

Westfield Parish Council

The Oval Office, St Peter's Business Park
Westfield, BA3 3BX

Phone: 01761 410669 council@westfieldparishcouncil.co.uk

[/westfieldparishcouncil](https://www.facebook.com/westfieldparishcouncil) [@westfield_pc](https://www.instagram.com/westfield_pc)

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



Established 2011

All Council Meetings are open to the Public and Press

9th January 2024

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 17th January 2024 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 13th December 2023 **(Pages 1- 6)**

4. Monthly Accounts

To agree the accounts

- Current Account – **Dec to follow**
- Corporate Treasury Account - **Dec to follow** To note the bank is changing this account to a Business Select Instant Access Account **(Page 7)**
- Business Savings Account - **Dec to follow** (the interest rate at 1st Dec 23 is 3.75%)
- Petty cash imprest sheet – **(Page 8)**
- Debit card expenditure sheet – **(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)**

6. 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. **(Pages 11-12)**

7. Physical Check of the Petty Cash as recommended by the Internal Auditor (six monthly)

8. Quarterly Budget Variation Report – to follow

9. Quarterly Bank Reconciliations by a Councillor To note that this was undertaken by Cllr Paul Millard on 19/12/23.

10. Tenders

- (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. To determine whether to go out to tender or accept projected costs **(Pages 13-14)**

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

To note funds received and spent; the timeframe for spending and to identify projects if necessary. **(Pages 15-16)** This is a quarterly standing item on the agenda to ensure that the Committee is updated on funds available.

12. **Budget and Precept 2024/25**
a) Final budget (**Pages 17-23**)
b) Precept – two options (**Pages 24-25**)
c) Precept leaflet (**Pages 26-29**)
All items for recommendation to Parish Council on 5th February 2024.
13. **Fixed Assets Register**
To review and agree the Fixed Assets Register (**Pages 30-34**)
14. **Financial Risk Management 2024**
a) To consider the strategy document (**Pages 35-37**);
b) to review the Financial Risk Assessment for 2023/24 (**Pages 38-43**);
c) to discuss the Annual Review of Insurance Schedule (**Pages 44-45**);
d) to review the Risk Register 2024 (**Pages 46-51**)
All items for recommendation to Parish Council on 5th February 2024

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.

15. **Quotes**
Telephone and Broadband – review and update from our current supplier
(**Page 52**)
16. **To review the working hours of the Admin Assistant in the light of the government's funded childcare which is rolling out in April.**

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 13th 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 22nd 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 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 2355915101 - 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

02 JAN 2024

01/001

MRS L J CLOSE
WESTFIELD PARISH COUNCIL
THE OVAL OFFICE
ST PETERS PARK COBBLERS WAY
WESTFIELD RADSTOCK
BA3 3BX

1/000275

December 2023
Account number: 089299 6555XXXX 56

Dear Mrs Close

We're transferring your Corporate Treasury Account to our Business Select Instant Access account

We're getting in touch to let you know we're simplifying our range of savings products. As part of these changes, we'll no longer be offering our Corporate Treasury Account. We're giving you notice that your Corporate Treasury Account will be transferred to our Business Select Instant Access account. This change will take effect from **6 March 2024**.

We're making these changes to ensure you do not miss any future improvements to our products and services, including rate changes and technological improvements.

We've included your account details and balance below.

Account Name	Account Number	Balance	Date of Balance
WESTFIELD PARISH COUNCIL	089299 6555XXXX 56	£517,455.1	23 Nov 23

Your options

If you're happy with the changes, you don't need to do anything. Your account will be transferred with effect from **6 March 2024**.

We've included a summary of our Business Select Instant Access account below, which operates in the same way as your Corporate Treasury Account. However, it is important to note that interest will no longer be credited monthly and you'll receive this half yearly.

	Business Select Instant Access account	
Interest Rate	1.62% gross [^]	1.63% AER ^{^^}
Interest	The interest rate is variable. Interest is calculated on a daily basis and paid half yearly, in April and October.	
Withdrawals	You can withdraw your money at any time, as this account has no restrictions on withdrawals.	
Access	You can access and manage your account via online and telephone banking.	

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET

January
2023-24-10

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 top-up required	£100.00								

*previously reported
added since agenda was circulated*

Imprest Holder signature _____ Date _____

Counter signature _____ Date _____

Signed: _____ Signed: _____

Date: _____ 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	£1,663.79
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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
	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

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

January	February	March	TOTAL TO DATE
£1,136.87			£11,368.61
			£1,724.85
£70.37			£706.72
£2,121.58			£21,215.73
£629.90			£6,606.93
£839.75			£8,397.50
£50.00			£526.00
£3,511.21			£34,849.12
			£3,686.72
£127.00			£802.99
£106.74			£589.14
			£384.01
£55.77			£124.18
£208.35			£1,754.80
£13.62			£148.64
			£227.16
			£222.94
£2,843.07			£11,940.86
£0.00			£40.00
£11,714.23	£0.00	£0.00	

Parish Clerk

From: Alex Wellings <alex.wellings@sovisionit.com>
Sent: 08 January 2024 11:50
To: Parish Clerk
Cc: Deputy Clerk; Admin Assistant
Subject: RE: Review of IT

Hi Lesley,

Apologies for getting this to you on the 8th, I planned to get this actioned last week however managed to contract the Norovirus doing the rounds so was off last week rather unwell. I'm not in the office still, however, was aware that you needed this today. I am expecting to be back in tomorrow as am feeling much better thankfully.

I have answered your questions below in red – if you have any follow up questions, I am of course happy to answer them.

Best regards,

Alex



Alex Wellings
Managing Director

☎ 0117 986 4026 | 📱 +44 07983730789

✉ alex.wellings@sovisionit.com

🌐 www.sovisionit.com



New Year, New IT Goals: Why Now is the Time for Quality IT Support for Your Business

[Read Our Latest Blog](#)

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From: Parish Clerk <parishclerk@westfieldparishcouncil.co.uk>
Sent: Thursday, December 14, 2023 10:18 AM
To: Alex Wellings <alex.wellings@sovisionit.com>
Cc: Deputy Clerk <deputyclerk@westfieldparishcouncil.co.uk>; Admin Assistant <adminassistant@westfieldparishcouncil.co.uk>; Support (soVision IT) <support@sovisionit.com>
Subject: Review of IT

Morning Alex

As you know, our general support with SoVision IT includes support of 3 desktop computers, shared network drive, the 3CX phone system linked to the computers and working remotely from home mobiles/laptops and 1 laptop connected to the shared drive.

On-going Support

As we look ahead to the end of our three year contract with SoVisionIt (17/7/24), it would be good to look at the general support and break it down please:

- (1) What are the projected costs for 2024/25. I currently anticipate a contractual price rise of 5% on all services from the start of our new FY (1st May 2024), much the same as last FY. This is due to the costs of running a business increasing, as I am sure you already are aware! Other cost increases may take place; however, these will be supplier derived and therefore beyond our control – Microsoft would be a primary example as we are required to sell at RRP. These increases will be identified to you if and when we are made aware of them.
- (2) Please can you break down the costs for the 3CX phone system element in the general support. Your 3CX support is on a reasonable endeavours basis as we did not supply, configure or install the system. There isn't a specific cost breakdown for this within the contract, it is included within the in-seat pricing for support.
- (3) Is there a contract with 3CX and if so, when does it come to an end? As above. Any contract for support for 3CX specifically as far as we are aware would be direct with WPC.

Request for a quote to improve the router and phone system

Please would you quote to improve the router so that the wifi reaches to the board room (15m away approx). The wifi always used to stretch that far but in the past year it no longer does so – please would you break this quote down into

- (1) Ongoing costs of the router – cost per month and length of contract
- (2) Purchase cost of the router
- (3) Installation cost of the router

I would very strongly suggest that I visit you to identify if there is an environmental issue which may be affecting the wireless distribution. It is somewhat unusual for wireless performance to degrade over time, so there may be other factors at play. It is also likely that an additional wireless access point would be the better option rather than a router replacement. Can you advise when would be suitable for this? Appreciate you may wish to leave it a few days as I've not been well!

Please can you quote for a phone system which includes 3 licenses for our 3 phones to include line and calls.

Regarding phone systems, again, ideally, I would like to discuss the requirements rather than just putting a number on paper as there are a number of options that can be adopted (call recording, auto attendants etc). Our VOIP phone systems are very well priced, and price wise for a base system would be £12.50 plus VAT per user, however, your current handsets would not be suitable due to age and system type, so these would need to be replaced.

If I could have this information please by 8th January I would be most grateful.

With many thanks,

Lesley

Lesley Close
Parish Clerk
Westfield Parish Council
The Oval Office
Cobblers Way
Westfield BA3 3BX

01761 410669

Please note my working hours are Monday to Thursday 9am to 2pm.

CIL funds 2023-24

CIL Funds carried over from previous years: **£80,321.96**

expires July 2025

CIL INCOME

2023/24		Notes	Expiry date of funds
23/6/2023	£28,780.58	16/04714/RES Parcel 6781 Cobblers Way	6/28
31/7/2023	£16.40	17/04186/FUL The Shambles Wells Road,	7/28
26/09/2023	£3,197.84	16/04714/RES Parcel 6781 Cobblers Way,	9/28
27/11/2023	£3,475.64	18/05623/OUT Co-Operative Store A Wells Road (2 of 3)	11/28
TOTAL			£35,470.46

CIL EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
19/4/2023	4990/199	Architect stages 4 and 5	£3,920.00
18/04/2023	4990/199	Tender advert - The Journal	£55.00
09/05/2023	4910/199	M Sustainability SBEM Calcs for Bdg Regs	£237.50
05/06/2023	EMR 341	Purchase of land at Waterside Valley	£21,195.19
26/06/2023	EMR 341	WPC legal fees for purchase of land at WV	£845.00
19/07/2023	EMR 341	Vendor's legal fees for purchase of land at WV	£850.00
TOTAL			£27,102.69

CIL repaid following a repayment notice: **N/A**

Balance of 2021-22 CIL funds **£46,021.91**

Balance of 2022-23 CIL funds **£34,300.05**

Balance of CIL funds overall: **£80,321.96**

s106 funds 2022-23

s106 Funds carried over from previous years: **£3,489.97**

s106 INCOME

Date	Amount	Purpose of the grant
TOTAL		£0.00

s106 EXPENDITURE

Date	Budget Code	Item/Purpose	Amount
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Stand-alone pavilion at Westhill Rec			
Funds received for this project:			£8,000.00
1/4/2020		Balance of spend so far b/d	£4,510.03
Total 2023-24 spend for stand-alone Pavilion			£0.00
<i>Balance</i>			<i>£3,489.97</i>

TOTAL s106 spend in 2023-24 £0.00

Balance of 2023-24 s106 funds £3,489.97

Prepared by: Lesley Close, Parish Clerk

Verified by: F&P Committee 18/10/23

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	51,836
4002	Employer's NIC	2,819	1,439	2,878	1,830
4003	Employer's Superannuation	10,238	5,109	10,218	11,404
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	delete this heading Water	50	0	0	0
4013	Rent Payable (office premises)	11,120	5,200	11,120	11,120
4014	delete this heading Electricity	760	0	0	0
4015	delete this heading Gas	465	0	0	0
4017	delete this heading Cleaning	1,445	0	0	0
4018	Health and Safety	871	0	871	897

4021	Telephone	1,000	365	1,000	1,030
4022	Postage	220	3	220	220
4023	Stationery, Printing & Publications	515	363	515	530
4024	Subscriptions	1,369	1,375	1,375	1,455
4025	Insurance	3,945	2,493	2,863	3,945
4026	Photocopying charges	770	554	1,108	1,141
4027	Information Technology	5,480	3,622	7,244	5,644
4030	Recruitment	384	0	0	0
4036	Furniture & Equipment	250	0	250	250
4050	Bank charges	145	55	145	145
4056	Audit Fees - External	825	0	825	825
4057	Audit Fees - Internal	360	-80	360	370
4058	Accountancy Support	935	970	2,448	2,950
6001	Trf to Earmarked Reserve	0	28,781	28,781	0
6000	Trf from Earmarked Reserve	0	0	0	0
	Sub total	92,267	75,226	120,719	97,412

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

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

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

199 Capital and projects						
4901	Loan interest	442	245	442	250	250
4902	Loan capital repaid	6,931	3,442	6,931	7,124	7,124
4910 - delete this heading	CAP new office	0	934	934	0	0
4930	CAP Waterside Valley	0	21,059	21,059	0	0

NEW HEADING	Changing Rooms, Westhill	0	0	0	0	0
4990	Rolling capital provision	5,000	0	5,000	5,000	5,000
6000	Trns from Earmarked Reserve	0	-21,195	-21,195	0	0
6001	Trf to Earmarked Reserves	0	0	0	0	0
	Sub total	12,373	4,485	13,171	12,374	12,374

202 Community Support						
4203	Grants	15,000	2,706	15,000	15,000	15,000
4223	Christmas E&D	13,949	6,630	16,000	16,500	16,500
4224	Parish Environment E&D	2,250	579	2,250	1,000	1,000
4225	Green Spaces Maintenance	1,347	1,726	1,439	1,832	1,832
4227	E & D Projects E&D	5,000	6,521	12,658	5,000	5,000
4230	Flowers in Public Places E&D	6,098	2,790	6,330	6,870	6,870
4231	Defibrillator E&D	904	4,732	5,000	1,925	1,925
4237	Youth Provision E&D	12,012	6,071	12,012	13,221	13,221

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	77,652	74,000

303 Allotments

4039		Grounds maintenance E&D	100	0	100	100
		Sub total	100	0	100	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	268,833	244,589

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	2,000
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	3,801
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Westfield Parish Council Precept Report
 General reserve equals 3 months net expenditure

F&P 24th January 2024

Budget Summary

Year Ending 31st March 2024

	<u>2023-24</u>		<u>2024-25</u>	<u>Budget</u>	
	Projected	Budgeted	Proposed	Incr/Decr	
REVENUE EXPENDITURE					
Reallocated Services	120719	82259	97412	15153	
Corporate and Democratic Services	7976	10233	8021	-2212	
Grant expenditure	126967	118143	126782	8639	
	0	0	0		
	<u>255662</u>	<u>210635</u>	<u>232215</u>	<u>21580</u>	
INCOME					
Reallocated Services (bank interest & misc inco)	5000	500	2000	1500	
Corporate and Democratic Services	0	0	0	0	
Income Granted to WPC	100	100	100	0	
	38136	1701	1701	0	
	<u>43236</u>	<u>2301</u>	<u>3801</u>	<u>1500</u>	
NET REVENUE EXPENDITURE	<u>212426</u>	<u>208334</u>	<u>228414</u>	<u>20080</u>	
CAPITAL EXPENDITURE (NET)					
Rolling Capital Fund	0	5000	5000	0	
Loan charges	6931	6931	7124	193	
Loan Repayments	442	442	250	-192	
	<u>7373</u>	<u>12373</u>	<u>12374</u>	<u>1</u>	
TOTAL NET EXPENDITURE	<u>219799</u>	<u>220707</u>	<u>240788</u>	<u>20081</u>	
Financed as follows					
General Reserve at 1st April 2023	51741	51741	57090		
Predicted General Reserve at y/e 31st March	57090	56182	57104 **		
Used to Fund Expenditure	-5349	-4441	-14		
PRECEPT	225148	225148	240802	15654	6.95%
Total NET Expenditure	<u>219799</u>	<u>220707</u>	<u>240788</u>	<u>20081</u>	
Band D Equivalent Tax Base	1913.51	1913.51	1927.67		
Precept per Band D Equivalent	<u>£117.66</u>	<u>£117.66</u>	<u>£124.92</u>	<u>£7.26</u>	6.17%

**Note: the recommended minimum reserve is equal to 3 months net expenditure: 53107 3 months net expenditure: 52084 months net expenditure: 57104 ** 76138

Earmarked Reserves	1/4/2023	31/3/2024 (Projected)	31/3/2025 (Available)
Rolling Capital Fund	69863	69863	69863
Other Earmarked Reserves	272163	375621	374621
	<u>342026</u>	<u>445484</u>	<u>444484</u>

Funds held in Trust (Westfield Parish Council is sole trustee)	1/4/2023	31/3/2024 (Projected)	31/3/2025 (Available)
Westhill Recreation Ground Trust	6605	6606	6606
Norton Hill Recreation Ground Trust	3776	3777	3777
	<u>10381</u>	<u>10383</u>	<u>10383</u>

Separate Co op a/c
 Separate Co op a/c

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Westfield Parish Council Precept Report

F&P 24th January 2024

5 % increase but general reserve is £4397 less than 3 months net expenditure

Budget Summary

Year Ending 31st March 2024

	2023-24		2024-25	Budget	
	Projected	Budgeted	Proposed	Incr/Decr	
REVENUE EXPENDITURE					
Reallocated Services	120719	82259	97412	15153	
Corporate and Democratic Services	7976	10233	8021	-2212	
Grant expenditure	126967	118143	126782	8639	
	0	0	0		
	<u>255662</u>	<u>210635</u>	<u>232215</u>	<u>21580</u>	
INCOME					
Reallocated Services (bank interest & misc inco	5000	500	2000	1500	
Corporate and Democratic Services	0	0	0	0	
Income Granted to WPC	100	100	100	0	
	38136	1701	1701	0	
	<u>43236</u>	<u>2301</u>	<u>3801</u>	<u>1500</u>	
NET REVENUE EXPENDITURE	<u>212426</u>	<u>208334</u>	<u>228414</u>	<u>20080</u>	
CAPITAL EXPENDITURE (NET)					
Rolling Capital Fund	0	5000	5000	0	
Loan charges	6931	6931	7124	193	
Loan Repayments	442	442	250	-192	
	<u>7373</u>	<u>12373</u>	<u>12374</u>	<u>1</u>	
TOTAL NET EXPENDITURE	<u>219799</u>	<u>220707</u>	<u>240788</u>	<u>20081</u>	
Financed as follows					
General Reserve at 1st April 2023	51741	51741	57090		
Predicted General Reserve at y/e 31st March	57090	56182	52707 **		
Used to Fund Expenditure	-5349	-4441	4383		
PRECEPT	225148	225148	236405	11257	5.00%
Total NET Expenditure	<u>219799</u>	<u>220707</u>	<u>240788</u>	<u>20081</u>	
Band D Equivalent Tax Base	1913.51	1913.51	1927.67		
Precept per Band D Equivalent	<u>£117.66</u>	<u>£117.66</u>	<u>£122.64</u>	<u>£4.98</u>	4.23%

****Note: the recommended minimum reserve is equal to 3 months net expenditure:** 53107 **3 months net expenditure:** 52084 **months net expenditure:** 57104 ****** 76138 **

Earmarked Reserves	1/4/2023	31/3/2024 (Projected)	31/3/2025 (Available)
Rolling Capital Fund	69863	69863	69863
Other Earmarked Reserves	272163	375621	374621
	<u>342026</u>	<u>445484</u>	<u>444484</u>

Funds held in Trust (Westfield Parish Council is sole trustee)	1/4/2023	31/3/2024 (Projected)	31/3/2025 (Available)
Westhill Recreation Ground Trust	6605	6606	6606
Norton Hill Recreation Ground Trust	3776	3777	3777
	<u>10381</u>	<u>10383</u>	<u>10383</u>

Separate Co op a/c
Separate Co op a/c

Westfield Parish Council

The Oval Office, Cobblers Way, Westfield, BA3 3BX
Phone: 01761 410669 council@westfieldparishcouncil.co.uk
[@westfieldparishcouncil](https://www.facebook.com/westfieldparishcouncil) [@westfield_pc](https://www.instagram.com/westfield_pc)

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

Precept Leaflet 2024/25

The purpose of this leaflet is to set out the main areas of the Parish Council's work and to highlight where the public money is spent within the parish.

The precept is the levy raised by the Parish Council to fund its planned expenditure for the year. Every year for the past four years has felt like an exceptional year, requiring deep and careful deliberation on each item of our budget.

Again, we have created the budget amidst the uncertainty and hardship of the cost-of-living crisis. The Parish Council's priority remains the easing the tax burden without jeopardising the recreational facilities in the Parish.

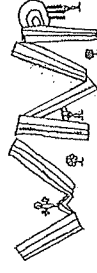
Conscientious monitoring of income and expenditure over the years has enabled Westfield Parish Council to create a stable financial base, from which to deliver projects for the community.

We are aware that our unitary authority, Bath and North East Somerset Council, has faced some severe challenges to its finances over recent years. This has and will continue to impact the services in Westfield and with continued careful control of

its finances the Parish Council can continue to support and mitigate this impact as much as possible.

What services does the Parish Council offer?

- We are a statutory consultee on **planning applications** and provides a local voice on **highways** and **environmental matters**.
- We have a **Neighbourhood Plan** which directs future developments in the Parish ensuring the standards of development as well as providing the Parish with a 25% portion of the community infrastructure levy, which it uses to fund projects for the benefit of Westfield. The Neighbourhood Plan is under review this year and we are looking at keeping it useful and relevant.
- We fund **youth services** in the Parish.
- We manage **sports and leisure facilities** at Norton Hill and Westhill Recreation Grounds on behalf of two Miners' Welfare Trusts.
- Our **recreation ground facilities** offer football pitches, a tennis court, play areas, a BMX track, gym equipment, a fitness track, table tennis, boules and basketball.
- Public open space at **Waterside Valley** increased this year and we are committed to managing this land for its bio diversity and accessibility.



- We encourage **community spirit** by funding events such as the Christmas Lights Switch-on, Christmas Decorations Award, the Front Garden competition and the Inspirational Citizen Award. This year also saw a Coronation Celebration and Community Bulb Planting.
- We support the **parish environment** by funding the hanging baskets and the planting schemes in the decorative pit trucks and raised beds around the parish, as well as additions to the parish such as the Heritage Walking trails and campaigning to keep footpaths clear.
- We support **local organisations** through grant funding and make provision in our budget to **support St Nicholas Churchyard** which is used and appreciated by many residents of Westfield.
- In partnership with community organisations, we provide and maintain seven **public access defibrillators** in the parish. Our thanks to Waterside Carnival Club for funding two new defibrillators this year – one was installed outside Westhill Club and the other replaced the aging defib at Elm Tree Avenue.
- We enhance **communication** in the Parish with the Westfield Warbler and our Facebook and Instagram pages.

How did the Parish Council perform in the last year?

Speeding on the A367 continues to be an issue and we are working with the Police and B&NES to fund and install two speed indicator devices.

Waterside Valley saw the installation of dog bins and welcomed events such as Bat Walks and Green Social

Prescribing. We continue to work towards grass cutting and scrub clearance with grateful thanks to Somer Valley Rediscovered for all their support.

The ever-popular **Christmas Lights Switch On** event goes from strength to strength.

Youth Services continued to thrive and the Parish Council was pleased to continue to support the provision financially.

We continued to support local organisations with **grant donations**, including Citizens Advice Bureau, Dial-a-Ride, HeartTalks, Jesters Carnival Club, MSNRSB, Prattens Bowls Club, Radstock Baptist Church, Smal Stuff Baby Bank, SWAN, Trinity Girls Brigade, Westhill Club, Westfield Primary School and Westfield Voices. This year we have arranged a Grants presentation evening to celebrate the work of these organisations in our community.

The seventh annual **Inspirational Citizen Award** was awarded to Mrs Marion Harrington for her tireless campaign to keep vital public transport in the parish.

The annual **Front Garden competition** is now in its ninth and was won by Mr and Mrs Morgan of Waterford for their front garden bursting with colour with many plants grown from seed. The winning container was a stunning display by Kay Pera of Magnolia Road. As an extra this year we awarded a cup for the garden at Fosse Way School, managed beautifully by a former student of the school, Darren Hickling.



The **Christmas Decorations** award 2023 went to Mr & Mrs Holcombe at Waterside Road. The garden and their house were an absolute riot of colour, and the judges were particularly impressed by their attention to detail.

The Parish Council welcomed the installation of a **silhouette of a miner** next to the coal truck planter at the top of Elm Tree Avenue. Funded and installed by the Somerset District Miners' Trust, this is an imaginative way of preserving this important aspect of our heritage.

Dogs on Leads was a key message to all visiting our recreation grounds this year and the message remains important as ever. Over the summer holidays we invested in a Park Attendant who spoke with those exercising their dogs and encouraged them to use Waterside Valley for off lead exercise and keep dogs on leads in the recreation grounds.

Winter maintenance of the pavements is as important as ever and our heartfelt thanks to the unsung heroes who voluntarily go out in the severest of weather to grit some of the pavements in the parish. Thank you for looking after our community. If you can join this lovely group of people and give a few hours in the cold weather, please contact the Parish Council office – council@westfieldparishcouncil.co.uk

What is new for 2025/26

The Parish Council is looking to move **office** to Norton Hill Recreation Ground. Fully funded from reserves, this should reduce the Parish Council's outgoings significantly.

The Parish Council is working with Westfield Sports and Community Centre to create changing rooms at Westhill Recreation Ground.

We are working towards the renovation of the brick footbridge at the Radstock end of Waterside Valley and a new footbridge at the opposite end of Join Waterside Valley and Haydon Batch. The process is long but we are addressing each step of the process.

We continue to budget cautiously and to ensure we have contingency reserves to maintain a healthy financial balance of providing for the community whilst anticipating future demands on its resources. We positively encourage your views and suggestions for the future of our Parish. Residents are welcome to attend meetings of the Parish Council and you can view our 2024/25 budget at any time on our [website](#).

Frequently Asked Questions

How is the Parish Council funded?

The Parish Council raises a precept based on its budgeted spending for the year. The precept is added to your Council Tax bill and is shown alongside other additions such as Police & Fire and Social Care. In addition to the precept the Council seeks funding in the form of grants for some of its projects. We also receive Community Infrastructure payments.



How much does the average household pay towards the Parish Council?

The precept total is apportioned per household according to Council Tax band and is presented in terms of a Band D equivalent. The 2024/25 precept of £* will cost a band D household £* per year or £* per week. This is an increase of *p per week from last year.

How is the Parish Council run?

The Parish Council is made up of 11 Councillors elected by the people of Westfield every four years. The Parish Council employs three part time members of staff to administer the work of the Council. Details of the Councillors and contact details for the office can be found on our website and in the back of each edition of our quarterly newsletter, The Westfield Warbler. We currently have one vacancy on the Parish Council. If you are interested please contact the Parish Clerk.

The Parish Council is governed by statute, such as the Localism Act 2011. We are members of the National Association of Local Council (NALC) who advise on updates to the law and changes in legislation such as GDPR and website accessibility.



WESTFIELD PARISH COUNCIL FIXED ASSET REGISTER

<u>FIXED ASSETS to 31st March 2024</u>	<u>TOTAL up to 31/03/2024</u>	<u>ADDITIONS AND REMOVALS 2023-24</u>	<u>NOTES</u>	<u>Verification of assets</u>
	£ Value	£ Value		
<u>Freehold Land and Buildings</u>				
Pavilion and garage – Norton Hill	136,385		Reinstatement cost assessment obtained May 2018 - Re-build cost = £250,000 - insurance cover increased June 2018	Reinstatement cost assessment obtained May 2018 - Re-build cost = £250,000 - insurance cover increased June 2018
Norwest Bowls Club	71,800		Reinstatement cost assessment obtained May 2018 Re-build cost = £450,000 - insurance cover increased June 2018	Reinstatement cost assessment obtained May 2018 Re-build cost = £450,000 - insurance cover increased June 2018
Waterford Park Allotments	0		Land leased from B&NES. Repairing lease. Peppercorn rent.	Overseen by WAGS with whom the Parish Council has a good working relationship.
Larch Court Allotments	1,800		Purchased from Persimmon in February 2019 (£1500). Land owned by Parish Council but managed and maintained by WAGS.	Overseen by WAGS with whom the Parish Council has a good working relationship.
Second section of Waterside Valley	20,000	20,000	Purchased 6/6/23	
Section of Waterside Valley	94,992		Purchase completed 23.07.21	
	324,977			

FREEHOLD LAND AND BUILDINGS TOTAL 324,977

Vehicles and Equipment

<u>Office Furniture & Equipment</u>				
Computer equipment, phones, shredder	1,503		Inherited from start of PC	Office frequently weekly.
Acer laptop - too slow to be of value - recommend disposal	0		Acer TM257 Intel Core i5 laptop (£605.70) Nov 2015 - this replaced two old laptops	used for meetings
Toshiba Dynabook laptop	599		Purchased 19/8/22	Office frequently weekly.
2 X Lenovo desktop computer, Windows 11	998		£499 each. Purchased 19/8/22	Office frequently weekly.
Wireless router	206		Wireless router added Dec 2016	Internet used regularly - issues reported to Apollo Technology
Photocopier	0		Nov 2017 - new photocopier - old one disposed of but don't own new one	Photocopier used daily.
Sub total	3,306			
Play Equipment – Norton Hill				

Play Equipment inherited at the start of the PC	4,600	NRTC cost price (£30,000 on insurance schedule)		
Duck Springer	902	Duck springer April 2013 (902)		
Birds nest seat and multi play	19,997	purchased April 2014		Play equipment checked weekly by Greensward
		surface under birds nest swing replaced Nov 2018 - no change in value as it replaced old surface		
Table tennis table at Norton Hill	2,675	Purchased May 2014		
Goal posts at Norton Hill	1,261	Purchased June 2014		
Climber (Caloo) including surfacing	7,230	Purchased February 2022		
Wetpour around the carousel	2,972			
Swings (Kompan) including surfacing	23,912	Installation 30/1/23		
Sub total	62,949			
Play Equipment – Westhill				
Westhill Play Equipment (Pathfinder loan)	60,635	£50,000 BMX Track £21,231 junior multi-play, swings, grass mounds, balance beams, benches, bins, trees Multiplay fort removed December 2018 - estimated at £10,000 disposal value - but no monetary value received. New fort/multi-play purchased 2019 (see below) Basket swing vandalised and removed in Aug 2020 - cost of £596 to remove)		
Clatterbridge	1	Clatterbridge donated Oct 2014 in return for use of car park by developer - actual value £2000		
Goalposts at Westhill (Nov 2015)	1,262	Purchased Nov 2015. Part covered by insurance claim: £757		Play equipment checked weekly by Greensward
Pick up sticks, flymobile, hopscotch and buddy board	16,002	Purchased Apr/May 2016 Buddy Board removed April 2021 £2448		
Accessible swing	0	Purchased Nov 2017 - stolen August 2020 and replaced (below)		
Fort	15,911	Purchased April 2019		
Outdoor gym equipment plus signage	26,554	Completed September 2020 (Wicksteed £26,246.09) (Signifex £308)		
Running track	69,583	completed August 2020 (Northavon)		
Vinci swings	3,717	Purchased and installed November 2020 (Caloo) Part covered by insurance claim of £675		
Birds nest swing	1,225	To replace vandalised basket swing (see above) installed November 2020. (Caloo) Part covered by insurance claim of £803.40.		
Cantilever Swing	6,135	Purchased February 2022, for the arm of the bird's nest swing		Play equipment checked weekly by Greensward
Trim Trail	4,194	Installed February 2022		
Sub total	205,218			
Security Lighting at boules pitch, Norton Hill Recreation Ground (May 2016)	573			Issues raised by Boules group or residents adjacent to the pitch are dealt with on a case by case basis. Recreation Ground checked weekly by Greensward.
Other Maintenance Equipment (allotment site)				
Earthquake rotatiller 3365PRO (purchased 22/05/13)	1,000			Overseen by WAGS with whom the Parish Council has a good working relationship. In addition the condition of the equipment is checked with WAGS once a year as
	466			
Time capsule with memorial plaque	1,761	Memorial plaque added Nov 2016 £273 inc installation.		The area at the top of Elm Tree Avenue is visited regularly by staff and Councillors for defib checks, noticeboard, flowers etc. Any issues are dealt with on a case by case basis.

Christmas Lights (Removed festive lights - see notes)	4,035	Christmas Trees lights (purchased 27/11/12 added to 11/14 - some sets replaced 11/20 but have not amended totals) Festive lights on lampposts have been removed because they are not an asset as they are leased not owned - but they are covered on the insurance as temporary festive lights for accidental damage etc whilst in our Parish	The lights are checked annually by Tony Denning before they are put up and any issues are rectified at that time.
Sub total	7,895		
Snow Warden equipment			
Turbocast 300 Grit spreader	0	donated by B&NES 2011 (£986 for insurance purposes)	All gritters except one are now stored in the garage.
Turbocast 300 Grit spreader	953	purchased 28/11/2012	Any issues are raised on a case by case basis.
IceMASTER Manual 50 Grit Spreader	250	purchased 6/1/2014	Ross Thayer changed the belt on his gritter in 2017.
Turbocast 300 Salt Spreader	986	purchased Dec 2016	
Sub total	2,189		
Standpipes and Auto-watering systems			
At hanging basket carousels - Wesley Ave & Ngale Way	8905	installed 22/04/2015 - replaced Oct 2019 (no change to asset value)	Checked regularly throughout the summer/Autumn by the flowers contractor. Auto-watering timers removed for the winter to avoid frost damage.
Standpipes at coal trucks and Jubilee Green	8474	installed Feb 2017 - 3776 + 950 (Pipeline) + 3748 (Bristol Water)	
Auto-watering system at shops and church	627	installed on new hanging basket trees instead. System remains for church (5	
Auto-watering systems at two coal trucks	370	installed May 2017 - replaced May 2020 (no change to asset value)	
Auto watering and tap at Jubilee Green	728	Installed June 2017	
Auto-watering to 4 x hanging basket trees around shops	923	installed June 2019 - Used equipment that was taken down from the shops (see above)	
Sub total	20027		
	301,525		

VEHICLES & EQUIPMENT TOTAL

Infrastructure Assets

Flowers displays infrastructure

Planters and Coal Trucks (2)	2,156		The area is visited and passed regularly by staff, flowers contractor and Councillors. Any issues are dealt with on a case by case basis.
Hanging basket carousels and planter at Wes Ave and Ngale Way	2,549	purchased May 2014	Checked throughout the summer/Autumn by the flowers contractor.
4 x basket trees at Elm Tree Ave shops (06/19)	7,469	Installed June 2019 £2450 purchase price + £5019 installation cost	Checked throughout the summer/Autumn by the flowers contractor.
New stone planter at Wesley Avenue - commenced 28/11/22	4,733		
Silhouette of a miner, Wells Road	0	installed 2/5/23 donated by the Somerset District Miners Trust (£750 for insurance purposes)	

Fencing

Fencing - Westhill Recreation Ground	10,739		Recreation grounds checked weekly by Greensward
Fencing to Christmas Tree, Elm Tree Ave	1,339		The area at the top of Elm Tree Avenue is visited regularly by staff and Councillors for defib checks, noticeboard, flowers etc. Any issues are dealt with on a case by case basis.
Fencing to allotments	3,500	April 2013	Site overseen by WARD with input from the Parish Council

Fencing at Norton Hill Play Area	6,335	Play area fence Oct 2013 High fence Oct 2016	Recreation grounds checked weekly by Greensward
Basket ball fence and extension	3,753	installed June 2014	Recreation grounds checked weekly by Greensward
Fencing - Norwest Bowls and on side road	8,401	Fencing - completed May 2016 £2682 Fencing - side road to Norwest Bowls (January 2017) £5719	Site overseen by Norwest Bowls Club with whom the Parish Council has an good working relationship. Issues are raised and dealt with on a case by case basis.
Fencing - Norton Hill pavilion end plus replacement gate	5,174	Fencing at pavilion end Feb 2016 £4029 Replacement gate Oct 2017 £1145	Recreation grounds checked weekly by Greensward
Access ramp at Norton Hill Rec	1,146	installed Feb 2016	Recreation grounds checked weekly by Greensward
Fencing - at the tennis courts	13,284	installed January 2017	Recreation grounds checked weekly by Greensward
Railings at Upper Court/Norton Hill Recreation Ground	900		Recreation grounds checked weekly by Greensward

Signage

Signage (Trust Land)	668		Recreation grounds checked weekly by Greensward
Gateway signage for Westfield - 1 sign @ £893 - 1 @ £825.82 (purchased 14/3/16 and 29/6/16)	2,523		The signs are passed regularly by staff and Councillors and any issues are dealt with on a case by case basis.

Youth Shelter	2,250		Play equipment checked weekly by Greensward
Litter and Dog Bins	1,764	new litter bin at Westhill Rec 11/6/13 £310 dog bin replaced July 2016 - cost remains the same (discard one and purchase new one)	Recreation grounds checked weekly by Greensward
Petanque court at Norton Hill (5/14)	2,150		Recreation grounds checked weekly by Greensward
Tarmac of former tennis court, Norton Hill (03/7/14)	11,510		Recreation grounds checked weekly by Greensward
CCTV at Norton Hill	6,117	Installed Feb 2015 £4865 Additional camera installed (June 2017) £1252	Footage checked on a incident by incident basis. Probably once every two months on average. Recreation grounds checked weekly by Greensward
Noticeboards at local shops, allotments, Nightingale Way (26/2/15)	2,670	Jubilee Green Board (FOC + £143.27) (plus installation £390) WAGS Noticeboard (£922) (plus installation) Nightingale Way noticeboard (£1138) (plus installation)	Noticeboards visited regularly by staff and volunteers putting up notices.

Benches

4 benches at Norton Hill b/ball/petange area	250	installed May 2014 £1000. 3 moved to play area 1 put in garage Aug 2019	Recreation grounds checked weekly by Greensward
memorial benches at Wells Rd and Shakespeare Rd	2265	Installed June 2017. Benches £1240 + installation £1025	The memorial benches are passed regularly by staff and Councillors, residents also raise issues where necessary. Any issues are dealt with on a case by case basis.
2 benches at Westhill Rec	869	Installed Dec 2018. £714+£155 installation	
Granite coloured benches and picnic tables at Norton Hill Rec	9155	Installed Aug 2019. 7005+1400 installation+750 to account for benches moved from petanque court (see above) 11 benches, 3 picnic tables, 2 wheelchair access tables	
Granite coloured picnic tables and benches at Westhill Rec	6393	4 x picnic table and 3 x accessible picnic table £5798.12 (Theme Bins) Installation £595 (Greensward) installed October 2020	Recreation grounds checked weekly by Greensward

Heritage Walk x 4 noticeboards + waymarker signs (Sept 2017)	3,055	Boards £305 + waymarker signs £498 + installation £1600 + artwork £653 (cost of artwork not included in insurance cover)	The signs are passed regularly by staff and Councillors, residents also raise issues where necessary. Any issues are dealt with on a case by case basis.
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sub total

INFRASTRUCTURE ASSETS TOTAL

21,987
123,117

Community Assets

Recreation Ground – Norton Hill – Sole Trustee	1		Recreation grounds checked weekly by Greensward. Norwest Bowls Club with whom the Parish Council has an good working relationship oversee the site of the bowls club and issues are raised and dealt with on a case by case basis.
Recreation Ground – Westhill – Sole Trustee	1		Recreation grounds checked weekly by Greensward
Allotments at Waterford Park - leasehold	1		Maintained by WAGS with whom the Parish Council has an good working relationship.

Community Public Access Defibrillators

Elm Tree shops	1	donated June 2013 - register value £1, actual value £2500	
Mardons	1,870	Installed October 2017	
Fire Station	1,670	Installed Jan 2018	All defibrillators are checked weekly.
Westfield Surgery	1,670	Installed May 2018	
Norton Hill Pavilion	1,735	Bought using donation from Waterside Carnival Club. Installed Feb 2020.	
Whitstones Fish n Chips	1,735		

Mobile CCTV - Revised solar powered standalone 4G PTZ CCTV camera with sim card.

1	Share with Midsomer Norton and Radstock TCs. Purchased by Avon and Somerset Police 26/6/2019 and donated to the three local councils to share.
313	

COMMUNITY ASSETS TOTAL

8,998

758,617 20,000 Net additions/disposals

Highlighted items denote items added this year
All assets on Trust land are purchased by the Parish Council with Parish Council funds* therefore these remain assets of the Parish Council.

* Parish Council funds include grants made by the two Trusts to the Parish Council as per the Trusts Policy.

updated: 20/12/2023

WESTFIELD PARISH COUNCIL

RISK MANAGEMENT STRATEGY 2024

1. Introduction

1.1 This document forms the Council's Risk Management Strategy. The objectives of this strategy are to:

- Develop risk management and raise its profile across the Council;
- Integrate risk management into the culture of the organisation;
- Manage risk in accordance with best practice.

2. What is Risk Management?

2.1 *'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance.'* Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. Risk management is not simply about health and safety, but applies to all aspects of the Council's work.

2.3 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst-case scenario Government intervention.

Compliance Risk - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

3. Risk Management Policy Statement

Westfield Parish Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses and to minimise uncertainty in achieving its goals and objectives.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk.

4. Implementing the Risk Management Strategy

4.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur.

Options for control include:

Elimination – the circumstances from which the risk arises are removed so that the risk no longer exists;

Reduction – loss control measures are implemented to reduce the impact/likelihood of the risk occurring;

Transfer – the financial impact is passed to others e.g., by revising contractual terms;

Sharing - the risk is shared with another party;

Insuring - insure against some or all of the risk to mitigate financial impact; and

Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

4.2 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

4.3 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. Risks are identified in the Annual Risk Assessments.

Risk Analysis – Once risks have been identified they need to be systematically assessed. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, and prioritised as low, medium or high.

5. Roles and Responsibilities

5.1 **Councillors** – risk management is seen as a key part of the Councillors' stewardship role which would include:

- (a) Approval of a Risk Management Strategy;
- (b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
- (c) Consideration, and if appropriate, endorsement of the Financial Risk Assessment which include the internal controls of the Council; and
- (d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

5.2 **Employees** – All employees will maintain an awareness of the impact and costs of risks. The Parish Clerk will, where required,

- (a) provide advice as to the legality of policy and service delivery choices;
- (b) update the Council on the implications of new or revised legislation;
- (c) assist in handling any litigation claims;
- (d) advise on any health and safety implications of the chosen or proposed arrangements for service delivery;
- (e) assess and implement the Council's insurance requirements;
- (f) provide assistance and advice on budgetary planning and control;

5.3 **Role of Internal Audit** – Internal Audit provides an important scrutiny role to provide independent assurance to the Council that the necessary risk management systems are in place and all significant risks are being managed effectively.

Feedback from Internal and External Audit can identify areas for improvement, as can the sharing of best practice via professional bodies, the National Association of Local Councils and relevant local council forums.

5.4 **Finance and Personnel Committee** – Annually review the Risk Management Strategy and the Review of the Insurance Schedule

6. Implementation Timetable and future monitoring

Risk Management Strategy

Adopted by the Finance and Personnel Committee 9th January 2012.

Reviewed by the Committee 28/01/13.

Presented for review February 2014, January 2015, January 2016, January 2017, January 2018, January 2019, January 2020, January 2021, January 2022.

Agreed by Parish Council February 2020, 2021 and 2022.

Annual Review of the Insurance Schedule

Reviewed by the Finance and Personnel Committee 9th January 2012 and 28th January 2013.

Presented for review February 2014, January 2015, January 2016, January 2017, January 2018, January 2019, January 2020, January 2021, January 2022.

Agreed by Parish Council February 2020, 2021 and 2022.

Financial Risk Assessment – Reviewed by the Finance and Personnel Committee 9th January 2012 and 28th January 2013. Presented for review February 2014, January 2015, January 2016, January 2017, January 2018, January 2019, January 2020, January 2021, January 2022.

Agreed by Parish Council February 2020, 2021 and 2022.

Review of Internal Financial Controls Reviewed by the Finance and Personnel Committee 9th January 2012, 2013, 2014, 2015. Reviewed by F&P in March and agreed by Parish Council in May of 2016, 2017, 2018, 2019, 2020, 2021,2022..

LCRS Risk Assessment summary presented for review to Finance and Personnel Committee in October 2018, January 2020, January 2021, January 2022.

Review History	To be reviewed annually
Adopted by F&P	9/1/2012
Reviewed by F&P	28/1/13
Reviewed by F&P	12/2/14
Reviewed by F&P	21/1/15
Reviewed by F&P	20/1/16
Reviewed by F&P	18/1/17
Reviewed by F&P	17/1/18
Reviewed by F&P	23/1/19
Reviewed by F&P	22/1/20
Agreed by Parish Council	3/2/20
Reviewed by F&P	20/1/21
Agreed by Parish Council	01/02/21
Reviewed by F&P	20/1/22
Agreed by Parish Council	07/02/2022
Reviewed by F&P	18/1/23
Agreed by Parish Council	6 th February 2023
Next review	January 2024

Risk Assessment Form

Westfield Parish Council

Activity: Financial Risk Assessment

Assessment Date: 01 11 23

Review Date: November 2024

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
<p>Cash/ debit card stolen</p> <ul style="list-style-type: none"> - Personal injury - Loss of income 	<p>Staff</p>		<p>See Separate Cash Handling Assessment.</p> <p>Petty cash and debit card kept in locked cabinet.</p> <p>Petty cash folio slip signed by purchaser and countersigned by Parish Clerk. Receipts attached to folio slip.</p> <p>Petty cash and debit card imprests reconciled by Parish Clerk monthly.</p> <p>Fidelity Guarantee insurance in place to cover improper use of the card by employees.</p> <p>Note: the insurance does not cover theft of the card by anyone other than employees and members. If the card was stolen by a third party this would be reported to and dealt with by the bank as soon as possible.</p> <p>Trustworthy reference taken up on all office staff.</p> <p>Payments & Receipts Schedule examined by Finance & Personnel Committee each month.</p> <p>Debit card is kept in the locked cabinet. PIN is accessed only by office staff who use the card and is kept in a separate locked cabinet.</p> <p>Use of the debit card is restricted to a single transaction value of £500 (Financial Reg 6.18)</p> <p>Wherever possible when making online purchases a Parish Council account should be set up.</p> <p>Where it is not possible to set up a Parish Council account the card details should not under any circumstances be saved to a personal account.</p> <p>Keep the PIN separate from the card, in a locked cabinet – accessible by office staff</p> <p>When making online purchases a Parish Council account should be set up</p> <p>On 20/2/23 The Committee noted the JPAG Accounts and Audit Guidance states, “where debit/credit cards are in use, establish the monthly and transaction limits and ensure appropriate controls over the physical security and usage of the cards is in place”.</p>		<p>LOW (2x1)</p>	

		<p>The Parish Council has a visa debit card, used to purchase items online, draw out petty cash and purchase items such as refreshments for meetings.</p> <p>It is not possible to establish monthly and transactional limits on a debit card. The only limit in place is a £250 per day cash withdrawal limit. Credit cards have the facility to place monthly and transaction limits. A credit card is essentially a loan, which raises other risks.</p> <p>Resolved: To continue with the debit card, documenting here the risk due to lack of monthly and transaction limits and mitigating this with the fact that the card is kept physically locked in a box which is locked in a cabinet, with the PIN code locked in a separate cabinet. The card is used by three members of staff, all of which have been employed with full references. We have a fidelity insurance limit of £750,000. This risk to be further documented and reviewed annually within the financial risk assessment.</p>				LOW (2x1)
					<p>Parish Clerk only personnel who is authorised to transfer money between Council accounts.</p> <p>Parish Clerk is the only officer who can set up BACS payments. All staff salaries signed off each month by the Clerk and two Councillors. Parish Clerk can check payments and receipts. Apart from the Clerk, no other staff have any authorisation with the bank.</p> <p>Receipt logged for all monies (cheques or cash) received. All payments processed by online banking must be authorised by two separate users.</p> <p>Trustworthy reference taken up on Parish Clerk.</p> <p>On 1/10/15 the Parish Council took advice from St James Wealth Management who raised (1) the fact that we are only covered for £85,000 per bank should a bank go under – we should be aware of banks which are the same bank but different names eg Tesco bank is not a bank in its own right but is part of another bank; (2) that the low risk banks are those which operate solely in the UK (Santander whilst offering higher interest rates is based in Europe).</p> <p>Two Members to sign all cheques and initial invoices as seen.</p>	LOW (2x1)
<p>Banking</p> <ul style="list-style-type: none"> - Loss of monies - Security 	Council				Council	
<p>Cheque Fraud</p> <ul style="list-style-type: none"> - Loss of monies 	Council				Council	

- Reputation				<p>Cheques raised only when invoice has been signed off by Parish Clerk. In cases where this is not possible for logistical reasons the Clerk is emailed a list of payments for confirmation and the invoices are signed afterwards.</p> <p>Once a quarter a Member that is not a bank signatory checks and signs off the bank reconciliation, as per the Financial Regulations. Orders issued for all works and materials.</p> <p>Payments & Receipts Schedule examined by Finance and Personnel Committee each month.</p>			
Direct Debit/Standing Order Fraud - Loss of monies	Council			<p>List of direct debits and standing orders to be put to the Finance and Personnel Committee every two years in accordance with the Financial Regulations.</p> <p>DCK conducts bank reconciliation, checked and signed off by the F&P Committee and by a Member that is not a bank signatory.</p> <p>Monthly direct debit payments signed off by two Councillors.</p> <p>Trustworthy reference taken up on Parish Clerk.</p> <p>Payments & Receipts Schedule examined by Finance and Personnel Committee each month.</p>	List of direct debits and standing orders to be put to the F&P Committee in November 2023.	LOW (2x1)	LC Nov 2023
Online banking and BACS Fraud - Loss of monies	Council			<p>Two Members to sign a list of proposed BACS payments and initial invoices as seen and checked against the list</p> <p>BACS payment only approved when invoice has been signed off by Parish Clerk.</p> <p>DCK conducts bank reconciliation, checked and signed off monthly by the F&P Committee, and once a quarter by a Member that is not a bank signatory as per the Financial Regulations.</p> <p>Orders issued for all works and materials.</p> <p>Payments & Receipts Schedule examined by Finance and Personnel Committee each month.</p> <p>BACS payroll checked by Parish Clerk.</p> <p>Telephone banking PIN kept in a locked cabinet in the office.</p> <p>Trustworthy reference taken up on Parish Clerk.</p> <p>Security tokens used for access to online banking kept securely either in the office or by the signatory</p> <p>All online banking payments are required to be authorised by a second signatory</p>		LOW (2x1)	
Fire - Loss of records	Council			<p>See Separate Fire Risk Assessment.</p> <p>Off-site automatic back up set up.</p> <p>Register of Assets maintained</p>		LOW (2x1)	
Postage - Loss of monies	Council			<p>Postage purchased through the Consortium/Viking Direct.</p> <p>Postage logged in postage book.</p> <p>Trustworthy reference taken up on all Officers.</p> <p>Small amount of mail.</p>		LOW (2x1)	
Payroll Information - privacy	Employees			<p>Staff files kept in locked cupboard.</p>		LOW (2x1)	

<ul style="list-style-type: none"> - security of staff bank details - loss of data due to system fault - loss of service of employee 			<p>Password protection on payroll information. All payroll undertaken in-house. Regular off site back up.</p>			
<p>Loss of Revenue</p> <ul style="list-style-type: none"> - non payment - loss of booking - bank reconciliation 	Council		<p>Cancellation policy administered ie. payment required for bookings not cancelled. Reminders sent for unpaid invoices. All bad debts put to the Finance and Personnel Committee. Late payment penalty clause introduced by the Finance and Personnel Committee in September 2012. Bank reconciliation undertaken on receipt of bank statement.</p>		LOW (2x1)	
<p>Precept</p> <p>Illegal expenditure Annual precept not the result of detailed consideration. Inadequate monitoring of performance</p>			<p>General Power of Competence obtained 2012 and renewed 2015 and 2018, 2021.. Clerk and Councillors informed of the parameters of the General Power of Competence. Precept considered at Finance and Personnel Committee before recommendation to Parish Council. Quarterly budget comparison sheets circulated to all Councillors and considered and Finance and Personnel Committee.</p>		VERY LOW (1x1)	LC – General Power of Competence to be renewed 2024.
<p>Changes in legislation</p>			<p>To continue to support NALC in its opposition to a 2% cap in precept increases. Cash flow reserves of 3-4 month net revenue expenditure maintained. Local Council Quality Award achieved September 2015 and again 4/11/2019</p>		MEDIUM (2X2)	
<p>Reserves</p> <p>To ensure the level of reserves is neither too high or too low for the level of expenditure in the Council</p>			<p>4 months net revenue expenditure reserves agreed by F&P 28/10/13 ,. This was reduced to 3 months net expenditure by F&P 22/01/19 To be reviewed each year at the time of setting the precept.</p>		LOW (2X1)	
<p>Accounting</p> <p>Non compliant records Non compliance with internal audit Non compliance with statutory deadlines</p>			<p>Membership of NALC / ALCA ensures that we are kept up to date with compliance requirements and training opportunities. Ensure accounts and returns are submitted on time. Appoint internal auditor and examine all internal audit reports at Committee.</p>		VERY LOW (1X1)	
<p>Insurance</p> <p>Public liability Employers' liability</p>			<p>All items covered in insurance schedule. Insurance schedule reviewed annually by Finance and Personnel Committee.</p>		VERY LOW (1X1)	

<p>Fidelity guarantee Loss of revenue Personal accident Insurance will not cover living Christmas Tree or loss of metered water at Allotment site.</p>			<p>WAGS informed of the lack of cover for loss of metered water at Allotment Site and encouraged to check the meter regularly. 4/3/13.</p>			
<p>Working from home</p>	<p>Employees</p>		<p>Checked insurance situation in respect of keeping the debit card at home when required -2/11/20 – BHIB confirmed there is a £250,000 limit on the card and £350 limit on cash. The laptop falls within the £90,000 limit.</p>		<p>LOW (2X1)</p>	

<p>Assessor's signature:</p> <p>Date:</p>	<p>Clerk's signature:</p> <p>Date:</p>
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WESTFIELD PARISH COUNCIL

Annual Review of the Insurance Schedule 2024

The Insurance Schedule is available to view by arrangement. I would highlight the following points:

(1) Sums insured

I have checked the sums insured for each of the Council's premises against our fixed asset register and made adjustments accordingly.

(2) Fidelity Guarantee

As a minimum this figure should equate to half the year's precept plus cash balances in the bank. I calculate the Fidelity Guarantee therefore as **£608,981** (being £112,574 plus balances in the bank, which at 31st March 2023 were £496,407)

The Fidelity Guarantee insurance is £1 million.

(3) Business Interruption and Loss of earnings

The loss of earnings cover in the event of business interruption should be broken down into two elements (1) actual lost income eg from Trust grants, Allotments lease which equates to £1,801 in the 2024-25 budget. We are covered to the value of £4,500; and (2) unavoidable loss should we no longer be able to operate in our current manner. This is a set figure of £50,000 and would cover costs for 24 months if the office was suddenly no longer usable, for example finding new office premises, leasing computers etc.

(4) Employers' Liability

The limit of indemnity is £10 million.

(5) Public Liability

The limit of liability is £10 million.

(6) Personal Accident

Councillors and employees are covered for personal accident to the limit of £100,000 any one person, with a weekly sum of £500. Volunteers, (currently 40) are covered under Public Liability and also Personal Accident cover. BANES cover the volunteer Snow Wardens for personal accident under their own policy.

(7) Claims during the year

There were no claims this year.

(8) Additions this year

We added land at Waterside Valley (£20,000).

(9) Third Party Insurance

Organisations which occupy Parish Council land on a long-term basis are (1) Norwest Bowls, who have sent us a copy of their insurance schedule showing £5 million public liability and (2) Westfield Allotment and Garden Society, who have sent us a copy of their insurance schedule showing £5 million public liability.

Other items to note

Legionella is not covered as a risk unless regular risk assessments are carried out on all water systems. These are undertaken regularly.

Fidelity Guarantee covers misuse / theft of the debit card by an employee or member but not theft by a third party which would need to be taken up with the bank.

The ownerless green space in Waterford Park that is being maintained by the Parish Council and the two allotments sites are covered for Public Liability only. WAGS have their own insurance for the allotment sites.

Land at Waterside Valley is covered under public liability only because there are no assets on the land.

(10) Review of the insurance premium

- The annual premium with Aviva in 2011 was £5,072.86.
- Following a review was reduced in 2012 to £4,427.25.
- In 2013/14 the premium was £4,024.84 due to further reductions of fixed assets and staff time.
- Following a tendering process, the Parish Council changed to Zurich with effect from 1st April 2014, with a premium of £2,515 and this went up to £2,625.83 in 2015 and up to £2808.70 in 2016.
- A new Long-Term Agreement (LTA), three-year contract, was accepted with Zurich in March 2017 with a current premium of £2725.84.
A new Long-Term Agreement (LTA), three-year contract, was accepted with BHIB Councils Insurance in March 2020 with a current premium of £2429.60. In 2021 the premium was £2774.58 plus £103.66 for the increase in fidelity guarantee = £2878.24 (there was no extra charge for adding land at Waterside Valley). In 2022 the premium was £3,810. We queried the sharp increase and were told It looks like a claim of over £7,000 was settled as of August 2021. 'On review, any discounts that were allowed previously had been removed, hence the premium increase at renewal 2022'.
A new LTA (3 years) was set up with Zurich in 2023, with a premium of £2,493.06
We also took out Cyber Security Insurance with BHIB at a cost of £345.25.

Lesley Close
Parish Clerk

Risk Register 2024

Section 1 – Areas where there may be scope to use insurance to help manage risk

Risk Area	Risk Identified	Level of Risk H/M/L	Management of risk	Action Required	Review Date
Property and contents owned by the Council	Loss or damage	M	Fixed Asset Register (FAR) updated by the Clerk throughout the year and reviewed by Internal Auditor	Annual review of FAR by Parish Council	Feb 2024
Damage to third party property or individuals	Public Liability	L	Annual Review of the Insurance Schedule	Going out to tender for a new 3-year agreement for insurance	Feb 2024
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party	Public Liability	L	Annual Review of the Insurance Schedule by Parish Council. Checking the public liability of third parties	Westfield Allotment and Garden Society and Norwest Bowls to provide details of public liability insurance. Contractors' questionnaire and public liability for all work on Parish Council land.	Jan 2024
Loss of cash through theft or dishonesty	Fidelity Guarantee	L	Annual Review of the Insurance Schedule by Parish Council to check the fidelity guarantee level as balance in bank at year end plus ½ the precept		Jan 2024

Westfield Parish Council

Legal liability as a consequence of asset ownership	Public Liability	H	Annual Review of the Insurance Schedule by Parish Council. Weekly, quarterly and annual inspections of play equipment. Annual weight testing of the hanging baskets.		Jan 2024
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Section 2 – Working with others to help manage risk

Risk Area	Risk Identified	Level of Risk H/M/L	Management of risk	Action Required	Review Date
Security for vulnerable buildings, amenities or equipment	Vandalism	M	Play equipment inspections weekly, quarterly and annually. Annual weight testing of hanging baskets. Liaison with Youth Connect South West. Annual Health and Safety refresher for staff.	Annual Review of the Health and Safety Manual and risk assessments – these documents set out in detail how risks are managed	May 2024
The provision of services being carried out under agency/partnership agreements with principal authorities	Standing Orders and Financial Regulations dealing with the award of contracts	L	Annual Risk Assessment for amenity land at Cherry Tree Close, Chestnut Close, Holly Walk and	Annual Review of the Health and Safety Manual and risk assessments – these documents	May 2024

Westfield Parish Council

			May Tree Road	set out in detail how risks are managed	
Banking arrangements, including borrowing or lending	Detect fraud and deter fraud or corruption	M	Financial Risk Assessment reviewed annually. Financial regulations and Internal Auditor review annually.		Jan 2024
Ad hoc provision of amenities/facilities for events to local community groups	Public Liability	M	Event Management Plan for community events. Risk Assessment for the Christmas Lights Switch On. Annual Health and Safety refresher for staff.	Annual Review of the Health and Safety Manual and risk assessments – these documents set out in detail how risks are managed	Nov 2024
Vehicle or equipment lease or hire			There are no vehicles or equipment leased on a regular basis.		
Trading units (leisure centres, playing fields, burial grounds etc)	External contractors for maintenance	L	Contractors' questionnaire which requires safety certificates for machinery brought on site and public liability	Annual Review of the Health and Safety Manual and risk assessments – these documents set out in detail how risks are managed	May 2024
Professional services (architects, accountancy,	Standing Orders and Financial Regulations	L	Transparency in selection of professional services.		May 2024

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website, IT, legal etc)	dealing with the award of contracts		Finance and Personnel Committee and Internal Audit checks.		
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Section 3 – Self-managed risk

Risk Area	Risk Identified	Level of Risk H/M/L	Management of risk	Action Required	Review Date
Proper financial records	In accordance with statutory requirements	L	Training for staff. Internal Audit checks.		April 2024
Business Activities	Ensuring they are within the legal powers of councils	L	General Power of Competence	GPC to be reaffirmed May 2023	May 2027
Borrowing	Complying with restrictions	L	PWLB borrowing stated in the annual accounts		May 2024
Employment law and Inland Revenue regulations	Ensuring that requirements are met	L	Training for staff. Finance and Personnel Committee checks. Internal audit checks.		April 2024
VAT	Ensuring that requirements are met under HMRC regulations	L	Internal Auditor review and advice taken when needed from DCK Accountancy		April 2024
Annual Precept	Ensuring adequacy within sound budgeting arrangements	L	Full Precept report to F&P in January for recommendation to Parish Council. Internal Auditor review and budget published on website		February 2024
Monitoring of financial performance		L	Reviewed quarterly at Finance and Personnel Committee. Data published on the website in accordance with		April 2024

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			the Transparency Code.		
Grants	Ensuring proper use of funds granted to local community bodies under General Power of Competence	L	Grants criteria reviewed annually. Grants agreed in three stages, by a sub Committee, Finance and Personnel Committee and full Parish Council		July 2024
Council minutes	Proper, timely and accurate reporting of council business in the minutes	L	Posted on website for public to see with full agenda pack as per Transparency Code and Internal Auditor review		April 2024
Rights of inspection		L	Website policies updated annually after the Annual Meeting of the Parish Council. All financial reports posted on website at earliest opportunity		May 2024
Document control	Proper systems	L	Policies approved and published by the Parish Council at least annually		May 2024
Register of Members Interests and Gifts and Hospitality	In place, complete, accurate and up to date	L	Reminders sent to Parish Councillors annually of their duties to declare interests, gift and hospitality.		May 2024
Compliance with Transparency Code		L	Clerk updates the website after F&P meetings monthly.		April 2024

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			Internal Audit checks		
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