

WESTFIELD PARISH COUNCIL
Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 22nd February 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: Lesley Close, Parish Clerk
Daniel Noad, Lucy Dyble and Tracey Stephens for the first item.

Community Resilience – Emergency Planning

The Chairman welcomed Daniel Noad and Lucy Dyble of B&NES Community Resilience to talk about a Community Emergency Plan for Westfield. They outlined the reasons why such a Plan would make a difference in an emergency, how we can go about it and the support they can offer.

102. Apologies for absence

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

103. Declarations of interest and dispensations

There were no declarations of interest.

104. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 18th January 2023 be agreed and signed as a correct record.

105. Monthly Accounts

Resolved:

- a) that the January bank reconciliation and monthly income and expenditure statements for the Current Account be agreed.
- c) that the January bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account be agreed;
- d) that the January 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.

106. 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.

107. 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.

108. Visa Debit Card

The Committee noted the JPAG Accounts and Audit Guidance states, "where debit/credit cards are in use, establish the monthly and transaction limits and ensure appropriate controls over the physical security and usage of the cards is in place".

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

It is not possible to establish monthly and transactional 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. A credit card is essentially a loan, which raises other risks.

Resolved: To continue with the debit card, documenting here 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. This risk to be further documented and reviewed annually within the financial risk assessment.

109. Flowers in Public Places contract

Resolved: (1) To accept the quote for the continuation of the Flowers in Public Places Contract for 2023/24 in the amount of £6,330 (budgeted £6089 back in October).

(2) To ask Roma to quote for another two layers of stone on the smaller of the planters.

110. St Nicholas Church Grant

The 2022/23 grant feedback form was received with thanks.

Resolved: (1) 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.

(2) To ask if volunteer work might be co-ordinated on the boundary of Waterside Valley, the churchyard and the scout land.

111. Parish Council Insurance query on Footbridges at Waterside Valley

The Committee received a response to its query on the insurance of the footbridges at Waterside Valley. BHIB has responded asking for further information in order to review and ensure that it is covered as a separate property damage item. In relation to public liability, it was noted that RoSPA looked at the footbridges in its risk assessment and graded the risk as low.

Resolved: (1) That Cllrs Cooper and Millard visit the site and gather the information required.

(2) That a replacement plan be created, to assess the condition of each bridge and incrementally replace (or repair if possible) the four bridges.

112. Parish Council Retention of Documents Policy

Resolved: To adopt the NALC Schedule for the retention of documents.

The meeting closed at 11.15am.

APPENDIX 1 – Debit Card

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							
DC156	1/2/2023	Amazon	Flags/bunting for Coronation	£47.49								£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

APPENDIX 3

Invoices for payment FEBRUARY							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
20/01/2023	Kelvin Hawkins	Blown stop tap repair at planter	4230/202	2095	£60.00	£0.00	£60.00
19/01/2023	GB Sport and Leisure	Surfacing of carousel, NH	4062/308	2096	£2,972.40	£594.48	£3,566.88
10/01/2023	Lamps and Tubes Illuminations Ltd	Removal of christmas lighting	4223/202	2097	£1,226.25	£245.25	£1,471.50
	GreenSward Sports Consultancy	Grounds maintenance, removal and disposal of christmas trees, soil and turf BMX track bank	4039/308 _+ 307	3006	£2,496.58	£499.32	£2,995.90
07/02/2023	A F Denning Limited	PAT testings	4018/1	3007	£188.00	£37.60	£225.60
30/01/2023	Apex Alarms	New emergency lights at pavilion	4039/308	3008	£124.00	£24.80	£148.80
31/01/2023	Kompan	New swings at Norton Hill	4064/308	3009	£23,312.61	£4,662.52	£27,975.13
10/02/2023	Fireshield MAS Fire Protection Ltd	Fire extinguisher servicing	4062/3089	3011	£90.00	£18.00	£108.00
10/02/2023	GreenSward Sports Consultancy	Ad hoc works at Trust Grounds - Turfing around new swings, mounting of sign, repair fence post and chain link, remove concrete post	4062/308 + 307	3012	£735.00	£147.00	£882.00
TOTAL							£36,443.81
<i>Added since the agenda was distributed:</i>							
16/02/2023	Jack and Jill Solutions	Extending irrigation to new planter	4227/202	3013	£50.00	£0.00	£50.00
TOTAL							£50.00

APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February
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	£537.50
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
Ricoh (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 mnthly)	Auto-watering systems	£91.41	£0.00	£0.00	£0.00	£30.42	£138.56	£0.00	£0.00	£0.00	£0.00	£68.57
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
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	£12,526.71