

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting

held at The Oval Office on Wednesday 14th December 2022 at 10am

Present: Cllr Phil Wilkinson (Chair), Cllrs Diana Cooper, Paul Millard, Robin Moss, and Pat Williams (Vice Chair).

Absent: Cllrs Geoff Fuller, Ron Hopkins and Lesley Mansell.

In Attendance: Lesley Close, Clerk

74. Apologies for absence

Apologies were received from Cllrs Geoff Fuller and Lesley Mansell.

75. Declarations of interest and dispensations

There were no declarations of interest.

76. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 23rd November 2022 be agreed and signed as a correct record.

77. Monthly Accounts

Resolved:

- a) that the combined bank reconciliation statements be agreed.
- b) that the November monthly income and expenditure statements for the Current Account be agreed.
- c) that the November monthly income and expenditure statements for the Corporate Treasury account be agreed;
- d) that the October monthly income and expenditure statements for the Business Savings account be noted;
- e) that the summary of debit card transactions since the last meeting (Appendix 1) be agreed.
- f) that there had been no petty cash spending that month.

78. 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 via online banking.

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Signed Dated

Westfield Parish Council

79. 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 via online banking.

80. Budget 2023-24

Resolved: to amend the budget as follows: Subscriptions increase from £1,328 to £1,369; Accounting Support to decrease from £4,146 to £935.

81. Draft Precept Leaflet 2023-24

Resolved: to recommend the draft precept leaflet to Parish Council.

83. Internal Audit Report

Resolved: to recommend the internal audit report for agreement at Parish Council.

84. Notification of External Auditor Appointment

It was noted that the new External Auditor from 2022/23 until 2026/27 is BDO LLP.

85. Charity Commission and Office Space at Norton Hill Recreation Ground

Resolved: (1) The Office Licence with the Norton Hill Recreation Ground Trust. for the new office was agreed.

(2) to approve the plans for building regs with the addition of a window/serving hatch in the kitchen and if possible, to provide an internal door to the existing accessible toilet, thus negating the need for two accessible toilets and so increasing the size of the kitchen.

86. Photocopier

Resolved: To accept the five-year upgrade of the photocopier with Ricoh at a cost of £127.00 per quarter (current cost is £127.20 per quarter) Mono per copy - £0.0244 and colour £0.0212. Cost of moving the photocopier to the new premises – free of charge.

The meeting closed at 10.40 am.

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APPENDIX 1

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY													
			Report for F&P - December										
			SHEET	2022-23-9									
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Grants 4203/202	Christmas 4223/202	Stationary 4023/1	E&D Projects 4227/202	N/H maintenanc e	W/H Maintenanc e	Community Projects 4232/202	Hospitality 4131/101
DC148	29/11/2022	Mr Flag	2x union flags;1x remembrance	£16.97					£16.97				
DC149	30/11/2022	Co op	Tea bags and biscuits for 7/12	£3.50									£3.50
			TOTAL (NET)	£20.47	£0.00	£0.00	£0.00	£0.00	£16.97	£0.00	£0.00	£0.00	£3.50
			VAT:	£3.40					£3.40				
			TOTAL (Gros)	£20.47	£0.00	£0.00	£0.00	£0.00	£16.97	£0.00	£0.00	£0.00	£3.50
									added since the agenda was circulated				

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APPENDIX 3

Schedule of regular payments 2022-23 (All amounts are NET)										
Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec
Avon Pension Fund (BACS monthly)	Superannuation	£837.60	£780.33	£794.75	£988.95	£825.98	£825.98	£825.98	£978.00	£1,264.86
DCK - BACS monthly	Accounting support	£0.00	£0.00	£268.75	£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	£70.87
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	£2,121.58
HMRC (BACS monthly)	PAYE and NI	£341.95	£507.64	£537.18	£808.05	£546.34	£545.94	£429.74	£494.93	£1,061.80
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	£839.75
Oval Commercial (BACS)	Use of Boardroom	£60.00	£60.00	£60.00	£0.00	£30.00	£0.00	£60.00	£165.00	£90.00
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	£3,040.65	£4,323.07
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	£0.00
Ricoh (BACS quarterly)	Photocopier	£188.00	£0.00	£0.00	£170.20	£0.00	£0.00	£158.87	£0.00	£0.00
Southern Electric (DD - quarterly)	NH Pavilion	£0.00	£0.00	£118.55	£0.00	£0.00	£108.86	£0.00	£0.00	£95.57
Southern Electric (DD quarterly)	Christmas Tree	£252.54	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.59
SoVision IT (BACS monthly)	IT Support	£169.20	£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	£0.00
Water2Business (DD six mnthly)	Auto-watering systems	£91.41	£0.00	£0.00	£0.00	£30.42	£138.56	£0.00	£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	£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	£0.00
Zoom subscription (DD - monthly)	Meeting space	£11.99	£11.99	£11.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

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