

Westfield Parish Council

The Oval Office, St Peter's Business Park
Westfield, BA3 3BX

Phone: 01761 410669 council@westfieldparishcouncil.co.uk

[/westfieldparishcouncil](#) [@westfield_pc](#)

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



Established 2011

All Council Meetings are open to the Public and Press

9th February 2023

TO: a) Members of the Finance & Personnel Committee:
Cllrs Diana Cooper, Geoff Fuller (ex officio), Ron Hopkins, Lesley
Mansell, Paul Millard, Robin Moss, Pat Williams (Vice Chair), Phil
Wilkinson (Chair), Bryan Wallbridge (ex officio)

b) All Other Members of the Council (for information)

Dear Councillor,

You are summoned to a **Meeting of Finance Personnel Committee**, on **Wednesday 22nd February 2023** at **10.00am** at The 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 18th January 2023 (**Pages 1-5**)

4. **Monthly Accounts** To agree the monthly accounts in respect of the following for January 2023.
 - Current Account (**Pages 6-8**)
 - Corporate Treasury Account (**Pages 9-11**)
 - Business Savings Account (**Pages 12-14**) (the interest rate at 1st February is 2.8%)
 - Debit card expenditure sheet since the last meeting (**Page 15**)
 - Petty cash imprest sheet since the last meeting (**Page 16**)

5. **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. (**Page 17**)

6. **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 18**)

7. **Visa Debit Card Report of the Clerk (Page 19)**

8. **Flowers in Public Places contract (Page 20)**

9. **St Nicholas Church** – To note the Grant Feedback Form (**Pages 21-24**) And, to confirm the 2023/24 grant in the amount of £2,485, this being last year's grant of £2,257 plus inflation in the amount of 10.1% which was the CPI in September 2022 when the 2023/24 budget was drafted. Grant to be paid in April.

10. **Parish Council Insurance query on Footbridges at Waterside Valley (Pages 25-26)**

11. **Parish Council Retention of Documents Policy** To confirm the retention of documents as per the NALC recommendation (**Pages 27-28**)

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 2

MONTH SHEET
January
2022-23-10

IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/1	Health & Safety 4018/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Events 4232/202	Hospitality 4131/101
			£86.20								
	13/12/2022	Biscuits for BACM mtg 13/12/22	£1.25								£1.25
	21/12/2022	Batteries for mouse	£2.99	£2.49					£6.25		
	3/1/2023	Padlock Westhill	£7.50								
		TOTAL (NET)	£9.99	£0.00	£2.49	£0.00	£0.00	£0.00	£6.25	£0.00	£1.25
		VAT:	£1.75		£0.50				£1.25		
		Ongoing balance	£74.46								

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

Added since the agenda was distributed:

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
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

Date: 13/02/2023

Westfield Parish Council 2022-23

Page 1

Time: 10:47

Bank Reconciliation Statement as at 31/01/2023
for Cashbook 1 - Current Account

User: DRK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Westfield Parish Council	31/01/2023	271	53,834.05
			<u>53,834.05</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			53,834.05
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			53,834.05
		Balance per Cash Book is :-	53,834.05
		Difference is :-	0.00

Receipts for Month 10

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 :	7,999.03					7,999.03	
	Banked 03/01/2023	180.47						
TRANSFER	Nationwide Savings Account	180.47			204		180.47	NATIONWIDE INTEREST
	Banked 12/01/2023	19,999.00						
TRANSFER	Corporate Treasury Account	19,999.00			203		19,999.00	TRANSFER
	Banked 12/01/2023	23,000.00						
TRANSFER	Corporate Treasury Account	23,000.00			203		23,000.00	TRANSFER
	Banked 13/01/2023	8,029.28						
	HMRC	8,029.28			105		8,029.28	VAT REFUND Q3
	Banked 25/01/2023	11,892.50						
	Bath & NE Somerset Council	11,892.50			1179	199	11,892.50	CIL 2022/2023
Total Receipts for Month		63,101.25	0.00	0.00			63,101.25	
Cashbook Totals		<u>71,100.28</u>	<u>0.00</u>	<u>0.00</u>			<u>71,100.28</u>	

Date 13/02/2023

Westfield Parish Council 2022-23

Page: 316

Time 10:48

Cashbook 1

User: DRK

Current Account

For Month No: 10

Payments for Month 10

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</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/01/2023	Co-op Bank	CHS	5.00			4050	1	5.00	DUP STMT FEE
03/01/2023	Oval Commercial Investments Lt	STO	587.70	587.70		501			164/2920/Oval Commercial Inves
06/01/2023	POST OFFICE	CARD	4.45			4022	1	4.45	POSTAGE
12/01/2023	Bath & NE Somerset Council	CARD	1,272.00			4910	199	1,272.00	BUILDING REGS FEE NEW OFFICE
13/01/2023	GPS Telecoms Limited	DDR1	81.48	81.48		501			87213/2893/GPS Telecoms Limite
18/01/2023	Trophies of Radstock	BACS01	25.00	25.00		501			3283/2892/Engrave trophy
18/01/2023	Apex Alarms Limited	BACS02	276.00	276.00		501			44394/2888/Svc CCTV
18/01/2023	DCK Accounting Solutions Limit	BACS03	300.90	300.90		501			TPC10495/2896/DCK Accounting S
18/01/2023	Trinity Methodist Church	BACS04	385.00	385.00		501			22123/2889/Trinity O/N/D
18/01/2023	Oval Commercial Investments Lt	BACS05	528.00	528.00		501			166/2895/Boardroom Dec
18/01/2023	Zonkey Solutions Limited	BACS06	558.60	558.60		501			13747/2900/Domain hosting 2023
18/01/2023	RJP ELECTRICS, T/A AF DENNING	BACS07	1,444.32	1,444.32		501			IV00328/2901/Xmas trees
18/01/2023	GreenSward Sports Consultancy	BACS08	2,545.90	2,545.90		501			SI- 12650/2891/GreenSward Sport
18/01/2023	Roma Construction South West L	BACS09	3,975.72	3,975.72		501			P/Ledger Electronic Payment
18/01/2023	SoVision IT	BACS10	203.04	203.04		501			242272/2890/SoVision IT
18/01/2023	Viking	CARD	93.57		15.60	4062	307	31.99	PADLOCK
18/01/2023	HMRC	BACS	554.04			4023	1	45.98	STATIONERY
18/01/2023	Avon Pension Fund	BACS	1,224.49			515		554.04	PAYE NIC JAN 23
24/01/2023	SALARIES JANUARY	BACS	3,196.02			517		1,224.49	PENSIONS JANUARY
25/01/2023	Co-op Bank	CHS	5.00			516		3,196.02	SALARIES JANUARY
						4050	1	5.00	DUP STMT FEE
Total Payments for Month			17,266.23	10,911.66	15.60			6,338.97	
Balance Carried Fwd			53,834.05						
Cashbook Totals			71,100.28	10,911.66	15.60			60,173.02	

Bank Reconciliation Statement as at 31/01/2023
for Cashbook 2 - Corporate Treasury Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Corporate Treasury Account	31/01/2023	116	421,155.03
			<u>421,155.03</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			421,155.03
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			421,155.03
		Balance per Cash Book is :-	421,155.03
		Difference is :-	0.00

Receipts for Month 10

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 :		463,819.23					463,819.23	
Banked 05/01/2023		334.80						
Co-op Bank		334.80			1196	1	334.80	CORPORATE TREASURY INTEREST
Total Receipts for Month		334.80	0.00	0.00			334.80	
Cashbook Totals		<u>464,154.03</u>	<u>0.00</u>	<u>0.00</u>			<u>464,154.03</u>	

Payments for Month 10

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</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
12/01/2023	Current Account	TRANSFER	19,999.00				201	19,999.00	TRANSFER
12/01/2023	Current Account	TRANSFER	23,000.00				201	23,000.00	TRANSFER
Total Payments for Month			42,999.00	0.00	0.00			42,999.00	
Balance Carried Fwd			421,155.03						
Cashbook Totals			464,154.03	0.00	0.00			464,154.03	

Bank Reconciliation Statement as at 31/01/2023
for Cashbook 3 - Nationwide Savings Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Nationwide Savings Account	31/01/2023	69	85,000.03
			<u>85,000.03</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,000.03
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			<u>0.00</u>
			85,000.03
		Balance per Cash Book is :-	85,000.03
		Difference is :-	0.00

Receipts for Month 10

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	
	Banked 30/12/2022	180.47						
	Nationwide Bank	180.47			1196	1	180.47	INTEREST
Total Receipts for Month		180.47	0.00	0.00			180.47	
Cashbook Totals		<u>85,180.50</u>	<u>0.00</u>	<u>0.00</u>			<u>85,180.50</u>	

Payments for Month 10

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>
13/01/2023	Current Account	TRANSFER	180.47			201	180.47	NATIONWIDE INTEREST
Total Payments for Month			180.47	0.00	0.00		180.47	
Balance Carried Fwd			85,000.03					
Cashbook Totals			85,180.50	0.00	0.00		85,180.50	

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - February
SHEET 2021-22 - 11

REF	DATE	SUPPLIER	DETAILS	TOTAL	Postage 4022/1	Stationary 4023/1	Hospitality 4131/101	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Coronation 4227/202	CAP Waterside Valley 4930/199
DC154	17/1/2023	Viking	Stationary	£55.18		£45.98							
DC155	18/1/2023	Viking	Stationary	£38.39		£31.99						£47.49	
DC156	1/2/2023	Amazon	Flags/bunting for Coronation	£47.49									
DC157	7/2/2023	Co op	Coffee	£3.85			£3.85						
			TOTAL (NET)	£129.31	£0.00	£77.97	£3.85	£0.00	£0.00	£0.00	£0.00	£47.49	£0.00
			VAT:	£15.60		£15.60							
			TOTAL (Gros)	£144.91	£0.00	£77.97	£3.85	£0.00	£0.00	£0.00	£0.00	£47.49	£0.00

Parish Clerk signature _____ Date _____

Counter signature _____ Date _____

Signed: _____ Signed: _____

Date: _____ Date: _____

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET

February
2022-23-11

IMPREST VALUE	DATE	DETAILS	TOTAL	Westfield Exhibition 4240/202 4022/1	printing & stationary 4023/1	Health & Safety 4018/1	Parish Environment 4224/202	Postage 4022/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Hospitality 4131/101
			74.46								
	24/1/2023	Biscuits for meeting	£1.75								£1.75
		TOTAL (NET)	£1.75	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1.75
		VAT:	£0.00								
		Ongoing balance	£72.71								
		top-up required	n/a								

previously reported
added since agenda was circulated

Imprest Holder signature _____ Date _____

Counter signature _____ Date _____

Signed: _____ Signed: _____

Date: _____ Date: _____

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	£978.00	£1,264.86	£1,224.49	£1,043.87	
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	£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	£67.90	£69.46	
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	£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	£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	£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	£3,232.15	
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	£3,686.72	
Ricoth (BACS quarterly)	Photocopier	£188.00	£0.00	£0.00	£170.20	£0.00	£0.00	£158.87	£0.00	£0.00	£0.00	£159.06	
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	£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	£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	£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	£44.81	
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	£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	£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	£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	£0.00	

Visa Debit Card

1. Background

The latest JPAG accounts and audit guidance states that “where debit/credit cards are in use, establish the monthly and transaction limits and ensure appropriate controls over physical security and usage of the cards are in place”.

2. Detail

The Parish Council has a visa debit card which we use to purchase items online, draw out petty cash and purchase items such as refreshments for meetings.

I contacted the bank 26/1/23 to establish whether there are any monthly and transaction limits on the card. It is not possible to establish such limits on a debit card. The only limit in place is a £250 per day cash withdrawal limit.

Credit cards have the facility to place monthly and transaction limits.

3. For decision

- (1) We could continue with the debit card, documenting the risk due to lack of monthly and transaction limits and mitigating this with the fact that the card is kept physically locked in a box which is locked in a cabinet, with the PIN code locked in a separate cabinet. The card is used by three members of staff, all of which have been employed with full references. We have a fidelity insurance limit of £750,000.
- (2) We could look at changing to a credit card and set monthly and transactional limits.

6098 - budgeted .

Quote to Westfield Parish Council for the delivery of Flowers In Public Spaces Contract

Dear Lesley

Many thanks for the opportunity to quote for the delivery of Flowers in Public Spaces Contract 2023/24. My price to deliver the contract is: £6,330.

Yours sincerely

Rob Wicke

2 Lilian Terrace, Paulton, BS39 7QN

robwicke.work@gmail.com

07410973449

Westfield Parish Council Grant Feedback Form 2022-23



Name of the Organisation

St Nicholas Church

Name of person completing the form

Ian Egginton-Metters

Position held in the Organisation

Treasurer

Daytime phone number

07939230052

Email address

ian@eggintonmetters.co.uk

Grant awarded in 2022-23

How much was your organisation awarded by
Westfield Parish Council in 2022-23?

£2,257

Has the grant been spent in full? If so, how was the grant spent? If not please detail any plans for the grant or any amount remaining (or if you are not able to make plans at the moment).

Most but not all of the grant has yet been spent, but it will be before the end of March 2023. Our churchyard maintenance person gave up his self-employed business at the end of the autumn'22 season; we are about to recruit for a replacement. Most of the grant was spent on the maintenance contract for strimming and cutting. The areas immediately surrounding the Church are mown except for areas managed for biodiversity in line with the Wilder Churches initiative (a partnership with the Diocese of Bath & Wells and Somerset Wildlife Trust). Small amounts have been spent on waste bags and some PPE for the waste bins located along the pathways. We shall report fully at the end of March based on work that will be undertaken to that point.

What benefits have you seen since spending the grant funding?

Without the grant we simply could not afford to maintain the grounds and clear access to graves. Many people walk through the grounds daily and on most days people can be seen tending their loved one's graves, often quite old graves. The sloping land makes access difficult at the best of times but negotiating between graves would be impossible if the vegetation wasn't strimmed low. It is a place of tranquility for many local people and remains the only graveyard in the area and so very much cherished and respected by many local people. Enhancing biodiversity has created new habitats to benefit wildlife; there are already many and varied habitats but we are enhancing them through the planned maintenance programme.

Please return to:

council@westfieldparishcouncil.co.uk

or by post to:

Parish Clerk, Westfield Parish Council, The Oval Office,
St Peters Business Park, Westfield BA3 3BX

Thank you

Development plan for St Nicholas Churchyard

Current situation

Grants from Radstock Town Council and Westfield Parish Council pay for most of the contracted churchyard maintenance costs, with input from Church Warden and other volunteers mainly emptying rubbish and 'garden waste' bins from throughout the large site, removing dead trees and shredding. The grounds are made safe and accessible to the general public with large numbers of graves visited regularly as evidenced by fresh flowers, and the sight of people walking through the churchyard. During term time on a daily basis children and their parents/carers walk through the grounds nearest to the Church to and from St Nicholas Primary School.

The Community Payback team manage heavy work in clearing large areas of brambles and other aggressive plants we do not wish to have in those areas, in 8-week blocks. The team are often very proud of what they achieve in helping to maintain an accessible open space. A Princes Trust group from Bath College occasionally undertake small scale clearing.

Recent improvements

The Church has become an active participant in the Wilder Churches initiative (a partnership of Somerset Wildlife Trust and Diocese of Bath & Wells) contributing to learning seminars and putting into practice recommendations. Although we were already very wildlife sensitive, we are now only mowing limited access strips in the churchyard and actively leaving many areas surrounding the Church to develop into managed wildlife habitats.

We have secured a small grant to purchase a **shredder** and some **hand tools and PPE** that are enabling people to engage in gardening where they do not own appropriate tools or can't transport them. The shredder will allow the substantial quantity of prunings to be **composted** on site and avoid unsustainable and costly transport to 'waste' sites. We shall plant bulbs to naturalise and develop native perennial borders in the more formally maintained areas around the church and entrance to the churchyard. We do not use fertilisers or weedkiller chemicals.

Needs and opportunities for the future

The most important actions are undertaken to ensure the **safety** for all visitors to graves and people walking through the churchyard, and to ensure **access** to graves for relatives.

We shall continue to employ a gardener to trim pathways around graves and ensure nettles etc do not encroach on the paths, and minor prunings. This will be undertaken whilst maintaining uncut areas to encourage wilding of the churchyard. We are exploring a Diocese Faculty to demolish the concrete war 'bunker' that is severely damaged. Yellow edging to the front of steps will be repainted. A fallen tree will be removed from the field, and any future tree damage due to weather will be removed at the earliest opportunity.

We plan to build new **compost bins** for garden/organic material, flowers left by grave visitors and prunings of cutdown brambles and tree branches.

The number of remaining **burial plots** is as yet unknown. The Community Payback team will be asked to clear brambles and nettles in areas where there could be space for new burial plots, and for a gravedigger to rod those areas to assay their availability, marking where new plots might be located and determining the number; ideally some would be double plots. Once this has been determined we shall have a clearer picture as to how long burials might continue to be interned in this churchyard. There is no shortage of space for ashes. The other **land area** to be explored is currently only accessed by a stile off the Scout Association land. Discussion will be held with the Scouts regarding the possibility of adding a gateway into the churchyard, with permission for burial staff and mourners to access via the Scout road making it possible for people with limited mobility to attend.

The **Yew walk** has the potential for improved access, especially to the Nelson Ward graves; the Nelson Society planted an Oak tree on the 200th anniversary of the battle of Trafalgar. This may be possible to include in a biodiversity plan which developers might fund as part of their requirements in securing development planning.

We need to **publicise and better inform** the general public of the unique asset the Churchyard offers, and why and what we are doing to encourage wilding of the area, and how limited funds restrict how much work can be undertaken in maintaining access to all areas. Also, we shall highlight our partnership with Radstock TC and Westfield PC in funding maintenance works, and our plans to explore assessing new burial plot areas and to improve accessibility. Articles to the Radstock Wheel and Westfield Warbler will be produced to help generate interest and understanding. If possible, we shall arrange an open afternoon to invite the public to come and see, experience, and hear about these plans.

We shall explore the Somer volunteer scheme that is planning to train people, and supervise them, just over the boundary wall in Westfield; might this be extended to the churchyard? The Bat watchers' group in Bath will be contacted so see if there is any interest in activities within the churchyard.

V December 2022

St Nicholas Parish Church

St Nicholas Church Centre, Church Street, Radstock, BA3 3QG Tel: 01761 420764

Parish Clerk

From: BHIB Councils Enquiries <enquiries@bhibcouncils.co.uk>
Sent: 02 February 2023 15:38
To: Parish Clerk
Subject: RE: Policy Number: LCO01814

Good afternoon Lesley,

Thank you for your email.

Bridges would need to be covered as separate property damage items, I'd be grateful for the following additional information in order to review further:

- size, depth/fall height
- If applicable height of railings installed
- What is the maximum depth of watercourse underneath?
- Is there signage present? If so please provide a photo
- A photo of the Bridge would also be helpful
- Value of the Bridge
- Nearest postcode to where the bridge is located

I look forward to hearing from you.

Kind regards

Emma



Councils Team

DD: 0330 0130036



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We invest in people Gold

3.4 Footbridges

Two of the footbridges are on public right of way routes (at entrance E and H) and the B&NES PROW team presumably have some responsibility (although limited budget) to maintain these. This includes the historic brick arch bridge at entrance E near the Miner’s Pool. This is currently in deteriorating condition with loss of brickwork from parapets and a very muddy path surface (in winter). This bridge is beyond the site boundary, on the unregistered land within which the miner’s pool sits.

The bridge at Entrance H is within the site boundary. The bridge itself is currently in reasonable condition but has gates at either end. These are now redundant (with no grazing) and form a barrier together with awkward steps at either end. Removal of the gates should be considered and the ground at either end could be built up to provide easier access to the bridge.

The other two bridges at entrances F & G are not on PRWO routes but do provide access to the “access land” the other side of the valley. It is not clear who might have installed these bridges and who had been responsible for them before WPC bought the land. Both are within the WPC ownership boundary and neither are in very good condition. Replacement or remedial work to these should be considered within the next few years.

Similarly to the one at entrance H, both these have an awkward step at either end which could be removed by building up the ground. The Bridge at Entrance G previously had side rails, which have since been lost, leaving only four of the supporting posts. Consideration should be given to repairing and replacing these rails.

The bridge at entrance F is potentially more heavily used, connecting with the mown amenity space. It lacks any side rails and has been repaired at some point. This bridge would be best replaced with a new one, again with the ground built up at either end to provide easier access.

Land drainage consent and or a permit from the Environment Agency may be required for works to these bridges.

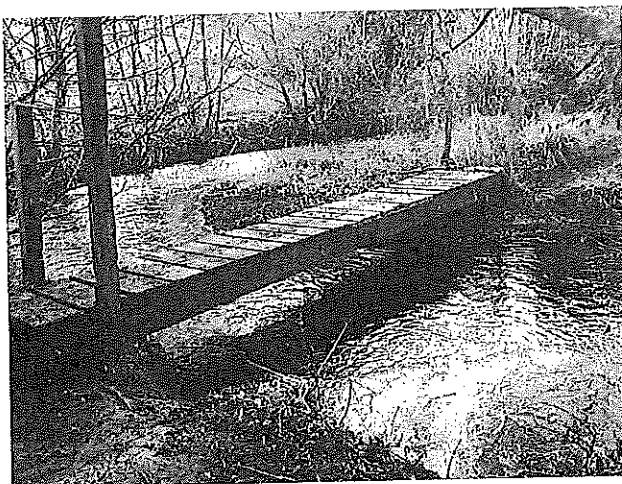


Figure 25 – Footbridge at entrance G. Note steps at ends and lack of handrail

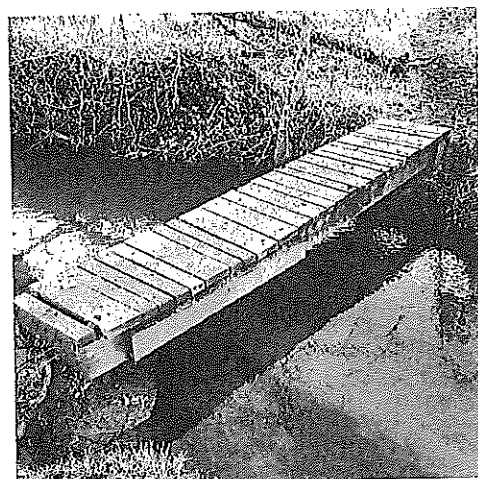


Figure 26 – Footbridge at entrance F. Note repair to beam, lack of handrails, bank erosion and steps at each end

ANNEX TO LEGAL TOPIC NOTE 40

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
• Minute books	Indefinite	Archive
• Scales of fees and charges	6 years	Management
• Receipt and payment account(s)	Indefinite	Archive
• Receipt books of all kinds	6 years	VAT
• Bank statements, including deposit/savings accounts	Last completed audit year	Audit
• Bank paying-in books	Last completed audit year	Audit
• Cheque book stubs	Last completed audit year	Audit
• Quotations and tenders	6 years	Limitation Act 1980 (as amended)
• Paid invoices	6 years	VAT
• Paid cheques	6 years	Limitation Act 1980 (as amended)
• VAT records	6 years generally but 20 years for VAT on rents	VAT
• Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
• Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)
• Wages books	12 years	Superannuation
• Insurance policies	While valid	Management
• Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management
• Investments	Indefinite	Audit, Management
• Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
• Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
For Halls, Centre, Recreation Grounds		
<ul style="list-style-type: none"> • Application to hire • Lettings diaries • Copies of bills to hires • Record of tickets issued 	6 years	VAT
For Allotments		
<ul style="list-style-type: none"> • Register and plans 	Indefinite	Audit, Management
For Burial Grounds		
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)