

Westfield Parish Council



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Email: council@westfieldparishcouncil.co.uk
Chairman: Cllr G Fuller Parish Clerk: Ms L Close FSLCC

Established 2011


All Council Meetings are open to the Public and Press

25th January 2023

TO: All Members of Westfield Parish Council

Dear Councillor,

You are summoned to a Meeting of Westfield Parish Council, on **Monday 6th February 2023 at 7pm at the Oval Office Boardroom, Cobblers Way, Westfield.**


Ms L Close
Parish Clerk

Before the meeting there will be a public session of up to 15 minutes to enable residents of Westfield to ask questions, and make comments on items on the agenda. Members of the Public are asked to restrict their comments, and/or questions to five minutes.

AGENDA

1. **Apologies for absence and to consider the reasons given**
Council to receive apologies for absence and, if appropriate, to resolve to approve the reasons given.
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 Parish Council 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 of the Parish Council meeting – 3rd January 2023**
To confirm and sign as a correct record the minutes of the Parish Council Meeting. (Pages 1-4)
4. **Committee and Working Group reports**
To note the minutes of the Committees and Working Groups below:
 - **Environment and Development – 9th January 2023 (Pages 5-7)**
 - **Finance and Personnel – 18th January 2023 (Pages 8-13)**
 - 5. **Approval of any items over £5,000 and consideration of any virement**
 - 6. **To consider and agree the draft budget as recommended by F&P Committee (Pages 14-24)**
 - 7. **To consider and agree the precept in the amount of £225,148 (£117.66 pa for a Band D Property) as recommended by the Finance and Personnel Committee (Page 25)**
 - 8. **To consider and agree the Precept leaflet (Pages 26-29)**
 - 9. **Financial risk assessment** To consider and agree the Risk Management Strategy (Pages 30-33), the Financial Risk Assessment (Pages 34-37) and the Annual Review of the Insurance Schedule (Pages 38-39), as recommended by the Finance and Personnel Committee.
 - 10. **Representation and Support at B&NES – Contact with other Parish and Town Councils (Cllr Hopkins)**
 - 11. **Asset of Community Value – Mardons – verbal update**
 - 12. **Emergency Procedures – as recommended by F&P Committee (Pages 40-41)**
 - 13. **Outside Bodies reports – for reporting only**
 - 14. **Creating Community identity – for reporting only**
 - 15. **Chairman's report - for reporting only**
 - 16. **Bath and North East Somerset Councillors' reports – for reporting only**

WESTFIELD PARISH COUNCIL

Minutes of the Meeting of the Council held at the Oval Office
Tuesday 3rd January 2023 commencing at 7.00pm

The minutes of the Finance and Personnel Committee meeting of 14th
December were noted.

Present: Chair: Cllr G Fuller

Cllrs: D Cooper, R Hopkins, E Jackson, L Mansell, P Millard,
R Moss, B Wallbridge, P Wilkinson and P Williams

Attending: Lesley Close, Clerk; Tracey Stephens, Deputy Clerk

Absent: Cllr J Honess

113. Apologies for absence and to consider the reasons given

Apologies for absence were received and accepted from Cllr Honess

114. Declarations of interest and dispensations

There were no declarations of interest.

115. Minutes of the Parish Council meeting – 5th December 2022

Two amendments were made to the minutes – one grammatical error and under Outside Bodies Cllr Jackson had commented on the History of Methodism in the Radstock area, not Westfield as reported.

Resolved: the minutes of 5th December 2022 were agreed with these amendments and signed as a correct record.

116. Committee and Working Group reports

(a) Environment and Development Committee – 12th December 2022

The minutes of the Environment and Development Committee meeting of 12th December 2022 were noted.

New office at Norton Hill Recreation Ground - It was agreed that the confirmation from the Charity Commission of 23/12/22, circulated clarified the fact that an annual Licence from Norton Hill Recreation Ground Trust to the Parish Council for the hire of the office was sufficient and required no further permission.

(b) Finance and Personnel Committee – 14th December 2022

Minutes are draft until agreed at the next meeting.

Signed Dated

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117. Approval of any items over £5000 and consideration of any virement

There were no items over £5000

118. Internal Audit Report

Thanks were given to the Clerk for her work on the report.

Resolved: to agree the Internal Audit Report as recommended by Finance and Personnel.

119. Somer Valley Working Group

Resolved: Cllr Paul Millard to represent Westfield Parish Council on the Somer Valley Working Group

120. Representation and support at B&NES

Cllr Hopkins was writing a letter to other town and parish councils in B&NES and would bring it to Parish Council for discussion.

Resolved: to add to the next agenda

121. Possible Community Speedwatch Scheme

A vote was taken on whether a speedwatch scheme should be set up in Westfield. It was felt that it would mean personal safety was at risk. 1 for, 9 against.

Resolved: not to start a speedwatch scheme in Westfield

122. Assets of Community Value

The advantage of registering the Mardons building as an asset of community value was discussed. Cllr Cooper advised that there is to be a meeting at Mardons and that she would discuss this with them to explain how it works.

Resolved: to make an application for Mardons Club to be registered as an asset of community value.

123. Outside Bodies reports

Independent Police Authority – Cllr Cooper is the Westfield Parish Council representative on this body, but explained that the meetings clash with Parish Council meetings, so she hasn't been able to go to any of their meetings.

Minutes are draft until agreed at the next meeting.

Signed Dated

2

Radstock Museum – Cllr Jackson advised that the museum had held a successful Victorian weekend, but hadn't had their usual Christmas Fair. They are reopening for some clubs that used to meet there, including the dementia café

124. Creating Community Identity

It was noted that there had been articles in the Journal which were round-ups of Midsomer Norton and Radstock Town Council stories over the year. There was no round up of Westfield stories.

Resolved: to send an article to the Journal and, where possible, to send articles on a regular basis.

125. Chairman's report

The Chairman wished everyone a Happy New Year and thanked Councillors and staff for their support over the past year.

He reported that he had judged the Outside Decorations competition before Christmas with Cllr Cooper and Mr Cooper and thanked Mr Cooper for helping out with the competition.

The letter from Buckingham Palace thanking the Parish Council for the books of condolence on the death of Queen Elizabeth was noted as was the letter of thanks from the Royal British Legion

126. Bath and North East Somerset Councillors' reports

Cllr Moss reported:

- The budget in B&NES was completed and showed a 4.99% rise
- There had been emergency meetings between the NHS and B&NES. There were a large number of people in the RUH with Covid and Flu and there were problems with releasing people from hospital to be cared for in the community.
- There had been an appeal to B&NES from the Ukranian city of Oleksandria for generators. Around a dozen had been sent out and an appeal was being formed for fundraising for more.

Cllr Jackson reported:

- She had been working with a number of homeless families in Westfield.
 - It was noted that the Mendip Local Plan had been challenged by Norton
- Minutes are draft until agreed at the next meeting.

Signed Dated

St Phillip Parish Council, who had won their case against development on the border of their village.

- There was a new strategy on enforcement going through cabinet. She had been invited to meet with the new Head of Enforcement and would set up a meeting date and invite the officer to Westfield.

The B&NES Councillors were asked to invite Kevin Guy of B&NES to meet the Parish Council for the purpose of a discussion on community identity.

The meeting closed at 8:50pm

Next agenda to include Emergency Procedures

Minutes are draft until agreed at the next meeting.

Signed Dated

Minutes of the Environment and Development Committee Meeting held in the boardroom at the Oval Office, Cobblers Way, Westfield on 9th January 2023 commencing at 7pm.

Present: Clifs Bryan Wallbridge (Chair), Diana Cooper, James Honess, Ron Hopkins, Eleanor Jackson, Paul Millard and Pat Williams

Also attending: Lesley Close, Parish Clerk, Tracey Stephens, Deputy Clerk.

91. Apologies for absence and to consider the reasons given
There were no apologies for absence.

92. Declarations of interest and dispensation
There were no declarations of interest

93. Minutes of the last meeting
The minutes of the last meeting held on 12th December were agreed as a true record and signed by the Chair.

94. Planning applications for consideration
There were no applications to consider.

95. Planning Decisions
The planning decisions were noted.

96. Mendip Local Plan – outcome of judicial review
The outcome of the judicial review of the Mendip Local Plan was discussed. It was noted that the 3 developments currently open with Mendip on the B&NES borders were still ongoing.

Resolved: (1) to respond to the applications 2021/1480/OTS and 2022/0614/OTS with further objections (cc. Simon de Beer ofB&NES)
(2) to write to Mendip District Council requesting that we are made consultees on any plans that affect the parish of Westfield.

97. Westfield Neighbourhood Plan
Resolved: (1) to create a working group which will consist of Clifs Jackson, Hopkins, Fuller and Millard and to invite members of the public to join the group.

Minutes subject to approval at the next meeting.

Signed Dated

98. Recreation Ground – Norton Hill
It was noted that work is due to start on replacing the swings from 11th January.

99. Recreation Ground - Westhill
Westhill Club update – there was no further update, other than the solicitors were in contact with each other.

100. Proposed addition to the coal truck planter
An update was given on the signs for the planter.
Resolved: to bring to next meeting

It was noted that Roma Construction had completed the planter at Wesley Avenue, but had run out of the white lias stone and the second circle was lower than planned. The question was asked about whether it was sufficient as it was, or to ask them to obtain more stone and make it higher.

Resolved: to accept the planter as complete as it was.

101. Waterside Valley
Dog Bins: Quotes had been received for dog bins.
Resolved: (1) to find the capacity of the bins and to bring to the next meeting with full costs; (2) to check whether B&NES have any dog bins available.

102. B&NES Clean and Green
Priority areas for the next Westfield clean were identified as Glebelands, outside 3 Ruskin Road, Wellsway Cottages to the police station.

Resolved: to respond to the Clean and Green team with this information and to keep an eye out for any further priority areas.

103. Events
Outside Home Decorations competition feedback:
This update was given at Parish Council on 3rd January.
Coronation Celebration update:

An update was given on the planning for the event.

104. Deffibrillator update

Minutes subject to approval at the next meeting.

Signed Dated

A cost breakdown was given on the items covered by the support package over the last 5 years.

Resolved: to continue with no extra support package as it was more cost effective to replace the items as and when they come up for renewal.

A quote was still awaited for installation of the defibrillator at Westhill Club.

105. Request for support for a bio-diversity project

Details were given of a project run by Farrington Gurney Parish Council to make home owners more aware of the benefits of having pollinators in their gardens or areas surrounding them.

Resolved: to support the project with publication of news and events and to support their funding bid

To resolve that, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.

106. Tree survey quotes

Resolved: to accept the quote from B&NES for £360 for the tree survey.

The meeting closed at 7:30pm

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.

Minutes subject to approval at the next meeting.

Signed Dated

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	1/22/204 postage	1/23/204 stationary & printing	1/36/4 Furniture & Equipment	303/2904 408 maintenance H/H	703/2904 409 Maintenance W/H	Coronation 422 202/7	101/1314 Housing
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

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	£85.57	£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	£654.04
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 monthly)	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

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	1,369
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	935
6001	Trf to Earmarked Reserve	0	0	0	0
6000	Trf from Earmarked Reserve	0	0	0	0

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Sub total	77,955	36,528	75,162	82,259
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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

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

308 Norton Hill Recreation Ground

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

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	Sub total	27,273	14,644	27,273	27,974
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	Total expenditure	223,119	89,124	213,839	223,008
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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
EXPENDITURE						
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	
INCOME						
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	
	<i>Deficit / surplus</i>	<i>0</i>	<i>0</i>	<i>16</i>	<i>0</i>	

21

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
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	
	<i>Deficit / surplus</i>	<i>0</i>	<i>206</i>	<i>-79</i>	<i>0</i>	

22

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	223,008
Total Income	220,571	144,462	255,691	2,301
Surplus / deficit	-2,548	55,338	41,852	-220,707

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) (6709), Neighbourhood Plan (7380), Training (928), Legal fees (4000), E&D projects (2365), Play Equipment (15132) Community Fund (6000)add Community Fund EMR (6000)		
at 01.04.17	103,541	Play Equip (Loan) (7746), Grants (1283) Neighbourhood Plan (3230), 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 carousel Westhill, Pick up sticks repair £1085
330	Community Fund	14,113	no change on last year
331	Community Centre	36,962	£6962 - £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 wired 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
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328	Grants received in advance	0	
334	£106 - funds rec'd in advance	0	£4779 to be spent on changing rooms at Westhill
339	CIL 2019-20	0	
340	CIL 2020-21	0	£947 to be spent on new office
341	CIL 2021-22	0	£60,993 to be allocated to new office
	CIL 2022/23	18,694	
	TOTAL RESERVES	246,645	

Budget Summary

Year Ending 31st March 2024

	2022-23 Projected	2022-23 Budgeted	2023-24 Proposed	Budget Incr/Decr
REVENUE EXPENDITURE				
Reallocated Services	75162	77955	82259	4304
Corporate and Democratic Services	10047	10047	10233	186
Grant expenditure	114758	114744	118143	3389
	0	0	0	
	198967	202746	210635	7889
INCOME				
Reallocated Services - (bank interest & misc inc)	1000	300	500	200
Corporate and Democratic Services	0	0	0	0
Income Granted to WPC	100	700	100	0
	36001	1581	1701	120
	37101	1981	2301	320
NET REVENUE EXPENDITURE				
	162866	200795	208334	7569
CAPITAL EXPENDITURE (NET)				
Rolling Capital Fund	6500	13000	5000	-8000
Loan charges	6886	6743	6931	788
Loan Repayments	676	631	442	-189
	13872	20374	12373	-8001
	176738	221139	220707	-432
TOTAL NET EXPENDITURE				
Financed as follows				
General Reserve at 1st April 2022	62922	62922	104774	
Predicted General Reserve at 31st March	104774	60373	109215	**
Used to Fund Expenditure	-41852	2549	-4441	
PRECEPT				
	218590	218590	225148	6558
Total NET Expenditure				
	176738	221139	220707	-432
Band D Equivalent Tax Base	1906.53	1905.53	1913.31	
Precept per Band D Equivalent				
	£114.71	£114.71	£117.66	£2.95
				2.57%
**Note: the recommended minimum reserve is equal to 3 months net expenditure: 40717				
3 months net expenditure: 52084				
3 months net expenditure: 59445				
 earmarked Reserves	1142022	3132023	3132023	
Rolling Capital Fund	69863	69863	69863	(Available)
Other earmarked Reserves	331232	195476	195476	
	401095	265339	265339	
Funds held in Trust (Westfield Parish Council is sole trustee)				
	1142022	3132023	3132023	
Westhill Recreation Ground Trust	6805	6806	6506	Separate Co op a/c
Norton Hill Recreation Ground Trust	3776	3777	3777	Separate Co op a/c
	10381	10383	10383	

Westfield Parish Council

The Oval Office, Cobblers Way, Westfield, BA3 3BX
 Phone: 01761 410669 council@westfieldparishcouncil.co.uk
www.westfieldparishcouncil.co.uk @westfield_pc

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

Precept Leaflet 2023/24

The purpose of this leaflet is to set out the main areas of the Parish Council's work and to highlight where the public money is spent within the parish.

The precept is the levy raised by the Parish Council to fund its planned expenditure for the year. Every year for the past three years has felt like an exceptional year, requiring deep and careful deliberation on each item of our budget.

We created the budget in the context of soaring inflation and a cost-of-living crisis which is life changing for many of us. The Parish Council's priority has been to easing the tax burden without jeopardising the recreational facilities in the Parish.

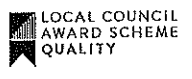
Conscientious monitoring of income and expenditure over the years has enabled Westfield Parish Council to create a stable financial base, from which to deliver projects for the community.

We are aware that our unitary authority, Bath and North East Somerset Council, has faced some severe challenges to its finances over recent years. This has and will continue to impact the services in Westfield and with continued careful control of

its finances the Parish Council can continue to support and mitigate this impact as much as possible.

What services does the Parish Council offer?

- We are a statutory consultee on **planning applications** and provides a local voice on **highways and environmental matters**.
- We have a **Neighbourhood Plan** which directs future developments in the Parish ensuring the standards of development as well as providing the Parish with a 25% portion of the community infrastructure levy, which it uses to fund projects for the benefit of Westfield. The Neighbourhood Plan is due for Review in the year ahead and if anyone would like to become involved in this process you will be very welcome.
- We fund **youth services** in the Parish.
- We manage **sports and leisure facilities** at Norton Hill and Westhill Recreation Grounds on behalf of two Miners' Welfare Trusts.
- Our **recreation ground facilities** offer football pitches, a tennis court, play areas, a BMX track, gym equipment, a fitness track, table tennis, boules and basketball.



- Public open space at **Waterside Valley** is a new feature this year and we are committed to managing this land for its bio diversity and accessibility.
- We encourage **community spirit** by funding events such as the Christmas Lights Switch-on, Christmas Decorations Award, the Front Garden competition and the Inspirational Citizen award.
- We support the **parish environment** by funding the hanging baskets and the planting schemes in the decorative pit trucks and raised beds around the parish, as well as additions to the parish such as the Heritage Walking trails and campaigning to keep footpaths clear.
- We support **local organisations** through grant funding and make provision in our budget to **support St Nicholas Churchyard** which is used and appreciated by many residents of Westfield.
- In partnership with community organisations, we provide and maintain six **public access defibrillators** in the parish.

How did the Parish Council perform in the last year?

Waterside Valley has been a key focus this year, with a summer of consultations which have shaped our Management Plan. Accessibility and bio diversity are important features, encompassing paths, entrances, signage and grass cutting. Funding opportunities have been investigated in detail, with huge thanks to B&NES and Somer Valley Rediscovered for including Waterside Valley in their successful WECA bid, securing some £100,000 for Waterside Valley.

New play equipment continues to replace old and this year, thanks to grants from Awards for All and Sperring Charity, we have commissioned new swings at Norton Hill Play Area. These take the form of a 'you and me' swing which allows adults to sit opposite their toddler and a five-way swing.

A new brick planter at Wesley Avenue was commissioned to replace the rotting wooden one. This will continue to hold a hanging basket tree, with shrubs in the planters underneath.

The ever-popular **Christmas Lights Switch On** event goes from strength to strength. This year, three new lampposts were commissioned to extend the lights display down to Bath College on the A367.

Youth Services continued to thrive and the Parish Council was pleased to continue to support the provision financially.

We continued to support local organisations with **grant donations**, including Bath Area Play Project which provides a Play Day in Westfield during the summer, Midsomer Norton Dial-a-Ride, Midsomer Norton and Radstock Silver Band, Radstock Museum, small Stuff Baby Bank, Swallow, Swan Advice Network, Trinity Girls Brigade, Trinity Methodist Church, West of England Rural Network, Westfield Allotment and Garden Society, Westfield Voices, 1st Radstock Scout Group.

The fifth annual **Inspirational Citizen Award** was awarded to Racael and Eddie Liddiard for all the work they did to make the lives of their neighbours so much easier in times of need.



The annual **Front Garden competition** was won by Mr and Mrs Holcombe of Waterside Road for their strikingly beautiful front garden. The winner of the special Jubilee prize went to Ms Helen Moon for her bright red, white and blue display and the Container prize went to a beautiful hanging basket display in Highfields.

The **Christmas Decorations** award 2022 went to Mr & Mrs Holcombe at Waterside Road. The garden and their house were an absolute riot of colour, and the judges were particularly impressed by their attention to detail.

Winter maintenance of the pavements is as important as ever and our heartfelt thanks to the unsung heroes who voluntarily go out in the severest of weather to grit some of the pavements in the parish. Thank you for looking after our community. If you can join this lovely group of people and give a few hours in the cold weather, please contact the Parish Council office – council@westfieldparishcouncil.co.uk

What is new for 2023/24

Plans are being made to start increasing the bio diversity at **Waterside Valley** with some scrub clearance and grass cutting. We hope too that we can go out to tender for some accessible pathways.

The Parish Council is looking to move **office** to Norton Hill Recreation Ground. Fully funded from reserves, this should reduce the Parish Council's outgoings significantly.

The Parish Council is working with Westfield Sports and Community Centre to create changing rooms at Westhill Recreation Ground.

We continue to budget cautiously and to ensure we have contingency reserves to maintain a healthy financial balance of providing for the community whilst anticipating future demands on its resources. We positively encourage your views and suggestions for the future of our Parish. Residents are welcome to attend meetings of the Parish Council and you can view our 2023/24 budget at any time on our [website](#).

Frequently Asked Questions

How is the Parish Council funded?

The Parish Council raises a precept based on its budgeted spending for the year. The precept is added to your Council Tax bill and is shown alongside other additions such as Police & Fire and Social Care. In addition to the precept the Council seeks funding in the form of grants for some of its projects. We also receive Community Infrastructure payments.

How much does the average household pay towards the Parish Council?

The precept total is apportioned per household according to Council Tax band and is presented in terms of a Band D equivalent. The 2023/24 precept of £225,148 will cost a band D household £117.66 per year or £2.26 per week. This is an increase of 5p per week from last year.





WESTFIELD PARISH COUNCIL
RISK MANAGEMENT STRATEGY 2023

1. Introduction

1.1 This document forms the Council's Risk Management Strategy. The objectives of this strategy are to:

- Develop risk management and raise its profile across the Council;
- Integrate risk management into the culture of the organisation;
- Manage risk in accordance with best practice.

2. What is Risk Management?

2.1

'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance.' Audit Commission, Worth the Risk: Improving Risk Management in Local Government, (2001: 5)

2.2

Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. Risk management is not simply about health and safety, but applies to all aspects of the Council's work.

2.3

Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst-case scenario Government intervention.

Compliance Risk - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4

Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

www.westfieldparishcouncil.co.uk



How is the Parish Council run?

The Parish Council is made up of 11 Councillors elected by the people of Westfield every four years. The Parish Council employs three part time members of staff to administer the work of the Council. Details of the Councillors and contact details for the office can be found on our website and in the back of each edition of our quarterly newsletter, The Westfield Warbler.

The Parish Council is governed by statute, such as the Localism Act 2011. We are members of the National Association of Local Council (NALC) who advise on updates to the law and changes in legislation such as GDPR and website accessibility.

3. Risk Management Policy Statement

Westfield Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses and to minimise uncertainty in achieving its goals and objectives.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

4. Implementing the Risk Management Strategy

4.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur.

Options for control include:

Elimination – the circumstances from which the risk arises are removed so that the risk no longer exists;

Reduction – loss control measures are implemented to reduce the impact/likelihood of the risk occurring;

Transfer – the financial impact is passed to others e.g. by revising contractual terms;

Sharing – the risk is shared with another party;

Insuring – insure against some or all of the risk to mitigate financial impact; and
Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

4.2 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

4.3 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. Risks are identified in the Annual Risk Assessments.

Risk Analysis – Once risks have been identified they need to be systematically assessed. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Prioritisation – An assessment should be undertaken of the impact and likelihood of risks occurring, and prioritised as low, medium or high.

5. Roles and Responsibilities

5.1

Councillors – risk management is seen as a key part of the Councillors' stewardship role which would include:

- (a) Approval of a Risk Management Strategy;
- (b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- (c) Consideration, and if appropriate, endorsement of the Financial Risk Assessment which include the internal controls of the Council; and
- (d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

5.2

Employees – All employees will maintain an awareness of the impact and costs of risks. The Parish Clerk will, where required,

- (a) provide advice as to the legality of policy and service delivery choices;
- (b) update the Council on the implications of new or revised legislation;
- (c) assist in handling any litigation claims;
- (d) advise on any health and safety implications of the chosen or proposed arrangements for service delivery;
- (e) assess and implement the Council's insurance requirements;
- (f) provide assistance and advice on budgetary planning and control;

5.3

Role of Internal Audit – Internal Audit provides an important scrutiny role to provide independent assurance to the Council that the necessary risk management systems are in place and all significant risks are being managed effectively.

Feedback from Internal and External Audit can identify areas for improvement, as can the sharing of best practice via professional bodies, the National Association of Local Councils and relevant local council forums.

5.4

Finance and Personnel Committee – Annually review the Risk Management Strategy and the Review of the Insurance Schedule

6. Implementation Timetable and future monitoring

Risk Management Strategy

Adopted by the Finance and Personnel Committee 9th January 2012.

Reviewed by the Committee 28/01/13.

Presented for review February 2014, January 2015, January 2016, January 2017, January 2018, January 2019, January 2020, January 2021, January 2022.

Agreed by Parish Council February 2020, 2021 and 2022.

Annual Review of the Insurance Schedule

Reviewed by the Finance and Personnel Committee 9th January 2012 and 28th January 2013.

Presented for review February 2014, January 2015, January 2016, January 2017, January 2018, January 2019, January 2020, January 2021, January 2022.

Agreed by Parish Council February 2020, 2021 and 2022.

Financial Risk Assessment – Reviewed by the Finance and Personnel

Committee 9th January 2012 and 28th January 2013. Presented for review February 2014, January 2015, January 2016 January 2017, January 2018, January 2019, January 2020, January 2021, January 2022.

Agreed by Parish Council February 2020, 2021 and 2022.

Review of Internal Financial Controls Reviewed by the Finance and Personnel Committee 9th January 2012, 2013, 2014, 2015. Reviewed by F&P in March and agreed by Parish Council in May of 2016, 2017, 2018, 2019, 2020, 2021, 2022..

LCRS Risk Assessment summary presented for review to Finance and Personnel Committee in October 2018, January 2020, January 2021, January 2022.

Review History	To be reviewed annually
Adopted by F&P	9/1/2012
Reviewed by F&P	28/1/13
Reviewed by F&P	12/2/14
Reviewed by F&P	21/1/15
Reviewed by F&P	20/1/16
Reviewed by F&P	18/1/17
Reviewed by F&P	17/1/18
Reviewed by F&P	23/1/19
Reviewed by F&P	22/1/20
Agreed by Parish Council	3/2/20
Reviewed by F&P	20/1/21
Agreed by Parish Council	01/02/21
Reviewed by F&P	20/1/22
Agreed by Parish Council	07/02/2022
Reviewed by F&P	18/1/23
Next review	January 2024

Risk Assessment Form Westfield Parish Council

Activity: Financial Risk Assessment Assessment Date: 01 11 22 Review Date: November 2023

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Cash/ debit card stolen - Personal injury - Loss of income	Staff		<p>See Separate Cash Handling Assessment. Petty cash and debit card kept in locked cabinet. Petty cash folio slip signed by purchaser and countersigned by Parish Clerk. Receipts attached to folio slip. Petty cash and debit card imprests reconciled by Parish Clerk monthly. Fidelity Guarantee insurance in place to cover improper use of the card by employees. Note: the insurance does not cover theft of the card by anyone other than employees and members. If the card was stolen by a third party this would be reported to and dealt with by the bank as soon as possible. Trustworthy reference taken up on all office staff. Payments & Receipts Schedule examined by Finance & Personnel Committee each month. Debit card is kept in the locked cabinet. PIN is accessed only by office staff who use the card and is kept in a separate locked cabinet. Use of the debit card is restricted to a single transaction value of £500 (Financial Reg 6.18) Wherever possible when making online purchases a Parish Council account should be set up. Where it is not possible to set up a Parish Council account the card details should not under any circumstances be saved to a personal account. Keep the PIN separate from the card, in a locked cabinet – accessible by office staff When making online purchases a Parish Council account should be set up</p>		LOW	
Banking - Loss of monies - Security	Council		<p>Parish Clerk only personnel who is authorised to transfer money between Council accounts. Parish Clerk is the only officer who can set up BACS payments.</p>		LOW	

			All staff salaries signed off each month by the Clerk and two Councillors. Parish Clerk can check payments and receipts. Apart from the Clerk, no other staff have any authorisation with the bank. Receipt logged for all monies (cheques or cash) received. All payments processed by online banking must be authorised by two separate users. Trustworthy reference taken up on Parish Clerk. On 1/10/15 the Parish Council took advice from St James Wealth Management who raised (1) the fact that we are only covered for £85,000 per bank should a bank go under – we should be aware of banks which are the same bank but different names eg Tesco bank is not a bank in its own right but is part of another bank; (2) that the low risk banks are those which operate solely in the UK (Santander whilst offering higher interest rates is based in Europe).		
Cheque Fraud - Loss of monies - Reputation	Council		Two Members to sign all cheques and initial invoices as seen. Cheques raised only when invoice has been signed off by Parish Clerk. In cases where this is not possible for logistical reasons the Clerk is emailed a list of payments for confirmation and the invoices are signed afterwards. Once a quarter a Member that is not a bank signatory checks and signs off the bank reconciliation, as per the Financial Regulations. Orders issued for all works and materials. Payments & Receipts Schedule examined by Finance and Personnel Committee each month.		LOW
Direct Debit/Standing Order Fraud - Loss of monies	Council		List of direct debits and standing orders to be put to the Finance and Personnel Committee every two years in accordance with the Financial Regulations. DCK conducts bank reconciliation, checked and signed off by the F&P Committee and by a Member that is not a bank signatory. Monthly direct debit payments signed off by two Councillors. Trustworthy reference taken up on Parish Clerk. Payments & Receipts Schedule examined by Finance and Personnel Committee each month.	List of direct debits and standing orders to be put to the F&P Committee in November 2023.	LOW LC Nov 2023
Online banking and BACS Fraud - Loss of monies	Council		Two Members to sign a list of proposed BACS payments and initial invoices as seen and checked against the list BACS payment only approved when invoice has been signed off by Parish Clerk. DCK conducts bank reconciliation, checked and signed off monthly by the F&P Committee, and once a quarter by a Member that is not a bank signatory as per the Financial Regulations. Orders issued for all works and materials. Payments & Receipts Schedule examined by Finance and Personnel Committee each month. BACS payroll checked by Parish Clerk. Telephone banking PIN kept in a locked cabinet in the office.		LOW

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			Trustworthy reference taken up on Parish Clerk. Security tokens used for access to online banking kept securely either in the office or by the signatory All online banking payments are required to be authorised by a second signatory		
Fire - Loss of records	Council		See Separate Fire Risk Assessment. Off-site automatic back up set up. Register of Assets maintained		LOW
Postage - Loss of monies	Council		Postage purchased through the Consortium/Viking Direct. Postage logged in postage book. Trustworthy reference taken up on all Officers. Small amount of mail.		LOW
Payroll Information - privacy - security of staff bank details - loss of data due to system fault - loss of service of employee	Employees		Staff files kept in locked cupboard. Password protection on payroll information. All payroll undertaken in-house. Regular off site back up.		LOW
Loss of Revenue - non payment - loss of booking - bank reconciliation	Council		Cancellation policy administered ie. payment required for bookings not cancelled. Reminders sent for unpaid invoices. All bad debts put to the Finance and Personnel Committee. Late payment penalty clause introduced by the Finance and Personnel Committee in September 2012. Bank reconciliation undertaken on receipt of bank statement.		LOW
Precept Illegal expenditure Annual precept not the result of detailed consideration. Inadequate monitoring of performance			General Power of Competence obtained 2012 and renewed 2015 and 2018, 2021.. Clerk and Councillors informed of the parameters of the General Power of Competence. Precept considered at Finance and Personnel Committee before recommendation to Parish Council. Quarterly budget comparison sheets circulated to all Councillors and considered and Finance and Personnel Committee.		LOW LC – General Power of Competence to be renewed 2024.
Changes in legislation			To continue to support NALC in its opposition to a 2% cap in precept increases. Cash flow reserves of 3-4 month net revenue expenditure maintained. Local Council Quality Award achieved September 2015 and again 4/11/2019		MEDIUM

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WESTFIELD PARISH COUNCIL

Annual Review of the Insurance Schedule 2023

The Insurance Schedule is available to view by arrangement. I would highlight the following points:

(1) Sums Insured

I have checked the sums insured for each of the Council's premises against our fixed asset register and made adjustments accordingly.

(2) Fidelity Guarantee

As a minimum this figure should equate to half the year's precept plus cash balances in the bank. I calculate the Fidelity Guarantee therefore as **£584,482** (being £109,295 plus balances in the bank, which at 31st March 2022 were £475,187)

The Fidelity Guarantee was increased to a new limit of £750,000 on 1st April 2021.

(3) Business Interruption and Loss of earnings

The loss of earnings cover in the event of business interruption should be broken down into two elements (1) actual lost income eg from Trust grants, Allotments lease which equates to £1,801 in the 2023-24 budget. We are covered to the value of £4,500; and (2) unavoidable loss should we no longer be able to operate in our current manner. This is a set figure of £50,000 and would cover costs for 24 months if the office was suddenly no longer usable, for example finding new office premises, leasing computers etc.

(4) Employers' Liability

The limit of indemnity is £10 million.

(5) Public Liability

The limit of liability is £10 million.

(6) Personal Accident

Councillors and employees are covered for personal accident to the limit of £100,000 any one person. Volunteers, (currently 40) are covered under Public Liability and also Personal Accident cover. BANES cover the volunteer Snow Wardens for personal accident under their own policy.

(7) Claims during the year

April 2022 the birds nest swing at Norton Hill Recreation Ground was vandalised. A claim was put in for a new swing in the amount of £850 (net). The excess was £125 and therefore the remittance was £725.

(8) Additions this year

Reserves To ensure the level of reserves is neither too high or too low for the level of expenditure in the Council			4 months net revenue expenditure reserves agreed by F&P 28/10/13 .. This was reduced to 3 months net expenditure by F&P 22/01/19 To be reviewed each year at the time of setting the precept.		LOW
Accounting Non compliant records Non compliance with internal audit Non compliance with statutory deadlines			Membership of NALC / ALCA ensures that we are kept up to date with compliance requirements and training opportunities. Ensure accounts and returns are submitted on time. Appoint internal auditor and examine all internal audit reports at Committee.		LOW
Insurance Public liability Employers' liability Fidelity guarantee Loss of revenue Personal accident Insurance will not cover living Christmas Tree or loss of metered water at Allotment site.			All items covered in insurance schedule. Insurance schedule reviewed annually by Finance and Personnel Committee. WAGS informed of the lack of cover for loss of metered water at Allotment Site and encouraged to check the meter regularly. 4/3/13.		LOW
Working from home for a length of time during the pandemic	Employees		During lockdown it was deemed safer to keep the debit card at the home of the Finance Officer. Kept in a safe place in the home. Returned to the office after lockdown. Checked insurance situation in respect of keeping the debit card at home when required -2/11/20 – BHIB confirmed there is a £250,000 limit on the card and £350 limit on cash. The laptop falls within the £90,000 limit.		LOW

Assessor's signature:

Clerk's signature:

Date:

Date:

During 2022 we added the new laptop and computer equipment to the schedule to replace the old items. We also note that the following items should be added as soon as work/purchase is complete

- Land at Waterside Valley (£20,000)
- Swings at Norton Hill (£23,312)
- Planter at Wesley Ave (£4,733)

(9) Third Party Insurance

Organisations which occupy Parish Council land on a long-term basis are (1) Nonwest Bowis, who have sent us a copy of their insurance schedule showing £5 million public liability and (2) Westfield Allotment and Garden Society, who have sent us a copy of their insurance schedule showing £5 million public liability.

Other items to note

Legionella is not covered as a risk unless regular risk assessments are carried out on all water systems. These are undertaken regularly.

Fidelity Guarantee covers misuse / theft of the debit card by an employee or member but not theft by a third party which would need to be taken up with the bank.

The ownership green space in Waterford Park that is being maintained by the Parish Council and the two allotments sites are covered for Public Liability only. WAGS have their own insurance for the allotment sites.

Land at Waterside Valley is covered under public liability only because there are no assets on the land.

(10) Review of the Insurance premium

- The annual premium with Aviva in 2011 was £5,072.86.
- Following a review was reduced in 2012 to £4,427.25.
- In 2013/14 the premium was £4,024.84 due to further reductions of fixed assets and staff time.
- Following a tendering process, the Parish Council changed to Zurich with effect from 1st April 2014, with a premium of £2,515 and this went up to £2,625.83 in 2015 and up to £2808.70 in 2016.
- A new Long-Term Agreement (LTA), three-year contract, was accepted with Zurich in March 2017 with a current premium of £2725.84.
- A new Long-Term Agreement (LTA), three-year contract, was accepted with BHLB Councils Insurance in March 2020 with a current premium of £2429.60. In 2021 the premium was £2774.58 plus £103.66 for the increase in fidelity guarantee = £2878.24 (there was no extra charge for adding land at Waterside Valley). In 2022 the premium was £3,810. We queried the sharp increase and were told it looks like a claim of over £7,000 was settled as of August 2021. On review, any discounts that were allowed previously had been removed, hence the premium increase at renewal 2022.

Lesley Close
Parish Clerk

Emergency Procedure Note

1. Purpose

To set out the procedures in the event of an emergency on Westfield Parish Council land, buildings or equipment.

Depending on the emergency, if relevant, the first call should be to the emergency services 999. This procedure note sets out what to do in the case of imminent threat to life or buildings.

2. Procedures already in place

(1) The Scheme of Delegation states:-

(item 6) In the event of any matter arising which requires an urgent decision, the Parish Clerk shall consult the Chair and Vice Chair of the Council and also the Chair of the Finance and Personnel Committee if the matter involves expenditure not provided for in the annual budget. With the concurrence of those member(s) the Parish Clerk shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration. Full details of the circumstances justifying the urgency and of the action taken shall be submitted to the next available meeting of the Committee concerned or of the Council.

(2) The Financial Regulations state:-

(item 4.5) In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Clerk shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.

3. Any other Procedures required

If a Councillor is alerted to an emergency out of office hours, then the following organisations might be able to help.

Bath and North East Somerset Council's website states:-

- Fallen trees across pavements or roads
- Broken glass across pavements or roads
- Used syringes
- Road traffic collisions
- Unsafe buildings
- Flooding (see our [flooding page](#) for further details)

If any of these examples pose an immediate risk to your personal or public safety, please call us on 01225 39 40 41 and select option 9 (our phone lines are open Monday to Thursday, 8.30am to 5pm, and Fridays, 8.30am to 4pm), or call 01225 47 74 71 (evenings, weekends and bank holidays).

Western Power

Emergency 0800 6783 105

Bristol Water

Phone: 0345 702 3797

Monday - Friday: 08:00 - 18:00 | Out of hours contact available in emergencies only

British Gas

Smell gas? Call 0800 111 999