

Westfield Parish Council

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Chairman: Cllr P Wilkinson Parish Clerk: Ms L J Close FSLCC



Established 2011

All Council Meetings are open to the Public and Press

15th Nov 2023

- TO:
- a) **Members of the Finance & Personnel Committee:**
Cllrs Diana Cooper, Geoff Fuller (ex officio), Ron Hopkins, Paul Millard, Robin Moss (Chair), Pat Williams (Vice Chair), Phil Wilkinson (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 November 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 October 2023 (**Pages 1- 7**)
4. **Monthly Accounts**
To agree the accounts
 - Current Account - **Oct / Nov accounts to follow next month**
 - Corporate Treasury Account - **Oct / Nov accounts to follow next month**
 - Business Savings Account - **Oct / Nov accounts to follow next month** (the interest rate at 1st Nov 23 is 3.75%)
 - Petty cash imprest sheet – (**Page 8**)
 - Debit card expenditure sheet – October (**Page 9**)
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 10**)
7. **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 11**)
8. **Budget 2024-25**
Draft budget and 3-year forecast attached for comments (**Pages 12-18**).
9. **Standing Orders and Direct Debits** To review and comment on the list of standing orders and direct debits, to note the changes to suppliers' details and to consider and approve the continued use of online banking and BACS payments. (**Page 19**)
10. **Trust Policy Review (Page 20)**

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.

10. **Quotes (1) new office; (2) scrub clearance at Waterside Valley** – procurement for work funded by Somer Valley Rediscovered
11. **Training** To consider training for the Admin Assistant - <https://www.slcc.co.uk/qualification/ilca/> (**Page 21**)
12. **Local Government Pay Agreement 2023 (Pages 22-24)**

WESTFIELD PARISH COUNCIL
Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 18th October 2023 at 10am

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

Absent: Cllrs Geoff Fuller (ex officio) and Ron Hopkins.

In Attendance: Lesley Close, Parish Clerk

53. Apologies for absence

Apologies were received from Cllr Hopkins.

54. Declarations of interest and dispensations

There were no declarations of interest.

55. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 20th September 2023 be agreed and signed as a correct record.

56. Monthly Accounts

Resolved:

- a) that the bank reconciliation and monthly income and expenditure statements for the Current Account Aug / Sept be agreed.
- b) that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account Aug / Sept be agreed.
- c) that the bank reconciliation and monthly income and expenditure statements for the Business Savings account Aug / Sept be agreed.
- e) that the summary of debit card transactions since the last meeting (Appendix 1 – Oct) be agreed.
- f) that the petty cash reconciliation for Oct (Appendix 2) be agreed.

57. Verification of Bank Reconciliations

The verification by a Councillor (not a bank signatory or Chair of the Council) at 30th September 2023 would be undertaken as soon as possible.

58. 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: that the schedule of payments due in October 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.

59. 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.

60. Community Infrastructure Levy (CIL and Section 106 Funds)

Resolved: to note the update report of the Clerk.

61. Grants

Thanks were expressed to the Grants Sub Committee.

Resolved: To receive the grant payments proposed by the Grants Sub Committee and recommend them to Parish Council.

62. Westfield Action Plan

Resolved: To agree the Action Plan.

63. Budget 2024/25

The Budget for 2024/25 was being drafted.

Resolved: To agree the budget variation report at 30th September 2023.

64. Cyber Security

Resolved: (1) To accept the quotation from BHIB for a Cyber Security Policy in the amount of £345.25 (incl. IPT) following the response to a query on what are the trigger points which generate the quotation.
(2) To agree the cyber security risk assessment.
(3) To agree the Data Breach Policy

65. To confirm the purchase of wreaths for Remembrance

Resolved: (1) To agree the wreaths in the amount of £82.50 for three;
(2) To request one wreath for Westfield to mark D0 Day in June 2024.

66. Energy Contracts at the Pavilion

Resolved: To accept the lowest quote from Eon Next in the amount of £441.70 for gas and £818.03 for electricity, for a three-year contract.

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.

67. Quotes for (1) new office and (2) bridges at Waterside Valley

New Office

The spec has been pared down and the revised quote will go to Parish Council in November. If it is still too high then portacabins will be investigated.

Bridges at Waterside Valley

The Structures Engineer at B&NES has still not responded in relation to the proposed work to the footbridges. The Clerk to write to Mandy Bishop at B&NES and copy in Cllr Moss.

The meeting closed at 10.37am.

APPENDIX 2 – Petty Cash

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
		Balance b/f	£75.65								
		Food for grants meeting	£6.90								£6.90
		TOTAL (NET)	£ 69.93	00.03	00.03	00.03	00.03	00.03	00.03	00.03	06.93
		VAT:	£ 0.00								
		Ongoing balance	£68.75								

APPENDIX 3 – Invoices for payment

Invoice Date	Supplier	Details	Nom code	Payment No. £ net	VAT	£ gross
25/09/2023	GB Sport and Leisure	Repairs to play equipment	4062/307 307	3176 £816.85	£163.37	£980.22
28/09/2023	Harris & Harris	Interim legal fees at Westhill	4062/307	3177 £1,753.00	£350.60	£2,103.60
21/09/2023	Royal British Legion	Poppy wreaths	4203/202	3178 £82.50	£0.00	£82.50
15/09/2023	Colin Thompson & Sons	Keys to pavilion kitchen lock	4062/308	3179 £30.00	£6.00	£36.00
				TOTAL		£3,202.32
<i>Added since the agenda was distributed:</i>						
07/10/2023	Kelvin Hawkins	Boiler service - pavilion	4015/308	3183 £120.00	£24.00	£144.00
				TOTAL		£144.00

APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April	May	June	July	August	Sept	October
Avon Pension Fund (BACS monthly)	Superannuation	£1,043.87	£1,060.18	£1,052.02	£1,127.92	£1,070.99	£1,070.99	£1,070.99
DCK - BACS monthly	Accounting support	£237.85	£375.00	£0.00	£306.00	£0.00	£306.00	£250.00
GPS Telecoms (DD monthly)	Telephone and broadband	£71.32	£70.92	£71.80	£69.37	£69.37	£74.46	£69.37
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.51	£2,121.58	£2,121.58
HMRC (BACS monthly)	PAYE and NI	£553.84	£559.34	£566.63	£688.46	£597.04	£596.84	£570.64
Oval Commercial (SO-£587.70) the rest BACS - monthly	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75
Oval Commercial (BACS)	Use of Boardroom	£50.00	£56.00	£70.00	£50.00	£50.00	£10.00	£50.00
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,232.35	£3,288.04	£3,250.16	£3,423.16	£3,293.46	£3,293.66	£3,319.86
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00
Ricoh (BACS quarterly)	Photocopier	£0.00	£33.30	£254.00	£0.00	£140.10	£127.00	£0.00
Southern Electric (DD - quarterly)	NH Pavilion	£85.42	£0.00	£178.14	£0.00	£0.00	£113.57	£0.00
Southern Electric d/d annually	Xmas Lights on lampposts	£0.00	£0.00	£0.00	£0.00	£0.00	£384.01	£0.00
Southern Electric (DD quarterly)	Christmas Tree	£0.00	£0.00	£30.84	£0.00	£0.00	£37.57	£0.00
SoVision IT (BACS monthly)	IT Support	£169.20	£167.75	£167.75	£208.35	£208.35	£208.35	
Total Gas & Power (DD - quarterly)	NH Pavilion	£0.00	£47.88	£0.00	£0.00	£42.98	£0.00	£0.00
Water2Business (DD six mnthly)	AUTO-WATERING SYSTEMS 2365915101 - Wesley Ave; 02- Coal Truck Jubilee Green. 03- Jubilee Green. 04- Coal	£0.00	£0.00	£0.00	£0.00	£0.00	£227.16	£0.00
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00	£0.00	£222.94	£0.00
Youth Connect South West (Bacs quarterly)	Youth Work contract 1/4/23-31/3/25	£0.00	£2,843.06	£0.00	£0.00	£2,843.06	£0.00	£2,843.06
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00
Monthly Total		£8,405.18	£11,462.80	£8,602.67	£12,521.31	£11,316.61	£9,633.88	£11,135.25

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - November
SHEET 2023-24-8

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Christmas 4223/202	Stationary 4023/1	Furniture & Equipment 4036/1	Health and safety 4018/1	W/H Maintenance 4062/307	Detritator 4231/202	Hospitality 4131/101
DC190	19/10/2023	Amazon	Thermos flask for Christmas lights	£25.99		£21.66						
DC191	22/10/2023	Amazon	Cups for Christmas lights	£48.93		£40.74						
DC192	30/10/2023	Screwfix	Padlock for Westhill playground	£17.79						£14.82		
DC193	6/11/2023	Lidl	Mince pies; water; squash	£33.31		£32.74						
DC194	7/11/2023	Aldi	Mulled wine; choc lollies, candy canes	£103.46		£86.22						
DC195	7/11/2023	Amazon	Christmas lights for trees	£161.40		£161.40						
DC196	8/11/2023	Amazon	Burncare for 1st aid kit	£3.49					£2.91			
DC197	9/11/2023	Viking	Stationary	£84.89			£66.79					
			TOTAL (NET)	£427.28	£0.00	£342.76	£66.79	£0.00	£2.91	£14.82	£0.00	£0.00
			VAT:	£47.99		£30.29	£14.15		£0.58	£2.97		
			TOTAL (Gros)	£475.27		£373.05						
added since the agenda was circulated												

Parish Clerk signature _____ Date _____

Counter signature _____ Date _____

Signed: _____

Date: _____

Schedule of regular payments 2023-24

(All amounts are NET)

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec
Avon Pension Fund (BACS monthly)	Superannuation	£1,043.87	£1,060.18	£1,052.02	£1,127.92	£1,070.99	£1,070.99	£1,070.99	£1,070.99	
DCK - BACS monthly	Accounting support	£237.85	£375.00	£0.00	£306.00	£0.00	£306.00	£250.00		
GPS Telecoms (DD monthly)	Telephone and broadband	£71.32	£70.92	£71.80	£69.37	£69.37	£74.46	£69.37	£69.37	
Greensward (BACS monthly)	Grounds maintenance	£2,121.58	£2,121.58	£2,121.58	£2,121.58	£2,121.51	£2,121.58	£2,121.58		
HMRC (BACS monthly)	PAYE and NI	£553.84	£559.34	£566.63	£688.46	£597.04	£596.84	£570.64	£590.44	
Oval Commercial (SO-£587.70) the rest BACS - monthly	Office Rental	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	£839.75	
Oval Commercial (BACS)	Use of Boardroom	£50.00	£56.00	£70.00	£50.00	£50.00	£10.00	£50.00	£90.00	
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,232.35	£3,288.04	£3,250.16	£3,423.16	£3,293.46	£3,293.66	£3,319.86	£3,300.06	
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area	£0.00	£0.00	£0.00	£3,686.72	£0.00	£0.00	£0.00	£0.00	
Ricoh (BACS quarterly)	Photocopier	£0.00	£33.30	£254.00	£0.00	£140.10	£127.00	£0.00	£121.59	
Southern Electric (DD - quarterly). Eon Next wef 1/11/23	NH Pavilion	£85.42	£0.00	£178.14	£0.00	£0.00	£113.57	£0.00	£2.51	
Southern Electric d/d annually	Xmas Lights on lampposts	£0.00	£0.00	£0.00	£0.00	£0.00	£384.01	£0.00	£0.00	
Southern Electric (DD quarterly)	Christmas Tree	£0.00	£0.00	£30.84	£0.00	£0.00	£37.57	£0.00	£0.00	
SoVision IT (BACS monthly)	IT Support	£169.20	£167.75	£167.75	£208.35	£208.35	£208.35	£208.35		
Total Gas & Power (DD - quarterly) Eon Next wef 1/11/23	NH Pavilion	£0.00	£47.88	£0.00	£0.00	£42.98	£0.00	£0.00	£0.00	
Water2Business (DD six mnthly)	Auto-watering systems 2365915101 - Wesley Ave; 02- Coal Truck Jubilee Green - 03 - Jubilee Green - 04 - Coal	£0.00	£0.00	£0.00	£0.00	£0.00	£227.16	£0.00	£0.00	
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00	£0.00	£222.94	£0.00	£0.00	
Youth Connect South West (Bacs quarterly)	Youth Work contract 1/4/23-31/3/25	£0.00	£2,843.06	£0.00	£0.00	£2,843.06	£0.00	£2,843.06	£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	
	Monthly Total	£8,405.18	£11,462.80	£8,602.67	£12,521.31	£11,316.61	£9,633.88	£11,343.60	£6,084.71	£0.00

Highlight if over £5000 as this requires full Parish Council approval

Westfield Parish Council Proposed Budget 2024-25

DRAFT 1

CODE	ITEM	Current budget 2023-24	Actual at 6 months	Estimate to year end	Proposed 2024-25 budget
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EXPENDITURE

1 Central Services					
4001	Wages & Salaries	46,535	23,221	46,442	48,416
4002	Employer's NIC	2,819	1,439	2,878	2,964
4003	Employer's Superannuation	10,238	5,109	10,218	10,652
4005	Training	500	554	654	500
4008	Travel & Subsistence	200	0	200	200
4011	Rates Payable	1,066	1,202	1,202	1,120
4012	Water	50	0	50	50
4013	Rent Payable (office premises)	11,120	5,200	11,120	11,120
4014	Electricity	760	0	760	760
4015	Gas	465	0	465	465
4017	Cleaning	1,445	0	1,445	1,445
4018	Health and Safety	871	0	871	897

4021	Telephone	1,000	365	1,000	1,000	1,030
4022	Postage	220	3	220	220	220
4023	Stationery, Printing & Publications	515	363	515	515	530
4024	Subscriptions	1,369	1,375	1,369	1,375	1,416
4025	Insurance	3,945	2,493	3,945	2,863	3,945
4026	Photocopying charges	770	554	770	1,108	1,141
4027	Information Technology	5,480	3,622	5,480	7,244	5,644
4030	Recruitment	384	0	384	0	0
4036	Furniture & Equipment	250	0	250	250	250
4050	Bank charges	145	55	145	145	145
4056	Audit Fees - External	825	0	825	825	825
4057	Audit Fees - Internal	360	-80	360	360	370
4058	Accountancy Support	935	970	935	2,448	2,521
6001	Trf to Earmarked Reserve	0	28,781	0	28,781	0
6000	Trf from Earmarked Reserve	0	0	0	0	0
NEW HEADING	Office move	0	0	0	0	5,000
	Sub total	92,267	75,226	123,439	96,626	96,626

100 Corporate Management						
4061	Pension deficit funding	2,287	0	2,287	0	0

	Sub total	2,287	0	0	0
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101 Democratic Process

4005	Training	0	0	0	0
4007	Conference expenses	0	0	0	0
4008	Travel and subsistence	0	0	0	0
4110	Election Costs	0	0	0	0
4131	Meeting rooms/hospitality	680	54	680	700
6001	Trf to Earmarked Reserves	0	0	0	0
	Sub total	680	54	680	700

102 Civic Support

4101	Chairs allowance	600	35	600	600
4102	Civic expenses	290	4	290	300
4210	Website E&D	435	0	465	480
4212	Newsletter E&D	5,941	2,800	5,941	5,941
6000	Trf from Earmarked Reserve	0	0	0	0
	Sub total	7,266	2,839	7,296	7,321

199 Capital and projects

4901	Loan interest	442	245	442	250
4902	Loan capital repaid	6,931	3,442	6,931	7,124
4910	CAP new office	0	934	934	0

4930	CAP Waterside Valley	0	21,059	21,059	0
4990	Rolling capital provision	5,000	0	5,000	5,000
6000	Trns from Earmarked Reserve	0	-21,195	-21,195	0
6001	Trf to Earmarked Reserves	0	0	0	0
	Sub total	12,373	4,485	13,171	12,374

202 Community Support					
4203	Grants	15,000	2,706	15,000	15,000
4223	Christmas E&D	13,949	6,630	16,000	16,314
4224	Parish Environment E&D	2,250	579	2,250	1,000
4225	Green Spaces Maintenance	1,347	1,726	1,439	1,832
4227	E & D Projects E&D	5,000	6,521	6,521	5,000
4230	Flowers in Public Places E&D	6,098	2,790	6,330	6,870
4231	Defibrillator E&D	904	4,732	5,000	1,925
4237	Youth Provision E&D	12,012	6,071	12,012	12,650
4241	St Nicholas Churchyard	2,485	0	2,485	2,652

NEW	Waterside Valley	10,000	-420	10,000	10,000
6000	Trf from Earmarked Reserve	-	-5,522	-5,522	0
	Sub total	69,045	25,813	71,515	73,243

303 Allotments

4039	Grounds maintenance E&D	100	0	100	100
	Sub total	100			

307 Westhill Recreation Ground

4039	Grounds Maintenance contract E&D	11,661	5,576	11,661	12,011
4062	Grounds Maintenance ad hoc E&D	5,000	4,857	6,000	6,000
4011	Rates	953	0	953	953
4012	Water	640	0	640	640
4014	Electricity	760	0	760	760
4015	Gas	465	0	465	465
4017	Cleaning	1,445	0	1,445	1,445
4063	CCTV	100	0	100	100
4065	Play Area Inspections E&D		162	324	660
	Sub total	21,024	10,595	22,348	23,034

308 Norton Hill Recreation Ground

4011	Rates	953	811	811	836
4012	Water	640	264	640	640
4014	Electricity	760	260	818	988
4015	Gas	465	46	442	552

4039	Grounds Maintenance contract E&D	14,445	5,576	14,445	14,879
4062	Grounds Maintenance ad hoc E&D	10,000	2,807	9,000	10,000
4063	CCTV E&D	100	0	100	103
4065	Play Equip inspections E&D	611	162	611	1,650
6000	Trf from Earmarked Reserve				
	Sub total	27,974	9,926	26,867	29,648

	Total expenditure	233,016	128,938	265,316	242,946
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INCOME

1099	Miscellaneous income (Capital and Projects)	0	165	165	0
1176	Precept	225,148	112,574	225,148	
1196	Interest received	500	4,347	5,000	500
1012	Allotments income - WAGS	100	100	100	100
1177	Grants received (Norton Hill Trust)	1,495	2,666	2,666	1,495
1177	Grants received (Westhill Trust)	206	0	206	206
1180	Donations rec'd	0	3,685	3,685	0
1179	CIL income	0	31,994	31,994	0

	Total income	227,449	155,531	268,964	2,301
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Three year forecast

Proposed 2024-
25 budget

Proposed 2025-
26 budget

Proposed 2026-
27 budget

Total expenditure	242,946.00	247,804.92	252,761.02
Total income	2,301.00	2,347.02	2,393.96
Surplus / deficit	(240,645.00)	(245,457.90)	(250,367.06)

Notes: Assumes 2% increase

Annual List of Direct Debits and Standing Orders 2023-24

F&P Committee 22 November 2023

Supplier	Details	Frequency	Notes
Bristol Wessex Water	5 standpipes for auto-watering of flower displays	six-monthly	The water bills for the allotments are billed to WAGS and paid directly by them.
GPS Telecoms	Telephones and broadband	monthly	Service charge £31.99pcm for phones £35.49pcm for broadband plus calls; £1.99 pcm fraud protection fee (+VAT)
Oval Commercial (SO)	2 x office Rental	monthly	Suite 5: £489.75pcm (+VAT) (Suite 4: £350pcm (+VAT) is paid by BACS)
Public Works Loans Board	Repayments on loan for Westhill Play Area	6-monthly	Loan term: 15 years starting September 2010
SSE	Electricity to Pavilion and Christmas tree	quarterly	Meter readings taken by the PC and submitted quarterly ahead of each bill. Contract ends 30/9/23 for the Christmas Tree - a new 3 year contract set up with SSE. Pavilion contract ends 31/10/23 to be replaced with a new 3 year contract with EonNext
The Information Commissioner	Annual renewal fee	Annually	£40 per year for renewal of registration.
Total Energy	Gas to Norton Hill Pavilion	quarterly	Invoice obtained from the Total Energy portal. Contract ends 8/11/23 to be replaced with Eon Next (as agreed at F&P 18/10/23)

Summary of changes to suppliers' details 2023/24

Supplier	Details	Notes
Eon Next	Gas at the Pavilion	quarterly Commences 9/11/23 for 3 year contract
Eon Next	Electricity at the Pavilion	quarterly Commences 1/11/23 for 3 year contract
Apex Alarms	Combined with BSW Standfast	Annually Phoned Apex and checked 5/6/23
A F Denning	Now RJP Electrical	Annually Spoke in person

Westfield Parish Council

Trusts Policy

1. All income relating to Norton Hill Recreation Ground and Westhill Recreation Ground is banked into the relevant Trust Funds Bank Account (with Natwest).
2. With the agreement of the Trusts, at the end of March every year that financial year's total income is transferred from the Trust Bank Account into the Parish Council Bank Account in the form of a grant to the Parish Council to offset the costs of running the services at the site.
3. The Parish Council may request funding for one-off projects at the sites, which should be considered by the Trust on a case by case basis.
4. **The Parish Council as the Sole Trustee has an obligation to undertake all necessary works at the Trust Grounds and to recover the VAT accordingly.**

January 2012

Review History	To be reviewed every four years
Agreed by Finance and Personnel	9/1/12
Agreed by Finance and Personnel	16/12/15
Agreed by Trustees	04/01/2016
Agreed by Finance and Personnel	23/10/2019
Agreed by Trustees	2/12/2019
Agreed by Parish Council	15/05/2023
Date of next review	November 2023

How do I study?

The course is online and self-paced with five modules.

Each module contains several sections and pages of activities, questions and explanations. Your knowledge and understanding will be assessed after you have completed the e-learning content at the end of each module.

Assessments

After completing the e-learning content for each module, your knowledge and understanding of each module will be assessed through a module assessment.

You must score 80% or above in assessment to pass the module.

What will I learn?

The course will cover the following modules:

Module 1: The Core Roles

Module 2: Law and Procedures

Module 3: Finance

Module 4: Management

Module 5: Community

More information on the modules can be found in the **Qualifications Booklet**.

What will it cost?

£120 + VAT* for members and non-members – **click here** to view any additional costs you may incur.

6 NOVEMBER 2023

E01-23 | 2022/23 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2023

We have been informed by the Local Government Association that the National Joint Council for Local Government Services has reached agreement on rates of pay applicable from 1 April 2023 to 31 March 2024.

The new pay rates for local councils are attached and have been agreed with SLCC and ALCC.

Employers are encouraged to implement this pay award as swiftly as possible.

For all spinal points to 43 the agreed award was a flat rate payment of £1,925. For scale points above that the award was 3.88%.

The Joint Council notes on backpay for employees who have left employment: "If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment. When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in section 15 of the HR guide and the Backdated Pay Award FAQs, which are available on the employer resources section of www.lgpsregs.org.

Historically the calculation of hourly pay for local councils has been reached by dividing the annual salary by 52 weeks and then by 37 hours. This is different from the recommendation of the Joint Council which calculates hourly rates by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week). This marginal difference causes some confusion, and it is intended that next year we shall move to the approach recommended by the National Joint Council.

NALC continues to be disappointed that the annual settlement has been delayed for reasons outside the Association's control.

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
2	£22,366	£11.62	Below LC Scale (for staff other than clerks)
3	£22,737	£11.82	
4	£23,114	£12.01	
5	£23,500	£12.21	
5	£23,500	£12.21	LC1 (5-6) (below substantive range)
6	£23,893	£12.42	LC1 (7-12) (substantive benchmark range)
7	£24,294	£12.63	
8	£24,702	£12.84	
9	£25,119	£13.06	
10	£25,545	£13.28	
11	£25,979	£13.50	
12	£26,421	£13.73	LC1 (13-17) (above substantive range)
13	£26,873	£13.97	
14	£27,334	£14.21	
15	£27,803	£14.45	
16	£28,282	£14.70	
17	£28,770	£14.95	LC2 (18-23) (below substantive range)
18	£29,269	£15.21	
19	£29,777	£15.48	
20	£30,296	£15.75	
21	£30,825	£16.02	
22	£31,364	£16.30	
23	£32,076	£16.67	
24	£33,024	£17.16	LC2 (24-28) (substantive benchmark range)
25	£33,945	£17.64	
26	£34,834	£18.10	
27	£35,745	£18.58	
28	£36,648	£19.05	

SCP	1 April 2023		Scale Ranges
	£ per annum	* £ per hour	Based on SCP
29	£37,336	£19.41	LC2 (29-32) (above substantive benchmark range)
30	£38,223	£19.87	
31	£39,186	£20.37	
32	£40,221	£20.90	
33	£41,418	£21.53	LC3 (33-36) (below substantive range)
34	£42,403	£22.04	
35	£43,421	£22.57	
36	£44,428	£23.09	
37	£45,441	£23.62	LC3 (37-41) (substantive benchmark range)
38	£46,464	£24.15	
39	£47,420	£24.65	
40	£48,474	£25.19	
41	£49,498	£25.73	
42	£50,512	£26.25	LC3 (42-45) (above substantive benchmark range)
43	£51,515	£26.77	
44	£52,752	£27.42	
45	£54,017	£28.08	
46	£55,325	£28.76	LC4 (46-49) (below substantive range)
47	£56,648	£29.44	
48	£57,854	£30.07	
49	£59,418	£30.88	
50	£60,856	£31.63	LC4 (50-54) (substantive benchmark range)
51	£62,323	£32.39	
52	£64,335	£33.44	
53	£66,341	£34.48	
54	£68,356	£35.53	