

# WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting  
held at The Oval Office on Wednesday 20<sup>th</sup> July 2022 at 10am

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

Absent: Cllrs Geoff Fuller, Lesley Mansell and Pat Williams

In Attendance: Lesley Close, Clerk

## 32. Apologies for absence

Apologies were received from Cllrs Geoff Fuller, Lesley Mansell and Pat Williams.

## 33. Declarations of interest and dispensations

There were no declarations of interest.

## 34. Minutes

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 22<sup>nd</sup> June 2022 be agreed and signed as a correct record.

## 35. Monthly Accounts

**Resolved:**

- a) that the June monthly statement for the Current Account be agreed.
- b) that the June monthly statement for the Corporate Treasury accounts be agreed;
- c) that the June 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 it be noted there had been no petty cash spending since the last meeting.

## 36. Budget Variation Update

The Budget Variation report at 30<sup>th</sup> June was noted. Two grant payments wrongly allocated to the Chairs Allowance budget will be transferred to the Grants budget. It was noted that the grants from the Chairs Allowance were paid in April for the previous year. This budget heading will therefore show another £600 later in the year.

It was further noted that the legislation stopping the use rebated fuel on playing fields might put up the cost of grass cutting when we go out to tender next year.

**Resolved:** To write a letter of support to NALC highlighting the cost the council.

The excessive increase in the insurance premium was noted.

**Resolved:** To contact the Insurance Company for an explanation.

Minutes are draft until agreed at the next meeting.

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

**Westfield Parish Council**

**37. 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 (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.  
(2) that since the cost of the planter is higher than anticipated, ie over the £3,000 threshold, then we should go out for quotes in sealed tenders.

**38. 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 3) 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.

**39. Payments in August**

**Resolved:** (1) that authority be delegated to the Committee Chair and Vice Chair to authorise the payment of the August invoices, for ratification by the Committee in September.  
(2) Noted that work is progressing on Waterside Valley and over the summer Somer Valley Rediscovered is putting in a grant application to WECA which would see £100,000 funding for Waterside Valley. To support the grant bid it was agreed to amend the letter of support from the Parish Council to include £10,000 match funding should the WECA bid be successful.  
(3) Over the summer the Clerk will look at alternative lampposts for the mobile CCTV following confirmation from BANES that the one at Ash Tree Court was not strong enough. The mobile CCTV is owned by Westfield, Radstock and Midsomer Norton and this has been reflected in the Fixed Asset Register and Insurance schedule.

**40. CIL / S. 106 Funds**

The report was noted.

**Resolved:** that, following confirmation from B&NES, the cost of the planter at Wesley Avenue and the costs relating to the new office be paid from CIL funds.

**41. Football Hire Letting Agreement**

The Committee considered the Letting Agreement and the need to tighten up arrangements for the goal posts before the start of the season so as not to overuse the goal mouths before the start of the football season.

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

**Westfield Parish Council**

**Resolved:** that Item 1 on the Letting Agreement is amended to state that The Football Season starts no before the last Saturday in August and ends no later than the first Sunday in May inclusive. The goalposts will go up two weeks before the start of the season and Friendlies can be played during this fortnight.

**(2) keys will be retrieved at the end of the season and re-allocated** at the start of the next season. A deposit will be charged for keys.

The Committee discussed the request from Mini Athletics Bath to use the site.

**Resolved:** that this Franchise is welcome on site, but for security and insurance purposes the toilet facilities in the pavilion will not be available. This group might be better off using Westhill Recreation Ground where the adjacent Club might be willing to offer toilets.

It was noted that the Health and Safety Executive had been in contact regarding the Waltzer ride which the Fun Fair had confirmed in writing was cancelled because it did not have ADIPS. The Committee expressed concern and agreed this should be reported to Parish Council in September when more information is known.

**42. Grants Feedback**

The Grants Feedback 2021/22 was noted.

**43. Office premises update**

The Architect's revised drawings were received.

**Resolved:** (1) that option 3 with the largest storage area (including a manhole cover) be selected and that the final plans should separate out the area of storage for Parish Council archives from the storage of items currently kept in the garage. A door from the archive storage area into the office would be useful.

(2) to not go out to tender for an Architect for this work because, in accordance with NALC guidelines, "Standing orders made by a local authority with respect to contracts for the supply of goods or materials or for the execution of works shall include provision for securing competition for such contracts and for regulating the manner in which tenders are invited, but may exempt from any such provision contracts for a price below that specified in standing orders and may authorise the authority to exempt any contract from any such provision when the authority are satisfied that the exemption is justified by special circumstances." The special circumstances are that MJW Architects has specialist knowledge of the PC's requirements that no other architects possess gained from working with the Parish Council on the Pavilion / Changing Rooms at Westhill Recreation and specialist knowledge of working within local council procurement legislation having delivered projects for other local councils.

(3) to go ahead and arrange the next steps of this project, with authority delegated to the Chair and Vice Chair until September to make any required decisions.

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

**Westfield Parish Council**

**44. Administrative Assistant**

Arrangements for recruitment were discussed.

**Resolved:** that the Interview Panel be given delegated authority to make the appointment and consists of Cllrs Cooper, Wilkinson and Williams.

The meeting closed at 11.15am.

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





**Westfield Parish Council**

**APPENDIX 3**

<b>Schedule of regular payments 2022-23</b> (All amounts are NET)														
<b>Supplier</b>	<b>Details</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>Sept</b>	<b>October</b>	<b>Nov</b>	<b>Dec</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>TOTAL TO DATE</b>
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	£170.20									£358.20
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	£169.20									£676.80
Total Gas & Power (DD - quarterly)	NH Pavilion	£99.54	£110.57	£0.00	£0.00									£210.11
Water2Business (DD six mnthly)	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
<b>Monthly Total</b>		<b>£7,741.71</b>	<b>£7,015.57</b>	<b>£7,120.20</b>	<b>£8,031.22</b>	<b>£40.00</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>	

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