

WESTFIELD PARISH COUNCIL
Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 24th May 2023 at 10am

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

Absent: Cllr Geoff Fuller (ex officio)

In Attendance: Lesley Close, Parish Clerk

1. Election of Chair

Cllr Robin Moss was proposed by Cllr Wilkinson, seconded by Cllr Cooper.

Resolved: that Cllr Moss be elected Chair of the Committee, unanimously.

2. Election of Vice Chair

Cllr Pat Williams was proposed by Cllr Wilkinson, seconded by Cllr Cooper.

Resolved: that Cllr Williams be elected Vice Chair of the Committee, unanimously.

3. Apologies for absence

Apologies were received from Cllr Geoff Fuller.

4. Declarations of interest and dispensations

In relation to a payment to Rob Wicke, a Declaration of Interest was received from Cllr Moss, as Director of the Big Local for Radstock and Westfield, of which Rob Wicke is an employee.

5. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 19th April 2023 be agreed and signed as a correct record.

6. To confirm the meeting day and time of this Committee for 2023/24

Resolved: that the meeting continues on Wednesday mornings at 10am.

7. To confirm the membership of the Grants Sub Committee

Resolved: that the Grants Sub Committee comprises the Chair of the Parish Council Phil Wilkinson, Chair of F&P Robin Moss, Cllrs Cooper, Millard and Williams.

8. To discuss the monthly accounts reports going forward

Resolved: that pending the comments of the Auditor, the Omega reports be published monthly instead of quarterly, with the debit card payments, petty cash and upcoming direct debits and invoices continuing to be reported monthly.

9. Monthly Accounts

- Resolved:**
- a) that the bank reconciliation and monthly income and expenditure statements for the Current Account be considered every quarter, pending the comments of the auditor;
 - c) that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account be considered every quarter, pending the comments of the auditor;
 - d) that the bank reconciliation and monthly income and expenditure statements for the Business Savings account be considered every quarter, pending the comments of the auditor;
 - e) that the summary of debit card transactions since the last meeting (Appendix 1 – May) be agreed.
 - f) that the petty cash reconciliation for May (Appendix 2) be agreed.

10. 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 May 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.

11. 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.

12. Quarterly Budget Variation Report

- Resolved:** that the report be noted.

13. Internal Audit Report

- Resolved:** that the report and comments be noted for recommendation to Parish Council. The Office staff were thanked for all their work.

14. Annual Governance and Accountability Return 2022/23

- Resolved:**
- (1) to recommend to Parish Council the assertions highlighted in the Annual Governance Statement;
 - (2) to recommend to Parish Council the Accounting Statements for the year 2022/23.

- 15. Year End Summary of Accounts including Earmarked Reserves on page 12 of the report highlighting funds carried into Earmarked Reserves at the end of 2022/23**

Resolved: to note the report.

- 16. Notification of the dates of the period for the exercise of public rights**

Resolved: to accept these as 5th June – 14th July inclusive.

The meeting closed at 10.20am.

APPENDIX 2 – Petty Cash

		MONTH	May								
		SHEET	2023-24-2								
IMPREST VALUE	DATE	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Travel and subsistence 4008/101	Parish Environment 4224/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Travel & Subsistence 4008/1	Hospitality 4131/101
		Balance b/f	£70.96								
	03/05/2023	Padlock westhill	£11.15						£9.29		
	9/5/2023	Tea and coffee	£5.50								£4.58
	10/05/2023	Biscuits	£2.50								£2.09
		TOTAL (NET)	£15.96	£0.00	£0.00	£0.00	£0.00	£0.00	£9.29	£0.00	£6.67
		VAT:	£3.19						£1.86		£1.33
		Ongoing balance	£51.81								
		top-up required?	£48.19								
			11/05/2023						previously reported		
		New balance	£100.00						added since agenda circulated		

APPENDIX 3

Invoices for payment MAY							
Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
30/04/2023	SoVISION IT	Multi factor authorisation	4027/1	3064	£225.00	£45.00	£270.00
28/04/2023	RBS Rialtas	Annual livence for Omega	4058/1	3065	£386.05	£77.21	£463.26
21/04/2023	Tindle Newspapers West Country Ltd	Coronation ad and office tender ad	4227/202; 4910/199	3066	£253.00	£50.60	£303.60
20/04/2023	Auditing Solutions	Internal Audit - last inst.	4057/1	3068	£160.00	£32.00	£192.00
26/04/2023	GreenSward Sports Consultancy	Ad hoc maintenance	4062/307 + 308	3069	£125.00	£25.00	£150.00
30/04/2023	Signefex Ltd	Boules banner	4203/202	3071	£89.00	£17.80	£106.80
08/05/2023	Jesters Carnival Club	Christmas lights stewarding	4223/202	3072	£120.00	£0.00	£120.00
08/05/2023	Jesters Carnival Club	Coronation event stewarding	4227/202	3073	£320.00	£0.00	£320.00
07/05/2023	Peter Dayman-Johns	Coronation event entertainment	4227/202	3074	£180.00	£0.00	£180.00
01/05/2023	M Sustainability	SBEM calcs for Bdg Regs	4910/199	3075	£237.50	£0.00	£237.50
TOTAL							£2,343.16
<i>Added since the agenda was distributed:</i>							
07/05/2023	Westfield Sports and Community Centre	Food and drink at Coronation event	4227/202	3077	£2,025.00	£0.00	£2,025.00
15/05/2023	The Fabulous Lunch Company Ltd	Cakes for Coronation event	4227/202	3078	£220.00	£0.00	£220.00
16/05/2023	J Padfield	Hay bales - Coronation event	4227/202	3079	£135.00	£0.00	£135.00
19/05/2023	TS Security Ltd	Security at Coronation event	4227/202	3080	£90.00	£18.00	£108.00
01/03/2023	Youth Connect South West Ltd	Youth provision Jan-March 2023	4237/202	3081	£2,660.54	£532.11	£3,192.65
18/05/2023	Youth Connect South West Ltd	Youth provision April-June 2023	4237/202	3082	£2,843.06	£568.61	£3,411.67
17/05/2023	Ignyte Limited	May Warbler	4212/102	3084	£1,000.00	£200.00	£1,200.00
TOTAL							£10,292.32

APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April	May
Avon Pension Fund (BACS monthly)	Superannuation	£1,043.87	£1,060.18
DCK - BACS monthly	Accounting support	£237.85	£375.00
GPS Telecoms (DD monthly)	Telephone and broadband	£71.32	£70.92
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58
HMRC (BACS monthly)	PAYE and NI	£553.84	£559.34
Oval Commercial (SO-£587.70) the rest BACS -	Office Rental	£839.75	£839.75
Oval Commercial (BACS)	Use of Boardroom	£50.00	£56.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,232.35	£3,288.04
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00
Ricoh (BACS quarterly)	Photocopier	£0.00	£33.30
Southern Electric (DD - quarterly)	NH Pavilion	£85.42	£0.00
Southern Electric (DD quarterly)	Christmas Tree	£0.00	£0.00
SoVision IT (BACS monthly)	IT Support	£169.20	£167.75
Total Gas & Power (DD - quarterly)	NH Pavilion	£0.00	£47.88
Water2Business (DD six mnthly)	Auto-watering systems 2365015101 -	£0.00	£0.00
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00
Monthly Total		£8,405.18	£8,619.74