

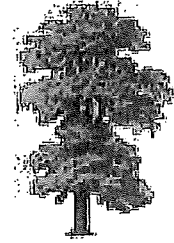
Westfield Parish Council

The Oval Office, St Peter's Business Park

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Established 2011

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

All Council Meetings are open to the Public and Press

11th April 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 19th April 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 22nd February 2023 (March meeting not quorate) **(Pages 1-7)**
4. **Monthly Accounts** To agree the monthly accounts in respect of the following for February and March 2023.
 - Current Account **(Pages 8-14)**
 - Corporate Treasury Account **(Pages 15-20)**
 - Business Savings Account **(Pages 21-26)** (the interest rate at 1st March is 2.8%)
 - Debit card expenditure sheet since the last meeting **(Page2 27-28)**
 - Petty cash imprest sheet since the last meeting – no expenditure this month. Year-end reconciliation **(Pages 29-31)**
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. (March payments retrospectively and April payments pending) **(Pages 32-33)**
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. (March payments retrospectively and April payments pending) **(Pages 34-35)**
7. **Annual Creditors and Bad Debt Report**
To receive reports in respect of outstanding creditors and debtors of the Parish Council **(pages 36-37)**.
8. **Grant Payments from the Trusts**
To ratify the payments in March as follows:
Norton Hill - £3,204.54
Westhill - £94
9. **Insurance**
To ratify the acceptance of the lowest quote from Zurich in the amount of £2,493.06 for a three-year long-term contract.
10. **Youth Connect South West Contract**
To ratify the signing of the contract in the amount of £11,372.25
11. **New Office**
To ratify the decision to go out to tender on the new office following the explanation relating to the air source heat pump from the Architect.
12. **Christmas Lights Contract (Page 38)**
13. **WAGS Grant (Page 39)**

14. **Quarterly Bank Reconciliations by a Councillor** To note that this was undertaken by Cllr Jackson 3/4/23.
15. **Quarterly Community Infrastructure Levy (CIL) and Section 106 Report**
To note funds received and spent; the timeframe for spending and to identify projects if necessary. (pages 40-41)
16. **Westfield Action Plan (Pages 42-45)**
17. **IT** – To receive quotes from soVisionIT in relation to Cyber Security (1) Spam Filtering and (2) Router (Pages 46-49)
18. **Community Emergency Plan** – verbal update

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.

19. **Staff Appraisals and Payscales/ increments** – report to be circulated.

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 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	£587.50
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
Rioch (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	£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

Bank Reconciliation Statement as at 28/02/2023
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Westfield Parish Council	28/02/2023	273	11,289.82
			<u>11,289.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			11,289.82
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			11,289.82
		Balance per Cash Book is :-	<u>11,289.82</u>
		Difference is :-	0.00

verified by: *Alan Parkinson*

3/4/23

Payments for Month 11

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>
01/02/2023	Oval Commercial Investments Lt	DDR1	587.70	587.70		501			177/2910/Office rental
01/02/2023	Co-op Bank	CHS	5.00			4050	1	5.00	Dup Smt Fee
02/02/2023	Amazon EU S.a.r.l.	CARD01	26.97		4.50	4227	202	22.47	Union Jack Bunting
02/02/2023	Amazon Services EU S.a.r.l.	CARD02	20.97		3.51	4227	202	17.46	Union Jack Flags
03/02/2023	Public Works Loan Board	DD	3,686.72			4902	199	3,394.67	Loan repayment Feb 23
						4901	199	292.05	Loan repayment Feb 23
06/02/2023	Radstock Co-Op Soc'y	CARD03	3.85			4131	101	3.85	Coffee
14/02/2023	GPS Telecoms Limited	DDR2	83.35	83.35		501			87609/2908/GPS Telecoms Limite
22/02/2023	Total UK Limited	DDR3	47.05	47.05		501			290052394/23/2914/Total UK Lim
22/02/2023	Fireshield MAS Fire Protection	DDR4	108.00	108.00		501			29433/2922/NH Extinguisher svc
22/02/2023	Apex Alarms Limited	DDR5	148.80	148.80		501			44781/2915/New lights NH pav
22/02/2023	RJP ELECTRICS, T/A AF DENNING	DDR6	225.60	225.60		501			IV00383/2912/pat testing
22/02/2023	DCK Accounting Solutions Limit	DDR7	645.00	645.00		501			TPC10571/2926/DCK Accounting S
22/02/2023	Kompan Ltd	DDR8	27,975.13	27,975.13		501			244632/2913/NH Play equipment
22/02/2023	Kelvin Hawkins Heating & Plumb	DDR9	60.00	60.00		501			20/01/2023/2905/Repair Wes Ave
22/02/2023	Lamps & Tubes Illuminations Lt	DDR12	1,471.50	1,471.50		501			INV-71022/2907/Lamps & Tubes I
22/02/2023	G B Sport & Leisure UK Limited	DDR13	3,566.88	3,566.88		501			11756/2906/Wetpour carousel NH
22/02/2023	Anthony Dutton	DDR	50.00	50.00		501			132/2925/Wesley Ave planter
23/02/2023	GreenSward Sports Consultancy	DDR14	3,877.90	3,877.90		501			SI-12702/2921/GreenSward Sport
23/02/2023	Ricoh UK Ltd	DDR15	190.87	190.87		501			102173058/2903/Ricoh UK Ltd
23/02/2023	SoVision IT	DDR16	203.04	203.04		501			242495/2904/SoVision IT
23/02/2023	HMRC	DDR	554.04			515		554.04	Salaries February
23/02/2023	Avon Pension Fund	DDR	1,043.87			517		1,043.87	February Salaries
24/02/2023	February Salaries	BACS	3,232.15			516		3,232.15	February Salaries
27/02/2023	Co-op Bank	CHS	5.00			4050	1	5.00	Dup Smt Fee
28/02/2023	Oval Commercial Investments Lt	DDR10	420.00	420.00		501			178/2911/Office rental
Total Payments for Month			48,239.39	39,660.82	8.01			8,570.56	
Balance Carried Fwd			11,289.82						
Cashbook Totals			59,529.21	39,660.82	8.01			19,860.38	

Date 07/03/2023

Westfield Parish Council 2022-23

User: DRK

Time 13:19

Cashbook 1

For Month No: 11

Current Account

Nominal Ledger Analysis

Receipts for Month 11

<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 :	53,834.05					53,834.05	
Banked 01/02/2023		195.16						
	Nationwide B S Interest		195.16		1196	1	195.16	Nationwide B S Interest
Banked 20/02/2023		5,500.00						
Transfer	Corporate Treasury Account	5,500.00			203		5,500.00	Transfer
Total Receipts for Month		5,695.16	0.00	0.00			5,695.16	
Cashbook Totals		<u>59,529.21</u>	<u>0.00</u>	<u>0.00</u>			<u>59,529.21</u>	

Continued on Page 318

Bank Reconciliation Statement as at 31/03/2023
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Westfield Parish Council	31/03/2023	275	12,969.68
			12,969.68
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			12,969.68
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			12,969.68
		Balance per Cash Book is :-	12,969.68
		Difference is :-	0.00

Westfield Parish Council 2022-23

Cashbook 1

Current Account

Date 05/04/2023

Time 16:06

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	11,289.82					11,289.82	
Banked 01/03/2023		182.57						
	Nationwide Bank		182.57		1196	1	182.57	Nationwide Bank
Banked 16/03/2023		18,000.00						
tfr	Corporate Treasury Account	18,000.00			203		18,000.00	tfr
Banked 22/03/2023		94.00						
	Westhill Trust		94.00		1177	307	94.00	Westhill Trust
Banked 22/03/2023		3,204.54						
	Norton Hill Trust		3,204.54		1177	308	3,204.54	Norton Hill Trust
Banked 24/03/2023		2,877.66						
	Bath & NE Somerset Council		2,877.66		1179	1	2,877.66	Bath & NE Somerset Council
Banked 31/03/2023		835.17						
	Bath & NE Somerset Council		835.17		1179	1	835.17	Bath & NE Somerset Council
Total Receipts for Month		25,193.94	0.00	0.00			25,193.94	
Cashbook Totals		36,483.76	0.00	0.00			36,483.76	

Payments for Month 12

Nominal Ledger

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/03/2023	Water 2 Business (was BrisWate	DDR 1	5.79	5.79		501			Coal Truck Planter to 16/2/23
01/03/2023	Water 2 Business (was BrisWate	DDR2	6.57	6.57		501			3062283463/2928/Water 2 Busine
01/03/2023	Water 2 Business (was BrisWate	DDR3	28.38	28.38		501			3062283445/2927/Water 2 Busine
01/03/2023	Water 2 Business (was BrisWate	DDR4	33.62	33.62		501			3062140884/2916/Water 2 Busine
01/03/2023	Water 2 Business (was BrisWate	DDR5	148.18	148.18		501			Standpipe Water to 16/2/2023
01/03/2023	Oval Commercial Investments Lt	DDR6	587.70	587.70		501			192/2934/Office rental March
01/03/2023	Thomsons Hardware	DC158	15.15		2.52	4224	202	12.63	Padlock
01/03/2023	Co-op Bank	CHS	5.00			4050	1	5.00	DUP STMT Fee
02/03/2023	Medisave	DC160	4.01		0.67	4018	1	3.34	icepack for first aid box
02/03/2023	MrFlag.com	DC159	43.72		7.29	4227	202	36.43	Coronation Flag
03/03/2023	Bath & NE Somerset Council	DC161	70.00			4227	202	70.00	Event licence fee
14/03/2023	GPS Telecoms Limited	DDR7	83.64	83.64		501			88009/2933/GPS Telecoms Limite
15/03/2023	Viking	DC162	211.60		11.10	4023	1	200.50	Stationery
22/03/2023	Rob Wicke	DDR8	1,565.00	1,565.00		501			3/2944/Rob Wicke
22/03/2023	MSN & Radstock Silver Band	DDR9	125.00	125.00		501			171/2941/MSNRSB Chistmas light
22/03/2023	DCK Accounting Solutions Limit	DDR10	322.50	322.50		501			TPC10626/2940/March Omega
22/03/2023	A&L Couriers	DDR11	400.00	400.00		501			16/2943/A&L Couriers
22/03/2023	Oval Commercial Investments Lt	DDR12	480.00	480.00		501			197/2945/Oval Commercial Inves
22/03/2023	RHC Lifting Ltd	DDR13	1,140.00	1,140.00		501			45159/2931/RHC Lifting Ltd
22/03/2023	Ignyte Media Ltd	DDR14	1,200.00	1,200.00		501			6442/2924/Ignyte Media Ltd
22/03/2023	GreenSward Sports Consultancy	DDR15	2,635.90	2,635.90		501			SI-12719/2932/GreenSward Sport
22/03/2023	M2 CIVIL AND STRUCTURAL LTD	DDR16	2,820.00	2,820.00		501			1828/2930/New office
22/03/2023	SoVision IT	DDR17	406.08	406.08		501			243010/2946/SoVision IT
22/03/2023	Ricoh UK Ltd	DDR18	180.00	180.00		501			Security erase level 30
22/03/2023	Bath & N E Somerset	DDR19	2,400.00	2,400.00		501			7716364/2942/Bath & N E Somers
22/03/2023	HMRC	BACS	554.04			515		554.04	PAYE/NIC March
22/03/2023	Avon Pension Fund	BACS	1,043.87			517		1,043.87	Pensions March
23/03/2023	Co-op Bank	CHS	5.00			4050	1	5.00	Dup Smt Fee
24/03/2023	March salaries	BACS	3,262.15			516		3,262.15	March salaries
27/03/2023	Southern Electric	DDR20	32.92	32.92		501			0072/2950/Xmas tree lights
28/03/2023	Best Workwear Ltd	DC163	93.72			4227	202	93.72	Best Workwear Ltd
29/03/2023	WYBONE LTD	DDR21	1,076.38	1,076.38		501			48278/2948/bins w valley
29/03/2023	Zurich Municipal	DDR22	2,493.06	2,493.06		501			522459340/2947/ANNUAL INSURANC
29/03/2023	Amazon ex F & F Stores Ltd	DC164	15.98		2.66	4227	202	13.32	F & F Stores Ltd
30/03/2023	Lidl	DC165	19.12		1.62	4131	101	17.50	Refreshments for APM

Continued on Page 321

Cashbook 1

Current Account

Total Payments for Month	23,514.08	18,170.72	25.86	5,317.50
Balance Carried Fwd	12,969.68			
Cashbook Totals	<u>36,483.76</u>	<u>18,170.72</u>	<u>25.86</u>	<u>18,287.18</u>

Bank Reconciliation Statement as at 28/02/2023
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	28/02/2023	117	416,007.78
			<u>416,007.78</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			416,007.78
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			416,007.78
		Balance per Cash Book is :-	416,007.78
		Difference is :-	0.00

verified by : Eleanor M Wadsworth
3/4/23

Westfield Parish Council 2022-23

Cashbook 2

Corporate Treasury Account

Date 07/03/2023

Time 13:21

Payments for Month 11

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>
07/02/2023	Current Account	Transfer	5,500.00				201	5,500.00	Transfer
Total Payments for Month			5,500.00	0.00	0.00			5,500.00	
Balance Carried Fwd			416,007.78						
Cashbook Totals			421,507.78	0.00	0.00			421,507.78	

Receipts for Month 11

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 :		421,155.03					421,155.03	
Banked 03/02/2023		352.75						
Co-Op Bank Treasury Reserve		352.75			1196	1	352.75	Co-Op Bank Treasury Reserve
Total Receipts for Month		352.75	0.00	0.00			352.75	
Cashbook Totals		<u>421,507.78</u>	<u>0.00</u>	<u>0.00</u>			<u>421,507.78</u>	

Bank Reconciliation Statement as at 31/03/2023
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	31/03/2023	117	398,363.90
			<u>398,363.90</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			398,363.90
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			398,363.90
		Balance per Cash Book is :-	398,363.90
		Difference is :-	0.00

Receipts for Month 12

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 :	416,007.78					416,007.78	
Banked 03/03/2023		356.12						
Co-op Bank		356.12			1196	1	356.12	Corp Treasury Acct Interest
Total Receipts for Month		356.12	0.00	0.00			356.12	
Cashbook Totals		<u>416,363.90</u>	<u>0.00</u>	<u>0.00</u>			<u>416,363.90</u>	

Payments for Month 12		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>
3/03/2023	Current Account	tfr	18,000.00		201	18,000.00 tfr
	Total Payments for Month		18,000.00	0.00	0.00	18,000.00
	Balance Carried Fwd		398,363.90			
	Cashbook Totals		<u>416,363.90</u>	0.00	0.00	<u>416,363.90</u>

Bank Reconciliation Statement as at 28/02/2023
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	28/02/2023	70	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

verified by : Eleanor M O'Brien
3/4/23

Westfield Parish Council 2022-23

Cashbook 3

Nationwide Savings Account

Date 07/03/2023

Time 13:21

Payments for Month 11

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>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		85,000.03						
	Cashbook Totals		85,000.03	0.00	0.00			85,000.03	

Receipts for Month 11

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	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>85,000.03</u>	<u>0.00</u>	<u>0.00</u>			<u>85,000.03</u>	

Receipts for Month 12

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	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>85,000.03</u>	<u>0.00</u>	<u>0.00</u>			<u>85,000.03</u>	

Westfield Parish Council 2022-23
Cashbook 3
Nationwide Savings Account

Payments for Month 12

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>
			0.00					
	Total Payments for Month		0.00	0.00	0.00		0.00	
	Balance Carried Fwd		85,000.03					
	Cashbook Totals		85,000.03	0.00	0.00		85,000.03	

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - March
SHEET 2022-23-12

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Health and Safety 4018/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community projects 4232/202	Hospitality 4131/101	Coronation Event 4227/202
DC158	28/2/23	Thompsons	Combi Padlock - Chestnut Close gate to Waterside Valley	£15.15				£12.63						
DC159	1/3/2023	Mr Flag	Coronation Flag	£43.72										£36.43
DC160	1/3/2023	Medisave UK	Icepack for First Aid Box	£4.01			£3.34							
DC161	2/3/2023	B&NES	Event Licence Fee	£70.00										£70.00
DC162	14/3/2023	Viking	Stationery	£211.61			£200.50							
			TOTAL (NET)	£322.90	£0.00	£0.00	£203.84	£12.63	£0.00	£0.00	£0.00	£0.00	£0.00	£106.43
			VAT:	£21.59			£11.78	£2.52						£7.29
			TOTAL (Gros)	£344.49	£0.00	£0.00	£215.62	£15.15	£0.00	£0.00	£0.00	£0.00	£0.00	£113.72

Finance Officer signature _____ Date _____

Counter signature _____ Date _____

Signed:  Signed: P.S.W.

Date: 22/3/23 Date: 22/3/23

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P April
SHEET 2023-24-1

REF	DATE	SUPPLIER	DETAILS	TOTAL	IT 4027/1	Civic Expenses 4102/102	Subscriptions 4023/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Projects 4232/202	Hospitality 4131/101	Coronation Event 4227/202
DC163	27/3/2023	Workwear Exp	Hi Viz vests	£93.72										£78.10
DC164	28/3/2023	Amazon	Crayons for Big Lunch	£15.98									£17.50	£13.32
DC165	29/3/2023	LIDL	Refreshments for APM	£19.12										
DC166	5/4/2023	Moneysoft	Payroll software licence	£93.60	£78.00									
			TOTAL (NET)	£95.50	£78.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£17.50	£91.42
			VAT:	£17.22	£15.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1.62	18.28
			TOTAL (Gros)	£222.42	£93.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£19.12	£109.70

Finance Officer signature _____ Date _____

Counter signature _____ Date _____

Signed: _____ Signed: _____

Date: _____ Date: _____

Bank Reconciliation Statement as at 28/02/2023
for Cashbook 4 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty cash	31/03/2023		72.71
			72.71
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			72.71
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			72.71
		Balance per Cash Book is :-	72.71
		Difference is :-	0.00

Westfield Parish Council 2022-23

Cashbook 4

Petty Cash

Date 05/04/2023

Time 16:06

Receipts for Month 12

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 :	72.71					72.71	
	Banked .	0.00					0.00	
			0.00					
	Total Receipts for Month	0.00	0.00	0.00			0.00	
	Cashbook Totals	<u>72.71</u>	<u>0.00</u>	<u>0.00</u>			<u>72.71</u>	

Payments for Month 12

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>
-------------	-------------------	------------------	---------------------	--------------------	--------------	------------	---------------	-----------------	---------------------------

0.00

Total Payments for Month

0.00

0.00

0.00

0.00

Balance Carried Fwd

72.71

Cashbook Totals

72.71

0.00

0.00

72.71

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	£897.60	£780.33	£794.75	£988.95	£825.98	£825.98	£825.98	£978.00	£1,264.86	£1,224.49	£1,043.87	£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	£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	£69.70
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	£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	£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	£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	£0.00	£50.00
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	£3,262.15
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	£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	£159.06	£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	£0.00	£31.36
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	£169.20
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	£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	£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	£68.57	£0.00
Water2Business (DD six monthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00	£0.00	£335.04	£0.00	£0.00	£0.00	£0.00	£0.00	£160.04
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	£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	£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	£8,570.44

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	£1,043.87											
DCK - BACS monthly	Accounting support												
GPS Telecoms (DD monthly)	Telephone and broadband	£71.32											
Greensward (BACS monthly)	Grounds maintenance	£2,121.58											
HMRC (BACS monthly)	PAYE and NI	£553.84											
Oval Commercial (SO-£587.70) the rest BACS	Office Rental	£839.75											
Oval Commercial (BACS)	Use of Boardroom	£50.00											
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,232.35											
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00											
Ricoh (BACS quarterly)	Photocopier	£0.00											
Southern Electric (DD - quarterly)	NH Pavilion	£0.00											
Southern Electric (DD quarterly)	Christmas Tree	£0.00											
SoVision IT (BACS monthly)	IT Support												
Total Gas & Power (DD - quarterly)	NH Pavilion	£0.00											
Water2Business (DD six monthly)	Auto-watering systems	£0.00											
Water2Business (DD six monthly)	NH Pavilion 70215504	£0.00											
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00											
	Monthly Total	£7,912.71	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
This amount plus one off payments													

Annual Report of Debtors and Creditors

DEBTORS: sales invoices for payment relating to 2022-23

Company	Description	Estimated Amount	Notes

There are no bad debts at March 2023.

CREDITORS: purchase invoices for payment before Year-End 2022-23

Invoices expected (if not received before 31st March to be accrued to the 2023-24 accounts)

Company	Description	Estimated Amount	Notes
Greensward	Monthly Maintenance - March	£2,121.58	Invoice arrives near the end of each month, to be accrued if dated after 1st April
GPS Telecoms	Monthly Telephone Bill	£67.00	Expected by 31st March
SoVISION IT	Monthly IT Support Bill	£169.20	Expected by 31st March
Greensward Sports	November and February Play Inspection reports	£410.00	£210 each - the report and invoice usually arrive a month after the inspection
Oval Office	1xoffice rent +boardroom for March	£947.75	Expected by 31st March
Trinity Methodist Ch	Youth Club hall hire Jan-March	£455.00	to be accrued if dated after 1st April
Youth Connect SW	Final quarter youth service fee Jan-March	£2,660.54	to be accrued if dated after 1st April
MJW Architects.	Stage 4 of new office	£1,960.00	to be accrued if dated after 1st April
Southern Electric	Pavilion electrics quarterly	£108.00	Expected by 31st March
Southern Electric	Christmas Tree electrics quarterly	£30.00	Expected by 31st March
New Leaf Studios	Certificate of Lawful Use	£420.00	Expected by 31st March
BHIB	Insurance 2022/23	£3,810.00	Expected by 31st March
Jesters Carnival Club	Christmas Lights Switch On stewarding	£120.00	Expected by 31st March
MSN Silver Band	Christmas Lights Switch On music	£125.00	Expected by 31st March

Financial Commitments - Outstanding Purchase Orders for items/services ordered in 2022-23 financial year but not yet delivered:

Company	Description	Estimated Amount (NET)	Notes
Wybone	2 x dog bins Waterside Valley	849.98	Ordered 21/2/23
South West Marquees	Marquees for Coronation Big Lunch	1849.15	To be invoiced after 7/5/23
Silver Band	Music for Coronation Big Lunch	75	To be invoiced after 7/5/23
Jesters Carnival Club	Stewards for Coronation Big Lunch	360	To be invoiced after 7/5/23
TS Security	Security for Coronation Big Lunch	90	To be invoiced after 7/5/23
B&NES	Tree Surveys Norton Hill, Westhill, Amenity Land, Christmas Tree, Waterside Valley	£300.00	Ordered 10/1/23
SoVisionIT	Baracuda Spam Filtering and Cyber Essentials Certification	£1,977.60	Arranged 24/10/22
GB Sport and Leisure	Repairs to Carousel bowl at Westhill	£704.80	Arranged 12/10/22
Crossmans Solicitors	Conveyancing for purchase of land at Waterside Valley	£500.00	Arranged 22/8/22 - completion is imminent
David Matthews	Purchase of land at Waterside Valley	£20,000.00	Arranged 22/8/22 - completion is imminent
GB Sport and Leisure	Hand and foot holds for springie	£112.76	Ordered 20/3/23

Financial Commitments - final staged payments of work ordered in the year but not yet undertaken

Company	Description	Estimated Amount (NET)	Notes
Auditing Solutions	Final audit visit relating to 2022/23 accounts	£175.00	Final audit visit in April
Neil Howlett	Solicitor for Parish Council's arrangements at Westhill Club	£800	£800 paid as interim invoice October 2022
MJW Architects	Final stages of new office plans and project management	£3,920	Likely to be undertaken after April 2023
New Leaf Studios	Landscape Architectural Support	£2,640.00	Likely to be undertaken after April 2023

Pre-payments

Company	Description	Estimated Amount	Notes
Daniel Moyse	Ice-creams for Coronation Big Lunch 7/5/23	£600.00	Paid 14/12/22

Parish Clerk

From: Parish Clerk
Sent: 15 March 2023 09:56
To: 'Bryan Wallbridge'; 'Diana Cooper'; 'Eleanor Jackson'; 'Geoff Fuller'; 'James Honess'; 'Lesley Mansell'; 'Pat Williams'; 'Paul Millard'; 'Phil Wilkinson'; 'Robin Moss'; 'Ron Hopkins'
Cc: Deputy Clerk; Admin Assistant
Subject: Christmas Lights Display 2023

Dear all

At this week's E&D Committee the costs from Lamps and Tubes for the lights display on the lampposts was considered. It was agreed to go ahead, providing it was within budget.

I have checked the budget and have to say that the increase in cost will actually push us over budget in 2023/24. For this reason I suggest the matter goes to Finance and Personnel Committee next week to consider the details below:

2022/23 – the Christmas Budget was £13,543. We spent £14,568, so we went over budget by **£1,025**. However within these costs was the unbudgeted cost of adapting three new lampposts for three extra lights displays. B&NES charged us £955.45 for this service.

2023/24 – the Christmas Budget is £13,949. Lamps and Tubes is quoting £12,140 (compared to £10,934 last year). This leaves £1,809 for the Christmas Trees, Dennings and the Lights Switch On Event.

As discussed when we set the budget, it is difficult to know how much contractors are going to increase their prices this year. If the Dennings invoice rises by about 3% then I think, if we accept the Lamps and Tubes quote, then we will simply go over budget by £1,200.

For decision – (1) we can vire from another budget heading to meet the predicted overspend. For example, the Parish Environment budget (code 4224/202) has £2,250. By decision of the full Parish Council, we could move some or all of this budget to the Christmas budget.

(2) we can go back to Lamps and Tubes and ask them to reduce the lights display to meet our

budget

(3) our contract with Lamps and Tubes has another two years to run, we can look into breaking the contract and going back out to tender. This might not necessarily result in a decrease in costs.

I hope this information is helpful and best wishes,

Lesley

Lesley Close
Parish Clerk
Westfield Parish Council
The Oval Office
Cobblers Way
Westfield BA3 3BX

01761 410669

Please note my working hours are Monday to Thursday 9am to 2pm.

Parish Clerk

From: Juliette Millard <pandj92@virginmedia.com>
Sent: 13 March 2023 17:07
To: Parish Clerk
Subject: WAGS grant

Hi Lesley

I am contacting you regarding the grant that WAGS was awarded last autumn. Unfortunately due to ongoing issues with the committee and time constraints with the contractor we have not been able to start the planned work. We have now been advised that it is not possible to start the work yet as it is now bird nesting season and trees and hedges should not be cut down.

Please can you advise the position regarding the grant as it is unlikely this will be used until later in the year.

Kind regards

Juliette Millard
WAGS

Sent from my iPhone

CIL funds 2022-23

CIL Funds carried over from previous

years: £61,940.59

expires July 2025

CIL INCOME

2022/23		Notes	Expiry date of funds
7/6/2022	£6,488.35	Application 16/04714/RES Parcel 6781 Cobblers Way,	June 2027
20/7/2022	£6,488.35	Application 16/04714/RES Parcel 6781 Cobblers Way,	June 2027
24/08/2022	£2,793.02	Application 17/04186/FUL The Shambles Wells Road (2 of 3)	Aug 2027
13/09/2022	£2,925.00	21/01499/FUL 4 Highfields (1 of 1)	Sept 2027
23/01/2023	£11,892.50	18/00785/FUL 4 Cypress Terrace Westfield and 18/05623/OUT Co-Operative Store A Wells Road, Westfield.	Jan 2028
24/03/2023	£2,877.66	17/04186/FUL The Shambles Wells Road, Westfield which is instalment 3 of 3.	March 2028
31/03/2023	£835.17	application 16/04714/RES Parcel 6781 Cobblers Way,	March 2028

TOTAL £34,300.05

CIL EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
	4227/202	20/7/22 allocated to office and Wesley Ave Planter by B&NES	£4,733.00
13/07/2022	EMR CIL	New office at Norton Hill - Architect Stage 1	£1,500.00
17/10/2022	EMR CIL	New Office at Norton Hill - Architect Stages 2 and 3	£2,485.00
17/10/2022	EMR CIL	Planning application fee - new office	£494.20
11/01/2023	EMR CIL	Building Regs fees - new office	£1,272.00
31/12/2022	4930/199	Balance of Management Plan - Waterside Valley	£4,402.50
20/03/2023	4243/202	Dog bins at Waterside Valley	£896.98
30/03/2023	4243/202	Instalation of dog bins, Waterside Valley	£135.00

TOTAL £15,918.68

CIL repaid following a repayment

notice: N/A

Balance of 2021-22 CIL funds £46,021.91

Balance of 2022-23 CIL funds £34,300.05

Balance of CIL funds overall: £80,321.96

s106 funds 2022-23

s106 Funds carried over from previous

years: £7,544.97

s106 INCOME

Date	Amount	Purpose of the grant

TOTAL £0.00

s106 EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
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Climber at Norton Hill			
		Balance carried over	£4,055.00
9/2/2023	4064/308	Allocated to the new swings	£4,055.00
		<i>Balance</i>	<i>£0.00</i>

Stand-alone pavilion at Westhill Rec			
		Funds received for this project:	£8,000.00
1/4/2020		Balance of spend so far b/d	£4,510.03
		Total 2021-22 spend for stand-alone Pavilion	£0.00
		<i>Balance</i>	<i>£3,489.97</i>

TOTAL s106 spend in 2022-23 £0.00

Balance of 2022-23 s106 funds £3,489.97

Prepared by: Lesley Close, Parish Clerk

Verified by: F&P Committee 19/04/23

Westfield Parish Council Action Plan 2023 at April 2023

Item	Details - Aims and objectives arising from community engagement	Target date	Link to budget code	Current details and progress	Update October 2023
Christmas Lights switch-on event	The event continues to be successful and well attended. ON-GOING	Annual event	4223/202	Provision for three extra lights added in 2022, although 2 of them were not installed. Switch On event 2022 very well attended. Temporary Event Notice is no longer required by B&NES.	
Nature trail to link to the proposed park in Westfield	This suggestion was raised at the Neighbourhood Plan consultations. This is being considered by the Green and Open Spaces Working Group. In Dec/Jan 2020/1 the services of a surveyor were undertaken to establish land value and an approach was made to the landowner who declined the offer of £10,000.	ongoing	4912/199 S106 / CIL	As it would appear that the landowner is not willing to sell at the moment, this project is on hold and has been somewhat replaced for the time being by the planned purchase of a section of the Waterside Valley. ON HOLD	
Westfield Inspirational Citizen Award	2018: John Reynolds of Westfield TT 2019: Martin Bates of WAGS 2020: Catherine Cooper for Terracycle collection 2021: three winners – Debbie Maggs, Mike Chivers, Nigel Swift 2022: Eddie and Rachael Liddiard 2023 – Marion Harrington	Annual	4102/102	ON-GOING	
Stand-alone Pavilion at Westhill	The Neighbourhood Plan supported a proposal for the development of a parish facility in Westfield to meet the social,	ongoing	4928/199	Discussion commenced with Westfield Club to regularise ownership and to use part of the premises for changing rooms. An	

*GOS = Green & Open Spaces Group

Westfield Parish Council Action Plan 2023 at April 2023

Recreation Ground	recreational and cultural needs of the community. s106 funds have been obtained for a feasibility study which has now formed the basis of a Planning Application which is currently under consideration with B&NES. Multiple funding sources were investigated. Sperring Trust have pledged £5000.			Architect has been selected to design and manage the works once the legal ownership is confirmed. Westhill Club has almost completed its work to become a Co-operative and thus have a legal constitution. The constitution confirms the land is in the ownership for public recreation for perpetuity. When this is complete the land will transfer to them and then a lease swap giving some land for patio use to the Club and changing rooms to the Parish Council. ON-GOING	
Youth provision in Westfield	The Parish Council budgets to fund the Youth Service for Westfield.	ongoing	4237/2 02	YCSW send regular updates on their work. The Parish Council has signed a two-year contract for their services through to March 2025. ON-GOING	
Climate Emergency	Following the declaration of a climate emergency at Parish Council on 2 nd March 2020 a working group was formed. There is opportunity for the Working Group to report to each Parish Council meeting.	n/a		Items of a Climate Emergency are considered under the remit of E&D. ON-GOING	

Westfield Parish Council Action Plan 2023 at April 2023

Office space and storage in the light of Covid	Parish Council explored the options to allow the staff to return safely to work. It was agreed to hire the office next door to increase space for social distancing and storage. Government guidance and the increase/decrease of Covid in the area is monitored weekly.	Ongoing	4013/1	<p>The offices were closed during periods of National lockdown in November and Jan-March but are being used when permitted.</p> <p>The one-year contract for the second office expired October 2021 and is now used on a month by month basis with 2 month notice to vacate.</p> <p>The first office tenancy is due to expire December 2022.</p> <p>Plans have been drawn up for a new office at Norton Hill Recreation Ground.</p> <p>ON-GOING</p>	
Purchase of Waterside Valley	In January 2021 a section of the Waterside Valley came up for sale and the Parish Council agreed to investigate purchase in order to ensure the land free from development for future generations.	Ongoing	4930/1 99	<p>The Parish Council's offer of £90,000 was accepted subject to searches, consultation, contract etc.</p> <p>The public consultation received many comments, all of them positive, many containing additional helpful information.</p> <p>A section 106 grant of £93,000 has been secured to cover purchase and legal costs.</p> <p>Further land is being purchased to the value of £20,000 plus legal fees up to £850</p> <p>ON-GOING</p>	

Westfield Parish Council Action Plan 2023 at April 2023

Coronation Big Lunch	To mark the Coronation of Charles III, to hold a Big Lunch at Westhill Recreation Ground. This will take the form of a mini fun day, with refreshments provided. All free of charge	May 2023	4227/202	
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Review History	To be reviewed twice a year
Agreed by Finance and Personnel	20/5/2015
Reviewed by Finance and Personnel	23/09/2015
Reviewed by Finance and Personnel	19/05/2016
Reviewed by Finance and Personnel	19/10/2016
Reviewed by Finance and Personnel	19/04/2017
Reviewed by Finance and Personnel	18/10/2017
Reviewed by Finance and Personnel	18/04/2018
Reviewed by Finance and Personnel	17/09/2018
Reviewed by Finance and Personnel	17/04/2019
Reviewed by Finance and Personnel	23/10/2019
Reviewed by Finance and Personnel	22/04/2020
Reviewed by Finance and Personnel	21/10/2020
Reviewed by Finance and Personnel	22/04/2021
Reviewed by Finance and Personnel	20/10/2021
Reviewed by Finance and Personnel	19/10/22
Reviewed by Finance and Personnel	19/4/23
Date of next review	October 2023

*GOS = Green & Open Spaces Group

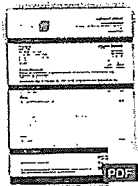


Prepared for:

Lesley Close
Westfield Parish Council
The Oval Office, Cobblers Way
St Peter's Business Park, Westfield
Radstock
BA3 3BX

Your Contact:

Alex Wellings
Commercial & Operations Director
0117 986 4026



Barracuda Spam Filtering

Quote Reference: SOVQ7168 - Quote Date: 29/03/2023 - Quote Valid to: 12/04/2023

Thank you for your interest in our products and services, we are pleased to present the details of our quote which you can find below.

If you would like to go ahead with the order, please use the acceptance form at the bottom of this quote.

A PDF version is available by clicking the icon to the left.

QUOTE DETAIL

Qty	Description	Unit	Total
Software			
14	Spam Filtering-Barracuda / M With ATP's 4 Layer Scanning: 1.Advanced Threat Signature Check 2.Behavioral and Heuristic Analysis 3.Static Code Analysis - 95% of all threats are caught...more	£2.90	£40.60 Monthly
Labour			
4	Engineer Installation, configuration and training of Spam Email Security with ATP.	£98.00	£392.00

Update Totals

SubTotal:	£432.60
VAT:	£86.52
Grand Total:	£519.12
Monthly Recurring (ex. VAT):	£40.60

ACCEPT YOUR QUOTE BELOW

Parish Clerk

From: Alex Wellings <alex.wellings@sovisionit.com>
Sent: 03 April 2023 10:53
To: Parish Clerk
Cc: Deputy Clerk; Admin Assistant
Subject: RE: Westfield Parish Council quote for Barracuda spam filter

Hi Lesley,

I've answered your questions below for you in red. Hopefully the responses are useful!

Best regards,

Alex

Alex Wellings
Commercial & Operations Director

☎ 0117 986 4026
📱 +44 07983730789
🌐 www.sovisionit.com

From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>
Sent: Monday, April 3, 2023 10:48 AM
To: Alex Wellings <alex.wellings@sovisionit.com>
Cc: Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>; Admin Assistant <adminassistant@westfieldparishcouncil.co.uk>
Subject: RE: Westfield Parish Council quote for Barracuda spam filter

Thank you for this Alex. Just a few questions please so that I can convey the information correctly to the Parish Council:

Do we currently have any spam filtering? If so, do we pay for this within our contract with you? Microsoft do provide a very basic level of spam filtering within Microsoft 365, however, businesses often find it isn't offering them the protection they need. So the answer is yes you do, but it's provided by Microsoft themselves. Does our current system comply in terms of cyber security? As far as I am aware, there is no issue with compliancy for the relevant standards, it's more the risks associated with phishing attempts via email, and the general annoyance of spam in general. Josh will be able to confirm. Is there a less expensive option? The majority of the cost is in the initial set up to be honest, and this is a one off. There may be alternatives which are cheaper, however, as with any product, you get what you pay for. This is the anti spam system that we provide to our customers because it provides the best protection at the best cost. We do, in fact, use the same system ourselves.

Many thanks

Lesley

Lesley Close
Parish Clerk

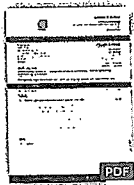


Prepared for:

Lesley Close
Westfield Parish Council
The Oval Office, Cobblers Way
St Peter's Business Park, Westfield
Radstock
BA3 3BX

Your Contact:

Alex Wellings
Commercial & Operations Director
0117 986 4026



DrayTek Vigor Router

Quote Reference: SOVQ7171 - Quote Date: 03/04/2023 - Quote Valid to: 17/04/2023

Thank you for your interest in our products and services, we are pleased to present the details of our quote which you can find below.

If you would like to go ahead with the order, please use the acceptance form at the bottom of this quote.

A PDF version is available by clicking the icon to the left.

QUOTE DETAIL

Qty	Description	Unit	Total
Hardware			
<input checked="" type="checkbox"/>	1 DrayTek Vigor Triple WAN Gigabit Router The Vigor is a router/firewall. Alternative WAN ports can instead provide connectivity to Ethernet feeds, secondary xDSL modems or a 3G/4G cellular service using a sup...more	£300.00	£300.00
Labour			
	2 Engineer Setup of router on the Sovision IT portal. Installation and configuration ready for onsite setup. Deliver to site.	£75.00	£150.00
	Labour charge is only an estimate...more		

Update Totals

SubTotal:	£450.00
VAT:	£92.00
Grand Total:	£552.00

ACCEPT YOUR QUOTE BELOW

Parish Clerk

From: Joshua Carey <joshua.carey@sovisionit.com>
Sent: 03 April 2023 10:52
To: Parish Clerk
Cc: Alex Wellings
Subject: RE: Westfield Parish Council - Router Quote - ASAP

Hi Lesley,

No problem at all, please the reasons below:

The router is no longer being provided Firmware upgrades, which put the devices security at risk. Any vendor that is no longer providing updates to hardware fails to comply with Cyber essentials requirements.

The router that has been quoted is compliant with cyber essentials requirements, and is our recommended business router to go with for Westfield parish councils current requirements.

How far is the board room from the current routers location ? The Draytek Router has more capability than your current device but I would need to confirm where it is located in order to advise if a separate wireless access point may be required.

The routers security is for internet traffic and packets. This is to ensure what is sent/ received is sent securely and prevents from unauthorised access/ attempts to the network. This does not affect your email traffic, as although it is on the internet, your email security & Spam filtering will be looking after that.

If you have any other queries regarding this, please let me know.

Kind regards,
Joshua Carey

Joshua Carey
Professional Services Engineer

☎ 0117 986 4026

🌐 www.sovisionit.com

From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>
Sent: Monday, April 3, 2023 10:40 AM
To: Alex Wellings <alex.wellings@sovisionit.com>
Cc: Joshua Carey <joshua.carey@sovisionit.com>
Subject: RE: Westfield Parish Council - Router Quote - ASAP

Morning Alex

Many thanks for the quote. So that I am sure to explain this correctly to Councillors, please would you mind providing a little more information about the router:

As I understand it, the current router does not meet the criteria for cyber security – please can you let me know why?

Are there any other options which are less expensive, but which will meet the criteria?

Will the new router have an extended range? At the moment we cannot always get internet in the board room which is just down the corridor.

How will the new router improve security – will we get less spam?