

Westfield Parish Council

The Oval Office, St Peter's Business Park
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Chairman: Cllr G Fuller Parish Clerk: Ms L J Close FSLCC



Established 2011

All Council Meetings are open to the Public and Press


11th July 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 July 2022 at 10am** in the Board Room of the Oval Office, Cobblers Way, Westfield.


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 22nd June 2022 (**Pages 1-7**)

4. Monthly Accounts

To agree the monthly accounts in respect of the following for June 2022:

- Current Account (**pages 8-10**)
- Corporate Treasury Account (**pages 11-13**)
- Business Savings Account (May) (**pages 14-16**)
(the interest rate at 1st July is 0.65%)
- Debit card expenditure sheet (**page 17**)
- Petty cash imprest – there has been no petty cash in July to date.

5. Budget Variation Update

As per Financial Regulation 4.8, to receive and agree written explanations of the budget variations which are over 15% or £100 as at 30th June 2022.
(**pages 18-21**)

6. Verification of Bank Reconciliations

To receive the Councillor's verification of the bank reconciliation. Financial Regulation 2.2 requires that at least once a quarter and at each financial year end a Councillor other than the Chair of the Council or a bank signatory, should verify the bank reconciliations. They should sign the reconciliation and the original bank statement as evidence. Signed on 4/7/22 by Cllr Wallbridge.

7. 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 22**)

8. 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 23**)

9. Payments in August

To agree to allow authorisation of payments during August when there will be no F&P meeting, with these payments to be ratified in September.

10. CIL and Section 106 Funds – quarterly report

To note funds received and spent; the timeframe for spending and to identify projects if necessary (**pages 24-25**)

11. Football Hire Letting Agreement

For review as requested at the last meeting (**pages 26- 30**)

12. Grants Feedback 2021-22

To be circulated under separate cover

13. Office Premises

Update report (verbal)

14. Post of Administrative Assistant

Deadline for applications 29/7/22. To agree the Interview arrangements.

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 22nd June 2022 at 10am

Present: Cllr Phil Wilkinson (Chair), Cllrs Diana Cooper, Geoff Fuller, Ron Hopkins
Robin Moss.

Absent: Cllrs Lesley Mansell and Pat Williams

In Attendance: Lesley Close, Clerk

19. Apologies for absence

Apologies were received from Cllrs Lesley Mansell and Pat Williams.

20. Declarations of interest and dispensations

There were no declarations of interest.

21. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 18th May 2022 be agreed and signed as a correct record.

22. Monthly Accounts

Resolved:

- a) that the April- May monthly statements for the Current Account be agreed with the amendment of £233.77 to Westfield Primary School which appeared to have been entered twice.
- b) that the April- May monthly statement for the Corporate Treasury accounts be agreed;
- c) that the April-May monthly statements for the Business Savings account be agreed;
- d) that the summary of debit card transactions since the last meeting (Appendix 1) be agreed.
- e) that the summary of petty cash spending since the last meeting be agreed. (Appendix 2)

23. Notification of the dates of the period for the exercise of public rights

Resolved:

- (1) To note that the notice for the dates of the period for the exercise of public rights had been advertised on the website and noticeboard.
- (2) It was further noted that the Internal Auditor had confirmed that all comments were included in the body of his report.

24. 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.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

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.

The Committee received the quote from B&NES for the conversion of three lampposts for Christmas Lights in the amount of £955.45.

Resolved: To accept the quote from B&NES in the amount of £955.45

25. 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.

26. Update on the insurance claim for the vandalised basket swing

The claim had been paid in the amount of £725 with £125 excess.

27. Funding for the swings at Norton Hill Recreation Ground

Noted that evidence was being gathered to re-submit the application to Awards for All.

28. Annual Review of IT and Cyber Security

The stepped approach to achieving Cyber certification was discussed.

Resolved: To replace the two desktop computers and the laptop at a cost of £2,047 to enable the Parish Council to improve cyber security.

29. Book of Condolences

Four quotes were presented to the Committee.

Resolved: To purchase two Books of Condolences from John Lewis at £20 each.

30. Office premises update

The Architect had visited the office and the Pavilion. The costs of building upwards are likely to be much higher than a side extension and given that the office should be accessible, the cost of a lift would be significant. One option appeared to be to build the office on the footprint of the existing garage and create a storage area behind the pavilion for the items kept in the garage.

Resolved: To find a solution which includes a meeting room and therefore to ask the Architect to quote on the basis of a 20 person meeting room and office as a side extension to the pavilion, taking down the garage and building a storage to the back of the pavilion. This should be requested urgently.

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.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

29. Office Structure

The report of the Clerk was received.

Resolved: That the proposed structure be agreed as follows

1. The Parish Clerk increases working hours from 20 to 25 to embody some of the finance items.
2. The Admin Assistant becomes the Deputy Clerk and increases her working hours from 16 to 18 per week at a salary scale of sp13 within the sp13 – 23 band.
3. An Admin Assistant be recruited for 12 hours a week at sp7 within the sp7-12 band.
4. The job descriptions be agreed.

The meeting closed at 10.45am.

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 June
SHEET 2022-23-3

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
DC128	27/5/2022	Viking Direct	Stationery	£58.24		£58.24						
DC129	30/5/2022	Mr Flag	Union Flag	£9.12				£9.12				
DC130	14/6/2022	Radstock Co-op	Coffee and tea bags	£5.80								£5.80
			TOTAL (NET)	£73.16	£0.00	£58.24	£0.00	£9.12	£0.00	£0.00	£0.00	£5.80
			VAT:	£13.48		£11.65		£1.83				
			TOTAL (Gros)	£86.64								

Parish Clerk signature

Date

Counter signature

Date

Signed:

Signed:

Date:

Date:

Minutes are draft until agreed at the next meeting.

P4 Signed Dated

Westfield Parish Council

APPENDIX 2

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH June
SHEET 2022-23-3

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
£93.75	1/6/2022	Heavy duty padlock and chain for NH Rec	£19.45					£19.45				
		TOTAL (NET)	£19.45	£0.00	£0.00	£0.00	£0.00	£19.45	£0.00	£0.00	£0.00	£0.00
		VAT:	£3.89									
		Ongoing balance	£23.34									
		top-up required										

previously reported

Imprest Holder signature _____ Date _____

Counter signature _____ Date _____

Signed: _____ Signed: _____

Date: _____ Date: _____

Minutes are draft until agreed at the next meeting.

Westfield Parish Council

APPENDIX 3

Payment JUNE

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
25/05/2022	DCK Accounting Solutions	Year end accounts	4058/1	1936	£375.00	£75.00	£450.00
26/5/2022	Legionella Control	Water testing	4018/1	1937	£108.50	£21.70	£130.20
31/5/2022	Greensward	Ad hoc works at Trust Grounds	4062/307-308; 4227/202; 4039/307-	1938	£660.00	£132.00	£792.00
13/6/2022	B&NES	VAT on payment for grass cutting	4225/202	1941	£0.00	£261.58	£0.00
1/6/2022	GB Sport and Leisure	Remove old basket swing and fit new	4064/308	1942	£255.00	£51.00	£306.00
1/6/2022	GB Sport and Leisure	Purchase new basket swing	4064/308	1943	£595.00	£119.00	£714.00
10/6/2022	Foundations Up	Put up/take down flags for Jubilee	4227/202	1944	£50.00	£10.00	£60.00
6/6/2022	A F Denning	5 x Defib electric checks	4231/202	1945	£438.00	£87.60	£525.60
						TOTAL	£2,977.80

since

09/06/2022	Community Heartbeat Trust	Torch	4261/202	1946	£9.00	£1.80	£10.80
14/06/2022	Jack and Jill Solutions	Water irrigation repairs	4230/202	1947	£50.00	£0.00	£50.00
15/06/2022	Foundations Up	Pavilion and Garage work	4062/308	1948	£3,836.00	£767.20	£4,603.20
15/06/2022	Trophies of Radstock	3 Front Garden Comp cups	4227/202	1949	£58.50	£11.70	£70.20
						GRAND TOTAL	£7,692.00

This amount plus regular scheduled monthly payment							
Added since agenda was distributed							
Highlight if over £5000 as this requires full Parish Council approval							
						GRAND TOTAL	£7,692.00
<i>already approved by Council</i>							

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

APPENDIX 4

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	£794.75										£2,412.68
GPS Telecoms (DD monthly)	Telephone and broadband	£75.35	£70.51	£68.45										£214.31
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58										£6,364.74
HMRC (BACS monthly)	PAYE and NI	£341.95	£507.64	£537.18										£1,386.77
Oval Commercial (SO-£587.70) the rest BACS -	Office Rental	£839.75	£839.75	£839.75										£2,519.25
Oval Commercial (BACS)	Use of Boardroom	£60.00	£60.00	£60.00										£180.00
Net salaries (and expenses) (BACS monthly)	Office staff	£2,652.80	£2,344.00	£2,370.46										£7,367.26
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00										£0.00
Ricoh (BACS quarterly)	Photocopier	£188.00	£0.00	£0.00										£188.00
Southern Electric (DD - quarterly)	NH Pavilion	£0.00	£0.00	£118.55										£118.55
Southern Electric (DD quarterly)	Christmas Tree	£252.54	£0.00	£28.29										£280.83
SoVission IT (BACS monthly)	IT Support	£169.20	£169.20											£338.40
Total Gas & Power (DD - quarterly)	NH Pavilion	£0.00	£110.57	£0.00										£110.57
Water2Business (DD six monthly)	Auto-watering systems	£91.41	£0.00	£0.00										£91.41
Water2Business (DD six monthly)	NH Pavilion	£0.00	£0.00	£0.00										£0.00
Zoom subscription (DD - monthly)	Meeting space	£11.99	£11.99	£11.99										£35.97
	Monthly Total	£7,642.17	£7,015.57	£6,951.00	£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 drafted

Minutes are draft until agreed at the next meeting.

Signed Dated

Date: 05/07/2022

Westfield Parish Council 2022-23

Page 1

Time: 10:51

Bank Reconciliation Statement as at 30/06/2022
for Cashbook 1 - Current Account

User: AG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Westfield Parish Council	30/06/2022		15,634.36
			<u>15,634.36</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,634.36
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,634.36
		Balance per Cash Book is :-	15,634.36
		Difference is :-	0.00

Payments for Month 3

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
11/06/2022	Dup Stmt Fee	CHARGE	5.00			4050	1	5.00	Dup Stmt Fee
11/06/2022	Oval Commercial Investments Lt	DD01	587.70	587.70		501			2748-Office rental-June 2022
11/06/2022	GPS Telecoms Limited	DD02	82.14	82.14		501			2749-Monthly call charge
15/06/2022	Radstock Co-op	CARD	5.80			4131	101	5.80	Co-op-Coffe and tea bags
22/06/2022	HMRC PAYE/NI Due	BACS	537.18			515		537.18	HMRC PAYE/NI Due
22/06/2022	Avon Pension Fund	BACS	794.75			517		794.75	Avon Pension Fund
22/06/2022	Staff Salaries - June 2022	BACS	2,370.46			516		2,370.46	Staff Salaries - June 2022
22/06/2022	A F Denning Limited	BACS01	525.60	525.60		501			2742-Test 5 Defibrillators
22/06/2022	The Community Heartbeat Trust	BACS02	10.80	10.80		501			2743-Red dynamo torch
22/06/2022	Jack and Jill Solutions	BACS03	30.00	30.00		501			2744-Hanging basket service
22/06/2022	Trophies of Radstock	BACS04	70.20	70.20		501			2746-Nickel plated cups
22/06/2022	Legionella Control Ltd	BACS05	130.20	130.20		501			2736-Legionella samples
22/06/2022	Bath & N E Somerset	BACS06	261.58	261.58		501			P/Ledger Electronic Payment
22/06/2022	DCK Accounting Solutions Limit	BACS07	450.00	450.00		501			2735-Year end accounts 21/22
22/06/2022	Oval Commercial Investments Lt	BACS08	492.00	492.00		501			P/Ledger Electronic Payment
22/06/2022	G B Sport & Leisure UK Limited	BACS09	1,020.00	1,020.00		501			2740-Birds nest seat-A Frame
22/06/2022	GreenSward Sports Consultancy	BACS10	3,337.90	3,337.90		501			2737-Monthly ground maint.
22/06/2022	Foundations Up Construction Lt	BACS11	4,663.20	4,663.20		501			2745-Pavillion/Garage work
30/06/2022	Total Gas & Power	DD03	110.57	110.57		501			2730-Gas Feb/Apr 22
Total Payments for Month			15,485.08	11,771.89	0.00			3,713.19	
Balance Carried Fwd			15,634.36						
Cashbook Totals			31,119.44	11,771.89	0.00			19,347.55	

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	30,348.21					30,348.21	
	Banked: 31/05/2022	46.23						
Tfr	Nationwide Savings Account	46.23				204	46.23	Bank interest transfer
BACS	Banked: 15/06/2022	725.00						
BACS	Aviva Insurance	725.00				1099 199	725.00	Aviva Insurance Claim
Total Receipts for Month		771.23	0.00	0.00			771.23	
Cashbook Totals		31,119.44	0.00	0.00			31,119.44	

Bank Reconciliation Statement as at 30/06/2022
for Cashbook 2 - Corporate Treasury Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Corporate Treasury Account	30/06/2022	111	432,738.35
			<u>432,738.35</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			432,738.35
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			<u>0.00</u>
			432,738.35
		Balance per Cash Book is :-	432,738.35
		Difference is :-	0.00

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		432,738.35						
	Cashbook Totals		432,738.35	0.00	0.00			432,738.35	

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	432,738.35					432,738.35	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>432,738.35</u>	<u>0.00</u>	<u>0.00</u>			<u>432,738.35</u>	

Bank Reconciliation Statement as at 31/05/2022
for Cashbook 3 - Nationwide Savings Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nationwide Savings Account	31/05/2022	61	85,000.03
			<u>85,000.03</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,000.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,000.03
		Balance per Cash Book is :-	85,000.03
		Difference is :-	0.00

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
11/05/2022	Current Account	Tfr	46.23			201	46.23	Bank interest transfer
Total Payments for Month			46.23	0.00	0.00		46.23	
Balance Carried Fwd			85,000.03					
Cashbook Totals			85,046.26	0.00	0.00		85,046.26	

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	85,000.03					85,000.03	
Credit	Banked: 31/05/2022	46.23						
Credit	Bank Interest Receivable	46.23			1196	1	46.23	Bank Interest Receivable
Total Receipts for Month		46.23	0.00	0.00			46.23	
Cashbook Totals		<u>85,046.26</u>	<u>0.00</u>	<u>0.00</u>			<u>85,046.26</u>	

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P July
SHEET

2022-23-4

REF	DATE	SUPPLIER	DETAILS	TOTAL	Petty Cash (see Imprest for full details)	Subscriptions 4024/1	printing & stationary 4023/1	Furniture and Equipment 4036/1	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Health & Safety 4018/1	Hire of rooms and Hospitality
DC131	4/7/2022	John Lewis	2 x Books of Condolences	£36.62			£36.62						
			TOTAL (NET)	£36.62	£0.00	£0.00	£36.62	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
			VAT:	£7.33									
			TOTAL (Gross)	£43.95									

added since the agenda was prepared.

Finance Officer signature _____ Date _____

Counter signature _____ Date _____

Signed: _____ Date: _____

Signed: _____ Date: _____

2021/22 Budget Variation update to 30th June 2021

As per Financial Regulation 4.8, please find below written explanations of the budget variations which are over 15% (or over £100) as at 30th June 2021.

1 Central Services:

4025 Insurance

A new Long-Term Agreement (LTA), three-year contract, was accepted with BHIB Councils Insurance in March 2020 with a premium of £2429.60. In 2021 the premium was £2774.58 plus £103.66 for the increase in fidelity guarantee = £2878.24 (there was no extra charge for adding land at Waterside Valley). We budgeted £2,877 in the current year but a hike in premium brought it to £3,810, putting us £933 over budget. I shall go out to tender for insurance later this year to get a wider view of whether the hike in premium is across the board, or whether it is something which BHIB has instigated.

102 Civic Support

The documents show the Chair's allowance has spent £1,324 against the budget of £600. I have asked the accountants for a breakdown of spending under the budget heading as I suspect that some of the grant funding has been wrongly allocated to this heading. I will aim to clarify at the F&P Meeting.

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>1 Central Services</u>							
1176 Precept Received	109,295	218,590	109,295			50.0%	
1196 Interest Received	123	300	177			41.1%	
Central Services :- Income	<u>109,418</u>	<u>218,890</u>	<u>109,472</u>			<u>50.0%</u>	<u>0</u>
4001 Wages & Salaries	8,712	40,866	32,154		32,154	21.3%	
4002 Employer's NIC	538	1,842	1,304		1,304	29.2%	
4003 Employer's Superannuation	1,917	8,771	6,854		6,854	21.9%	
4005 Training	0	500	500		500	0.0%	
4006 Employment Services	0	80	80		80	0.0%	
4008 Travel & Subsistence	0	200	200		200	0.0%	
4011 Rates Payable	1,035	1,066	31		31	97.1%	
4013 Rent Payable	2,090	10,080	7,991		7,991	20.7%	
4018 Health & Safety	109	846	738		738	12.8%	
4021 Telephone & Fax	8	1,000	992		992	0.8%	
4022 Postage	0	220	220		220	0.0%	
4023 Stationery Printing, Public'ns	133	500	367		367	26.6%	
4024 Subscriptions	(624)	1,289	1,913		1,913	(48.4%)	
4025 Insurance	3,810	2,877	(933)		(933)	132.4%	
4026 Photocopying Charges	188	747	559		559	25.2%	
4027 Information Technology	338	4,682	4,344		4,344	7.2%	
4030 Recruitment	0	384	384		384	0.0%	
4036 Furniture & Equipment	0	250	250		250	0.0%	
4050 Bank Charges	25	145	120		120	17.2%	
4056 Audit Fees - External	(800)	800	1,600		1,600	(100.0%)	
4057 Audit Fees - Internal	(200)	350	550		550	(57.1%)	
4058 Accountancy Support	0	460	460		460	0.0%	
Central Services :- Indirect Expenditure	<u>17,278</u>	<u>77,955</u>	<u>60,677</u>	<u>0</u>	<u>60,677</u>	<u>22.2%</u>	<u>0</u>
Net Income over Expenditure	<u>92,140</u>	<u>140,935</u>	<u>48,795</u>				
<u>100 Corporate Management</u>							
4061 Pension Deficit Funding	2,287	2,287	0		0	100.0%	
Corporate Management :- Indirect Expenditure	<u>2,287</u>	<u>2,287</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Expenditure	<u>(2,287)</u>	<u>(2,287)</u>	<u>(0)</u>				
<u>101 Democratic Process</u>							
4131 Hire Meeting Rooms/Hospitality	79	680	601		601	11.6%	
Democratic Process :- Indirect Expenditure	<u>79</u>	<u>680</u>	<u>601</u>	<u>0</u>	<u>601</u>	<u>11.6%</u>	<u>0</u>
Net Expenditure	<u>(79)</u>	<u>(680)</u>	<u>(601)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Civic Support</u>							
4101 Chair's Allowance	1,324	600	(724)		(724)	220.6%	
4102 Civic Expenses	0	290	290		290	0.0%	
4210 Website	0	422	422		422	0.0%	
4212 Newsletter	400	5,768	5,368		5,368	6.9%	
Civic Support :- Indirect Expenditure	<u>1,724</u>	<u>7,080</u>	<u>5,356</u>	<u>0</u>	<u>5,356</u>	<u>24.3%</u>	<u>0</u>
Net Expenditure	<u>(1,724)</u>	<u>(7,080)</u>	<u>(5,356)</u>				
<u>199 Capital and Projects</u>							
1099 Miscellaneous Income	725	0	(725)			0.0%	
Capital and Projects :- Income	<u>725</u>	<u>0</u>	<u>(725)</u>				<u>0</u>
4901 Loan Interest	0	631	631		631	0.0%	
4902 Loan Capital Repaid	0	6,743	6,743		6,743	0.0%	
4918 CAP Lights on Pit Path	0	8,000	8,000		8,000	0.0%	
4990 Rolling Capital Provision	0	5,000	5,000		5,000	0.0%	
Capital and Projects :- Indirect Expenditure	<u>0</u>	<u>20,374</u>	<u>20,374</u>	<u>0</u>	<u>20,374</u>		<u>0</u>
Net Income over Expenditure	<u>725</u>	<u>(20,374)</u>	<u>(21,099)</u>				
<u>202 Community Support</u>							
4203 Grants	1,000	15,000	14,000		14,000	6.7%	
4223 Christmas	(28)	13,543	13,571		13,571	(0.2%)	
4224 Parish Environment (Plants etc	237	2,250	2,013		2,013	10.5%	
4225 Green space maintenance	1,308	1,296	(12)		(12)	100.9%	
4227 E & D Projects	164	5,000	4,837		4,837	3.3%	
4230 Flowers in Public Places	2,477	5,955	3,478		3,478	41.6%	
4231 De-fibrillator	541	900	359		359	60.1%	
4232 Community Projects	0	2,481	2,481		2,481	0.0%	
4237 Youth Provision	0	11,663	11,663		11,663	0.0%	
4241 St Nicholas Churchyard	0	2,259	2,259		2,259	0.0%	
4243 Waterside Valley	0	10,000	10,000		10,000	0.0%	
Community Support :- Indirect Expenditure	<u>5,699</u>	<u>70,347</u>	<u>64,648</u>	<u>0</u>	<u>64,648</u>	<u>8.1%</u>	<u>0</u>
Net Expenditure	<u>(5,699)</u>	<u>(70,347)</u>	<u>(64,648)</u>				
<u>303 Westfield Allotments</u>							
1012 Income from WAGS	100	100	0			100.0%	
Westfield Allotments :- Income	<u>100</u>	<u>100</u>	<u>0</u>			<u>100.0%</u>	<u>0</u>
4039 Grounds maintenance	0	100	100		100	0.0%	
Westfield Allotments :- Indirect Expenditure	<u>0</u>	<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>100</u>	<u>0</u>	<u>(100)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
307 Westhill Recreation Ground							
1177 Grants Received	0	206	206			0.0%	
Westhill Recreation Ground :- Income	0	206	206			0.0%	0
4039 Grounds maintenance	1,146	11,376	10,230		10,230	10.1%	
4059 Professional Fees	1,061	0	(1,061)		(1,061)	0.0%	
4062 Ground Maintenance ad hoc	218	5,000	4,783		4,783	4.3%	
4065 Play area inspections	0	648	648		648	0.0%	
Westhill Recreation Ground :- Indirect Expenditure	2,424	17,024	14,600	0	14,600	14.2%	0
Net Income over Expenditure	(2,424)	(16,818)	(14,394)				
308 Norton Hill Recreation Ground							
1177 Grants Received	0	1,375	1,375			0.0%	
Norton Hill Recreation Ground :- Income	0	1,375	1,375			0.0%	0
4011 Rates Payable	898	925	27		27	97.1%	
4012 Water	0	620	620		620	0.0%	
4014 Electricity	14	585	571		571	2.5%	
4015 Gas/Heating Oil	11	358	348		348	2.9%	
4039 Grounds maintenance	1,146	14,092	12,946		12,946	8.1%	
4059 Professional Fees	1,061	0	(1,061)		(1,061)	0.0%	
4062 Ground Maintenance ad hoc	4,104	10,000	5,897		5,897	41.0%	
4063 CCTV	0	100	100		100	0.0%	
4064 Play equipment	850	0	(850)		(850)	0.0%	
4065 Play area inspections	0	593	593		593	0.0%	
Norton Hill Recreation Ground :- Indirect Expenditure	8,083	27,273	19,190	0	19,190	29.6%	0
Net Income over Expenditure	(8,083)	(25,898)	(17,815)				
Grand Totals:- Income	110,243	220,571	110,328			50.0%	
Expenditure	37,573	223,120	185,547	0	185,547	16.8%	
Net Income over Expenditure	72,670	(2,549)	(75,219)				
Movement to/(from) Gen Reserve	72,670						

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	£794.75	£988.95									£3,401.63
GPS Telecoms (DD monthly)	Telephone and broadband	£75.35	£70.51	£68.45	£67.80									£282.11
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58									£8,486.32
HMRC (BACS monthly)	PAYE and NI	£341.95	£507.64	£537.18	£808.05									£2,194.82
Oval Commercial (SO-£587.70) the rest BACS	Office Rental	£839.75	£839.75	£839.75	£839.75									£3,359.00
Oval Commercial (BACS)	Use of Boardroom	£60.00	£60.00	£60.00										£180.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£2,652.80	£2,344.00	£2,370.46	£2,865.69									£10,232.95
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£0.00									£0.00
Ricoh (BACS quarterly)	Photocopier	£188.00	£0.00	£0.00	£0.00									£188.00
Southern Electric (DD - quarterly)	NH Pavilion	£0.00	£0.00	£118.55	£0.00									£118.55
Southern Electric (DD quarterly)	Christmas Tree	£252.54	£0.00	£28.29	£0.00									£280.83
SoVision IT (BACS monthly)	IT Support	£169.20	£169.20	£169.20										£507.60
Total Gas & Power (DD - quarterly)	NH Pavilion	£99.54	£110.57	£0.00	£0.00									£210.11
Water2Business (DD six monthly)	Auto-watering systems	£91.41	£0.00	£0.00	£0.00									£91.41
Water2Business (DD six monthly)	NH Pavilion	£0.00	£0.00	£0.00	£0.00									£0.00
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00								£40.00
Zoom subscription (DD - monthly)	Meeting space	£11.99	£11.99	£11.99	£0.00									£35.97
Monthly Total		£7,741.71	£7,015.57	£7,120.20	£7,691.82	£40.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

This amount plus one off payments

CIL funds 2022-23

CIL Funds carried over from previous

years: £61,940.59

expires July 2025

CIL INCOME

2022/23		Notes	Expiry date of funds
7/6/2022	£6,488.35	Application 16/04714/RES Parcel 6781 Cobblers Way,	June 2027

TOTAL £6,488.35

CIL EXPENDITURE

Date	Budget Code	Item/Purpose	Amount

TOTAL £0.00

CIL repaid following a repayment notice: N/A

Balance of 2021-22 CIL funds £61,940.59

Balance of 2022-23 CIL funds £6,488.35

Balance of CIL funds overall: £68,428.94

s106 funds 2022-23

s106 Funds carried over from previous

years: £7,544.97

s106 INCOME

Date	Amount	Purpose of the grant

TOTAL £0.00

s106 EXPENDITURE

Date	Budget Code	Item/Purpose	Amount

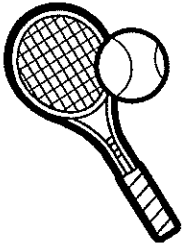
Climber at Norton Hill	Balance carried over	£4,055.00

			<i>Balance</i> £4,055.00

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
<i>Balance</i>			<i>£3,489.97</i>

TOTAL s106 spend in 2022-23 £0.00
Balance of 2022-23 s106 funds £7,544.97

Prepared by: Lesley Close, Parish Clerk
 Verified by: F&P Committee 20/7/22



Norton Hill Recreation Ground Trust

c/o Westfield Parish Council
The Oval Office, Cobblers Way
Westfield
BA3 3BX
01761 410669



council@westfieldparishcouncil.co.uk

Football Pitch Conditions of Hire

Football Season

1. The Football Season is regarded as commencing not before the last Saturday in August, and ending not later than the first Sunday in May inclusive.

Health and Safety

2. The Trust/Parish Council shall not be responsible for any death or injury during any football match. The hirer is in all instances required to indemnify the Trust and Parish Council against any claim for death or personal injury arising out of the use of any facility, or any damage to the property.
3. The hirer must ensure that the person in charge on site is aware of the Emergency Action Plan attached to these Conditions of Hire. This document is also on display in the Pavilion.
4. No combustible materials are to be brought on site and the Pavilion does not provide a place for storage of items such as football nets. All items should be stored off the premises.
5. In cold weather please be aware that the Parish Council does not grit the area and it is the responsibility of the hirer to ensure that any slip hazards are addressed appropriately.
6. Hirers are expected to provide their own first aid boxes, which are not to be stored on the premises.
7. Anyone from your organisation, working on Trust Ground with people under the age of 18, or with vulnerable adults, should give their permission for the Parish Council to check the status of their DBS certificate online at any time and provide their name, date of birth and DBS certificate number to the Parish Council for this purpose. If you have not yet joined the DBS Updating Service, copies of the current CRB / DBS certificates are required from every person working on site with people under the age of 18, or with vulnerable adults.
8. Any hirers working with young people under 18 years, or with vulnerable adults, should provide a copy of their safeguarding policy.
9. Teams are responsible for attaching the safety mats to the ramp railings before matches and for returning the mats to the changing rooms at the end of matches. (see attached photos)

Bookings

10. Bookings must be made on a seasonal basis (i.e. up to 20 matches within the season). The Club must agree to adhere to these Conditions of Hire and pay the appropriate fee in advance and within 30 days of the date of the Trust's invoice.
11. The junior rate for teams is significantly less than the senior and is only applicable to teams where the majority of the players are 17yrs and under.
12. Preference will be given to locally based teams - membership lists may be requested to verify this.

13. All dates of cup and other matches not scheduled as part of the normal league must be notified as soon as possible.

Cancellations

14. The Trust/ Parish Council reserves the right to cancel matches in the event damage may occur to the pitches due to ground conditions or non-availability of related facilities etc. **However, regardless of whether the Trust / Parish Council decides to cancel matches, teams are expected to assess whether the ground is unfit. Any team ignoring a cancellation, or playing when the ground is unfit, may be charged for any remedial work necessary, and/or have its seasonal tenancy terminated.**

The Pavilion

15. The Pavilion at Norton Hill must be left in a clean and tidy condition. Do not bring muddy boots into the premises. The cleaning of boots or equipment in the showers or in any sink is forbidden as this causes drain blockage. Any problems with the changing rooms are to be notified to the Parish Council as soon as possible.
16. It is the duty of the home team to ensure that all lights are off and no water is running from showers/taps before locking the doors and leaving the premises.
17. Any equipment or property left in changing room accommodation is done so entirely at the risk of the hirer. Lost property left at the Pavilion will be disposed of appropriately.
18. The thermostat is carefully set and hirers are not permitted to change the level or setting. If there are any on-going problems with the heating or water please contact Westfield Parish Council.
19. When shutting the doors of the Pavilion please ensure that no loose stones or gravel are caught under the door because it makes opening the door very difficult.
20. When leaving the building please be aware that the changing room doors lock behind you and therefore the person in charge should carry the keys with them.

Adjacent housing

21. Users of the Trust's facilities are requested to respect the privacy and residential amenities of owners of property adjacent to the Trust's land.

Conditions of Hire

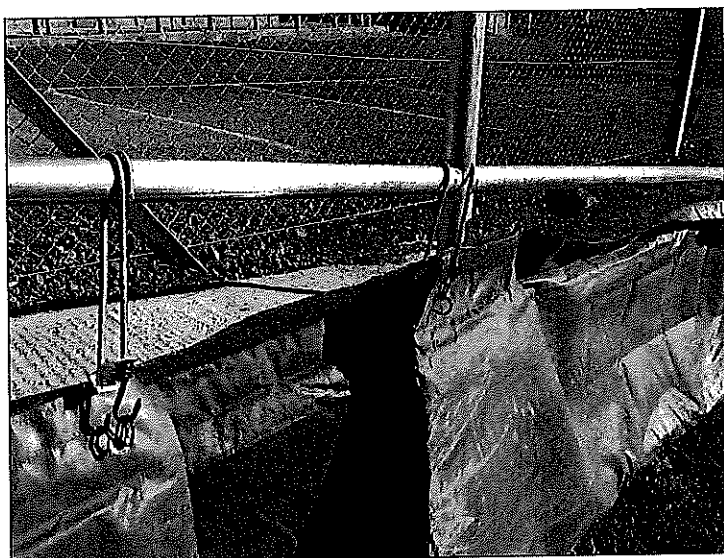
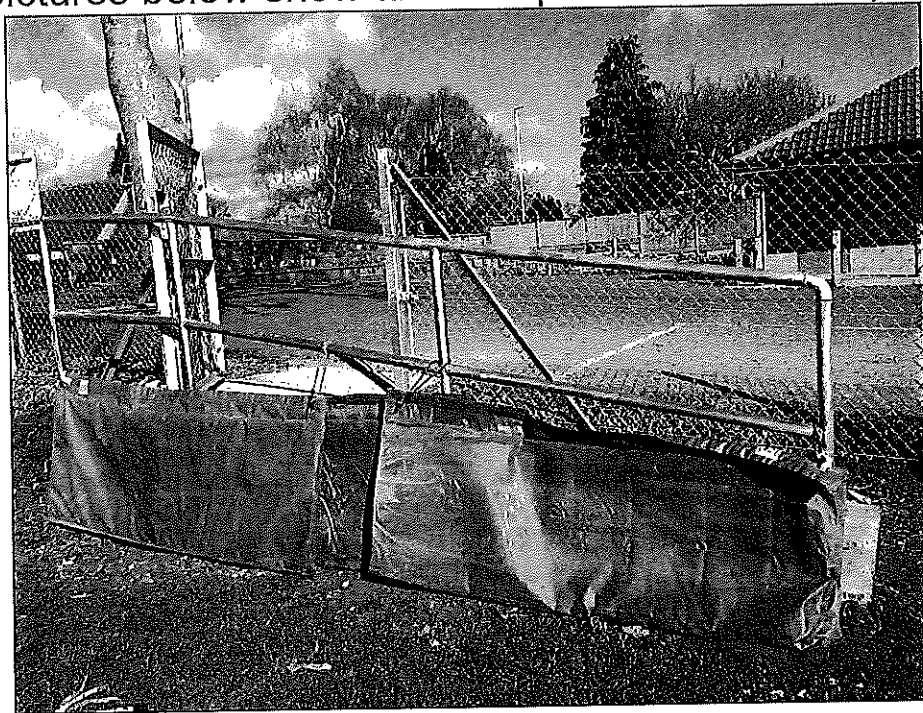
22. The Conditions of Hire and charges are non-negotiable.
23. The Trust reserves the right to exclude any team from using its facilities on a temporary or permanent basis if the conditions of this agreement are not adhered to.

SAFETY MATS FOR NORTON HILL RECREATION GROUND

These mats are to be hung on the railings to prevent injury against the ramp during football matches.

It is the responsibility of the Home Team to put these mats out and return them to the changing rooms at the end of the match.

The pictures below show an example of the mats in position:





Westhill Recreation Ground Trust

c/o Westfield Parish Council

The Oval Office,

Cobblers Way

Westfield

BA3 3BX

01761 410669

council@westfieldparishcouncil.co.uk

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6. Any hirers working with young people under 18 years, or with vulnerable adults, should provide a copy of their safeguarding policy.
7. The Trust/Parish does not accept any responsibility for the premises of Westfield Sport and Community Centre.

Bookings

8. Bookings must be made on a seasonal basis (i.e. up to 20 matches within the season). The Club must agree to adhere to these Conditions of Hire and pay the appropriate fee in advance and within 30 days of the date of the Trust's invoice.
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