WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at The Oval Office on Wednesday 20th 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 22nd 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 30th 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.

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Signed	Dated

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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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
 - (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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44.	Administrative	Accietant
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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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APPENDIX 1

			WESTFIELD PARIS	H COUN	CIL DEBI	CARD S	SUMMAR	RY					
		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						
DC132	18/7/2022	Water Irrigation	200m hose pipe	£127.94						£127.94			
			TOTAL (NET)	£164.56	£0.00	£0.00	£36.62	£0.00	£0.00	£127.94	£0.00	£0.00	£0.00
			VAT: TOTAL (Gross)				£7.33			£24.39			
			IOTAL (GIUSS)	2130.20					added s	ince the ag	genda was	s circulate	∍d

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APPENDIX 2

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Invoices for	payment JULY						
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
26/6/2022	Youth Connect South West Ltd	Quarterly youth provision	4237/202	#1954	£2,660.54	£532.11	£3,192.65
30/06/2022	Trinity Methodist Church, Westfield		4237/202	#1955	£455.00	£0.00	£455.00
24/06/2022	GreenSward Sports Consultancy	Monthly grounds maintenance + work after the fun fair and pole for signage	4039/308+307; 4062/308+307	#1956	£3,299.08	£659.82	£3,958.90
24/6/2022	DCK Accounting Solutions Limited	Monthly accounts	4058/1	#1958	£268.75	£53.75	£322.50
30/6/2022	Signefex Ltd	Signage for BMX track	4062/307	#1959	£95.00	£19.00	£114.00
22/6/2022	Foundations Up	Edging stones at Norton Hill	4062/308	#1960	£540.00	£108.00	£648.00
5/7/2022	BANES	4223/202	#1961	£955.45	£0.00	£955.45	
				TOTAL			
Added since	the agenda was distributed:						
13/07/2022	Rialtas Business Solutions Limited	Omega software	4027/1	1963	£395.00	£79.00	£474.00
08/07/2022	Tindle Newspapers West Country Ltd	Admin Assistant advert	4030/1	1964	£246.00	£49.20	£295.20
01/07/2022	Oval Commercial Investments Ltd	Hire of office	4013/1	1962	£350.00	£70.00	£420.00
14/7/2022	Greensward	Installation of litter bins	1062/307,4062/308	1968	£950.70	£190.15	£1,140.90
13/7/2022	MJW Architects	Plans for office	4990/199	1965	£1,500.00	£300.00	£1,800.00
11/7/2022	RBS	Poppy wreaths donation	4232/202	1969	£65.25	£0.00	£65.25
18/7/2022	Community Heartbeat Trust	Battery and pads for defib	4231/202	1967	£363.00	£72.60	£435.60
					TOTAL		040 770 00
					TOTAL		£13,776.

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APPENDIX 3

Schedule of rec	gular payments	2022-23	(All amou	nts are NE	ET)									
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)		£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
Watrer2Business (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
	Monthly Total	£7,741.71	£7,015.57	£7,120.20	£8,031.22	£40.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	

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