

## WESTFIELD PARISH COUNCIL

### Minutes of the Finance & Personnel Meeting

Held on Wednesday 23<sup>rd</sup> February at 7pm at the Oval Office, St Peters Business Park,  
Westfield

**Present:** Cllrs Philip Wilkinson (Chair), Patricia Williams, Diana Cooper, Robin Moss.

**Absent:** Cllrs Geoff Fuller, Eleanor Jackson, Ron Hopkins and Bryan Wallbridge

**Attending:** Cllr Lesley Mansell attended via Zoom.  
Adam Faulkner, (Finance Officer) and Lesley Close (Clerk)

#### 90. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Geoff Fuller and from Lesley Mansell who attended via Zoom but not in person.

#### 91. DECLARATIONS OF INTEREST AND DISPENSATIONS

There were no declarations of interest.

#### 92. MINUTES OF THE LAST MEETING

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 19th January 2021 be agreed and signed as a correct record.

#### 93. MONTHLY ACCOUNTS

**Resolved:**

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

#### 94. VERIFICATION OF BANK RECONCILIATIONS

As per Financial Regulation 2.2 the balances on the bank statements had been checked against the accounts and signed by Cllr Wallbridge.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

## Westfield Parish Council

### 95. 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.

### 96. 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.

### 97. FIXED ASSETS

**Resolved:** The Fixed Assets register was recommended for agreement to the Parish Council.

### 98. GRANTS 2021-22

The Committee considered the recommendations of the Grants sub-Committee. There was discussion of the application from Prattens Bowls Club. The Committee analysed the breakdown of costings. The committee concluded there was not a sufficient enough verification of these costings to proceed with the grant approval. Therefore, the request was declined.

**Resolved:** to recommend to Parish Council all the grant applications recommended by the Grants Sub Committee. In respect of Prattens, to recommend a grant to Prattens (not the suppliers) for the materials for the ramp on sight of invoices/receipts up to the value of £500.

The meeting closed at 7:25pm.

Minutes are draft until agreed at the next meeting.

Signed ..... Dated .....

Westfield Parish Council

APPENDIX 1

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY													
		Report for F&P - February											
		SHEET		2021-22 - 11									
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Subscriptions 4024/1	Health & Safety 4018/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Conferences 4007/101	CAP Waterside Valley 4930/199
DC119	2/2/2022	Survey Monkey	Advantage Annual Plan	£384.00		£320.00							
			TOTAL (NET)	£320.00	£0.00	£320.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT	£64.00		£64.00							
			TOTAL (Gros)	£384.00		£384.00							

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Signed ..... Dated .....

## APPENDIX 2

[illegible]

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Signed ..... Dated .....

# Westfield Parish Council

## APPENDIX 3

Invoices for payment FEBRUARY							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
7/1/2022	Ricoh UK Ltd	Photocopier Rental Bill	4026/1	B#1841	£156.68	£31.34	£188.02
16/01/2022	Kelvin Hawkins	Removal and installation of two pipes for Pavilion disabled toilets	4062/308	B#1842	£70.00	£14.00	£84.00
25/01/2022	RoSPA PlaySafety Ltd	Annual Inspection of Waterside Valley	4227/202	B#1843	£450.00	£90.00	£540.00
1/2/2022	Oval Commercial Investments Ltd	Suite 4 Office Rent February	4013/1	B#1849	£350.00	£70.00	£420.00
31/01/2022	Caloo Ltd	NH Rec Climbing Frame	4064/308	B#1850	£7,230.00	£1,446.00	£8,676.00
31/01/2022	Caloo Ltd	WH Rec Cantilever Basket Swing	4064/307 (EMR 329)	B#1851	£6,135.10	£1,227.02	£7,362.12
28/01/2022	Greensward Sports Consultancy	Monthly Maintenance & Ad Hoc	4065/307, 4039/307 & 4039/308, 4227/202, 4223/202	B#1852	£2,716.58	£543.32	£3,259.90
7/2/2022	Signefex	2 x Signs for Tennis Court	4062/308	B#1853	£111.20	£22.24	£133.44
10/2/2022	Harris & Harris	Lease of Westfield Club Transfer to Parish Council	4059/1 (EMR 331)	B#1854	£1,038.00	£207.60	£1,245.60
11/2/2022	New Leaf Studios Ltd	Waterside Valley Management Plan	4930/199	B#1855	£2,898.50	£578.50	£3,471.00
<b>TOTAL</b>							<b>£22,120.18</b>
<i>Added since the agenda was distributed:</i>							
16/02/2022	Cooper & Tanner LLP	Purchase of Land at Waterside Valley	4930/199 (EMR 347)	B#1856	£520.00	£104.00	£624.00
16/02/2022	GB Sport & Leisure	Works to Rocker and Fly Mobile at Westhill Recreation Ground	4062/307	B#1857	£644.90	£128.98	£773.88
17/02/2022	Community Heartbeat Trust	2 x Defib pads for Whitstones	4231/202	B#1858	£94.00	£18.80	£112.80
18/02/2022	SoVision IT	IT Support Monthly Bill	4027/1	B#1859	£169.20	£33.84	£203.04
21/02/2022	GB Sport & Leisure	Removal/Replacement of Balance Beam at Westhill Rec	4064/307 (EMR 329)	B#1860	£4,193.50	£838.70	£5,032.20
<b>TOTAL</b>							<b>£6,745.92</b>
This amount plus regular scheduled monthly payment							
Highlight if over £5000 as this requires full Parish Council approval							

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Signed ..... Dated .....

# Westfield Parish Council

## APPENDIX 4

Schedule of regular payments 2021-22 <i>amounts are all NET</i>														
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		£10,065.81
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			£673.39
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			£21,215.80
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		£3,699.97
Oval Commercial	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75			£8,397.50
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			£120.00
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		£32,219.47
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			£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		£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			£331.12
Southern Electric	Christmas Tree	£0.00	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.60	£0.00			£87.18
SoVision IT	IT Support/Provider				£169.20	£169.20	£169.20	£180.60	£169.20	£169.20	£169.20	£169.20		£1,965.00
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			£147.04
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		£106.00
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
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		£131.89
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	£4,415.83	£0.00	
This amount plus one off payments														
Highlight if over £5000 as this requires full Parish Council approval														

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