

Westfield Parish Council

The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

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Established 2011

Chairman: Cllr G Fuller Parish Clerk: Ms L J Close FSLCC

All Council Meetings are open to the Public and Press

10th October 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 19th October 2022 at 10am** in the **Board Room, 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 20th July 2022 (September meeting cancelled) **(pages 1-7)**
4. **MONTHLY ACCOUNTS**
To agree the monthly accounts:
 - Combined Reconciliation Statements **(pages 8-9)**
 - Current Account – July and August (Sept to follow) **(pages 10-13)**
 - Corporate Treasury Account – July and August (Sept to follow) **(pages 14-17)**
 - Business Savings Account July (Aug and Sept to follow) **(pages 18-19)** (the interest rate at 1st September has gone up to 1.15%)
 - Petty cash imprest sheet **(Aug- Sept page 20; no spending in Oct)**
 - Debit card expenditure sheet **(Aug – Sept page 21; no spending in Oct to date)**
5. **VERIFICATION OF BANK RECONCILIATIONS**
To receive the Councillor's verification of the bank reconciliation. Financial Regulation 2.2 requires that at least once a quarter and at each financial year end a Councillor other than the Chair of the Council or a bank signatory, should verify the bank reconciliations. They should sign the reconciliation and the original bank statement as evidence. Undertaken by Cllr Moss 5/9/22.
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. **(Aug – Oct pages 22-24)**
7. **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 25)**
8. **COMMUNITY INFRASTRUCTURE LEVY (CIL) and Section 106 FUNDS**
To note funds received and spent; the timeframe for spending and to identify projects if necessary **(pages 26-27)**. This is a quarterly standing item on the agenda to ensure that the Committee is updated on funds available.
9. **OFFICE AT NORTON HILL**
At the last meeting, delegated authority was given to Cllrs Wilkinson and Williams to make decisions on behalf of the Parish Council to further to work for an office at Norton Hill Recreation Ground. To ratify the decision to appoint an Architect for the work. **(pages 28-30)**
10. **EXTERNAL AUDIT**
To note the completion of External Audit 2021/22 with no issues arising **(page 31)**

11. **OFFICE COMPUTERS / COPIER**
 - 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. Attached is a quote for the next steps in certification (**Pages 32-35**)
 - The five year agreement with Ricoh for the photocopier comes to an end in November 2022. I contacted Ricoh, we do not give notice, the contract will continue automatically at the same rate. We are happy with the current machine, it works well.
12. **CHRISTMAS ILLUMINATIONS**

To note the cost of the three new illuminations (**page 36**)
13. **GRANTS 2022-23** To consider the report of the Grants Committee for recommendation to Parish Council. To be circulated.
14. **WESTFIELD ACTION PLAN 2022-23**

To review the updated Action Plan and edit where necessary (**pages 37-41**).
15. **BUDGET 2023-24**

Members to highlight new items which could be included for consideration in the budget setting process for 2023-24.
16. **ANNUAL REVIEW OF FEES AND CHARGES**

To review the schedule of fees and charges and make recommendations to the two Recreation Ground Trusts for 2022-23 charges. The current list of fees and charges is attached, together with an analysis of football income / expenditure. (**pages 42-44**)
17. **TO CONFIRM THE PURCHASE OF WREATHS FOR REMEMBRANCE SUNDAY: £65.25 for 3 wreaths (VAT not applicable)**
18. **TO CONFIRM THE APPOINTMENT OF THE ADMINISTRATIVE ASSISTANT**

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, Geoff Fuller, Ron Hopkins
Robin Moss.
- Absent: Cllrs Lesley Mansell and Pat Williams
- In Attendance: Lesley Close, Clerk

30. Apologies for absence

Apologies were received from Cllrs Geoff Fuller, Ron Hopkins and Lesley Mansell.

31. Declarations of interest and dispensations

There were no declarations of interest.

32. Minutes

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

33. 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.

34. 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.

Minutes are draft until agreed at the next meeting.

1 Signed Dated

Westfield Parish Council

35. 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.

36. 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.

37. 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 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.

38. 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.

39. 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.

Minutes are draft until agreed at the next meeting.

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.

40. Grants Feedback

The Grants Feedback 2021/22 was noted.

41. 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.

Minutes are draft until agreed at the next meeting.

Westfield Parish Council

42. 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.

Minutes are draft until agreed at the next meeting.

Signed Dated

APPENDIX 1

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P July
SHEET 2022-23-4

REF	DATE	SUPPLIER	DETAILS	TOTAL	Petty Cash (see Imprest for full details)	Subscriptions 4024/1	printing & stationary 4023/1	Furniture and Equipment 4036/1	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Health & Safety 4018/1	Hire of rooms and Hospitality
DC131	4/7/2022	John Lewis	2 x Books of Condolences	£36.62			£36.62						
DC132	18/7/2022	Water Irrigation	200m nose 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:	£31.72			£7.33						
			TOTAL (Gross)	£196.28									
added since the agenda was circulated													

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

APPENDIX 2 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	Quarterly hire of hall for YCSW	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	Christmas lights lamposts conversion	4223/202	#1961	£955.45	£0.00	£955.45
					TOTAL		

Added since the agenda was distributed:

13/07/2022	Raitas Business Solutions Limited	Omega software	4027/1	1963	£395.00	£79.00	£474.00
08/07/2022	Tindle Newspapers West County 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	4062/307, 4062/308	1968	£960.70	£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		
					£13,776.60		

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Signed Dated

Westfield Parish Council

APPENDIX 3

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

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
Avon Pension Fund (BACS monthly)	Superannuation	£837.60	£780.33	£794.75	£988.95									£3,401.63
GPS Telecoms (DD monthly)	Telephone and broadband	£75.35	£70.51	£68.45	£67.80									£282.11
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58									£8,486.32
HMRC (BACS monthly)	PAYE and NI	£341.95	£507.64	£537.18	£808.05									£2,194.82
Oval Commercial (SO-£587.70) the rest BACS -	Office Rental	£839.75	£839.75	£839.75	£839.75									£3,359.00
Oval Commercial (BACS)	Use of Boardroom	£60.00	£60.00	£60.00										£180.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£2,652.80	£2,344.00	£2,370.46	£2,865.69									£10,232.95
Public Works	Westhill Play Area	£0.00	£0.00	£0.00	£0.00									£0.00
Loans Board (DD - 6 monthly)														
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 monthly)	Auto-watering systems	£91.41	£0.00	£0.00	£0.00									£91.41
Water2Business (DD six monthly)	NH Pavilion	£0.00	£0.00	£0.00	£0.00									£0.00
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00								£40.00
Zoom subscription (DD - monthly)	Meeting space	£11.99	£11.99	£11.99	£0.00									£35.97
Monthly Total		£7,741.71	£7,015.57	£7,120.20	£8,031.22	£40.00	£0.00	£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 August 2022

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/08/2022 Westfield Parish Council	7,771.15
2	31/08/2022 Corporate Treasury Account	419,669.58
3	31/07/2022 Nationwide Savings Account	85,000.03
4	25/06/2022 Petty cash	70.41
		512,511.17
 <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
		<hr/> 512,511.17
 <u>Closing Balance</u>		
<u>All Cash & Bank Accounts</u>		
1	Current Account	7,771.15
2	Corporate Treasury Account	419,669.58
3	Fixed Rate Savings Account	85,000.03
4	Petty Cash	70.41
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	<hr/> 512,511.17

Miners' Welfare Trusts in Westfield

Bank - Cash and Investment Reconciliation as at 31 August 2022

	<u>Account Description</u>	<u>Balance</u>
<u>Other Cash & Bank Balances</u>		
	Bank A/c Norton Hill Trust	5,440.87
	Bank A/c West Hill Trust	6,605.56
	Business Rsv Norton Hill Trust	0.00
	Business Rsv West Hill Trust	0.00
		<u>12,046.43</u>
		12,046.43
<u>Receipts not on Bank Statement</u>		
0	31/08/2022 All Receipts Cleared	0.00
		<u>0.00</u>
<u>Closing Balance</u>		
		<u>12,046.43</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	12,046.43
	Total Cash & Bank Balances	<u>12,046.43</u>

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
11/07/2022	Dup Stmt Fee	CHRG	5.00			4050	1	5.00	Dup Stmt Fee
11/07/2022	Oval Commercial Investments Lt	DD01	587.70	587.70		501			2767-Office rental-July 2022
11/07/2022	John Lewis	DC	43.95		7.33	4023	1	36.62	John Lewis-Book of Condolence
11/07/2022	John lewis-Reverse	DC	-36.62			4023	1	-36.62	John lewis-Reverse
15/07/2022	John Lewis	DC	36.62			4023	1	36.62	John Lewis-Book of condolences
11/07/2022	Southern Electric	DD02	30.99	30.99		501			P/Ledger Electronic Payment
11/07/2022	Southern Electric	DD03	240.45	240.45		501			P/Ledger Electronic Payment
14/07/2022	GPS Telecoms Limited	DD04	81.36	81.36		501			2768-Call charges
19/07/2022	Hydrosure Global Ltd	DC	152.33		24.39	4062	308	127.94	Water Irrigation-Hydrosure
20/07/2022	HMRC PAYE/NI Due	BACS	808.05			515		808.05	HMRC PAYE/NI Due
20/07/2022	Avon Pension Fund	BACS	988.95			517		988.95	Avon Pension Fund
20/07/2022	The Royal British Legion Poppy	BACS01	65.25	65.25		501			2785-Wreath with badge
20/07/2022	Sign Efex Ltd (formerly Frome	BACS02	78.00	78.00		501			2776-Supply & fit BMX parksign
20/07/2022	DCK Accounting Solutions Limit	BACS03	322.50	322.50		501			2775-Accounts support
20/07/2022	Oval Commercial Investments Lt	BACS04	420.00	420.00		501			2779-suite 4-July Rent
20/07/2022	The Community Heartbeat Trust	BACS05	435.60	435.60		501			2784-Battery 4 year life
20/07/2022	Trinity Methodist Church	BACS06	455.00	455.00		501			2770-Hire of trinity hall
20/07/2022	Rialtas Business Solutions Lim	BACS07	474.00	474.00		501			2780-Annual Omega Subs 22/23
20/07/2022	Foundations Up Construction Lt	BACS08	648.00	648.00		501			2777-Edging stones @ Norton H.
20/07/2022	MJW Architects	BACS09	1,800.00	1,800.00		501			2782-New office-Prep & brief
20/07/2022	Youth Connect SW Ltd	BACS10	3,192.65	3,192.65		501			2769-Youth sess Jul/Sept
20/07/2022	GreenSward Sports Consultancy	BACS11	5,351.80	5,351.80		501			2773-Mthly ground maint.- June
20/07/2022	Ricoh UK Ltd	BACS12	204.24	204.24		501			2783-Copier charge Apr/Jun22
20/07/2022	SoVision IT	BACS13	203.04	203.04		501			2774-Monthly IT support
20/07/2022	SoVision IT	BACS14	203.04	203.04		501			2786-Monthly IT support
20/07/2022	Tindie Newspapers West Country	BACS15	295.20	295.20		501			2781-Display ad & promotion
20/07/2022	Bath & N E Somerset	BACS16	955.45	955.45		501			2778-Intall festive timer
21/07/2022	Dup Stmt Fee	CHRG	5.00			4050	1	5.00	Dup Stmt Fee
22/07/2022	Staff Salaries - July 2022	BACS	2,865.69			516		2,865.69	Staff Salaries - July 2022
Total Payments for Month			20,913.24	16,044.27	31.72			4,837.25	
Balance Carried Fwd			24,150.54						
Cashbook Totals			45,063.78	16,044.27	31.72			28,987.79	

Receipts for Month 4

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 :	15,634.36					15,634.36	
	Banked: 30/06/2022	45.41						
TFR	Nationwide Savings Account	45.41			204		45.41	Tfr Nationwide Interest
Credit	Banked: 01/07/2022	6,488.35						
Credit	Bath & NE Somerset Council	6,488.35			1179	199	6,488.35	BANES - CIL Receipt
					342		6,488.35	BANES - CIL Receipt
					6001	199	-6,488.35	BANES - CIL Receipt
	Banked: 11/07/2022	13,202.00						
TFR	Corporate Treasury Account	13,202.00			203		13,202.00	Transfer
VAT	Banked: 12/07/2022	3,142.67						
VAT	HMRC VAT Repayment	3,142.67			105		3,142.67	HMRC VAT Repayment
Credit	Banked: 20/07/2022	6,488.35						
Credit	Bath & NE Somerset Council	6,488.35			1179	199	6,488.35	BANES - CIL Receipt
					342		6,488.35	BANES - CIL Receipt
					6001	199	-6,488.35	BANES - CIL Receipt
	Banked: 29/07/2022	62.64						
Tfr	Nationwide Savings Account	62.64			204		62.64	Nationwide Bank Interest Tfr
Total Receipts for Month		29,429.42	0.00	0.00			29,429.42	
Cashbook Totals		45,063.78	0.00	0.00			45,063.78	

Date 05/09/2022

Westfield Parish Council 2022-23

User: AG

Time 11:13

Cashbook 1

Current Account

For Month No: 5

Payments for Month 5				Nominal Ledger			
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
01/08/2022	DUP Stmt Fee	CHRG	5.00			4050 1	5.00 DUP Stmt Fee
01/08/2022	Oval Commercial Investments Lt	DD01	587.70	587.70		501	2804-Office rental-Aug 22
02/08/2022	WaterIrrigation	DC	72.09		11.02	4062 308	61.07 WaterIrrigation-Hydrosure hose
03/08/2022	Viking	DC	86.36		14.39	4023 1	71.97 Viking-Mailing scale, paper
03/08/2022	PWLB Loan Repayment	DD	3,686.72			4902 199	3,348.30 Loan PW498701 Repayment CAP
						4901 199	338.42 Loan PW498701 Repayment INT
12/08/2022	GPS Telecoms Limited	DD02	80.72	80.72		501	2801-Monthly call charges
17/08/2022	HMRC PAYE/NI Due	BACS	546.34			515	546.34 HMRC PAYE/NI Due
17/08/2022	Avon Pension Fund	BACS	825.98			517	825.98 Avon Pension Fund Due
17/08/2022	Westfield Sports WPC Grant	BACS	1,000.00			4232 202	1,000.00 Westfield Sports WPC Grant
17/08/2022	Avon Local Councils Associatio	BACS01	30.00	30.00		501	2797-Parkinson partnership
17/08/2022	BHIB Insurance Ltd	BACS02	20.34	20.34		501	2793-CCTV Equipment insurance
17/08/2022	Cross Cut Shredding Ltd	BACS03	37.97	37.97		501	2800-Archiving boxes
17/08/2022	Sign Efex Ltd (formerly Frome	BACS04	42.00	42.00		501	2791-To reinstall sign
17/08/2022	Soc Local Council Clerks	BACS05	319.00	319.00		501	2790-Membership fee-LC
17/08/2022	DCK Accounting Solutions Limit	BACS06	322.50	322.50		501	2799-Monthly accounts support
17/08/2022	RoSPA Play Safety	BACS07	369.60	369.60		501	2798-Annual inspection-Norton
17/08/2022	Oval Commercial Investments Lt	BACS08	420.00	420.00		501	2796-Suite 4-August Rent
17/08/2022	Mr Jody Gillick	BACS09	445.00	445.00		501	2792-Redecorate-2 noticenboard
17/08/2022	St Nicholas Church Centre	BACS10	2,257.00	2,257.00		501	2795-Annual grant 22-23
17/08/2022	GreenSward Sports Consultancy	BACS11	2,545.90	2,545.90		501	2789-Monthly ground maint
17/08/2022	Tindle Newspapers West Country	BACS12	108.00	108.00		501	2794-Display ad in journal
19/08/2022	Total Gas & Power	DD03	45.96	45.96		501	2802-Gas Apr/Jul Norton Hill R
24/08/2022	Staff Salaries - Aug 2022	BACS	2,485.21			516	2,485.21 Staff Salaries - Aug 2022
25/08/2022	Dup Stmt Fee	CHRG	5.00			4050 1	5.00 Dup Stmt Fee
25/08/2022	ICO	DD	35.00			4024 1	35.00 ICO-Annual Subscription
Total Payments for Month			16,379.39	7,631.69	25.41		8,722.29
Balance Carried Fwd			7,771.15				
Cashbook Totals			24,150.54	7,631.69	25.41		16,493.44

Receipts for Month 5

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 :	24,150.54					24,150.54	
	Banked	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		24,150.54	0.00	0.00			24,150.54	

Payments for Month 4

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>
1/07/2022	Current Account	TFR	13,202.00			201	13,202.00	Transfer
Total Payments for Month			13,202.00	0.00	0.00		13,202.00	
Balance Carried Fwd			419,604.35					
Cashbook Totals			432,806.35	0.00	0.00		432,806.35	

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	432,738.35					432,738.35	
Credit	Banked: 01/06/2022	30.21						
Credit	Interest Recevied	30.21			1196	1	30.21	Interest Recevied
Credit	Banked: 05/07/2022	37.79						
Credit	Bank Interest Recevied	37.79			1196	1	37.79	Bank Interest Recevied
Total Receipts for Month		68.00	0.00	0.00			68.00	
Cashbook Totals		<u>432,806.35</u>	<u>0.00</u>	<u>0.00</u>			<u>432,806.35</u>	

Date 05/09/2022

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Cashbook 2

User: AG

Corporate Treasury Account

For Month No: 5

Payments for Month 5		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		419,669.58					
	Cashbook Totals		419,669.58	0.00	0.00		419,669.58	

Receipts for Month 5

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 :	419,604.35					419,604.35	
Credit Banked 05/08/2022		65.23						
Credit Bank Interst Receivable		65.23			1196	1	65.23	Bank Interst Receivable
Total Receipts for Month		65.23	0.00	0.00			65.23	
Cashbook Totals		<u>419,669.58</u>	<u>0.00</u>	<u>0.00</u>			<u>419,669.58</u>	

Date: 08/08/2022

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Cashbook 3

User: AG

Nationwide Savings Account

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
30/06/2022	Current Account	TFR	45.41				201	45.41	Tfr Nationwide Interest
29/07/2022	Current Account	Tfr	62.64				201	62.64	Nationwide Bank Interest Tfr
Total Payments for Month			108.05	0.00	0.00			108.05	
Balance Carried Fwd			85,000.03						
Cashbook Totals			<u>85,108.08</u>	0.00	0.00			<u>85,108.08</u>	

Receipts for Month 4

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: 30/06/2022	45.41						
Credit	Nationwide Bank Interest	45.41			1196	1	45.41	Nationwide Bank Interest
Credit	Banked: 29/07/2022	62.64						
Credit	Nationwide Bank Interest	62.64			1196	1	62.64	Nationwide Bank Interest
Total Receipts for Month		108.05	0.00	0.00			108.05	
Cashbook Totals		85,108.08	0.00	0.00			85,108.08	

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET

August - Sept
2022-23 -5-6

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/1	Parish Environment 4224/202	N/H maintenance 4062/308	Maintenance W/H 4062/307	Community Events 4232/202	Hospitality 4131/101
		Balance b/f	70.41								
	21/07/2022	Work experience student - thank you gift	£21.75								
	09/08/2022	Hose connections	£18.97					£18.97			
£100.00	13/09/2022	Petty cash top up = £74.10									
		TOTAL (NET)	£40.72	£0.00	£0.00	£0.00	£0.00	£18.97	£0.00	£0.00	£21.75
		VAT:	£3.79					£3.79			
		Ongoing balance	£25.90		£0.00						
		top-up required	£74.10								

previously reported:

Imprest Holder signature yja Date 15/9/22

Counter signature _____ Date _____

Signed: P.S. Williams Signed: [Signature]

Date: 21/9/22 Date: 21/9/22

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - August & September
SHEET
2022-23-5-6

REF	DATE	SUPPLIER	DETAILS	TOTAL	Subscriptions 4024/1	printing & stationary 4023/1	Postage 4022/1	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Health & Safety 4018/1	Hire of rooms and Hospitality	Christmas 4223/202
DC133	1/8/2022	Water Irrigation	Hose Attachments	£61.07					£61.07				
DC134	2/8/2022	viking Direct	Stationery	£86.36		£86.36							
DC135	6/9/2022	Amazon	Union Flag and toilet brushes	£43.96				£6.37	£36.31				
DC136	13/9/2022	B&NES	Temp Event Notice - Xmas TEN Refunded 15/9/22	£21.00				£21.00 -£21.00					
			TOTAL (NET)	£175.72	£0.00	£71.97	£0.00	£9.37	£97.38	£0.00	£0.00	£0.00	£0.00
			VAT:	£26.69		£14.39		£1.28	£11.02				
			TOTAL (Gross)	£202.41		£86.36							£0.00

Finance Officer signature [Signature] Date 15/9/22

Counter signature _____ Date _____

Signed: [Signature] Signed: [Signature]

Date: 21/9/22 Date: 21/9/22

Invoices for payment SEPTEMBER

Invoice Date	Supplier	Details	Nom code	Payment No.	£.net	VAT	£ gross
18/08/2022	A&L Couriers	Delivery of the Warbler	4212/102	Bacs 1989	£400.00	£0.00	£400.00
12/08/2022	Kelvin Hawkins	Annual boiler service	4015/308	Bacs 1990	£90.00	£18.00	£108.00
18/08/2022	PKF Littlejohn LLP	External Audit	4056/1	Bacs 1991	£800.00	£160.00	£960.00
23/08/2022	Robert Wicke	Flowers display (2nd inst)	4230/202	Bacs 1992	£1,565.00	£0.00	£1,565.00
30/08/2022	Greensward	Pavilion clean/ washers and bolts	4062/308;403 9/307	Bacs 1993	£90.00	£18.00	£108.00
5/9/2022	DCK	Monthly accounts	4058/1	Bacs 1999	£268.75	£53.75	£322.50
1/9/2022	Oval Commercial	Office rental	4013/1	Bacs 2000	£350.00	£70.00	£420.00
1/9/2022	Oval Commercial	Boardroom rental	4013/1	Bacs 2001	£30.00	£6.00	£36.00
6/9/2022	Lamps and Tubes	Christmas Lights	4223/202	Bacs 2002	£5,130.00	£1,026.00	£6,156.00
					TOTAL	TOTAL	£10,075.50

Added since the agenda was distributed:

					TOTAL	COMBINED TOTAL	£0.00 £10,075.50

This amount plus regular scheduled monthly payment

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

Invoices for payment OCTOBER

Invoice Date	Supplier	Details	Norm code	Payment N	£ 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
23/9/2022	Royal British Legion	Poppy wreaths x 3	4232/202	2014	£65.25	£0.00	£65.25
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	£5,568.80

Added since the agenda was distributed:

Invoice Date	Supplier	Details	Norm code	Payment N	£ net	VAT	£ gross
						TOTAL	

This amount plus regular scheduled monthly payment

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

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					
GPS Telecoms (DD monthly)	Telephone and broadband	£75.35	£70.51	£68.45	£67.80	£67.27	£65.57	£67.48					
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					
HMRC (BACS monthly)	PAYE and NI	£341.95	£507.64	£537.18	£808.05	£546.34	£545.94	£429.74					
Oval Commercial (SO-£587.70) the rest BACS	Office Rental	£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					
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					
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					
Ricoh (BACS quarterly)	Photocopier	£188.00	£0.00	£0.00	£170.20	£0.00	£0.00	£0.00					
Southern Electric (DD - quarterly)	NH Pavilion	£0.00	£0.00	£118.55	£0.00	£0.00	£108.86	£0.00					
Southern Electric (DD quarterly)	Christmas Tree	£252.54	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00					
SoVision IT (BACS monthly)	IT Support	£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					
Water2Business (DD six monthly)	Auto-watering systems	£91.41	£0.00	£0.00	£0.00	£30.42	£138.56	£0.00					
Water2Business (BACS six monthly)	NH Pavilion	£0.00	£0.00	£0.00	£0.00	£0.00	£335.04	£0.00					
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00					
Zoom subscription (DD - monthly)	Meeting space	£11.99	£11.99	£11.99	£0.00	£0.00	£0.00	£0.00					
	Monthly Total	£7,741.71	£7,015.57	£7,120.20	£8,031.22	£10,717.04	£7,520.18	£6,946.34	£0.00	£0.00	£0.00	£0.00	£0.00

CIL funds 2022-23

CIL Funds carried over from previous

years: £61,940.59

expires July 2025

CIL INCOME

2022/23		Notes	Expiry date of funds
7/6/2022	£6,488.35	Application 16/04714/RES Parcel 6781 Cobblers Way,	June 2027
20/7/2022	£6,488.35	Application 16/04714/RES Parcel 6781 Cobblers Way,	June 2027
24/08/2022	£2,793.02	Application 17/04186/FUL The Shambles Wells Road (2 of 3)	Aug 2027
13/09/2022	£2,925.00	21/01499/FUL 4 Highfields (1 of 1)	Sept 2027

TOTAL £18,694.72

CIL EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
		20/7/22 allocated to office and Wesley Ave Planter by B&NES	
13/07/2022	EMR CIL	New office at Norton Hill	£552.56

TOTAL £552.56

CIL repaid following a repayment notice: N/A

Balance of 2021-22 CIL funds £61,940.59

Balance of 2022-23 CIL funds £18,694.72

Balance of CIL funds overall: £80,635.31

s106 funds 2022-23

s106 Funds carried over from previous

years: £7,544.97

s106 INCOME

Date	Amount	Purpose of the grant

TOTAL £0.00

s106 EXPENDITURE

Date	Budget Code	Item/Purpose	Amount

Climber at Norton Hill			
Balance carried over			£4,055.00
			<i>Balance</i> £4,055.00

Stand-alone pavilion at Westhill Rec			
Funds received for this project:			£8,000.00
1/4/2020		Balance of spend so far b/d	£4,510.03
Total 2021-22 spend for stand-alone Pavilion			£0.00
<i>Balance</i>			<i>£3,489.97</i>

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

Prepared by: Lesley Close, Parish Clerk
Verified by: F&P Committee 19/10/22

To ratify

mjwarchitects

29 July 2022

The Old Chapel
Mendip Road
Stoke St Michael
Somerset
BA3 5JU

LETTER OF APPOINTMENT

T: 01749 840180
E: Info@mjwarchitects.com

Lesley Close FSLCC
Parish Clerk
Westfield Parish Council
The Oval Office
Cobblers Way
Westfield
BA3 3BX

Dear Ms Lesley Close

0534 – WESTFIELD PARISH COUNCIL OFFICE

Further to your email dated 20/07/22 I am pleased that the Parish Council Committee have agreed to go ahead with Proposed Option 3, *'giving the larger storage area with the manhole cover included within it. We would like to put our office archive boxes at the far right hand side of the storage area and wondered if subsequent plans could show this as being sectioned off with a wall to divide it from the other storage. Possible a door from the archive to the office would also be helpful.'*

As requested please find attached our quotation to continue with the project through work stages 2 to 6.

I look forward to receiving your instructions to proceed.

Thank you.

Yours sincerely

Michael

Michael J Williams

mjwarchitects

Enc

directors: michael j williams BA DipArch ARB RIBA
michele a m fone BA Hons

ref/date: 0534/WestfieldParishCouncilOffice/220729.docx

company no: 4273284
vat no: 879596437
www.mjwarchitects.com

0534 – WESTFIELD PARISH COUNCIL OFFICE – OUTLINE PLAN OF WORK, SERVICES & FEES

WORK STAGE		TIME	DATE	FEE
	<p>1 Preparation and Brief and Design Options</p> <ul style="list-style-type: none"> • Client brief analysis to identify client requirements • Services & fee proposals • Site visit & site measurements • Existing plans completed & issued • Three proposed design options prepared & completed • PC approval to option 3 		19/05/22-13/07/22	complete
	<p>2 Detail Design</p> <ul style="list-style-type: none"> • Develop preferred design option 3 into a Detailed Design • Complete floor plans & elevations • Issue drawings to PC for comments & approval • One meeting, if required 	4 weeks	TBC	£1,960
	<p>3 Planning Application</p> <ul style="list-style-type: none"> • Submit Detailed Planning Application • Monitor application through planning process 	1 week	TBC	£525
PRE CONSTRUCTION	<p>4 Technical Design and Building Regulations</p> <ul style="list-style-type: none"> • Develop the detailed design into a Final Design • Issue drawings to PC for final comments & approval • One meeting, if required • Prepare Building Regulation drawings • Submit drawings to Building Control for approval • Co ordinate other consultants, such as Structural Engineer 	4 weeks	TBC	£1,960
	<p>5 Tender Drawings</p> <ul style="list-style-type: none"> • Develop Final Design & BC drawings into Tender Drawings • Co ordinate other consultants • Complete Tender Drawings & Specification • Issue drawings to PC for comments & approval • One meeting, if required • Issue Tender Drawings & seek prices from contractors • Issue tenders to PC for comments & any queries • Analyse tender prices & make recommendations to PC • Gain PC approval to preferred contractor 	4 weeks	TBC	£1,960
CONSTRUCTION	<p>6 Construction</p> <ul style="list-style-type: none"> • PC to appoint selected Contractor under a Building Contract • Complete & issue Construction Drawings & Detailed Specification • Administer Building contract through Construction • Monitor works progress, control costs and make 4 site inspections • On Completion Issue Practical Completion Certificate 	TBC	TBC	£1,960
POST CONSTRUCTION	<p>7 Completion, if required</p> <ul style="list-style-type: none"> • Allow 3 or 6 months Rectification Period • Contractor to make good any defects • Inspect the works on Final Completion • Issue Final Completion Certificate • Provide any Post Construction advice 			£70/hr

ADDITIONAL SERVICES	<p>9 Additional Services, if required</p> <ul style="list-style-type: none"> • Meetings / presentations to Parish Council and / or the public • Interior design • Model making • 3 D drawings • Rendered images and visuals • Animations and VR walk throughs • Cost estimating • External soft and hard landscaping design 			£70/hr
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This plan is based on the RIBA Plan of Work 2016, adapted to best suit your project with our services tailored, to meet your requirements and organise the process of designing and administering the project from design concept through to project completion through key work stages. Whilst this programme is indicative it is valid if we are immediately appointed. If required, it can easily be adapted to suit your needs and is subject to change due to circumstances outside our control, such as planning approvals; changes of brief; extra design options; revisions; costs; additional meetings; cost savings; extended tendering and construction time, etc. Quoted prices exclude VAT. All our expenses are to be reimbursed and will be charged at cost.

Schedule of Typical Expenses and Reimbursement of Our Costs

<p>Printing, Paper and Stationery A4 10p / sheet. A3 50p / sheet. A2 £2 / sheet. A1 £3 / sheet. A0 £4 / sheet. Charged at cost.</p>			
<p>Postage and Communications Charged at cost.</p>			
<p>Fuel and Mileage £1 per mile. Charged at cost.</p>			
<p>Ordinance Survey Maps for Planning Applications Typically £12 to £16. Charged at cost.</p>			
<p>RIBA Architects Professional Services Contracts Typically £30 to £48. Charged at cost.</p>			
<p>Building Contract Documents JCT type of Building Contract Typically £18 to £22. Charged at cost.</p>			
<p>Site Sign Board Required by Local Authority and Health and Safety. Charged at cost.</p>			
<p>Other Costs Paid Direct by Client Planning Application Fee. Building Control Application Fee. If required, fees levied by statutory authorities and utility providers. If required, other consultant fees.</p>			

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Westfield Parish Council – AV0123

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

12/08/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Parish Clerk

From: Gareth Jones <gareth.jones@sovisionit.com>
Sent: 17 August 2022 12:55
To: Parish Clerk
Subject: FW: Cyber security certification

Hi Lesley,

I hope you are well. I have updated the quotations for Barracuda spam filtering, MFA and the Cyber Essentials certificate.

Barracuda spam filtering:

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](#)

Many Thanks



Gareth Jones
Customer Account Manager

☎ 0117 986 4026 | 📱 07816 880 433

✉ gareth.jones@sovisionit.com

🌐 www.sovisionit.com



How Important Is Social Media to Your Digital Marketing Efforts?

[Read Our Latest Blog](#)

soVision IT Ltd, Avon House, Avon Mill Lane, Keynsham, Bristol B531 2UG. soVision IT Ltd is a Company registered in England No 10714018. The content of this e-mail [and any attachments] is confidential and may be privileged. It is intended solely for the ordinary user(s) of the recipient e-mail address(es) above. If you have received this e-mail in error please notify the sender immediately and delete it from your system without copying or disseminating it or placing any reliance upon its contents. Whilst soVision IT has taken every reasonable precaution to avoid transmitting any virus with this communication, it is the responsibility of the recipient at all times to ensure that this e-mail and any attachments are actually virus-free.

From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>

Sent: 17 August 2022 12:20

To: Gareth Jones <gareth.jones@sovisionit.com>

Subject: Cyber security certification

Hi Gareth

Our new computers were successfully installed this week.

I wondered if we could have a conversation please about the next step towards certification for cyber security for the Parish Council?

I look forward to hearing from you and kind regards

Lesley

Lesley Close
Parish Clerk

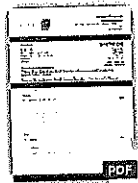


Prepared for:

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



Barracuda Spam Filtering and MFA

Quote Reference: SOVQ6869 - Quote Date: 09/06/2022 - Quote Valid to: 31/08/2022

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
Software			
14	Spam Filtering-Barracuda / M With ATP's 4 Layer Scanning: 1.Advanced Threat Signature Check 2.Behavioral and Heuristic Analysis 3.Static Code Analysis - 95% of all threats are caught...more	£2.90	£40.60 <i>Monthly</i>
Labour			
4	Engineer Installation, configuration and training of Spam Email Security with ATP.	£75.00	£300.00
3	Engineer Configuration of multi factor authentication for all users.	£75.00	£225.00

Update Totals

SubTotal:	£565.60
VAT:	£113.12
Grand Total:	£678.72
Monthly Recurring (ex. VAT):	£40.60

ACCEPT YOUR QUOTE BELOW

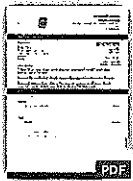


Prepared for:

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



Cyber Essentials

Quote Reference: SOVQ6870 - Quote Date: 09/06/2022 - Quote Valid to: 31/08/2022

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.

Please note deposit amounts are exclusive of VAT. Upon order acceptance you will receive a deposit invoice with the remaining balance invoiced upon completion of the project or work.

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

QUOTE DETAIL

Qty	Description	Unit	Total
Software			
1	Cyber Security Certification Cyber Essentials	£850.00	£850.00
Labour			
1	Engineer Working through the cyber essential requirements step by step guidance with client Applying the necessary pre requisites 1.Secure configuration 2.Boundary f...more	£562.50	£562.50

Update Totals

SubTotal:	£1,412.50
VAT:	£282.50
Grand Total:	£1,695.00

ACCEPT YOUR QUOTE BELOW

Parish Clerk

From: Matt Taylor <matt.taylor@lilluminations.co.uk>
Sent: 01 September 2022 16:50
To: Parish Clerk
Cc: Sophie Howard
Subject: Additions to Christmas Lighting Display

Good afternoon Lesley

Thank you for your recent e-mail to Sophie regarding adding some additional columns to your display this year.

We have now received costs from the factory and can confirm the following, unfortunately these will need to be manufactured for the project and costs have increased considerably over the last year or so. We have based the additional units on a 3 year agreement to run along side the current agreement for which this will be year 3 of 5

Product Rental – On 3 year agreement

Column decorations to match the existing display £300.00 per unit /per annum

Installation and removal

Engineers to install and remove at the end of the season £115.00 per unit / per annum

Total cost per additional column per year £415.00

All prices are subject to VAT.

As you can appreciate time is now getting very tight for the manufacture and delivery of decorations, so we would need confirmation on any new units in the very near future to ensure we receive them in time for installation and switch on.

I hope you find this information of interest and look forward to hearing from you soon, in the meantime should you have any questions or queries or require a formal quotation please do not hesitate to contact us

Kind Regards

Matt Taylor – Managing Director
Lamps & Tubes *lilluminations* Ltd
Units 5 & 6 Crown Business Estate
180 – 182 Berkhamstead Road
Chesham
Buckinghamshire
HP5 3ET

www.lilluminations.co.uk

T: 01494 783541



Westfield Parish Council Action Plan 2022 at October 2022

Item	Details - Aims and objectives arising from community engagement	Target date	Link to budget code	Current details and progress	Update October 2022
Lights along the Pit Path	Concern had been expressed by local residents about the lack of lighting along the newly tarmacked part of the Pit Path. B&NES has costed the work at approximately £28k. The Council has put aside £8000 and has a further £8000 in the 2021-22 budget.	Completed	4918/199 S106 and B&NES funding plus capital reserve s if necessary	B&NES have agreed to use s106 funds to re-direct the public footpath to the newly tarmacked path thus bringing it under the umbrella of Public Rights of Way for maintenance. COMPLETE	B&NES has completed the work with no cost to the Parish Council.
Christmas Lights switch-on event	The event continues to be successful and well attended. ON-GOING	Annual event	4223/202	The Switch On event 2021 was better attended than ever. Agreed to install extra lights towards the College. Permission from Street lighting is still awaited. The tree lights were tested in the January 2022 PAT tests.	Temporary Event Notice is no longer required due to change in B&NES criteria. 3 new lampposts successfully added to the display for 2022.
Fun Day	Successful annual event now fixed in the Parish calendar as first Sunday in June. It is organised by an ever-decreasing number of volunteers and more are always welcome. As the event grows so do the costs which now include Premises Licence, security, St John Ambulance. Fun Days 2020 and 2021 cancelled as a result of COVID-19	No longer running	4232/202	A decision was made not to run a Fun Day in 2022. The Premises Licence was suspended, to be ceased if the Fun Day does not go ahead next year due to lack of volunteers. COMPLETE	

Westfield Parish Council Action Plan 2022 at October 2022

Nature trail to link to the proposed park in Westfield	pandemic. And 2022 Fun Day was not held due to lack of volunteers. This suggestion was raised at the Neighbourhood Plan consultations. This is being considered by the Green and Open Spaces Working Group. In Dec/Jan 2020/1 the services of a surveyor were undertaken to establish land value and an approach was made to the landowner who declined the offer of £10,000.	ongoing	4912/199 S106 / CIL	As it would appear that the landowner is not willing to sell at the moment, this project is on hold and has been somewhat replaced for the time being by the planned purchase of a section of the Waterside Valley. ON HOLD	
Westfield Inspirational Citizen Award	2018: John Reynolds of Westfield TT 2019: Martin Bates of WAGS 2020: Catherine Cooper for Terracycle collection 2021: three winners – Debbie Maggs, Mike Chivers, Nigel Swift 2022: Eddie and Rachael Liddiard	Annual	4102/102	ON-GOING	
Stand-alone Pavilion at Westhill Recreation Ground	The Neighbourhood Plan supported a proposal for the development of a parish facility in Westfield to meet the social, recreational and cultural needs of the community. s106 funds have been obtained for a feasibility study which has now formed the basis of a Planning Application which is currently under consideration with B&NES.	ongoing	4928/199	Many funding pots closed as a result of the pandemic and the project has therefore been put on hold for the time being. To consider re-looking at this when time allows in terms of funding a small building via Parish Council reserves. Discussion commenced with Westfield Club to regularise ownership and to use part of the premises for changing rooms. An	Westhill Club has almost completed its work to become a Co-operative and thus have a legal constitution. The constitution confirms the land is in the ownership for public recreation for perpetuity. When this is complete the land will transfer to them and then a lease swap giving some land for patio use to the Club and changing rooms to the Parish Council.

Westfield Parish Council Action Plan 2022 at October 2022

	Multiple funding sources were investigated. Sperring Trust have pledged £5000.			Architect has been selected to design and manage the works once the legal ownership is confirmed. ON-GOING	
Youth provision in Westfield	The Parish Council is actively involved in the Cluster Group and supporting Youth Connect SW to deliver services. The Parish Council budgets to fund these services for Westfield.	ongoing	4237/2 02	YCSW have worked throughout the lockdowns meeting young people outside. They send regular updates on their work. The Parish Council has signed a two-year contract for their services through to March 2023. ON-GOING	
Climate Emergency	Following the declaration of a climate emergency at Parish Council on 2 nd March 2020 a working group was formed. There is opportunity for the Working Group to report to each Parish Council meeting.	n/a		Although held up by the COVID pandemic, the Working Group has now had 4 meetings. Press releases have been published to encourage non-Councillor members to join the group. Ideas include car charging stations, tree planting, encouraging energy efficiency at home, free wildflower seed distribution, to be added as separate items as and when they take shape. ON-GOING	Items of a Climate Emergency are considered under the remit of E&D.
Office space and storage in the light of Covid	Parish Council explored the options to allow the staff to return safely to work. It was agreed to hire the office next door to increase space for social distancing and storage.	October 2020	4013/1	The offices were closed during periods of National lockdown in November and Jan-March but are being used when permitted. ON-GOING	The one year contract for the second office expired October 2021 and is now used on a month by month basis with 2 month notice to vacate.

Westfield Parish Council Action Plan 2022 at October 2022

	Government guidance and the increase/decrease of Covid in the area is monitored weekly.			ON-GOING	The first office tenancy is due to expire December 2022. Plans have been drawn up for a new office at Norton Hill Recreation Ground. Further land is being purchased to the value of £20,000 plus legal fees up to £850.
Purchase of Waterside Valley	In January 2021 a section of the Waterside Valley came up for sale and the Parish Council agreed to investigate purchase in order to ensure the land free from development for future generations.	May 2021	4930/199	ON-GOING	The Parish Council's offer of £90,000 was accepted subject to searches, consultation, contract etc. The public consultation received many comments, all of them positive, many containing additional helpful information. A section 106 grant of £93,000 has been secured to cover purchase and legal costs. ON-GOING

Review History	To be reviewed twice a year
Agreed by Finance and Personnel	20/5/2015
Reviewed by Finance and Personnel	23/09/2015
Reviewed by Finance and Personnel	19/05/2016
Reviewed by Finance and Personnel	19/10/2016
Reviewed by Finance and Personnel	19/04/2017
Reviewed by Finance and Personnel	18/10/2017
Reviewed by Finance and Personnel	18/04/2018
Reviewed by Finance and Personnel	17/09/2018
Reviewed by Finance and Personnel	17/04/2019
Reviewed by Finance and Personnel	23/10/2019

Westfield Parish Council Action Plan 2022 at October 2022

Reviewed by Finance and Personnel	22/04/2020
Reviewed by Finance and Personnel	21/10/2020
Reviewed by Finance and Personnel	22/04/2021
Reviewed by Finance and Personnel	20/10/2021
Reviewed by Finance and Personnel	19/10/22
Date of next review	April 2023

Schedule of Fees and Charges 2023/24

1. Background

The purpose of this report is for the Committee to review and agree the 2023/24 fees and charges outlined below.

2. Football Hire Charges

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Norton Hill Adult Hire	£400	£408	£416	£350	£350	£350	£350	£350	£350	
Norton Hill Junior Hire	£110	£112	£114	£114	£114	£114	£114	£114	£114	
Norton Hill Casual Adult/Junior (with facilities)	£45	£46	£47	£47	£47	£47	£47	£47	£47	
Norton Hill Casual Adult/Junior (without facilities)	£20	£21	£21	£21	£21	£21	£21	£21	£21	
Westhill Adult Hire	£370	£377	£385	£285	£285	£285	£285	£285	£285	
Westhill Junior Hire	£90	£92	£94	£94	£94	£94	£94	£94	£94	
Westhill Casual Adult/Junior	£44	£45	£46	£46	£46	£46	£21	£21	£21	

3. Allotments

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Annual rent	£100	£100	£100	£100	£100	£100	£100	£100	£100	£100

Schedule of Fees and Charges 2023/24

4. Norwest Bowling Club

Following the 2019 lease review it was agreed to put the lease up to £1,000 for 2019/20 and thereafter, as per the lease, by the following formula:

$a \times b = c$ $c / d =$ new rent effective 1st October

a = current rent

b = CPI in July of the previous year

d = the CPI of July of the year before that

<https://www.ons.gov.uk/economy/inflationandpriceindices>

2022/23 rent 1031.16 x 111.4 / 109.2 = **£1,051.93**

2023/24 rent 1051.93 x 121.2 / 111.4 = **£1,144.46** **This is an increase of 8.8% over last year.**

Norwest Bowling Club rent 1st October – 30th September

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
CPI July	2014 – 127.8	2015 – 128	2016 – 128.79 or 100.6	2017 – 103.2	2018 – 105.9	2019- 108.0	2020- 109.2	2021- 111.4	2022 - 121.2	2023-
Rent from Norwest Bowling Club	£410.78	£428.55	£429.22	£431.86	£443.02	£1,000.00	£1,019.83	£1031.16	£1051.93	£1,144.46

Football analysis 2021/22

2021/22 Income

	Norton Hill	Westhill
Income from football	908	115

21/22 Spending

	Norton Hill	Westhill
White lines	896	825
Spray playing area	100	100
Goals – paint	75	75
Roll	50	50
Goal mouth	150	100
Goal posts back up	50	50
Verti drain	300	300
Pavilion		
Gas	247	-
Electricity	247	-
Water	478	-
Total	£2,593	£1,500

Difference between income over spending

	Norton Hill	Westhill
	-£1,685	-£1,385

I have omitted grass cutting from the analysis because the grass would be cut in any event.

Lesley Close
8/9/22

