WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting

held at The Oval Office on Wednesday 22nd November 2023 at 10am

- Present: Cllr Robin Moss (Chair), Cllrs Diana Cooper, Ron Hopkins, Phil Wilkinson and Pat Williams (Vice Chair).
- Absent: Cllrs Geoff Fuller (ex officio) and Paul Millard.
- In Attendance: Tracey Stephens, Deputy Clerk
- **68.** Apologies for absence Apologies were received and accepted from Cllr Millard.

69. Declarations of interest and dispensations There were no declarations of interest.

70. Minutes

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

71. Monthly Accounts

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

72. 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 November 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.

73. 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.

74. Budget 2024/25

There were no questions regarding the draft budget.

Resolved: To recommend the draft budget to Parish Council.

75. Standing Orders and Direct Debits

Resolved: (1) To accept the report of the Clerk outlining standing orders and direct debits and changes to suppliers' details.

(2) To approve the continued use of online banking and bacs.

76. Trust Policy Review

Resolved: (1) To agree the Trust Policy.

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.

77. Quotes

- (1) New Office this has now been shelved indefinitely.
- (2) Scrub Clearance at Waterside Valley tenders to be opened next month.

78. Training

Resolved: To agree the online training for the ILCA qualification by the Admin Assistant in the amount of £120.

79. Local Government Pay Agreement 2023

Resolved: To adopt the NALC recommended pay awards wef 1/4/23.

The meeting closed at 10.16am.

APPENDIX 1 – Debit Card

	1		WESTFIELD PARISH	I COUNCIL D	<u>EBIT CA</u>	RD SUMM	<u>ARY</u>					
		Report for F&P										
REF	DATE	SUPPLIER	2023-24-8 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	Defibrilator 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		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		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					
DC198	16/11/2023	Viking	Lever Cutter	£71.93				£58.99				
			TOTAL (NET)	£486.27	£0.00	£342.76	£66.79	£58.99	£2.91	£14.82	£0.00	£0.00
			VAT:	£59.98		£30.29	£14.15	£11.99	£0.58	£2.97		
			TOTAL (Gros)	£546.25		£373.05						
								ad	ded since	e the ager	ida was c	irculated

	I	WESTFIELD P	ARISH COUN	ICIL PET	TY CASH	<u>I</u>					
	MONTH SHEET		November 2023-24-8								
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	£68.75								
	18/10/2023	Coffee	£3.85								£3.85
	24/10/2023Refreshments for bulb planting16/11/2023Biscuits for Somer Valley Meeting		£5.50							£5.50	
			£3.00								£2.75
		TOTAL (NET)	£12.10	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£5.50	£6.60
		VAT:	£0.25	~0.00	~0.00	~0.00	20.00	20100	20100	20100	£0.25
		Ongoing balance									

APPENDIX 3 - Invoices for payment

Invoices for	payment NOVEMBER						
Invoice Date	Supplier	Details	Nom code	Payment No.	£net	VAT	£ gross
19/10/2023	Clear Insurance Management	Cyber Security Insurance	4025/1	3185			£370.25
01/11/2023	Ignyte Limited	Winter Westfield Warbler	4212/102	3194	£1,000.00	£200.00	£1,200.00
07/11/2023	GreenSward Sports Consultancy	Moving the bench at Westhill	4062/307	3195			£234.00
11/10/2023	ALCA	Training - James Honess	4005/1	3196	£40.00	£0.00	£40.00
11/10/2023	ALCA	Training - James Cradock	4005/1	3197	£40.00	£0.00	
						TOTAL	£1,884.25
	the agenda was distributed:						
16/11/2023	RBL	12 new poppies for display	4101/102	3199			
13/11/2023	A&L Couriers	Delivery of the Warbler	4212/102	3140			
13/11/2023	Signefex Ltd	Dogs on Leads Signs	4227/202	3141	£610.00		
16/11/2023	RJP Electrics Ltd	Putting up the Christmas lights	4223/202	3142	£1,090.00	£218.00	£1,308.00
16/11/2023	Trophies of Radstock	Christmas Decs Trophy	4223/202	3144	£20.83	£4.17	£25.00
						TOTAL	£2,585.00

APPENDIX 4 – Schedule of Regular Payments

Schedule of regular payments 2023-24			(All amount	s are NET	7									
Supplier	Details	April	Мау	June	July	August	Sept	October	Nov	Dec	January	February	March	TOTAL TO DATE
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					£8,567.95
DCK - BACS monthly	Accounting support	£237.85	£375.00	£0.00	£306.00	£0.00	£306.00	£250.00	£0.00					£1,474.85
GPS Telecoms (DD monthly)	Telephone and broadband	£71.32	£70.92	£71.80	£69.37	£69.37	£74.46	£69.37	£69.37					£565.98
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	£2,121.58					£16,972.57
HMRC (BACS monthly)	PAYE and NI	£553.84	£559.34	£566.63	£688.46	£597.04	£596.84	£570.64	£590.44					£4,723.23
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					£6,718.00
Oval Commercial (BACS)	Use of Boardroom	£50.00	£56.00	£70.00	£50.00	£50.00	£10.00	£50.00	£90.00					£426.00
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					£26,400.75
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					£3,686.72
Ricoh (BACS quarterly)	Photocopier	£0.00	£33.30	£254.00	£0.00	£140.10	£127.00	£0.00	£121.59					£675.99
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	£105.27					£482.40
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					£384.01
Southern Electric (DD quarterly)	Christmas Tree	£0.00	£0.00	£30.84	£0.00	£0.00	£37.57	£0.00	£0.00					£68.41
SoVision IT (BACS monthly)	IT Support	£169.20	£167.75	£167.75	£208.35	£208.35	£208.35	£208.35	£208.35					£1,546.45
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					£90.86
Water2Business (DD six mnthly)	Auto-watering systems 2365915101 - Wesley Ave; 02- Coal Truck Jubilee	£0.00	£0.00	£0.00	£0.00	£0.00	£227.16	£0.00	£0.00					£227.16
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00	£0.00	£0.00	£0.00	£0.00	£222.94	£0.00	£0.00					£222.94
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					£8,529.18
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00	£0.00					£40.00
	£8,405.18	£11,462.80	£8,602.67	£12,521.31	£11,316.61	£9,633.88	£11,343.60	£8,517.40	£0.00	£0.00	£0.00	£0.00		