the St Nicholas Churchyard, we currently pay for the labour of a grounds-man, for one afternoon a week, who supplies his tools and transport. This pays for general grass-cutting, emptying bins and tidying of the churchyard. It does not currently cover any additional groundwork that will be required in the future to enhance and provide better access or to allow for the creations of additional burial spaces. Any tree work is an additional cost that requires the employment of a tree surgeon.

Additionally, we have occasional voluntary help from students from Writhlington School when they are completing their citizenship awards, who have cleared brambles and undergrowth. On very rare occasions we have youngsters doing remuneration hours for minor offences. Sometimes we are able to use the hours to do some general tidying up and removal of undergrowth.

We pay a monthly sum of £536.00, equating to £6432.00 annually for the regular maintenance.

Yours sincerely

Esther M. Parker
Churchwarden and Treasurer