

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at The Oval Office on Wednesday 19th April 2023 at 10am

Present: Cllr Phil Wilkinson (Chair), Cllrs Diana Cooper, Ron Hopkins, Paul Millard, and Pat Williams (Vice Chair).

Absent: Cllrs Geoff Fuller, Lesley Mansell and Robin Moss.

In Attendance: Lesley Close, Parish Clerk

122. Apologies for absence

Apologies were received from Cllrs Geoff Fuller, Lesley Mansell and Robin Moss.

123. Declarations of interest and dispensations

Declarations of interest were received from

- Cllr Millard in respect of Item 13 WAGS Grant as a Committee member of WAGS
- Cllr Hopkins in respect of Item 10 Youth Connect South West as a Committee member of this organisation.

124. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 22nd February 2023 be agreed and signed as a correct record. (March meeting not quorate).

125. Monthly Accounts

Resolved:

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

126. 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 in April be agreed, and March payments agreed retrospectively (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.

127. 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.

The Clerk to check the spec in relation to litter picking and boules court maintenance at Norton Hill Recreation Ground and contact Greensward accordingly.

The Clerk to contact Land Registry to determine ownership of the pathway between Inner Elm Terrace and Wesley Ave in order to progress the proposal for physical barriers to slow down pit bikes.

128. Bad Debt / Creditors Report

Resolved: that the report be noted.

129. Grant Payments from the Trusts

Resolved: to note the grants from the Trusts: Norton Hill - £3,204.54
Westhill - £188

130. Insurance

Resolved: to ratify the acceptance of the lowest quote from Zurich in the amount of £2,493.06 for a three-year long-term contract.

131. Youth Connect South West

Resolved: to ratify the signing of the contract in the amount of £11,372.25.

132. New Office

Resolved: to ratify the decision to go out to tender on the new office following the explanation relating to the air source heat pump by the Architect.

133. Christmas Lights Contract

Resolved: to propose to Parish Council the virement of £1,200, which is the predicted overspend due to price increases by Lamps and Tubes, from Ear marked reserve 330 Community Fund to Christmas Lights.

134. WAGS Grant

Resolved: to agree the request to defer the spending of the grant to WAGS until later in the year, providing it is spent for the purpose for which it was allocated.

135. Quarterly bank reconciliation by a Councillor

It was noted that this was undertaken by Cllr Jackson 3/4/23.

136. Quarterly CIL and s.106 report

The report was noted.

137. IT

Quotes were received in relation to Cyber Security for (1) Spam Filtering and (2) Router

Resolved: (1) to accept the quotes in the amount of £450 plus VAT (router) and £432.60 plus VAT (Barracuda Spam Filtering).
(2) To note the increase in monthly IT support fees by 5% (we are on a 36-month contract which ends July 2024).
(3) The Clerk to check spending against budget for IT given the spending and price increase above.

138. Community Emergency Plan

The Plan is being drafted by the Deputy Clerk and will come to Committee shortly.

It was agreed to exclude the press and public on the grounds that in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

139. Staff Appraisals and Payscales/Increments

Resolved: (1) that following the 6 months staff appraisal of the Admin Assistant, a spinal point increase is made from sp 7 to sp 8, backdated to 1/4/23.
(2) that following the staff appraisal of the Deputy Clerk a spinal point increase is made, sp 13 to sp 14, backdated to 1/4/23.

The meeting closed at 11.25am.

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										£13.32
DC165	29/3/2023	LIDL	Refreshments for APM	£19.12									£17.50	
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								£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

Date: 05/04/2023
Time: 16:06

Westfield Parish Council 2022-23
Bank Reconciliation Statement as at 28/02/2023
for Cashbook 4 - Petty Cash

Page 1
User: DRK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty cash	31/03/2023		72.71
			<u>72.71</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>72.71</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>72.71</u>
			<u>72.71</u>

Balance per Cash Book is :- 72.71
Difference is :- 0.00

APPENDIX 3

Invoices for payment MARCH							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
15/02/2023	Ignyte Media Ltd	Westfield Warbler	4212/102	3020	£1,000.00	£200.00	£1,200.00
28/02/2023	RHC Lifting Ltd	Weight testing hanging baskets	4230/202	3021	£950.00	£190.00	£1,140.00
27/02/2023	M2 Civil and Structural Consulting Engine	Structural report for new office	4059/1	3023	£2,350.00	£470.00	£2,820.00
28/02/2023	GreenSward Sports Consultancy	Monthly contract and re-tension chain link fencing	4062/308	3024	£2,196.58	£439.32	£2,635.90
23/02/2023	Ricoh	Secure 30 data removal from old photocopier	4026/1	3027	£150.00	£30.00	£180.00
06/03/2023	Robert Wicke	Final instalment of Flowers in Public Places contract 2022/23	4230/202	3028	£1,565.00	£0.00	£1,565.00
07/03/2023	A&L Couriers	Distribution of the Warbler	4212/202	3029	£400.00	£0.00	£400.00
TOTAL							£9,940.90
<i>Added since the agenda was distributed:</i>							
17/3/23	Bath and North East Somerset Council	Tree works at Waterside Valley	4243/202	3030	£2,000.00	£400.00	£2,400.00
19/03/2023	MSN and Radstock Silver Band	Christmas Lights	4223/202	3031	£125.00	£0.00	£125.00
20/03/2023	Wybone Limited	Dog bins, Waterside Valley	4243/202	3034	£896.98	£179.40	£1,076.38
TOTAL							£3,601.38

Invoices for payment APRIL							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
30/03/2023	GreenSward Sports Consultancy	Install dog bins, remove grafitti, monthly maintenance	4243/202; 4062/308	3042	£2,326.58	£465.32	£2,791.90
27/03/2023	MJW Architects		4990/199	3043	£3,920.00	£784.00	£4,704.00
01/04/2023	St Nicholas Church		4203/202	3044	£2,485.00	£0.00	£2,485.00
09/03/2023	B&NES Council	Rates - pavilion and office	4011/308; 4011/1	3045	£2,013.33	£0.00	£2,013.33
27/03/2023	Trophies of Radstock	Trophy Inspirational Citizen	4227/202	3046	£20.20	£4.04	£24.24
21/03/2023	GB Sport and Leisure	Hand/foot holds for springie	4062/308	3047	£112.76	£22.55	£135.31
31/03/2023	Trinity Methodist Church	Hall Hire Annual Parish Meeting	4131/101	3048	£32.00	£0.00	£32.00
31/03/2023	Trinity Methodist Church	Youth Club hall hire	4237/202	3049	£480.00	£0.00	£480.00
TOTAL							£12,665.78
<i>Added since the agenda was distributed:</i>							
11/04/2023	Jolly Jumpers	Balance of bouncy castle hire	4227/202	3050	£587.50	£117.50	£705.00
01/04/2023	ALCA	2023 subscription	4024/1	3051	£1,019.15	£0.00	£1,019.15
17/04/2023	B&NES Council	Grass cutting amenity land	4025/202	3052	£1,438.69	£287.74	£1,726.43
18/04/2023	Robert Wicke	1st Inst. Flowers contract	4230/202	3053	£2,500.00	£0.00	£2,500.00
TOTAL							£5,950.58

