

Westfield Parish Council

The Oval Office, St Peter's Business Park
Westfield, BA3 3BX

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Established 2011

Chair: Cllr G Fuller

Parish Clerk: Ms L J Close FSSLC

All Council Meetings are open to the Public and Press

11th May 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 18th May 2022** at 7pm to be held in the **Board Room, Oval Office, Cobblers Way, Westfield.**

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. **Election of Chair of the Committee**
2. **Election of Vice Chair of the Committee**
3. **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)

- 4. 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.
- 5. Appointment of grants sub-committee**

To appoint a sub-Committee of members to review the Grants Criteria ahead of the opening of the grants process in July and to review grant applications after the submission deadline in October.
- 6. Minutes**

To confirm and sign as a correct record the minutes of the Finance & Personnel meeting held on 20th April 2022 **(Pages 1-7)**
- 7. Monthly accounts**

To agree the monthly accounts in respect of the following for April 2021:

 - Current Account to be submitted in June
 - Corporate Treasury Account to be submitted in June
 - Business Savings Account to be submitted in June
(the interest rate at 1st May is 0.55% variable)
 - Debit card expenditure sheet **(Page 8)**
 - Petty cash imprest – there has been no petty cash since the last meeting.
- 8. Earmarked Reserves (Page 9)**
- 9. Annual Governance and Accountability return 2020-21**

To agree to recommend to Council the assertions highlighted in the Annual Governance statement **(Page 10)** and the Accounting Statements for the year 2021-22 **(To follow, pending Internal Audit on 12/5/22)**
- 10. Year end summary of accounts**

To receive the year-end summary of income and expenditure and balance sheet statement of assets and liabilities for the year ending 31st March 2022. Reports for both the Parish Council and the two Trusts **(To follow, pending Internal Audit on 12/5/22)**
- 11. Notification of the dates of the period for the exercise of public rights –**

Monday 13th June 2022- Friday 22nd July 2022 as suggested by Audit.
- 12. 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 11)** And supporting information in respect of the grant to Prattens of £500 **(Page 12)**
- 13. 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. **(Page 13)**.

- 14. Update on the insurance claim for the vandalised basket swing**
- 15. Incident at the Pavilion when the showers were left on (Page 14)** Boiler repair - £50; Water and fuel bills awaited.
- 16. Office premises update (Page 15)**
- 17. To consider moving the time of the Finance and Personnel committee meeting to Wednesdays at 10am**

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.

- 18. Finance work**
Current distribution of work and costings **(Pages 16-18)**

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting

Held on Wednesday 20th April 2022 at 7pm at the Oval Office, St Peters Business Park,
Westfield

Present: Cllrs Philip Wilkinson (Chair), Pat Williams, Diana Cooper, Ron Hopkins and Robin Moss.

Absent: Cllrs Geoff Fuller and Bryan Wallbridge

Attending: Cllr Lesley Mansell attended on Zoom.
Lesley Close (Clerk)

111. APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Geoff Fuller and from Cllr Lesley Mansell who was on Zoom.

112. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

113. MINUTES OF THE LAST MEETING

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

114. MONTHLY ACCOUNTS

Resolved:

- a) Current account held pending year end close down
- b) Corporate Treasury account held pending year end close down.
- c) Business Savings Account held pending year end close down.
Noted that the interest rate at 31 March is 0.55% variable.
- 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.

115. 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: (1) 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.

(2) that the replacement of the vandalised basket swing at Norton Hill in the amount of £850 be authorised and it was noted that an insurance claim had been made.

Minutes are draft until agreed at the next meeting.

1 Signed Dated

Westfield Parish Council

(3) Noted that in respect of the new swings in the Norton Hill Recreation Ground, funding applications had been made to Awards for All (£10,000), Sperring Charity (£5,000) with the remainder being met by the Parish Council in the amount of £4,691.20.

116. 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.

117. COMMUNITY INFRASTRUCTURE LEVY AND SECTION 106

The report was noted.

Resolved: To check the payment dates and amounts of the CIL payments and report back.

118. CHAIR'S ALLOWANCE 2021/22

Resolved: As requested by the Chair, to pay the Chair's Allowance 2021/22 to Teddy Bear Nursery, PEOPLE Project, Trinity Methodist Church and St Peter's Church in the amount of £150 each.

119. WESTFIELD ACTION PLAN

Resolved: (1) To note the report.
(2) To extend the search for new office premises by contacting Parker Transport, the College and asking the Architect for a quote to extend above or adjacent to the Pavilion at Norton Hill.

120. GRANTS AWARDING POLICY AND CRITERIA

Resolved: To agree the policy and criteria 2022/23.

121. ANNUAL GRANT TO ST NICHOLAS CHURCH

Resolved: (1) To release, on receipt of feedback and a breakdown of costs on the spending of the 2021/22 grant, an award of £2,257 as the 2022/23 grant award to St Nicholas Church for the churchyard upkeep.
(2) To amend the 2018/19 resolution in respect of ongoing grant payments to St Nicholas Church so that it reads, "to budget one third of the costs of the St Nicholas Churchyard maintenance, with an annual increase as appropriate".

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

It was agreed to exclude the press and public on the grounds that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

122. FUNDING FOR THE POSSIBLE PURCHASE OF LAND AT WATERSIDE VALLEY

Resolved: To keep this item on the agenda pending more information.

123. TO LOG THE EXTRA WORKING HOURS OF THE STAFF

Resolved: To agree the extra working hours each month of the Clerk and Admin Assistant during this time without a third member of staff in place.

Parish Clerk	15 hours
Admin Assistant	8.5 hours

The meeting closed at 7:25pm.

Minutes are draft until agreed at the next meeting.

APPENDIX 1

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

Minutes are draft until agreed at the next meeting.

4 Signed Dated

APPENDIX 2

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								

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

APPENDIX 4

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Avon Pension Fund (BACS)	Superannuation	£837.60												£837.60
GPS Telecoms (DD)	Telephone and broadband	£75.35												£75.35
Greensward (BACS)	Grounds maintenance	£2,121.58												£2,121.58
HMRC (BACS)	PAYE and NI	£341.95												£341.95
Oval Commercial (SO-£687.70) the rest BACS	Office Rental	£839.75												£839.75
Oval Commercial (BACS)	Use of Boardroom	£60.00												£60.00
Net Salaries (and expenses) (BACS)	Office staff	£2,652.80												£2,652.80
Public Works Loans Board (DD)	Westhill Play Area	£0.00												£0.00
Ricoh (BACS)	Photocopier	£0.00												£0.00
Southern Electric (DD)	NH Pavilion	£0.00												£0.00
Southern Electric (DD)	Christmas Tree	£252.54												£252.54
SoVision IT (BACS)	IT Support	£169.20												£169.20
Total Gas & Power (DD)	NH Pavilion	£0.00												£0.00
Water2Business (DD)	Auto-watering systems	£91.41												£91.41
Water2Business (DD)	NH Pavilion	£0.00												£0.00
Zoom subscription (DD)	Meeting space	£11.99												£11.99
Monthly Total		£7,454.17	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Minutes are draft until agreed at the next meeting.

Signed Dated

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P May
SHEET 2022-23

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Civic Expenses 4102/102	Stationary 4023/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Hospitality 4131/101
DC127	4/5/2022	Flags and Flagpole	Union Jack bunting	£47.90				£47.90				
			TOTAL (NET)	£47.90	£0.00	£0.00	£0.00	£47.90	£0.00	£0.00	£0.00	£0.00
			VAT:	£9.58								
			TOTAL (Gros)	£57.48								

added since the agenda was circulated

Finance Officer signature _____ Date _____

Counter signature _____ Date _____

Signed: _____ Signed: _____

Date: _____ Date: _____

Westfield Parish Council

Appendices

31 March 2022

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2021</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2022</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	64,863	5,000		69,863
S106 Funds	95,740		(90,961)	4,779
CIL 2020-21	947			947
CIL 2021-22		60,993		60,993
	<u>161,550</u>	<u>65,993</u>	<u>(90,961)</u>	<u>136,582</u>
<u>Asset Renewal Reserves</u>				
None	0			0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Other Earmarked Reserves</u>				
Tree Works	5,398		(5,398)	0
Grants	1,800	1,779	(1,000)	2,579
Training	7,769			7,769
Legal Fees	6,000			6,000
Elections	5,538			5,538
E & D Projects	16,187			16,187
Grants Received in Advance	6,207		(6,207)	0
Play Equipment	24,098	16,000	(10,328)	29,770
Community Fund (Restricted)	14,113			14,113
Community Centre	88,000		(1,038)	86,962
CCTV	4,375		(358)	4,017
Youth Provision	33,484			33,484
Conferences & Travel	1,497			1,497
Street Scene Maintenance	2,948			2,948
Recruitment	923		(384)	539
Norton Hill Maintenance	9,258			9,258
Salaries Contingency	1,252			1,252
Pit Path Lights	8,000	8,000		16,000
Nature Trail	4,120			4,120
Waterside Valley	23,000		(520)	22,480
	<u>263,967</u>	<u>25,779</u>	<u>(25,233)</u>	<u>264,513</u>
TOTAL EARMARKED RESERVES	<u>425,517</u>	<u>91,772</u>	<u>(116,194)</u>	<u>401,095</u>

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Westfield Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of Internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Invoices for payment MAY

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
20/04/2022	Community Heartbeat Trust	Replacement pads	4231/202	1915	£94.00	£18.80	£112.80
30/4/2022	DCK Accounting Solutions Limited	Year end close down	4058/1	1923	£431.00	£86.20	£517.20
9/5/2022	Robert Wicke	1st installment flowers contract	4230/202	1924	£2,500.00	£0.00	£2,500.00
29/4/2022	Kelvin Hawkins	Replace heat stat	4062/308	1925	£50.00	£10.00	£60.00
10/5/2022	Prattens Bowls Club	Grant - 2021/22	4101/1	1926	£500.00	£0.00	£500.00
TOTAL							£3,690.00

Added since agenda was distributed

TOTAL							

This amount plus regular scheduled monthly payment

Added since agenda was distributed

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

already approved by Council

Prattens – receipt of invoices for work on step at Club.

At F&P in January it was agreed to offer a grant of up to £500 to Prattens on receipt of invoices for materials for the work.

The invoices have been sent in and the value of the materials and fixtures exceeds £500:

AJ Champion and Son - £111.78

AJ Champion and Son - £99.48

AJ Champion and Son - £177.42

Screwfix - £56.90

Screwfix - £6.19

The Metalstore - £463.69

Total of £915.46

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 (BACS monthly)	Superannuation	£837.60	£780.33											£1,617.93
GPS Telecoms (DD monthly)	Telephone and broadband	£75.35	£70.51											£145.86
Greenward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58											£4,243.16
HMRC (BACS monthly)	PAYE and NI	£341.95	£507.64											£849.59
Oval Commercial (SO-£587.70) the rest BACS	Office Rental	£839.75	£839.75											£1,679.50
Oval Commercial (BACS)	Use of Boardroom	£60.00	£60.00											£120.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£2,652.80	£2,344.00											£4,996.80
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00											£0.00
Ricoh (BACS quarterly)	Photocopier	£188.00	£0.00											£188.00
Southern Electric (DD - quarterly)	NH Pavilion	£0.00	£0.00											£0.00
Southern Electric (DD quarterly)	Christmas Tree	£252.54	£0.00											£252.54
SoVision IT (BACS monthly)	IT Support	£169.20												£169.20
Total Gas & Power (DD - quarterly)	NH Pavilion	£0.00	£110.57											£110.57
Water2Business (DD six mnthly)	Auto-watering systems	£91.41	£0.00											£91.41
Water2Business (DD six monthly)	NH Pavilion	£0.00	£0.00											£0.00
Zoom subscription (DD - monthly)	Meeting space	£11.99	£11.99											£23.98
	Monthly Total	£7,642.17	£6,846.37	£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

added since agenda was distributed

Parish Clerk

From: Parish Clerk
Sent: 28 April 2022 13:01
To: Diana Cooper; Geoff Fuller; Lesley Mansell; Pat Williams; Phil Wilkinson; Robin Moss; Ron Hopkins
Cc: Tracey Stephens
Subject: Showers at the Pavilion

To All on F&P

I shall put this item on the next agenda, but am circulating the details now so that you are aware.

Greensward alerted us to the fact that when they went in to clean the changing rooms this week, the showers in the Away Team were running. They had obviously been running for days. The hot water thermostat in the boiler broke as a result and Kelvin Hawkins repaired it today.

There was only one team using the pavilion at the weekend and they are adamant that they checked the changing rooms before they left and the showers were not running.

Kelvin has confirmed that there is no way the showers could turn themselves on by themselves. The showers have time release knobs. He said that when he was there he noticed that the teams put black bands around the knobs to hold them in so that the water does not cut out when they are showering. He tightened the black bands so that they now no longer work.

I shall put this on the F&P Agenda and by then I will have a better idea of the full cost of this incident. In the meantime we are making all teams aware that using anything to keep the shower knobs down is strictly not allowed.

Kind regards,

Lesley

Lesley Close
Parish Clerk
Westfield Parish Council
The Oval Office
Cobblers Way
Westfield BA3 3BX

01761 410669

Please note my working hours are Monday to Thursday 9am to 2pm.

www.westfieldparishcouncil.co.uk
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www.facebook.com/westfieldparishcouncil

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Parish Clerk

From: Michael Williams <michael@mjwarchitects.com>
Sent: 06 May 2022 11:26
To: Parish Clerk
Cc: Tracey Stephens
Subject: RE: Update on Westhill Changing Rooms and a request regarding new offices

Dear Lesley

Thank you for your phone message and a reminder to reply to your email below.

Sorry for my late reply.

Do you have a more detail brief for the project and your requirements? For instance what size of office is required? If the office is to be on the first floor will it be over an existing ground floor room? Or are you considering a new two storey extension?

This will give me information to provide a rough estimate of the construction costs.

Also a better understanding of the time required and thus submit a quote for my time and fees.

As a very rough ball park figure, a small ground floor office extension would be in the region of £25k to £35k plus VAT.

My fees would be approximately £1,500 plus VAT to complete a site visit, take some site measurements, establish a brief and investigate design options.

If the project were to move forward then the surveyor would need to extend the survey to include the existing pavilion building. We would then develop the design into detail drawings for a planning application. The next stages would be technical drawings for Building Control approval, seeking quotations from builders and then finally see the construction works to complete.

A structural engineer may be required to complete structural drawings and calculations for building Control approval.

Hopefully this answers your initial queries.

Please get back to me if you have any further queries.

I look forward to hearing from you.

Kind regards

Michael

Michael J Williams

mjwarchitects

The Old Chapel Mendip Road Stoke St Michael Somerset BA3 5JU

01749 840180

www.mjwarchitects.com

From: Parish Clerk [mailto:parishclerk@westfieldparishcouncil.co.uk]

Sent: 21 April 2022 11:59

To: michael@mjwarchitects.com

WESTFIELD PARISH COUNCIL

Finance Officer

SALARY:	Spinal Column Point 13-17 (£22,627-£24,491 FTE)
HOURS	16 per week by arrangement, plus occasional evening meetings.
RESPONSIBLE TO:	Parish Clerk
BASED AT:	Westfield Parish Council, The Oval Office, Cobblers Way, Westfield BA3 3BX.

JOB PURPOSE: -

To undertake the efficient and effective financial administration of the Parish Council. The Council currently operates its accounts using the Rialtas Omega System, training for which would be available. Payroll software is MoneySoft.

Interim from April 2022 **DCK**, **Lesley Close**, Tracey Stephens

KEY RESPONSIBILITIES: -

1. To ensure that all bank accounts (including Trusts and petty cash) are reconciled monthly and the year end accounts are prepared for audit.
2. To pay supplier invoices, ensuring that these correspond to orders issued and that these invoices have been authorised.
3. To monitor cash flow between bank accounts and make transfers in accordance with the Parish Council's policies.
4. To prepare monthly accounts including budget comparison and financial reports required by the Council and Committees. As such, to be familiar with and work in accordance with the Parish Council's Financial Regulations and other financial policies, which may be updated and amended from time to time, and to prepare all such reports and accounts required by these regulations and policies.
5. To prepare for both internal and external audit and respond to queries and recommendations of both audits.
6. To administer the Council's payroll and pensions, including submission of all necessary returns.
7. To ensure the Council's obligations with regard to VAT are met.
8. To purchase items in conjunction with Parish Clerk and maintain an effective purchase order system.

WESTFIELD PARISH COUNCIL

9. To go out to tender when required, in accordance with Standing Orders and Financial Regulations.
10. To attend meetings with, or on behalf of the Parish Clerk, this will include attendance at some evening meetings and to prepare reports, agendas, minutes etc.
11. To be responsible for all Recreation ground lettings and long-term hire.
12. To keep working hours/annual leave records up to date on behalf of the Parish Council.
13. To publish on the website all financial documents in accordance with the Transparency Code, the Practitioners Guide and other relevant policies and legislation.
14. To maintain the Parish Council's Asset Register and ensure that the insurance schedule is kept up to date with additions and disposals
15. To maintain accurate records of grants received and spent by the Parish Council including CIL and s.106.
16. To ensure the Trusts Policy is followed in respect of grants paid to the Parish Council and to complete the annual Charities Returns.
17. To undertake the annual review of the insurance schedule.
18. To maintain a record of authorised signatories and administrators on the Council's banking and investment accounts. To prepare applications for any updates to authorised signatories or new accounts.
19. To prepare the annual budget and precept report in conjunction with the Parish Clerk and the Finance and Personnel Committee.
20. To ensure that all cash and cheques are counted, receipted and banked promptly and records kept up to date.
21. To undertake all invoicing and report bad debts.
22. To undertake the grants administration.
23. To respond to general correspondence and enquiries as required.
24. To carry out such other duties and responsibilities as may be required, commensurate with the duties and responsibilities of the post and to show flexibility in the hours worked in order to provide office cover when required.

Finance Work

Distribution of tasks: Costings

	Hours	Per annum	Per month
DCK	Half day per month	£4000	£333.33
Lesley Close	Averaging 5 hours per week	£4,914	£409.50
Tracey Stephens	Averaging 2 hours per week	£1,196	£99.66
Total		£10,110	£842.49
Current budget for Finance Officer Post	16 hours per week	£9959	£829.92
Balance		£151	£12.57

