

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 17th January 2024 at 10am

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

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

In Attendance: Lesley Close, Parish Clerk

89. Apologies for absence

Apologies were received and accepted from Cllr Williams.

90. Declarations of interest and dispensations

There were no declarations of interest.

91. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 13th December 2023 be agreed and signed as a correct record.

92. Monthly Accounts

Resolved:

- a) that the bank reconciliation and monthly income and expenditure statements for the Current Account Dec be agreed.
- b) that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account Dec be agreed. The bank is changing this account to a Business Select Instant Access Account.
- c) that the bank reconciliation and monthly income and expenditure statements for the Business Savings account Dec be agreed.
- e) that the summary of debit card transactions since the last meeting (Appendix 1 – Jan) be agreed.
- f) that the petty cash reconciliation for Jan (Appendix 2) be agreed.

93. 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 January 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.

94. 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.

95. Physical Check of the Petty Cash

A check to be undertaken of petty cash at the next meeting.

96. Quarterly Budget Variation Report

This report would follow next month.

97. Quarterly Bank Reconciliations by a Councillor

Noted that this had been undertaken by Cllr Millard on 19/12/23.

98. Tenders

The following tenders were noted:

- (1) Grounds Maintenance (4 years) - currently out to tender;
- (2) Electrical work – to go out to tender in February;
- (3) Footbridge at Waterside Valley – about to go out to tender;
- (4) Housing Needs Survey – currently out to tender;
- (4) IT support contract comes to an end 17/7/24 but we have to give notice by 16/4/24 if we want to end the contract. – **Resolved:** to accept the projected 5% increase and not to go back out to tender this year.

99. Community Infrastructure Levy and s.106 Funds

Resolved: to receive the report of the Clerk.

100. Budget and Precept 2024/25

Resolved: to recommend the following to Parish Council

- (1) The final budget as circulated;
- (2) Precept – an increase of 6.95% in the precept to £240,802, equating to a 6.17% increase for a Band D property (£7.26 increase per annum). This allows the general reserve to equate to 3 months net expenditure for cashflow purposes.
- (3) Precept leaflet as circulated.

101. Fixed Asset Register

Resolved: to agree the fixed asset register.

102. Financial Risk Management 2024

Resolved: To recommend to Parish Council the following documents

- (1) Strategy Document
- (2) Financial Risk Assessment 2023/24
- (3) Annual Review of the Insurance Schedule
- (4) Risk Register

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.

103. Quotes

Telephone/broadband

Resolved: to accept the quote from the current provider, GPS Telecom for:

On going costs:

- (1) 3 hosted licences at £9.99 each including calls, equating to £29.97 pcm for a 36 month contract;
- (2) soGea 8-/20 broadband at £34.49 pcm

One-off costs

- (1) £10 port number 01761 410669
- (2) Router £129.00
- (3) Installation of soGea £99

104. To review the working hours of the Admin Assistant in the light of the government's funded childcare

Resolved: (1) to increase the Admin Assistant's working hours from 12 to 13 hours per week;
(2) to note the revised NJC agreement in relation to annual leave which gives 23 days with an extra 3 after five years' service.

The meeting closed at 10.30am.

APPENDIX 1 – Debit Card

REF	DATE	SUPPLIER	DETAILS	TOTAL	Petty Cash	printing & stationary 4023/1	Training 4005/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Coronation422 7/202	Hospitality 4131/101
DC202	14/12/2023	Cash - Post Office	Petty cash top up	£48.64	£48.64						
DC203	14/12/2023	Co op	Tea and Coffee	£8.45							£8.45
DC204	11/01/2024	Vitalskills	Legionella Awareness Training	£36.00			£36.00				
DC205	10/01/2024	MSN Journal	Advert for grounds maintenance	£77.00				£77.00			
			TOTAL (NET)	£170.09	£48.64	£0.00	£36.00	£77.00	£0.00	£0.00	£8.45
			VAT:	£22.60			£7.20	£15.40			
			TOTAL (Gros)	£192.69	£48.64	£0.00	£43.20	£92.40	£0.00	£0.00	£8.45

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 (£51.36 + £48.64 top up 14/12/23)	£100.00								
		TOTAL (NET)	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		VAT:	£0.00								
		Ongoing balance	£100.00								
		top-up required								previously reported	

APPENDIX 3 – Invoices for payment

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
13/12/2023	Party Plus	Balloon arch - grants presentation	EMR Community Event	3184	£100.00	£0.00	£100.00
13/12/2023	Westfield Sports and Community Centre	Buffet - grants presentation	EMR Community Event	3185	£450.00	£0.00	£450.00
31/12/2023	Trinity Methodist Church	Youth Club hall hire	4237/202	3197	£480.00	£0.00	£480.00
23/12/2023	St John Ambulance	First Aid - Lights Switch On	4223/202	3198	£105.60	£21.12	£126.72
19/12/2023	Signefex Ltd	No dogs in play area sign	4062/308	3199	£120.00	£24.00	£144.00
19/12/2023	Jesters Carnival Club	Stewarding - Lights Switch on	4223/202	3200	£120.00	£0.00	£120.00
19/12/2023	MSN & Radstock Silver Band	Christmas Lights Switch On	4223/202	3201	£150.00	£0.00	£150.00
TOTAL							£1,570.72
<i>Added since the agenda was distributed:</i>							
08/01/2024	Zonkey	Annual web hosting	4027/1	3202	£489.50	£97.90	£587.40
04/01/2024	A F Denning Limited	Christmas Lights and Trees removal	4223/202	3203	£160.00	£32.00	£192.00
09/01/2024	Lamps and Tubes Illuminations Ltd	Christmas lights removal	4223/202	3204	£1,768.50	£353.70	£2,122.20
TOTAL							£2,901.60

APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January
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	£1,136.87
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	£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	£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	£629.90
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	£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	£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	£3,511.21
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	£3,686.72
Ricoh (BACS quarterly)	Photocopier	£0.00	£33.30	£254.00	£0.00	£140.10	£127.00	£0.00	£121.59	£0.00	£127.00
Southern Electric (DD - quarterly). Eon Next wef 1/11/23	NH Pavilion - Electricity	£85.42	£0.00	£178.14	£0.00	£0.00	£113.57	£0.00	£105.27	£0.00	£106.74
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	£55.77
SoVision IT (BACS monthly)	IT Support	£169.20	£167.75	£167.75	£208.35	£208.35	£208.35	£208.35	£208.35	£0.00	£208.35
Total Gas & Power (DD - quarterly) Eon Next wef 1/11/23	NH Pavilion - Gas	£0.00	£47.88	£0.00	£0.00	£42.98	£0.00	£0.00	£0.00	£44.16	£13.62
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	£2,843.07
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	£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	£8,517.40	£11,799.22	£15,400.95