

Westfield Parish Council

The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

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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

15th November 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 a **Meeting of Finance Personnel Committee**, on **Wednesday 23rd November 2022** at **10.00am** at the 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 19th October 2022 (**Pages 1-7**)

4. **Monthly Accounts** To agree the monthly accounts in respect of the following for October 2022:
 - Combined Bank Reconciliation Statements (**Page8-9**)
 - Current Account (**Pages10-11**)
 - Corporate Treasury Account (**Pages 12-13**)
 - Business Savings Account – bank statement received too late for the accounts (the interest rate at 1st November is 1.6%)
 - Debit card expenditure sheet (**Page 14**)
 - Petty cash imprest – no spending this month

5. **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 15**)

6. **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 16**).

7. **Budget 2023-24** To receive and comment on the draft budget and three-year forecast for 2023-24. (**Pages 17-31**)

8. **Standing Orders and Direct Debits** To review and comment on the list of standing orders and direct debits, to note the changes to suppliers' details and to consider and approve the continued use of online banking and BACS payments. (**Page 32**)

9. **Community Emergency Planning (Page 33)**

10. **Charity Commission and Office Space at Norton Hill Recreation Ground (Pages 34-35)**

11. **NALC 2022/23 Pay Awards (Page 36)**

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 19th October 2022 at 10am

Present: Cllr Phil Wilkinson (Chair), Cllrs Diana Cooper, Robin Moss, Pat Williams.
Absent: Cllrs Geoff Fuller, Ron Hopkins and Lesley Mansell.
In Attendance: Lesley Close, Clerk

45. Apologies for absence

Apologies were received from Cllrs Geoff Fuller and Ron Hopkins.

46. Declarations of interest and dispensations

There were no declarations of interest.

47. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 20th July 2022 be agreed and signed as a correct record.

48. Monthly Accounts

Resolved:

- a) that the combined bank reconciliation statements be agreed.
- b) that the July, August and September monthly income and expenditure statements for the Current Account be agreed.
- c) that the July, August and September monthly income and expenditure statements for the Corporate Treasury accounts be agreed;
- d) that the July, August and September monthly income and expenditure statements for the Business Savings account be agreed;
- e) that the summary of debit card transactions since the last meeting (Appendix 1) be agreed.
- f) that the summary of petty cash transactions since the last meeting be agreed (Appendix 2).

49. Verification of Bank Statements

It was noted that Cllr Moss signed the quarterly statements on 5/9/22.

50. 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 3), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors via online banking.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

51. 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 via online banking.

52. Community Infrastructure Levy / S. 106 Funds

The report was noted. The reviews for Roma Construction were received.

Resolved: (1) To accept the lowest quote for the new planter at Wesley Avenue in the amount of £4,733 + VAT. This to be funded via CIL.
(2) To continue to fund expenditure relating to the new office via CIL

53. Office at Norton Hill

The Committee ratified the decision to appoint the Architect over the summer and agreed the costs of £8,365, with additional work at £70 per hour.

54. External Audit

The External Audit certificate was received, with no issues arising. Thanks were expressed to the office staff

55. Office computers / photocopier

Over the summer the new laptop and computers were installed, which means that the whole IT system is now at a level where it can accommodate the cyber security measures outlined a few months back.

Resolved: To accept the quote in the amount of £565.60+VAT plus £40.60+ VAT monthly for Barracuda spam filtering, multi factor authorisation (MFA) and £1,412.50 plus VAT for the cyber essentials certification.

It was noted that the five-year agreement with Ricoh for the photocopier comes to an end in November 2022. The contract will continue automatically at the same rate.

56. Christmas Illuminations

The cost of the three new illuminations was ratified as £415.00 per unit / per annum, this being £300 per unit/pa rental plus £115 per unit/pa installation and removal.

57. Grants 2022/23

Resolved: To accept the grant recommendations from the Grants Sub Committee and recommend them for agreement at Parish Council.

58. Westfield Action Plan 2022/23

Resolved: (1) To accept the Westfield Action Plan. This would also go to E&D.
(2) To add a combination lock to the car park to field gate at Westhill for the purposes of emergency services.

Minutes are draft until agreed at the next meeting.

Westfield Parish Council

59. Budget 2023-24

- The 2022/23 budget variation report was noted.
- There were no specific items raised for the 2023/24 budget. A draft would be brought to the next meeting.

60. Annual Review of Fees and Charges

Resolved: For 2023/24 to increase the Football fees as follows:

	2022/23	2023/24
Norton Hill Adult Hire	£350	£400
Norton Hill Junior Hire	£114	£150
Norton Hill Casual Adult/Junior (with facilities)	£47	£60
Norton Hill Casual Adult/Junior (without facilities)	£21	£30
Westhill Adult Hire	£285	*
Westhill Junior Hire	£94	*
Westhill Casual Adult/Junior	£21	*

* To increase these in line with Norton Hill once the new changing rooms are built.

The Allotments fee was confirmed as £100 pa and the Norwest Bowls Club fee was calculated as set out in the lease.

61. To confirm the purchase of wreaths for Remembrance Sunday

Resolved: to purchase the wreaths at £65.25 for 3 wreaths (VAT not applicable)

62. To confirm the appointment of the Administrative Assistant

Resolved: to confirm the appointment of the Administrative Assistant as Caitlin Brown, who would be invited to commence work on 1st November 2022.

The meeting closed at 11.00am.

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 1

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

October

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4022/4	Health & Safety 4018/1	Furniture & equipment 4022/4	Parish Environment 4223/202	Christmas 4223/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Ad hoc	Hospitality 4131/101
DC137	6/10/2022	Post Office	Postage for conference books	£3.35	£3.35									
DC138	12/10/2022	Lidl	Christmas Lights refreshments	£88.26						£73.55				
DC139	17/10/2022	B&NES Planning	Planning application fee	£494.20									£488.83	
			TOTAL (NET)	£565.73	£3.35	£0.00	£0.00	£0.00	£0.00	£73.55	£0.00	£0.00	£488.83	£0.00
			VAT:	£20.08						£14.71			£5.37	
			TOTAL (Gros)	£585.81										

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 2

Westfield Parish Council

**MONTH
SHEET**

**October
2022-23-7**

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/1	Health&Safety 4018/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Events 4232/202	Hospitality 4131/101
£100.00			£100.00								
	10/10/2022	Refreshments	£13.80								£11.80
		TOTAL (NET)	£11.80	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£11.80
		VAT:									£2.00
		Ongoing balance	£86.20								

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

APPENDIX 3

Invoices for payment OCTOBER

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
22/9/2022	GB Sport and Leisure	Replace rotten timbers - pick up sticks	4062/307	2009	£1,085.33	£217.07	£1,302.40
24/9/2022	Youth Connect South West Ltd	Quarterly contract fee	4237/202	2010	£2,660.54	£532.11	£3,192.65
30/9/2022	Trinity Methodist Church, Westfield	Youth Club hire	4237/202	2015	£420.00	£0.00	£420.00
30/9/2022	Trinity Methodist Church, Westfield	Consultation hire	4131/101	2016	£14.00	£0.00	£14.00
30/9/2022	Greensward	Quarterly Play Inspection	4062/307+308	2011	£210.00	£42.00	£252.00
30/9/2022	DCK	Monthly Accounts	4058/1	2017	£268.75	£53.75	£322.50
					TOTAL		£5,503.55
<i>Added since the agenda was distributed:</i>							
17/10/2022	MJW Architects	Stages 1 + 2 New Office	990/111 CIL EM	2018	£2,485.00	£497.00	£2,982.00
13/10/2022	Community Heartbeat Trust	Battery etc for defib	4231/202	2019	£368.00	£73.60	£441.60
6/10/2022	Ricoh UK Ltd	Photocopying	4026/1	2020	£158.87	£31.77	£190.64
17/10/2022	Harris & Harris	Fees - Westhill changing rooms	4227/202	2021	£800.00	£160.00	£960.00
19/10/2022	Sovision IT	New computers	4027/1	2022	£2,047.00	£409.40	£2,456.40
19/10/2022	Sovision IT	Lead for the overhead-laptop	4027/1	2023	£10.00	£2.00	£12.00
					TOTAL		£7,042.64

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

Appendix 4

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	£825.98	£825.98	£825.98						£5,879.57
GPS Telecoms (DD monthly)	Telephone and broadband	£75.35	£70.51	£68.45	£67.80	£67.27	£65.57	£67.48						£482.43
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58						£14,851.06
HMRC (BACS monthly)	PAYE and NI	£341.95	£507.64	£537.18	£808.05	£546.34	£545.94	£429.74						£3,716.84
Oval Commercial (SO-£587.70) the rest BACS	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75						£5,878.25
Oval Commercial (BACS)	Use of Boardroom	£60.00	£60.00	£60.00	£60.00	£60.00	£60.00	£60.00						£270.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£2,652.80	£2,344.00	£2,370.46	£2,865.69	£2,485.21	£2,510.61	£2,601.81						£17,830.58
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00						£3,686.72
Ricoh (BACS quarterly)	Photocopier	£188.00	£0.00	£0.00	£170.20	£0.00	£0.00	£158.87						£517.07
Southern Electric (DD - quarterly)	NH Pavilion	£0.00	£0.00	£118.55	£0.00	£0.00	£108.86	£0.00						£227.41
Southern Electric (DD quarterly)	Christmas Tree	£252.54	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00						£309.12
SO Vision IT (BACS monthly)	IT Support	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20						£1,184.40
Total Gas & Power (DD - quarterly)	NH Pavilion	£99.54	£110.57	£0.00	£0.00	£43.77	£0.00	£0.00						£253.88
Water2Business (DD six monthly)	Auto-watering systems	£91.41	£0.00	£0.00	£0.00	£30.42	£138.56	£0.00						£260.39
Water2Business (BACS six monthly)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£335.04	£0.00						£335.04
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00						£40.00
Zoom subscription (DD - monthly)	Meeting space	£11.99	£11.99	£11.99	£0.00	£0.00	£0.00	£0.00						£35.97
Monthly Total		£7,741.71	£7,015.57	£7,120.20	£8,031.22	£10,886.24	£7,689.38	£7,274.41	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council 2022-23

Bank - Cash and Investment Reconciliation as at 31 October 2022

		<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>			
1	31/10/2022	Westfield Parish Council	4,928.56
2	31/10/2022	Corporate Treasury Account	517,420.07
3	30/09/2022	Nationwide Savings Account	85,000.03
4	19/10/2022	Petty cash	86.20
			607,434.86
<u>Other Cash & Bank Balances</u>			
		Bank Ac Norton Hill Trust	0.00
		Bank Ac West Hill Rec Trust	0.00
		Business Rsv Norton Hill Trust	0.00
		Business Rsv West Hill Trust	0.00
		Guaranteed Investment Account	0.00
			0.00
<u>Closing Balance</u>			607,434.86
<u>All Cash & Bank Accounts</u>			
1		Current Account	4,928.56
2		Corporate Treasury Account	517,420.07
3		Fixed Rate Savings Account	85,000.03
4		Petty Cash	86.20
		Other Cash & Bank Balances	0.00
Total Cash & Bank Balances			607,434.86

Miners' Welfare Trusts in Westfield

Bank - Cash and Investment Reconciliation as at 31 October 2022

		<u>Account Description</u>	<u>Balance</u>
<u>Other Cash & Bank Balances</u>			
		Bank A/c Norton Hill Trust	6,367.46
		Bank A/c West Hill Trust	6,699.56
		Business Rsv Norton Hill Trust	0.00
		Business Rsv West Hill Trust	0.00
			<u>13,067.02</u>
			13,067.02
 <u>Receipts not on Bank Statement</u>			
	0	31/10/2022 All Receipts Cleared	0.00
			<u>0.00</u>
			13,067.02
 <u>Closing Balance</u>			
<u>All Cash & Bank Accounts</u>			
	1	Westhill Bank A/c	0.00
	2	Norton Hill Bank A/c	0.00
		Other Cash & Bank Balances	<u>13,067.02</u>
		Total Cash & Bank Balances	<u>13,067.02</u>

Time: 10:20

Current Account

List of Payments made between 01/10/2022 and 31/10/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/10/2022	Water 2 Business (was BrisWate	DD02	23.04		2817-Water 18Feb-19Aug
03/10/2022	Water 2 Business (was BrisWate	DD03	37.34		2819-Water 18Feb/19Aug
03/10/2022	Water 2 Business (was BrisWate	DD04	55.51		2818-Water 22Feb/19Aug
03/10/2022	Oval Commercial Investments Lt	DD05	587.70		2844-Office rental-Oct 22
03/10/2022	Water 2 Business (was BrisWate	DD01	22.67		2820-Water 22Feb/19Aug
03/10/2022	DUP SMT FEE	FEE	5.00		DUP SMT FEE
06/10/2022	Viking	DC	213.02		Viking-Stationery
07/10/2022	Post Office	DC	3.35		Post Office-Postage
13/10/2022	Lidl	DC	88.26		Lidl-Xmas light Refreshment
14/10/2022	GPS Telecoms Limited	DD06	80.98		2843-Call charge monthly
17/10/2022	Corporate Treasury Account	Tfr	100,000.00		
18/10/2022	B&NES Planning	DC	494.20		B&NES Planning application fee
19/10/2022	DCK Accounting Solutions Limit	BACS01	322.50		2832-Accounts support
19/10/2022	Trinity Methodist Church	BACS02	434.00		2831-Hire of Trinity hall
19/10/2022	The Community Heartbeat Trust	BACS03	441.60		2834-Adult pads, battery 4 lif
19/10/2022	Oval Commercial Investments Lt	BACS04	492.00		2829-Boardroom hire-Sept 22
19/10/2022	G B Sport & Leisure UK Limited	BACS05	1,302.40		2825-Install timber beam
19/10/2022	GreenSward Sports Consultancy	BACS06	2,797.90		2827-Monthly ground maint
19/10/2022	MJW Architects	BACS07	2,982.00		2833-New Office
19/10/2022	Youth Connect SW Ltd	BACS08	3,192.65		2826-Youth work sessions-Oct/D
19/10/2022	Ricoh UK Ltd	BACS09	190.64		2835-Copier charge Jul/Sept
19/10/2022	Harris & Harris Solicitors	BACS10	960.00		2836-Westhill sports field-Fee
19/10/2022	Avon Pension Fund	BACS	825.98		Avon Pension Fund
19/10/2022	HMRC PAYE/NI Due	BACS	429.74		HMRC PAYE/NI Due
20/10/2022	SoVision IT	BACS11	3,077.52		2842-Managed serv Microsoft365
20/10/2022	DUP STMT FEE	FEE	5.00		DUP STMT FEE
24/10/2022	Staff Salaries - Oct 2022	BACS	2,601.81		Staff Salaries - Oct 2022
26/10/2022	Amazon EU S.a.r.l.	DC	13.98		Amazon-Fairy light decoration
26/10/2022	Thomsons Hardware	DC	14.29		Thomsons-Padlock Westhill
27/10/2022	Longfellows Cafe	DC	38.50		Longfellows-Xmas refreshment
Total Payments			121,733.58		

Receipts for Month 7

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 :		12,041.87					12,041.87	
Credit Banked 03/10/2022		110.73						
Credit CCLA Deposit Interest		110.73			1196	1	110.73	CCLA Deposit Interest
BACS Banked 03/10/2022		109,295.00						
BACS B&NES Precept Receivable		109,295.00			1176	1	109,295.00	B&NES Precept Receivable
REV Banked 03/10/2022		-110.73						
REV Reverse interest rec.		-110.73			1196	1	-110.73	Reverse interest rec.
VAT Banked 17/10/2022		5,325.27						
VAT HMRC VAT Repayment		5,325.27			105		5,325.27	HMRC VAT Repayment
Total Receipts for Month		114,620.27	0.00	0.00			114,620.27	
Cashbook Totals		126,662.14	0.00	0.00			126,662.14	

Payments for Month 7

Nominal Ledger

<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					
	Total Payments for Month		0.00	0.00	0.00		0.00	
	Balance Carried Fwd		517,420.07					
	Cashbook Totals		517,420.07	0.00	0.00		517,420.07	

Receipts for Month 7

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 :	417,259.05					417,259.05	
Credit Banked 05/10/2022		161.02						
Credit Bank Interest Receivable		161.02			1196	1	161.02	Bank Interest Receivable
	Banked 17/10/2022	100,000.00						
Tfr Current Account		100,000.00			201		100,000.00	
Total Receipts for Month		100,161.02	0.00	0.00			100,161.02	
Cashbook Totals		517,420.07	0.00	0.00			517,420.07	

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - November
SHEET 2022-23-8

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Christmas 4223/202	Stationary 4023/1	Furniture & Equipment 4036/1	Grants 4203/202	W/H 4062/307	Defibrillator 4231/202	Hospitality 4131/101
DC140	25/10/2022	Thompsons	Combi Padlock Westhill	£14.29						£11.91		
DC141	25/10/2022	Amazon	Fairy lights for Switch On day Sandwiches for interviews 18/10/22 and Grants Sub 11/10/22	£13.98	£13.98							£32.09
DC142	26/10/2022	Longfellows	Mince pies and final items for Xmas lights Switch On. And biscuits for SVR meeting	£43.01		£40.08						£2.93
DC143	31/10/2022	Lidl										
			TOTAL (NET)	£100.99	£0.00	£54.06	£0.00	£0.00	£0.00	£11.91	£0.00	£35.02
			VAT:	£11.79		£3.00				£2.38		£6.41
			TOTAL (Gros)	£109.78		£57.06						

added since the agenda was circulated

Finance Officer signature _____ Date _____

Counter signature _____ Date _____

Signed: _____

Date: _____

Schedule of regular payments 2022-23 (All amounts are NET)

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March
Avon Pension Fund (BACS monthly)	Superannuation	£837.60	£780.33	£794.75	£988.95	£825.98	£825.98	£825.98	£978.00				
DCK - BACS monthly	Accounting support	£0.00	£0.00	£268.75	£268.75	£268.75	£268.75	£268.75	£268.75				
GPS Telecoms (DD monthly)	Telephone and broadband	£75.35	£70.51	£68.45	£67.80	£67.27	£65.57	£67.48	£68.94				
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.58				
HMRC (BACS monthly)	PAYE and NI	£341.95	£507.64	£537.18	£808.05	£546.34	£545.94	£429.74	£599.33				
Oval Commercial (SO-£587.70) the rest BACS	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75				
Oval Commercial (BACS)	Use of Boardroom	£60.00	£60.00	£60.00	£0.00	£30.00	£0.00	£60.00	£165.00				
Net Salaries (and expenses) (BACS monthly)	Office staff	£2,652.80	£2,344.00	£2,370.46	£2,865.69	£2,485.21	£2,510.61	£2,601.81	£2,936.25				
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00				
Ricoh (BACS quarterly)	Photocopier	£188.00	£0.00	£0.00	£170.20	£0.00	£0.00	£158.87	£0.00				
Southern Electric (DD - quarterly)	NH Pavilion	£0.00	£0.00	£118.55	£0.00	£0.00	£108.86	£0.00	£0.00				
Southern Electric (DD quarterly)	Christmas Tree	£252.54	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00				
SoVision IT (BACS monthly)	IT Support	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20	£169.20					
Total Gas & Power (DD - quarterly)	NH Pavilion	£99.54	£110.57	£0.00	£0.00	£43.77	£0.00	£0.00	£48.38				
Water2Business (DD six monthly)	Auto-watering systems	£91.41	£0.00	£0.00	£0.00	£30.42	£138.56	£0.00	£0.00				
Water2Business (BACS six monthly)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£335.04	£0.00	£0.00				
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00	£0.00				
Zoom subscription (DD - monthly)	Meeting space	£11.99	£11.99	£11.99	£0.00	£0.00	£0.00	£0.00	£0.00				

Westfield Parish Council Proposed Budget 2023-24

DRAFT 1

CODE	ITEM	Current budget 2022-23	Actual at 6 months	Estimate to year end	Proposed 2023-24 budget
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EXPENDITURE

1 Central Services					
4001	Wages & Salaries	40,866	18,243	41,637	46,535
4002	Employer's NIC	1,842	1,288	2,819	2,819
4003	Employer's Superannuation	8,771	4,014	9,160	10,238
4005	Training	500	30	500	500
4006	Employment Services	80	0	0	0
4008	Travel & Subsistence	200	25	200	200
4011	Rates Payable	1,066	1,035	1,035	1,066
4012	Water	0	0	0	50
4013	Rent Payable (office premises)	10,080	4,639	1,080	1,112
NEW HEADING	Electricity	0	0	0	760
NEW HEADING	Gas	0	0	0	465
NEW HEADING	Cleaning	0	0	0	1,445

4018	Health and Safety	846	109	846	871
4021	Telephone	1,000	210	1,000	1,000
4022	Postage	220	0	220	220
4023	Stationery, Printing & Publications	500	288	500	515
4024	Subscriptions	1,289	0	1,289	1,328
4025	Insurance	2,877	3,830	3,830	3,945
4026	Photocopying charges	747	358	747	770
4027	Information Technology	4,682	1,147	4,682	5,480
4030	Recruitment	384	246	384	384
4036	Furniture & Equipment	250	0	250	250
4050	Bank charges	145	55	145	145
4056	Audit Fees - External	800	0	800	825
4057	Audit Fees - Internal	350	0	350	360
4058	Accountancy Support	460	1,011	3,688	4,146
6001	Trf to Earmarked Reserve	0	0	0	0
6000	Trf from Earmarked Reserve	0	0	0	0
	Sub total	77,955	36,528	75,162	85,429

100 Corporate Management					
4061	Pension deficit funding	2,287	2,287	2,287	2,287
	Sub total	2,287	2,287	2,287	2,287

101 Democratic Process					
4005	Training	0	0	0	0
4007	Conference expenses	0	0	0	0
4008	Travel and subsistence	0	0	0	0
4032	Advertising APM	0	0	0	0
4110	Election Costs	0	0	0	0
4131	Meeting rooms/hospitality	680	98	680	680
6001	Trf to Earmarked Reserves	0	0	0	0
	Sub total	680	98	680	680

102 Civic Support					
4101	Chairs allowance	600	600	600	600
4102	Civic expenses	290	0	290	290
4210	Website E&D	422	0	422	435
4212	Newsletter E&D	5,768	800	5,768	5,941
6000	Trf from Earmarked Reserve	0			
	Sub total	7,080	1,400	7,080	7,266

199 Capital and projects							
4901	Loan interest	631	338	676	442		
4902	Loan capital repaid	6,743	3,348	6,696	6,931		
4910	CAP new office	0	1,500	1,500	0		
4913	CAP Tree Works	0	0	0	0		
4917	CAP Fencing at NH Rec	0	0	0	0		
4918	CAP Lights on the Pit Path	8,000	0	0	0		
4930	CAP Waterside Valley	0	0	0	0		
4990	Rolling capital provision	5,000	0	5,000	5,000		
6000	Trns from Earmarked Reserve	0	0				
6001	Trf to Earmarked Reserves	0	0				
	Sub total	20,374	5,186	13,872	12,373		

202 Community Support							
4203	Grants	15,000	1,724	15,000	15,000		
4223	Christmas E&D	13,543	6,985	13,543	13,949		
4224	Parish Environment E&D	2,250	689	2,250	2,250		
4225	Green Spaces Maintenance	1,296	1,308	1,308	1,347		
4227	E & D Projects E&D	5,000	164	5,000	5,000		

4230	Flowers in Public Places E&D	5,955	4,211	5,955	6,098
4231	Defibrillator E&D	900	904	904	904
4232	Community projects E&D	2,481	1,065	2,481	0
4237	Youth Provision E&D	11,663	3,116	11,663	12,012
4241	St Nicholas Churchyard	2,259	2,257	2,257	2,485
NEW	Waterside Valley	10,000	0	10,000	10,000
6000	Trf from Earmarked Reserve	-			
	Sub total	70,347	22,423	70,361	69,045

303 Allotments					
4039	Grounds maintenance E&D	100	100	100	100
	Sub total	100	100	100	100

307 Westhill Recreation Ground					
4039	Grounds Maintenance contract E&D	11,376	5,404	11,376	11,661
4062	Grounds Maintenance ad hoc E&D	5,000	900	5,000	5,000
	Rates	0	0	0	953
	Water	0	0	0	640

	Electricity	0	0	0	0	760
	Gas	0	0	0	0	465
	Cleaning	0	0	0	0	1,445
	CCTV	0	0	0	0	100
4065	Play Area Inspections E&D	648	154	648	648	
	Sub total	17,024	6,458	17,024	17,024	21,024

308 Norton Hill Recreation Ground						
4011	Rates	925	898	925	925	953
4012	Water	620	335	620	620	640
4014	Electricity	585	123	585	585	760
4015	Gas	358	144	358	358	465
4039	Grounds Maintenance contract E&D	14,092	5,389	14,092	14,092	14,445
4062	Grounds Maintenance ad hoc E&D	10,000	6,751	10,000	10,000	10,000
4063	CCTV E&D	100	0	100	100	100
4064	Play equipment	0	850	0	0	0
4065	Play/Equip inspections E&D	593	154	593	593	611
6000	Trf from Earmarked Reserve	0		0		
	Sub total	27,273	14,644	27,273	27,273	27,974

	Total expenditure	223,119	89,124	213,839	226,178
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INCOME

1099	Miscellaneous income (Capital and Projects)	0	15,725	15,725	0
1176	Precept	218,590	109,295	218,590	0
1196	Interest received	300	647	1,000	500
1012	Allotments income - WAGS	100	100	100	100
1177	Grants received (Norton Hill Trust)	1,375	0	1,375	1,495
1177	Grants received (Westhill Trust)	206	0	206	206
1179	CiL income	0	18,695	18,695	0

	Total income	220,571	144,462	255,691	2,301
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TRUST - Norton Hill Recreation Ground proposed budget 2023-24						
CODE	ITEM	Current budget 2022-23	Actual at 6 months	Estimate to year end	Proposed 2023-4 budget	NOTES
<u>EXPENDITURE</u>						
4601	Trust Grant to WPC	1,375	0	1,375	1,495	As per the Trust Policy the income from use of pitch and facilities is paid to the Parish Council as a grant towards cost of upkeep.
	Total expenditure	1,375	0	1,375	1,495	
<u>INCOME</u>						
1015	Pitch Hire	350	0	350	400	Teams are fluid at the moment so cautious on budget for next year.
1018	Bowling income -Norwest	1,025	0	1,041	1095	As per new rent agreement and Schedule of Fees & Charges. Rent year starts in October so calculate 6 months at this year's rent and 6 months at new rent.
	Total income	1,375	0	1,391	1,495	
	Deficit / surplus	0	0	16	0	

TRUST - Westhill Recreation Ground proposed budget 2023-24

CODE	ITEM	Current budget 2022-23	Actual at 6 months	Estimate to year end	Proposed 2023-24 budget	NOTES
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EXPENDITURE

4601	Trust Grant to WPC	206	0	285	206	As per the Trust Policy the income from use of pitch and facilities is paid to the Parish Council as a grant towards cost of upkeep.
Total expenditure		206	0	285	206	

INCOME

1015	Pitch hire	206	206	206	206	Teams are fluid at the moment so cautious on budget for next year.
Total income		206	206	206	206	

	Deficit / surplus	0	206	-79	0	
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Summary Sheet for the 2023-24 budget

	Current budget 2022-23	Actual at 6 months	Estimate to year end	Proposed 2023- 24 budget
Total expenditure	223,119	89,124	213,839	226,178
Total income	220,571	144,462	255,691	2,301
Surplus / deficit	-2,548	55,338	-41,852	-223,877

Earmarked Reserves

at 01.04.11	0
at 01.04.12	21,210 noticeboard 2441 + play equipment loan 18769
at 01.04.13	23,789 noticeboard 2441 + play equipment loan 18769 + 2579 unspent grants
at 01.04.14	45,132
at 01.04.15	34,823 noticeboard (15), Play Equip (Loan) (18769), Community Plan (4740), Training (428), Legal fees (2000), E&D projects (365), Grants (3374), Play Equipment (5132)
at 01.04.16	44,514 Play Equip (Loan) (8709), Neighbourhood Plan (7380), Training (928), Legal fees (4000), E&D projects (2365), Play Equipment (45132) Community Fund (6000)add Community Fund EMR (6000)
at 01.04.17	103,541 Play Equip (Loan) (7746), Grants (1289) Neighbourhood Plan (3220), Training (1668), Legal fees (6000), E&D projects (9881), Play Equipment (25132), Community Fund (13740), CCTV (4865), Community Centre (30000);
at 01.04.18	225,681 see record in C:\Shared\Data\SHARED\FINANCE\Year End Accounts\Accounts 2017-18
at 01.04.19	272,051 see record in C:\Shared\Data\SHARED\FINANCE\Year End Accounts\Accounts 2018-19
at 01.04.20	329,379 see record in C:\Shared\Data\SHARED\FINANCE\Year End Accounts\Accounts 2019-20
at 01.04.21	425,517 see record in C:\Shared\Data\SHARED\FINANCE\Year End Accounts\Accounts 2020-21
at 01.04.22	401,095 As per year end accounts

Cashflow reserves (note: the recommended minimum reserve is equal to 3/4 months net revenue expenditure)

4 months net revenue exp is:

3 months net rev exp:

EMRs estimated at 01.04.2023 - see EMR notes in last year's year-end folder (SHARED\FINANCE\YEAR-END) and also run the EMR report in OMEGA and/or run nominal ledger reports

320 Tree Works	0	Spent on the removal of the Ash Trees at Norton Hill
322 Grants unpaid	1,579	
324 Training	7,769	no change on last year
325 Legal Fees	6,000	no change on last year
326 Elections	5538	no change on last year, but if we are charged for the 2023 elections this will be depleted
327 E&D projects	16,187	no change on last year
329 Play equipment	17,519	29770-£840 -£8312 swings NH, £1309 wetpour NH, £705 carouse Westhill, Pick up sticks repair £1085
330 Community Fund	14,113	no change on last year
331 Community Centre	36,962	86962 - £50,000 allocated as an estimate on new changing rooms
332 CCTV	2,017	£4017-£2,000 new CCTV at top of Elm Tree Ave?
333 Youth Provision	33,484	no change on last year
335 Conferences and travel	1,497	no change on last year
336 Street Scene Maintenance	2,948	no change on last year
337 Recruitment	539	no change on last year
343 NH maintenance repairs	9,258	no change on last year
344 Salaries Contingency	1,252	To cover unexpected wages or locum costs - surplus from budget code 4001/1
345 Lights on Pit Path	16000	To be vired to another EMR as this is unlikely to be required
346 Nature Trail	4120	no change on last year
347 Waterside Valley	0	£22,480 to be spent on purchase of extra land at Waterside Valley
	176,782	

315 Rolling Capital Reserve 69,863 no change on last year

328	Grants received in advance	0
334	£106 - funds rec'd in advance	0
339	CIL 2019-20	0
340	CIL 2020-21	0
341	CIL 2021-22	0
	CIL 2022/23	18,694
	TOTAL RESERVES	246,645

£4779 to be spent on changing rooms at Westhill

£947 to be spent on new office
£60,993 to be allocated to new office

Three year forecast

Proposed 2023- 24 budget Proposed 2024- 25 budget Proposed 2026- 27 budget

Total expenditure	226,178.44	230,702.01	235,316.05
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Total income	2,301.00	2,347.02	2,393.96
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Surplus / deficit	(223,877.44)	(228,354.99)	(232,922.09)
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Notes: Assumes 2% increase

2023/24 Budget

I have made the following comments and suggestions in the budget – any amendments are welcome.

- (1) Salaries – The NALC pay award for 2022/23 has just come in and is higher than budgeted last year, being an increase of £1 per hour on all paygrades. For 2023/24 I have added 2% to the salaries budget plus a spinal increase for the Deputy Clerk and Admin Assistant.
- (2) Pensions Deficit Funding – the Parish Council was required to give £6860 split over three years - 2020-2023. I will be told by the end of the year what the contribution will be for 2023-2026. So, a late change might be needed on this.
- (3) Utilities – I have added 30%. Plus, I have created new budget headings for utilities for the new office. I understand that there will be a discount applied to business accounts shortly.
- (4) Cleaning – new office. I have added the figure quoted by Greensward for cleaning the pavilion in the expectation that they will arrange weekly cleaning for the office.
- (5) Rent and hire of boardroom at the Oval Office – I have budgeted for a full year of rent and hire of boardroom. If we move in 2023/24 (as I hope we will) then the excess could be used to fund the office move.
- (6) IT – I have added £40 pcm for cyber security as per the new heightened security measures agreed at F&P 19/10/22.
- (7) Our inherited loan for the play equipment at Westhill – this comes to an end in August 2025. The balance outstanding at April 2022 was £24,434.77. The figures budgeted are as advised by the Public Works Loan Board
- (8) Training / conference expenses / travel expenses / election costs – no need to budget this year because we hold a contingency in EMR.
- (9) New Office – at this stage we do not have firm figures. The Architect has said: As a very rough ball park figure, a small ground floor office extension would be in the region of £25k to £35k plus VAT. My fees would be approximately £1,500 plus VAT to complete a site visit, take some site measurements, establish a brief and investigate design options.

If the project were to move forward then the surveyor would need to extend the survey to include the existing pavilion building. We would then develop the design into detail drawings for a planning application. The next stages would be technical drawings for Building Control approval, seeking quotations from builders and then finally see the construction works to complete.

A structural engineer may be required to complete structural drawings and calculations for building Control approval.

F&P has confirmed that we can use CIL funding for this project. We currently have £80,635 in CIL funds with a deadline of 2027 in which the funds need to be used or returned. I have therefore not budgeted any capital costs for the new office, with the expectation that it will be fully funded via CIL.

- (10) New changing rooms at Westhill – potentially these could be up and running in 2023/24. Whilst we have commissioned an Architect to undertake the renovation of the skittle alley into changing rooms, the work is not starting until the legal situation with the Club is complete. I therefore have no firm costs. However, we have £86,962 which we built up in ear marked reserves for a community centre at Westhill. I have therefore not budgeted any

capital costs for this project in the expectation that it will be funded VIA the Community Centre EMR. I have however added ongoing costs such as utilities, rates and cleaning, which I have estimated in line with the Pavilion at Norton Hill.

- (11)Waterside Valley – whilst there are a number of capital projects such as the creation of paths, we can work with Somer Valley Rediscovered for the next 3 years. SVP has funding for Access paths - £22,000; Interpretation boards - £22,500, Entrance Improvements - £1,125 and Seating - £8,169. We have £10,000 in this year's budget for Waterside Valley to match fund some of this work. I have therefore not budgeted any capital costs for Waterside Valley. However, I have put in £10,000 again for Waterside Valley in order to establish a regular maintenance budget for this ground.
- (12)Purchase of new land at Waterside Valley – we have £22,480 in EMR for Waterside Valley which I would envisage using to purchase the new land at Waterside Valley and cover costs. The land is being purchased at £20,000 plus up to £850 in the vendor's legal fees, plus our own legal fees estimated at £500.
- (13)Cutting the ownerless grass at Waterford Park – I am conscious that in 2022 B&NES reduced its own cutting regime on Waterford Park, so we had a situation where the grass we were paying to be cut was cut more regularly than the rest of the grass on this estate. I have asked B&NES to quote for 2023/24 on the basis of (a) retaining the current cutting regime and (b) moving to the same cutting regime as the rest of the estate. In the meantime, I have simply added 3% to last year's costs. A late change might be needed on this budget heading.
- (14)Community Projects – I have not budgeted the annual £2481 which went towards the Fun Day because there is no sign of it being brought back. However, there is £14,113 in EMR Community Fund if this were to change.
- (15)Grant to St Nicholas Churchyard – we have a standing agreement to increase the grant annually by the CPI in September of the previous year. In Sept 2021 it was 3.1%, in Sept 2022 it was 10.1%. This constitutes a rise of £228 to £2485.
- (16)Earmarked reserves – I attach a copy of the EMR's at April 2022. The final page of the budget shows what we envisage spending from the EMRs in 2022/23. Due to the number of capital projects on the go, spending from EMRs is likely to create a reduction from £401,095 to £246,645. All capital projects (purchase of extra land at Waterside Valley, new office, new changing rooms) can all be met from a combination of CIL and EMRs. The budget is impacted however by the creation of ongoing maintenance budgets for these new items.

Westfield Parish Council

Appendices

31 March 2022

Appendix A

Schedule of Earmarked Reserves

	<u>Balance at</u> <u>01/04/2021</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2022</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Rolling Capital Fund	64,863	5,000		69,863
S106 Funds	95,740		(90,961)	4,779
CIL 2020-21	947			947
CIL 2021-22		60,993		60,993
	<u>161,550</u>	<u>65,993</u>	<u>(90,961)</u>	<u>136,582</u>
<u>Asset Renewal Reserves</u>				
None	0			0
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<u>Other Earmarked Reserves</u>				
Tree Works	5,398		(5,398)	0
Grants	1,800	1,779	(1,000)	2,579
Training	7,769			7,769
Legal Fees	6,000			6,000
Elections	5,538			5,538
E & D Projects	16,187			16,187
Grants Received in Advance	6,207		(6,207)	0
Play Equipment	24,098	16,000	(10,328)	29,770
Community Fund (Restricted)	14,113			14,113
Community Centre	88,000		(1,038)	86,962
CCTV	4,375		(358)	4,017
Youth Provision	33,484			33,484
Conferences & Travel	1,497			1,497
Street Scene Maintenance	2,948			2,948
Recruitment	923		(384)	539
Norton Hill Maintenance	9,258			9,258
Salaries Contingency	1,252			1,252
Pit Path Lights	8,000	8,000		16,000
Nature Trail	4,120			4,120
Waterside Valley	23,000		(520)	22,480
	<u>263,967</u>	<u>25,779</u>	<u>(25,233)</u>	<u>264,513</u>
TOTAL EARMARKED RESERVES	<u>425,517</u>	<u>91,772</u>	<u>(116,194)</u>	<u>401,095</u>

Annual List of Direct Debits and Standing Orders 2022-23

F&P Committee 23 November 2022

Supplier	Details	Frequency	Notes
Bristol Wessex Water	5 standpipes for auto-watering of flower displays	six-monthly	The water bills for the allotments are billed to WAGS and paid directly by them.
GPS Telecoms	Telephones and broadband	monthly	Service charge £31.99pcm for phones £35.49pcm for broadband plus calls; £1.99 pcm fraud protection fee (+VAT)
Oval Commercial (SO)	2 x office Rental	monthly	Suite 5: £489.75pcm (+VAT) (Suite 4: £350pcm (+VAT) is paid by BACS)
Public Works Loans Board	Repayments on loan for Westhill Play Area	6-monthly	Loan term: 15 years starting September 2010
SSE	Electricity to Pavilion and Christmas tree	quarterly	Meter readings taken by the PC and submitted quarterly ahead of each bill.
The Information Commissioner	Annual renewal fee	Annually	£40 per year for renewal of registration.
Total Energy	Gas to Norton Hill Pavilion	quarterly	Invoice obtained from the Total Energy portal.

Summary of changes to suppliers' details 2022/23

Supplier	Details	Notes
Total Energy	Pavilion	quarterly Commenced 12/4/22
Zoom	Electronic meetings	monthly Finished June 2022

Parish Clerk

From: Emergency Planning <EmergencyPlanning@BATHNES.GOV.UK>
Sent: 07 November 2022 15:48
To: All Parish Contacts
Subject: Community Resilience
Attachments: Community Emergency Plan Template 2022.docx; Emergency Preparedness poster.pdf; Template.docx

We are reaching out following the recent Forum meetings in which we presented information about community resilience.

'Community resilience is the sustained ability of a community to use available resources to respond to, withstand, and recover from adverse situations. This allows for the adaptation and growth of a community after disaster strikes.'

If your community has not already got an Emergency Plan we are requesting that if you are able to create one then please do. We have lots of resources available to you and they can be accessed via our website here: <https://beta.bathnes.gov.uk/plan-emergency>
The resources are also attached which include a template emergency plan for you to complete, a template Places of Safety information sheet (for you to complete if you would like to sign your local village hall/church or community building up to being a building that could be used in an emergency to shelter the community) and a poster that can be used in your community to promote community resilience.

Once you have completed the templates please send them back to us so that we have your emergency contacts and buildings to support coordination in an emergency.

If you already have a plan, please check to see that it is up to date and send a copy to the emergency planning team at emergencyplanning@bathnes.gov.uk so that we are able to contact you if your community is impacted by an emergency.

We are also happy to provide help, support and advice in creating and updating your plans and processes. If you would like our support please email us with your request and we will get back to you as soon as we can.

Kind regards

Lucy Dyble, Emergency Management, Team Leader
City & Town Centre Management
Bath & North East Somerset Council
Lewis House
Manvers Street
Bath
BA1 1JG

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Charity Commission and Office Space at Norton Hill Recreation Ground

1. Background

Since the Parish Council meeting this month, I have investigated the next steps to set up the arrangement with the Charity Commission for the Parish Council to rent office space from Norton Hill Recreation Ground.

At the Parish Council meeting we established the fact that the Parish Council will need to pay market rent to the Trust (which then comes back to it at year end, along with all income raised at the grounds in the form of a grant). We also established the fact that the Parish Council is a 'connected person' because it is both the sole trustee of the charity and will also be the tenant. For this reason, it will need an Order of the Commission to proceed.

2. Options

The way we proceed depends upon whether we want a lease of 7 years or more. The obvious answer might be yes. But looking in more detail I would like to set out a second option which might be preferable and would certainly be less costly.

I should say that both Options require an Order of the Commission because the Parish Council is a connected person. This application takes the form of an online form, which I can complete because it is relatively straightforward to explain why we are a connected person.

Option 1 – we set up a lease of 7 years or more

This will involve (1) commissioning a solicitor to draw up a lease; (2) a professionally qualified surveyor to give a report on the value of the land; (3) this report then goes into an application for an Order of the Commission for a lease of 7 years or more. So, Option 1 requires the lease and the surveyors report in order to obtain the Order of the Commission.

Option 2 – the Trust rents the office space to the Parish Council year by year, using, say, the Oval Office Licence Agreement as a template. The Charity Commission guidance states that in this instance, the agreement would also have to state the following:

- that the land is held by the charity
- that the transaction is subject to the statutory requirements within section 117(3) of the Charities Act (this relates to connected persons).

Additionally, a report is required from someone who has the ability and experience to advise. The Charity Commission guidance says that "as trustees you will need to make your own choice of adviser and be prepared to justify your decision if you are challenged about it". Whilst it is recommended that the report is in writing, it can also be verbal. It would have to demonstrate that the terms are the best that can reasonably be obtained. So, for example, a letter from an Estate Agent saying that a fair market rent for offices in this area is £x per square meter.

An Order of the Commission is not required for setting up an agreement of less than 7 years. So, Option 2 simply requires the Order of the Commission as a connected person.

In both options we would also have to self-certify that we have the power to dispose of the land and that we have followed the correct procedures in either obtaining an order or by following the statutory requirements.

The Charity can then delegate to two or more of the trustees to sign the certificate.

Lesley Close

The National Association of Local Councils (NALC) has been notified by the Local Government Association (LGA) that it has come to an agreement on the 2022/23 pay offer with the unions representing local government employees

The unions met on 1 November 2022 and agreed to accept the offer. The terms of that agreement include the following:

- With effect from 1 April 2022, an increase of £1,925 on all NJC pay points 1 and above.
- With effect from 1 April 2023, an increase of one day to all employees' annual leave entitlement.

NALC has produced updated pay scales (must be logged in to view) and will update its annual leave policy template to reflect these changes shortly.

Local (parish and town) councils in membership that would like further advice on these changes should contact their county associations.