

# WESTFIELD PARISH COUNCIL

## Minutes of the Finance & Personnel Meeting

held at The Oval Office on Wednesday 13<sup>th</sup> December 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), Ron Hopkins, Paul Millard and Pat Williams.

In Attendance: Tracey Stephens, Deputy Clerk

### 80. Apologies for absence

Apologies were received and accepted from Cllr Millard.

### 81. Declarations of interest and dispensations

There were no declarations of interest.

### 82. Minutes

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 22<sup>nd</sup> November 2023 be agreed and signed as a correct record.

### 83. Monthly Accounts

**Resolved:**

- a) that the bank reconciliation and monthly income and expenditure statements for the Current Account Oct/Nov be agreed.
- b) that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account Oct/Nov be agreed.
- c) that the bank reconciliation and monthly income and expenditure statements for the Business Savings account Oct/Nov be agreed.
- e) that the summary of debit card transactions since the last meeting (Appendix 1 – Dec) be agreed.
- f) that the petty cash reconciliation for Dec (Appendix 2) be agreed, with a top up of £48.64.

### 84. 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 December 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.

**85. 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.

**86. Internal Audit Report**

The Interim Audit report was discussed.

**Resolved:** To recommend acceptance of the report to Parish Council.

**87. Budget 2024/25**

The revised budget was discussed.

**Resolved:** To recommend the draft budget to Parish Council, ensuring budgeting for 3.5% on salaries.

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.

**88. Quotes**

There were no quotes for consideration at the meeting.

The meeting closed at 10.25am.

APPENDIX 1 – Debit Card

				Report for F&P - December									
				SHEET									
				2023-24-9									
REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Grants 4203/202	Christmas 4223/202	Stationary 4023/1	E&D Projects 4227/202	N/H maintenanc e 4062/308	W/H Maintenanc e	Community Projects 4232/202	Hospitality 4131/101
DC199	28/11/2023	Screwfix	Padlock for gate between pavilion and garage at NH	£33.99						£28.32			
DC200	29/11/2023	Viking	Credit for Paper trimmer	-£41.99				-£34.99					
DC201	12/12/2023	Fosseway Café	Buffet for Grants presentation eve	£32.50			£32.50						
			<b>TOTAL (NET)</b>	£24.50	£0.00	£0.00	£32.50	-£34.99	£0.00	£28.32	£0.00	£0.00	£0.00
			<b>VAT:</b>					-£7.00		£5.67			
			<b>TOTAL (Gros)</b>	£24.50	£0.00	£0.00	£32.50	-£41.99	£0.00	£33.99	£0.00	£0.00	£0.00

APPENDIX 2 – Petty Cash

		MONTH	December								
		SHEET	2023-24-9								
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	£56.40								
	4/12/2023	Biscuits for Audit	£1.25								£1.04
	11/12/2023	Tablecloth for Christmas lights	£1.29							£1.07	
	11/12/2023	Get well card	£2.50								£2.08
		<b>TOTAL (NET)</b>	£4.19	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1.07	£3.12
		<b>VAT:</b>	£0.85							£0.22	£0.63
		<b>Ongoing balance</b>	<b>£51.36</b>								
		top-up required	£48.64							<i>previously reported</i>	



## APPENDIX 4 – Schedule of Regular Payments

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	£1,663.79
DCK - BACS monthly	Accounting support	£237.85	£375.00	£0.00	£306.00	£0.00	£306.00	£250.00	£0.00	£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	£70.37
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	£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	£1,253.80
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	£839.75
Oval Commercial (BACS)	Use of Boardroom	£50.00	£56.00	£70.00	£50.00	£50.00	£10.00	£50.00	£90.00	£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	£3,300.06	£4,937.16
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	£0.00
Ricoh (BACS quarterly)	Photocopier	£0.00	£33.30	£254.00	£0.00	£140.10	£127.00	£0.00	£121.59	£0.00
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	£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	£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	£0.00
SoVision IT (BACS monthly)	IT Support	£169.20	£167.75	£167.75	£208.35	£208.35	£208.35	£208.35	£208.35	£0.00
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	£44.16
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	£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	£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	£568.61
Information Commissioners Officer (DD)	Data Protection Fee (annual)	£0.00	£0.00	£0.00	£0.00	£40.00	£0.00	£0.00	£0.00	£0.00