

# Westfield Parish Council

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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

13<sup>th</sup> June 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 22<sup>nd</sup> June 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.

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## 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 18<sup>th</sup> May 2022 (**Pages 1-6**)

4. **Provision of the period for public rights**  
To note that the poster advertising the period for the exercise of public rights to inspect the accounts and make representation to the External Auditor has been displayed on the two public noticeboards and on the website.
  5. **Monthly Accounts** To agree the monthly accounts in respect of the following for April and May 2022:
    - Current Account (**Pages 7-13**)
    - Corporate Treasury Account (**Pages 14-19**)
    - Business Savings Account (**Pages 20-25**)
    - Debit card expenditure sheet (**Page 26**)
    - Petty cash imprest (**Page 27**)
  6. **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 28**)
  7. **Schedule of payments due on a regular basis**  
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 29**).
  8. **Update on the insurance claim for the vandalised basket swing at Norton Hill Recreation Ground**
  9. **Funding for the swings at Norton Hill Recreation Ground (Page 30)**  
I have sought some evidence from the Youth Connect South West and Fosse Way School in relation to the swings in order to re-submit the application.
  10. **Annual Review of IT and Cyber Security (Pages 31-34)**
  11. **Book of Condolences** As requested at Parish Council 6/6/22
  12. **Office Premises**  
Update report on the 13<sup>th</sup> June meeting with the Architect (verbal)
- 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.
13. **Office Structure (Pages 35-42)**

# WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting  
held at The Oval Office on Wednesday 18<sup>th</sup> May 2022 at 7pm

Present: Cllr Patricia Williams (Vice Chair, in the Chair) and Cllrs Diana Cooper, Geoff Fuller, Ron Hopkins and Robin Moss.

In Attendance: Lesley Close, Clerk

## 1. Election of the Chair of the Committee

**Resolved:** Cllr Philip Wilkinson was elected Chair of the Committee by unanimous vote.

## 2. Election of the Vice Chair of the Committee

**Resolved:** Cllr Patricia Williams was elected Chair of the Committee by unanimous vote.

## 3. Apologies for absence

Apologies were received from Cllrs Lesley Mansell and Phil Wilkinson.

## 4. Declarations of interest and dispensations

There were no declarations of interest.

## 5. Appointment of Grants sub committee

**Resolved:** That Cllrs Wilkinson, Williams, Cooper, Fuller and Moss be appointed to the Sub Committee to consider grant applications for the current year.

## 6. Minutes

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 20<sup>th</sup> April 2022 be agreed and signed as a correct record.

## 7. Monthly Accounts

**Resolved:**

- a) that the April monthly statement for the Current Account be deferred until June;
- b) that the April monthly statement for the Corporate Treasury account be deferred until June;
- c) that the April monthly statement for the Business Savings account be deferred until June and the interest rate of 0.55% be noted;
- d) that the summary of debit card transactions since the last meeting (Appendix 1) be agreed.
- e) Noted that there had been no petty cash spending since the last meeting.

## 8. Earmarked reserves

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**Resolved:** To approve the list of earmarked reserves at 31/3/22

**9. Annual Governance and Accountability return 2021-22**

The Internal Audit took place on 12/5/22 and the report was considered in detail.

**Resolved:** that the following items be recommended to the Parish Council for approval (1) the Fixed Asset Register at 31/3/22; (2) the Internal Audit Report; (3) the Annual Governance Statement assertions; and (4) the Accounting Statements 2021/22.

**10. Year-end summary of accounts**

**Resolved:** that the accounts for the Parish Council be recommended to Parish Council for approval.

**11. Notification of the dates of the period for the exercise of public rights**

**Resolved:** that 13/6/22-22/7/22 be recommended to Parish Council as the dates for the exercise of public rights.

**12. Schedule of payments requiring authorisation**

In accordance with item 5.2 of the Financial Regulations, the updated schedule of payments was considered at the meeting.

**Resolved:** that the schedule of payments due be agreed (attached as Appendix 2), 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.

**13. 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.

**14. Update on the insurance claim for the vandalised basket swing**

The claim had been acknowledged, no further information as yet.

**15. Incident at the Pavilion with the showers were left on**

Noted that the cost to the Parish Council to date was £50 for the boiler repair, £60 extra in gas that month, with the impact on the water bill yet to be known.

**Resolved:** To write to the Club involved outlining the financial impact and stating that the Hirers Agreement 2022 will be amended to reflect the fact that anything to hold in the shower knobs is strictly forbidden. The Clubs have a duty to convey this information to the Away Team and that it is the duty of the Home Team to ensure all Lights and water are turned off

Minutes are draft until agreed at the next meeting.

**Westfield Parish Council**

before locking up. The increasing financial costs of running the pavilion will be reflected in the consideration of pitch costs later this year.

**16. Office premises update**

The Committee received a quote in the amount of £1,500 from the Architect to undertake a site visit, take measurements, establish a brief and investigate design options for an extension of the Norton Hill Pavilion to accommodate an office and meeting room.

**Resolved:** To accept the quote. The preference being for a first-floor extension, if the foundations allow, with disabled access.

**17. To consider moving the time of the Finance and Personnel committee meetings to Wednesdays at 10am**

**Resolved:** To move the time of the Finance and Personnel Committee meetings to 10am. The next meeting therefore being Wednesday 22<sup>nd</sup> June at 10am.

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.

**18. Finance work**

A breakdown of the distribution of the Finance work between DCK, the Clerk and the Admin Assistant was received, with costings. There was a discussion on the structure of the office going forward.

**Resolved:** That the Clerk writes a report outlining the costs involved for a Team of three in the office, their roles and costings.

The meeting closed at 8pm.

Minutes are draft until agreed at the next meeting.

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



App 2

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 East 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 monthly)	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
<b>Monthly Total</b>		<b>£7,642.17</b>	<b>£7,015.57</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

This amount plus one off payments

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





Date: 06/06/2022

Westfield Parish Council 2022-23

Page 1

Time: 12:29

Bank Reconciliation Statement as at 31/05/2022  
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	31/05/2022	256	30,348.21
			<u>30,348.21</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			30,348.21
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			30,348.21
			<u>30,348.21</u>
			Balance per Cash Book is :-
			30,348.21
			Difference is :-
			0.00

## Receipts for Month 2

## 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 :	21,611.78					21,611.78	
VAT Banked: 04/05/2022		8,111.33						
VAT HMRC VAT Repayment		8,111.33			105		8,111.33	HMRC VAT Repayment
Banked: 11/05/2022		13,000.00						
Tfr Corporate Treasury Account		13,000.00			203		13,000.00	
BACS Banked: 19/05/2022		223.77						
BACS Westfield Primary School		223.77			4101	102	223.77	Westfield Primary School
<b>Total Receipts for Month</b>		<b>21,335.10</b>	<b>0.00</b>	<b>0.00</b>			<b>21,335.10</b>	
<b>Cashbook Totals</b>		<b>42,946.88</b>	<b>0.00</b>	<b>0.00</b>			<b>42,946.88</b>	

## Payments for Month 2

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/05/2022	Dup Stmt Fee	CHARGE	5.00			4050	1	5.00	Dup Stmt Fee
03/05/2022	Oval Commercial Investments Lt	BACS01	587.70	587.70		501			2729-Office rent-May 2022
05/05/2022	Flags and Flagpole	DC	57.48		9.58	4224	202	47.90	Flags and Flagpole-Bunting
13/05/2022	GPS Telecoms Limited	DD02	84.61	84.61		501			2728-Call charge April 22
18/05/2022	Rob Wicke	BACS02	2,500.00	2,500.00		501			2720-Flower display-basket/bed
19/05/2022	HMRC PAYE/NI Due	BACS	507.64			515		507.64	HMRC PAYE/NI Due
19/05/2022	Avon Pension Fund	BACS	780.33			517		780.33	Avon Pension Fund
19/05/2022	Kelvin Hawkins Heating & Plumb	BACS03	60.00	60.00		501			2719-Call out-check hot water
19/05/2022	Auditing Solutions Ltd	BACS04	90.00	90.00		501			2718-Audit fee 21/22
19/05/2022	The Community Heartbeat Trust	BACS05	112.80	112.80		501			2725-Adult pads-Defib
19/05/2022	A&L Couriers	BACS06	400.00	400.00		501			2716-Westfield warbler to hous
19/05/2022	Oval Commercial Investments Lt	BACS07	492.00	492.00		501			2723-Suite 4 rent-May
19/05/2022	DCK Accounting Solutions Limit	BACS08	517.20	517.20		501			2721-YE Closedown 21/22
19/05/2022	GreenSward Sports Consultancy	BACS09	2,545.90	2,545.90		501			2724-Monthly ground maintenanc
19/05/2022	Ricoh UK Ltd	BACS10	225.60	225.60		501			2726-Copier charge Jan/Mar22
19/05/2022	SoVision IT	BACS11	203.04	203.04		501			2717-Managed services-Monthly
19/05/2022	Jack and Jill Solutions	BACS	40.00			4224	202	40.00	Jack and Jill-Irrigation parts
19/05/2022	Prattens Bowls Club-Grant	BACS	500.00			4101	102	500.00	Prattens Bowls Club-Grant
19/05/2022	Westfield Primary School	BACS	223.77			4101	102	223.77	Westfield Primary School
24/05/2022	Zoom Video Communications Inc	DD03	11.99	11.99		501			Monthly Subscription
24/05/2022	Staff Salaries-May 2022	BACS	2,344.00			516		2,344.00	Staff Salaries-May 2022
25/05/2022	Dup Stmt Fee	CHARGE	5.00			4050	1	5.00	Dup Stmt Fee
25/05/2022	Viking UK	DC	69.89		11.65	4023	1	58.24	Viking UK-Stationery
26/05/2022	Midsomer Norton Sc-WestfieldPC	BACS	223.77			4101	102	223.77	Midsomer Norton Sc-WestfieldPC
31/05/2022	Flags and Flagpole	DC	10.95		1.83	4224	202	9.12	Flags and Flagpole-Bunting
Total Payments for Month			12,598.67	7,830.84	23.06			4,744.77	
Balance Carried Fwd			30,348.21						
Cashbook Totals			42,946.88	7,830.84	23.06			35,092.98	

Bank Reconciliation Statement as at 30/04/2022  
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Westfield Parish Council	30/04/2022	254	21,573.35
			21,573.35
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			21,573.35
<u>Receipts not Banked/Cleared (Plus)</u>			
29/04/2022 TFR		38.43	
			38.43
			21,611.78
		Balance per Cash Book is :-	21,611.78
		Difference is :-	0.00

Date: 06/06/2022

## Westfield Parish Council 2022-23

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Time: 11:34

Cashbook 1

User: AG

Current Account

For Month No: 1

## Receipts for Month 1

## 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 :	9,960.30					9,960.30	
Bacs	Banked: 01/04/2022	100.00						
Bacs	Westfield Allotments & Garden	100.00			1012	303	100.00	Westfield Allotments & Garden
Credit	Banked: 05/04/2022	109,295.00						
Credit	Bath & NE Somerset Council	109,295.00			1176	1	109,295.00	BANES - Precept 2022/23
	Banked: 29/04/2022	38.43						
TFR	Nationwide Savings Account	38.43			204		38.43	Tfr Bank Interest-Nationwide
Total Receipts for Month		109,433.43	0.00	0.00			109,433.43	
Cashbook Totals		119,393.73	0.00	0.00			119,393.73	

Continued on Page 29

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2022	Water 2 Business (was BrisWate	DD01	17.02	17.02		501			P/Ledger Electronic Payment
01/04/2022	Water 2 Business (was BrisWate	DD02	20.05	20.05		501			P/Ledger Electronic Payment
01/04/2022	Water 2 Business (was BrisWate	DD03	22.63	22.63		501			P/Ledger Electronic Payment
01/04/2022	Water 2 Business (was BrisWate	DD04	31.71	31.71		501			P/Ledger Electronic Payment
01/04/2022	Oval Commercial investments Lt	BACS01	587.70	587.70		501			Office Rent April
01/04/2022	Dup Stmt Fee	CHARGE	5.00			4050	1	5.00	Dup Stmt Fee
06/04/2022	Moneysoft	DC	90.00		15.00	4023	1	75.00	Moneysoft-Payroll
07/04/2022	Corporate Treasury Account	Tfr	80,000.00			203		80,000.00	
07/04/2022	RBL Shop	DC	144.99		24.17	4224	202	120.82	RBL Shop-Jubilee plaque
12/04/2022	Avon Local Council	REFUND	-589.44			4024	1	-589.44	Avon Local Council
14/04/2022	GPS Telecoms Limited	DD05	90.42	90.42		501			Phones March
21/04/2022	Staff Salaries - April 2022	BACS	2,652.80			516		2,652.80	Staff Salaries - April 2022
21/04/2022	HMRC PAYE/NI Due	BACS	341.95			515		341.95	HMRC PAYE/NI Due
21/04/2022	Avon Pension Fund	BACS	837.60			517		837.60	Avon Pension Fund
21/04/2022	Bath & NE Somerset Council	BACS	1,307.90			4225	202	1,307.90	BANES-N'hood environ serv22/23
21/04/2022	Rob Wicke	BACS02	1,431.00	1,431.00		501			Flower display 21/22
21/04/2022	Trinity Methodist Church	BACS03	35.00	35.00		501			Mtg 30/3/22
21/04/2022	Trophies of Radstock	BACS04	45.00	45.00		501			Engraved Paperweight
21/04/2022	SoVision IT	BACS05	203.04	203.04		501			IT Services
21/04/2022	Trinity Methodist Church	BACS06	385.00	385.00		501			Youth Club Jan - Mar Meetings
21/04/2022	DCK Accounting Solutions Limit	BACS07	385.20	385.20		501			Pre Year End Health Check
21/04/2022	G B Sport & Leisure UK Limited	BACS08	470.28	470.28		501			Swing Fittings
21/04/2022	Oval Commercial Investments Lt	BACS09	492.00	492.00		501			Suite 4 - April rent
21/04/2022	GreenSward Sports Consultancy	BACS10	1,094.40	1,094.40		501			Install Goals at WHSG
21/04/2022	RHC Lifting Ltd	BACS11	1,140.00	1,140.00		501			Load Test Hanging Baskets
21/04/2022	Bath & N E Somerset	BACS12	1,933.63	1,933.63		501			Rates 22/23 NH Pavilion
21/04/2022	GreenSward Sports Consultancy	BACS13	2,545.90	2,545.90		501			Grounds Mtce March
21/04/2022	Tindle Newspapers West Country	BACS14	179.02	179.02		501			Advert APCM Mtg
21/04/2022	Westfields Sports WPC Grant	BACS	1,000.00			4203	202	1,000.00	Westfields Sports WPC Grant
22/04/2022	Dup Stmt Fee	CHARGE	5.00			4050	1	5.00	Dup Stmt Fee
25/04/2022	Zoom Video Communications Inc	DD06	11.99	11.99		501			2727-Zoom monthly subs
26/04/2022	St Peter Church-Grant	BACS	150.00			4101	102	150.00	St Peter Church-Grant 22/23
26/04/2022	P.E.O.P.L.E.	BACS	150.00			4101	102	150.00	P.E.O.P.L.E.-Grant 2022/23
26/04/2022	Teddy Bear Nursery	BACS	150.00			4101	102	150.00	Teddy Bear Nursery-Grant 22/23
26/04/2022	Trinity Methodist Church	BACS	150.00			4101	102	150.00	Trinity Methodist Church-Grant
26/04/2022	Southern Electric	DD07	265.16	265.16		501			Christmas Lighting 21/22

Date: 06/06/2022

Westfield Parish Council 2022-23

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Time: 11:34

Cashbook 1

User: AG

Current Account

For Month No: 1

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Total Payments for Month	97,781.95	11,386.15	39.17	86,356.63
Balance Carried Fwd	21,611.78			
Cashbook Totals	119,393.73	11,386.15	39.17	<u>107,968.41</u>

Bank Reconciliation Statement as at 31/05/2022  
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	31/05/2022	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



Date: 06/06/2022

Westfield Parish Council 2022-23

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Time: 12:09

Cashbook 2

User: AG

Corporate Treasury Account

For Month No: 2

Payments for Month 2		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	13,000.00			201	13,000.00	
	<b>Total Payments for Month</b>		13,000.00	0.00	0.00		13,000.00	
	<b>Balance Carried Fwd</b>		432,738.35					
	<b>Cashbook Totals</b>		<u>445,738.35</u>	0.00	0.00		<u>445,738.35</u>	

## Receipts for Month 2

## 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 :		445,704.42					445,704.42	
Credit	Banked: 05/05/2022	33.93						
Credit	Bank interest receivable		33.93		1196	1	33.93	Bank interest receivable
Total Receipts for Month		33.93	0.00	0.00			33.93	
Cashbook Totals		<u>445,738.35</u>	<u>0.00</u>	<u>0.00</u>			<u>445,738.35</u>	

Date: 06/06/2022

Westfield Parish Council 2022-23

Page 1

Time: 11:05

User: AG

Bank Reconciliation Statement as at 30/04/2022  
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	30/04/2022	111	445,704.42
			<u>445,704.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			445,704.42
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			<u>0.00</u>
			445,704.42
		Balance per Cash Book is :-	445,704.42
		Difference is :-	0.00

## Payments for Month 1

## 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>
			0.00					
	<b>Total Payments for Month</b>		0.00	0.00	0.00		0.00	
	<b>Balance Carried Fwd</b>		445,704.42					
	<b>Cashbook Totals</b>		445,704.42	0.00	0.00		445,704.42	

Date: 06/06/2022

Westfield Parish Council 2022-23

Cashbook 2

Corporate Treasury Account

Time: 12:56

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		365,699.72					365,699.72	
Credit	Banked: 05/04/2022	4.70						
Credit	Interest Receivable		4.70		1196	1	4.70	Interest Receivable
	Banked: 07/04/2022	80,000.00						
Tfr	Current Account		80,000.00			201	80,000.00	
Total Receipts for Month		80,004.70	0.00	0.00			80,004.70	
Cashbook Totals		<u>445,704.42</u>	<u>0.00</u>	<u>0.00</u>			<u>445,704.42</u>	

Bank Reconciliation Statement as at 30/04/2022  
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	30/04/2022	60	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

Date: 06/06/2022

Westfield Parish Council 2022-23

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User: AG

Time: 11:37

Cashbook 3

Nationwide Savings Account

For Month No: 1

Payments for Month 1

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>
29/04/2022	Current Account	TFR	38.43			201	38.43	Tfr Bank Interest-Nationwide
Total Payments for Month			38.43	0.00	0.00		38.43	
Balance Carried Fwd			85,000.03					
Cashbook Totals			85,038.46	0.00	0.00		85,038.46	

## Receipts for Month 1

## 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: 29/04/2022		38.43						
Credit Bank interest receivable		38.43			1196	1	38.43	Bank interest receivable
Total Receipts for Month		38.43	0.00	0.00			38.43	
Cashbook Totals		<u>85,038.46</u>	<u>0.00</u>	<u>0.00</u>			<u>85,038.46</u>	



Date: 06/06/2022

Westfield Parish Council 2022-23

Page 1

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Bank Reconciliation Statement as at 30/04/2022  
for Cashbook 4 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty cash	30/04/2022		93.75
			<u>93.75</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			93.75
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			<u>0.00</u>
			93.75
		Balance per Cash Book is :-	93.75
		Difference is :-	0.00

## Payments for Month 1

## 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>
04/04/2022	Biscuits for meeting	CASH	1.00			4131 101	1.00	Biscuits for meeting
Total Payments for Month			1.00	0.00	0.00		1.00	
Balance Carried Fwd			93.75					
Cashbook Totals			94.75	0.00	0.00		94.75	

Date: 06/06/2022

Westfield Parish Council 2022-23

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Cashbook 4

User: AG

Petty Cash

For Month No: 1

Receipts for Month 1

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 :	94.75					94.75	
	Banked:	0.00					0.00	
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>94.75</u>	<u>0.00</u>	<u>0.00</u>			<u>94.75</u>	

Continued on Page 11



WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET

June 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									

previously reported

Imprest Holder signature \_\_\_\_\_ Date \_\_\_\_\_  
 Counter signature \_\_\_\_\_ Date \_\_\_\_\_

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

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		Ad hoc works at Trust Grounds	4062/307-308; 4227/202; 4039/307-308	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
					<b>TOTAL</b>		<b>£2,977.80</b>

Payments distributed

					<b>GRAND TOTAL</b>		<b>£2,977.80</b>

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

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
SoVision 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
<b>Monthly Total</b>		<b>£7,642.17</b>	<b>£7,015.57</b>	<b>£6,951.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>

This amount plus one off payments

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

## Parish Clerk

---

**From:** Parish Clerk  
**Sent:** 30 May 2022 13:00  
**To:** Bryan Wallbridge; Diana Cooper; Eleanor Jackson; Geoff Fuller; James Honess; Lesley Mansell; Pat Williams; Phil Wilkinson; Robin Moss; Ron Hopkins; Steve Pritchard  
**Cc:** Tracey Stephens  
**Subject:** FW: We can't take your application any further

Dear all

I am afraid that Awards for All has declined the £10,000 funding application for the new swings at Norton Hill.

I was hoping that the total costs of £19,691.26 would be met with £10,000 from Awards for All, £5,000 from the Sperring Charity and the remaining £4,691.26 by the Parish Council.

The Sperring Charity has confirmed that it will give £5,000.

The application to Awards for All failed through lack of evidence from the public for the need for the swings and what it would mean to them. I shall look back over the Facebook Posts to see if this might be rectified and re-submitted, but I think that there might be a lack of the type of evidence that AWA is looking for.

In any event, I shall put this on the F&P agenda to explore funding opportunities.

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](http://www.westfieldparishcouncil.co.uk)

Twitter: @westfield\_pc

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## Parish Clerk

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**From:** Parish Clerk  
**Sent:** 09 June 2022 12:19  
**To:** Bryan Wallbridge; Diana Cooper; Eleanor Jackson; Geoff Fuller; James Honess; Lesley Mansell; Pat Williams; Phil Wilkinson; Robin Moss; Ron Hopkins  
**Cc:** Tracey Stephens  
**Subject:** Meeting with IT Support Providers

Dear all

Below is an update on the Annual Review meeting this morning with SoVision IT who provide our IT Support.

1. Generally agreed that we are happy with the level of support in the office. If any councillors have ongoing difficulties in accessing their emails they can contact SoVision IT support on 0117 986 4026 or the Account Manager directly, Gareth Jones 0781 688 0433.
2. Looking forward it would be good to work towards IASME cyber certification for online security. The two oldest computers and the laptop are around 8 years old and would not be compliant. As and when they become defunct it would be good to replace with compliant machines. Once this is done we can then enable multi factor authentication and spam filtering. This would mean we can then register for cyber certification for online security. It would be a good message to the public to show that we work to the highest standards in terms of cyber security. I shall put this on the F&P Agenda for consideration.

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.

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## Parish Clerk

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**From:** Gareth Jones <gareth.jones@sovisionit.com>  
**Sent:** 10 June 2022 10:57  
**To:** Parish Clerk  
**Subject:** Account Meeting  
**Attachments:** Westfield Parish Council Devices.xlsx

Hi Lesley,

I hope you are well. Thank you again for meeting with myself yesterday. We reviewed your experience with the IT support that SoVision IT has provided which was very positive.

We went through the client service and discussed how your tickets are analysed and how completed tickets are assessed for trend analysis. The SLA first response/compliance is above 100% which highlights how quickly the support team are dealing with support tickets. The client survey has highlighted that you are happy with the service they are getting and that there are improvements which we can be implemented during the Cyber security projects.

### Hardware:

I have attached an audit of all your devices and added my recommendations. I have prepared a quotation based on my recommendations on the spreadsheet for new desktops and a laptop. This will provide you upfront hardware costs to replace ageing equipment.

**[Please click here to view your desktops and laptop quotation](#)**

### Barracuda spam filtering:

I have prepared a quotation for Barracuda spam filtering which is what we use internally at Sovision IT. Barracuda Spam filtering quickly filters every email before it is delivered to your mail server to protect you from email-borne threats. Using virus scanning, spam scoring, real-time intent analysis, URL link protection, reputation checks, and other techniques, Barracuda provides you with the best possible level of protection.

Barracuda Spam filtering 24x7 threat operations centre, constantly monitors the internet for new threats across all attack vectors, and feeds this intelligence into filtering technology.

One of the most dangerous threats come from advanced threats that are designed to evade email filters. Barracuda spam filtering leverages Barracuda Advanced Threat Protection, a cloud-based service that defends against ransomware and other malware, including and advanced threats.

Employees can inadvertently cause internal systems to become a source for spam or other malicious mail. Outbound filtering stops outbound attacks originating from inside the network—which not only protects your partners and customers, but also keeps you from being added to spam block lists.

### multifactor authentication (MFA):

Multi Factor Authentication (MFA) is the ability to add an additional layer of security during the sign in process to a particular product or service e.g. Microsoft 365. When accessing accounts or apps, users must provide additional identity verification, such as a code to their mobile phone or SMS.

By combining your username, password and MFA code, you are adding an extra layer of protection to the sign in process to ensure that you are who you say you are.

That's why almost all online services such as banks, social media, shopping and Microsoft 365 have added a way for your accounts to be more secure. When you sign into the account for the first time, new device or application you will need more than just the username and password and provide a second factor to prove who you are.

There are 5 supported authentication methods that you can choose from, and our Professional service team will be on hand to choose and implement the best one for your business.

- Call my phone of choice, work or personal, mobile or landline.
- Text an SMS code to my authentication phone (where supported).
- Notify me through authentication application on my smart phone.
- Use a verification code from the authentication application on my smart phone.

[Please click here to view your quotation for Barracuda spam filtering and multifactor authentication](#)

### Cyber Essentials:

Sovision IT will work through the cyber essential requirements and apply the necessary prerequisites.

1. Secure configuration
2. Boundary firewalls and internet gateways
3. Access control & admin privilege management
4. Patch management
5. Malware protection
6. Demonstrating to Cyber essentials authority (IASME) compliance External penetration testing and certification.
7. Completion and certification with IASME.

[Please click here to view your Cyber Essentials quotation](#)

Please don't hesitate to email or call me if you have any questions.

Have a lovely weekend.

Many Thanks



Gareth Jones  
Customer Account Manager

☎ 0117 986 4026 | 📱 07816 880 433

✉ gareth.jones@sovisionit.com

🌐 www.sovisionit.com



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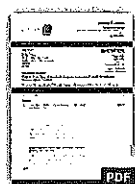
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**Prepared for:**

Lesley Close  
Westfield Parish Council  
The Oval Office, Cobblers Way  
St Peter's Business Park, Westfield  
Radstock  
BA3 3BX

**Your Contact:**

**Gareth Jones**  
Customer Account Manager  
0117 9864026



**New desktops and laptop**

Quote Reference: SOVQ6871 - Quote Date: 09/06/2022 - Quote Valid to: 23/06/2022

Thank you for your interest in our products and services, we are pleased to present the details of our quote which you can find below.

If you would like to go ahead with the order, please use the acceptance form at the bottom of this quote.

A PDF version is available by clicking the icon to the left.

**QUOTE DETAIL**

Qty	Description	Unit	Total
<b>Hardware</b>			
2	Lenovo Business Dektop Computer Intel Core i5 - 8GB - 256GB SSD Windows 11 Pro Engineered for productivity—and sustainabilityThe Lenovo is one highly productive tower desktop PC. With up to 10th Gen Intel® Core™ i9 processors, plus seamless me...more	£499.00	£998.00
1	Toshiba Satellite Pro, Core i5 - Win 11 Pro 64-bit - 8 GB RAM - 256 GB SSD -15.6 Inch screen The Satellite Pro offers premium design, fully-loaded features and seamless performance. With a powerful Intel® Core™ Processor, up to 16GB of DDR4 RAM, lightning-fa...more	£599.00	£599.00
<b>Labour</b>			
6	Engineer Unbox machine from packaging  Windows comes preinstalled but not setup, setup to the point of logging in Setup Admin user, Local user Once logged in...more	£75.00	£450.00

**Update Totals**

SubTotal:	£2,047.00
VAT:	£409.40
<b>Grand Total:</b>	<b>£2,456.40</b>

**ACCEPT YOUR QUOTE BELOW**