

WESTFIELD PARISH COUNCIL
Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 18th January 2023 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: Tracey Stephens, Deputy Clerk

87. Apologies for absence

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

88. Declarations of interest and dispensations

There were no declarations of interest.

89. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 12th December 2022 be agreed and signed as a correct record.

90. Monthly Accounts

It was noted that the accountant had advised that the combined bank reconciliation statements were not appropriate since they are a year-end facility.

Resolved:

- a) that the December bank reconciliation and monthly income and expenditure statements for the Current Account be agreed.
- c) that the December bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account be agreed;
- d) that the December bank reconciliation and 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 the petty cash spending (Appendix 2) be agreed.

91. 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.

92. 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.

93. Quarterly Budget Variation Report

The report of the Clerk was noted.

94. Quarterly Bank Reconciliations by a Councillor

It was noted that this was undertaken by Cllr Wallbridge 5/12/22

95. Tenders

The long-term agreement on the insurance comes to an end April 2023. Invitations to tender have gone out.

96. Community Infrastructure Levy (CIL) and Section 106 Funds

The report of the Clerk outlining funds received and spent, was noted.

97. Budget and Precept 2023/24

The budget and precept report were discussed. It was accepted that the 3% precept increase was the best option but to be aware of inflationary pressures for the future precept.

Resolved: To recommend to the Parish Council that

- a) the final budget be agreed
- b) Precept Report Model C, proposing a 3% increase in precept, be agreed

98. Fixed Assets Register

The Fixed Asset Register was reviewed and agreed.

99. Financial Risk Management 2023

Resolved: (1) to check that the bridges at Waterside Valley are not items that need to be highlighted specifically in the Insurance Schedule.

(2) To recommend to Parish Council that the following be agreed

- a) the risk strategy document
- b) the Financial Risk Assessment
- c) the Annual Review of Insurance Schedule in the event that the bridges are not considered to be structures that need to be highlighted specifically in the Insurance Schedule.

100. Coronation Celebration

The draft budget for the event was agreed

101. Emergency Procedures

The Emergency Procedures were recommended to Parish Council.

The meeting closed at 10.55am

APPENDIX 1

Report for F&P - January											
SHEET 2022/23-10											
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Furniture & Equipment 4036/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Coronation422 7/202	Hospitality 4131/101
DC150	15/12/2022	SW Marquees	Deposit for marquee hire 7/5/23	£443.80						£369.83	
DC151	21/12/2022	Post Office	Stamps	£6.85	£6.85						
DC152	05/01/2023	Post Office	Return of defib pads	£4.45	£4.45						
DC153	11/01/2023	B&NES	Building Regs fee for new office	£1,272.00							
			TOTAL (NET)	£381.13	£11.30	£0.00	£0.00	£0.00	£0.00	£369.83	£0.00
			VAT:	£73.97						£73.97	
			TOTAL (Gros)	£1,727.10	£11.30	£0.00	£0.00	£0.00	£0.00	£369.83	£0.00

APPENDIX 3

Invoices for payment JANUARY								
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross	
13/12/2022	Trophies of Radstock	Christmas Decs Trophy	4223/202	2082	£20.83	£4.17	£25.00	
31/12/2022	Trinity Methodist Church	Youth Group hall hire	4237/202	2087	£385.00	£0.00	£385.00	
09/12/2022	Apex Alarms	Intruder alarm service	4062/308	2088	£85.00	£17.00	£102.00	
09/12/2022	Apex Alarms	CCTV service	4063/308	2089	£85.00	£17.00	£102.00	
09/12/2022	Apex Alarms	Emergency lights service	4062/308	2090	£60.00	£12.00	£72.00	
TOTAL								£686.00
<i>Added since the agenda was distributed:</i>								
31/12/2023	DCK Accounting Solutions Limited	December accounts	4058/1	2091	250.75	50.15	£300.90	
11/01/2023	Roma Construction	Planter at Wesley Ave	4227/202	2092	£3,313.10	£662.62	£3,975.72	
10/01/2023	A F Denning Limited	Christmas Lights	4223/202	2093	£1,203.60	£240.72	£1,444.32	
09/01/2023	Zonkey Solutions Ltd	Website hosting and support	4027/1	2094	£465.50	£93.10	£558.60	
TOTAL								£6,279.54

Schedule of regular payments 2022-23 (All amounts are NET)											
Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January
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	£1,224.49
DCK - BACS monthly	Accounting support	£0.00	£0.00	£268.75	£268.75	£268.75	£268.75	£268.75	£268.75	£268.75	£250.75
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	£67.90
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	£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	£554.04
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	£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	£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	£3,196.02
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	£0.00
Ricoh (BACS quarterly)	Photocopier	£188.00	£0.00	£0.00	£170.20	£0.00	£0.00	£158.87	£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	£0.00	£95.57	£0.00
Southern Electric (DD quarterly)	Christmas Tree	£252.54	£0.00	£28.29	£0.00	£0.00	£28.29	£0.00	£0.00	£30.59	£0.00
SoVision IT (BACS monthly)	IT Support	£169.20	£169.20	£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	£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	£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	£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	£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	£0.00
Monthly Total		£7,741.71	£7,015.57	£7,388.95	£8,299.97	£11,154.99	£7,958.13	£7,543.16	£8,195.18	£10,336.04	£8,513.73