

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 4 – Schedule of Regular Payments

Schedule of regular payments 2023-24		(All amounts are NET)												
Supplier	Details	April	May	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 Green; 03- Jubilee Green; 04- Coal	£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
Monthly Total		£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	