

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.

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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.

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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.

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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 4022/202	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 condolence 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										

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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

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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	£0.00	£30.00	£0.00	£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
SoVision 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 mnthly)	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	

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