

Westfield Parish Council

The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

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

Established 2011

All Council Meetings are open to the Public and Press

8th February 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 21st February 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 17th January 2024 (**Pages 1- 7**)

4. Monthly Accounts

To agree the accounts

- Current Account – Jan to be circulated at the meeting.
- Corporate Treasury Account - Jan to be circulated at the meeting
- Business Savings Account - Jan to be circulated at the meeting
(the interest rate at 1st Feb 2024 is 4.25%)
Change to interest rate (**Page 8**)
- Petty cash imprest sheet – (**Page 9**)
- Debit card expenditure sheet – (**Page 10**)

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 11**)

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 12-13**)

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

8. Quarterly Budget Variation Report (**Pages 14-18**)

9. St Nicholas Church – To note the Grant Feedback Form (**Pages 19-20**) And, to confirm the 2024/25 grant in the amount of £2,652, this being last year's grant of £2,481 plus inflation in the amount of 6.7% which was the CPI in September 2023 when the 2024/25 budget was drafted. Grant to be paid in April.

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.

10. Quotes

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)	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00
		VAT:	00.00								
		Ongoing balance	£100.00								
		top-up required									

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	£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
SoVition 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 2555915101 - 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	£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	£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

Parish Clerk

From: Business Savings <BusinessSavings@nationwide.co.uk>
Sent: 25 January 2024 14:05
To: Council
Subject: Your interest rate is changing



Good morning,

We regularly keep our Business Savings rates under review to ensure we offer our customers the best possible value.

Here's what's changing

The current interest rate on your Business 95 Day Saver Issue 11 - Monthly account number 4841 3.82% AER¹/ 3.75% gross p.a.² (variable). From 25th January 2024, your interest rate will be 4.35% AER/ 4.25% gross p.a. (variable) payable.

You can check all our current savings rates at [//nationwidecommercial.co.uk/savings](https://nationwidecommercial.co.uk/savings).

We're here to help

If you have any questions, please call us on 0800 66 55 11 (option 2). We're here Monday to Friday from 9am to 5pm, except bank holidays.

Thank you for choosing to save with Nationwide Building Society.

Kind regards,

Your Nationwide Business Savings Team

Nationwide Building Society

W: nationwidecommercial.co.uk

¹AER stands for Annual Equivalent Rate and illustrates what the interest rate would be if interest was paid and compounded each year.

²gross p.a. is the interest rate without tax deducted.

About this email

Just so you know, Nationwide isn't responsible for the content of external websites. We monitor emails to minimise the risk of phishing. In this email, we can't accept liability for any virus that may be contained in it.

And finally...

Nationwide Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority (FCA) under registration number 106078. You can confirm our registration on the FCA's website.

Nationwide Building Society: Head Office, Nationwide House, Pipers Way, Swindon, Wiltshire, SN38 1NW.

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - February
SHEET 2023-24 - 11

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	Stationary 4023/1	Hospitality 4131/101	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Grounds maintenance 4039/308/307	CAP Waterside Valley 4930/199
DC206	16/1/2024	Screwfix	Padlock for gate to Waterside Valley	£25.59									£21.32
DC207	19/1/2024	Tindle Newspapers	Advert for Grounds Maintenance contract	£92.40								£77.00	
			TOTAL (NET)	£98.32	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£77.00	£21.32
			VAT:	£19.67								£15.40	£4.27
			TOTAL (Gros)	£117.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£92.40	£25.59

Parish Clerk signature _____ Date _____

Counter signature _____ Date _____

Signed: _____ Signed: _____

Date: _____ Date: _____

Invoices for payment FEBRUARY

Invoice Date	Supplier	Details	Nom code	Payment No. £.net	VAT	£ gross	
29/01/2024	Spa Asbestos	Asbestos survey Westhill	4990/199	3211 £460.00	£0.00	£460.00	
02/02/2024	M&G countryside development	Scrub Clearance Waterside Valley	4930/199	3212 £5,640.00	£1,128.00	£6,768.00	
26/01/2024	CNB Housing Insights	Housing Needs Survey	4224/202	3213 £6,472.00	£1,294.40	£7,766.40	
31/01/2024	Midsomer Norton and Radstock Silver Band	Christmas Lights performance	4227/202	3215 £75.00	£0.00	£75.00	
06/02/2024	Robert Wicke	Edging around flower beds	4230/202	3218 £347.72	£0.00	£347.72	
29/02/2024	GM Engineering	Hanging basket repairs	4230/202	3219 £190.00	£38.00	£228.00	
						TOTAL	£15,645.12

Added since the agenda was distributed:

						TOTAL	£0.00

This amount plus regular scheduled monthly payment

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

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
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
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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 - Electricity	£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 - Gas	£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
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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	£1,152.18		£12,520.79
£0.00	£175.00		£1,899.85
£70.37	£387.85		£1,094.57
£2,121.58			£21,215.73
£629.90	£638.90		£7,245.83
£839.75	£839.75		£9,237.25
£50.00	£50.00		£576.00
£3,511.21	£3,554.79		£38,403.91
£3,686.72	£0.00		£7,373.44
£127.00	£0.00		£802.99
£106.74	£89.92		£679.06
			£384.01
£55.77			£124.18
£208.35	£208.35		£1,963.15
£13.62			£148.64
£0.00	£45.88		£273.04
£0.00			£222.94
£2,843.07	£0.00		£11,940.86
£0.00	£0.00		£40.00
£15,400.95	£7,142.62	£0.00	

2023/24 Budget Variation update to 31st December 2023

As per Financial Regulation 4.8, please find below written explanations of the budget variations which are over 15% (or over £100) as at 31st December 2023.

1196/1 Interest Received At 6 months we have received £6,875 in interest, compared with our budget of £500.

1179/1 CIL Income is always unbudgeted as we do not know how much we are going to be allocated. So far this year we therefore have £31,978 in unbudgeted income.

4011/1 Rates Came in at £136 over budget for the year. £115 of which will go back into this budget heading in the form of a credit note.

4225/202 Green Space Maintenance shows a spend to date of £1,439, which takes us £92 over budget. This relates to cutting of ownerless amenity grass. The predicted overspend was reported to Committee in the last financial year as soon as we were informed of the increase in costs.

4022/1 Postage The spend on new stamps this year has only been £3, against a budget of £220. Whilst the cost of postage has gone up, our new procedure of handing out paper agendas at meetings has addressed this issue.

4005/1 Training Has gone over budget by £254 – however we anticipated this when the Admin Assistant's SLCC training was agreed and we have ear marked reserves which will meet the overspend.

4026/1 Photocopying has exceeded budget by £33.

4058/1 Accountancy Support has exceeded budget by £535, however remote working by DCK, set up in recent months should bring costs down.

4227/202 E&D Projects shows a spend of £7,127 which takes us £2,127 over budget. Most of these payments relate to invoices for the Coronation Lunch and the Grant Presentation evening, which will come out of Community Events Ear Marked Reserves.

4231/202 Defibrillator shows spending of £4,732, taking us £3,828 over budget. This relates to the two new defibrillators which are being paid for by donation from the Waterside Carnival Club by donation.

4062/307 Westhill Rec Ad hoc Grounds Maintenance has gone over budget by £71 due to an increase in vandalism during the year (basket swing, damage to play surface, benches being dug up, dogs on leads signs etc)

4062/308 Norton Hill Ad hoc Grounds Maintenance is well under budget by £6,733, there being less costly vandalism at this site.

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>1 Central Services</u>								
1176 Precept Received	0	225,148	225,148	0			100.0%	
1179 CIL income	0	31,978	0	(31,978)			0.0%	
1196 Interest Received	1,008	6,875	500	(6,375)			1375.1%	
Central Services :- Income	<u>1,008</u>	<u>264,002</u>	<u>225,648</u>	<u>(38,354)</u>			<u>117.0%</u>	<u>0</u>
4001 Wages & Salaries	6,015	36,976	46,535	9,559	9,559		79.5%	
4002 Employer's NIC	516	2,436	2,819	383	383		86.4%	
4003 Employer's Superannuation	1,323	8,135	10,238	2,103	2,103		79.5%	
4005 Training	0	754	500	(254)	(254)		150.8%	
4008 Travel & Subsistence	0	0	200	200	200		0.0%	
4011 Rates Payable	0	1,202	1,066	(136)	(136)		112.8%	
4012 Water	0	0	50	50	50		0.0%	
4013 Rent Payable	915	7,934	11,120	3,186	3,186		71.4%	
4014 Electricity	0	0	760	760	760		0.0%	
4015 Gas/Heating Oil	0	0	465	465	465		0.0%	
4017 Cleaning	0	0	1,445	1,445	1,445		0.0%	
4018 Health & Safety	0	3	1,871	1,868	1,868		0.2%	
4021 Telephone & Fax	74	585	1,000	415	415		58.5%	
4022 Postage	0	3	220	217	217		1.2%	
4023 Stationery Printing, Public'ns	(35)	458	515	57	57		89.0%	
4024 Subscriptions	0	1,375	1,369	(6)	(6)		100.4%	
4025 Insurance	0	2,863	3,945	1,082	1,082		72.6%	
4026 Photocopying Charges	127	803	770	(33)	(33)		104.3%	
4027 Information Technology	208	4,247	5,480	1,233	1,233		77.5%	
4030 Recruitment	0	0	384	384	384		0.0%	
4036 Furniture & Equipment	0	0	250	250	250		0.0%	
4050 Bank Charges	10	85	145	60	60		58.6%	
4056 Audit Fees - External	0	0	825	825	825		0.0%	
4057 Audit Fees - Internal	225	145	360	215	215		40.3%	
4058 Accountancy Support	250	1,470	935	(535)	(535)		157.2%	
4998 Tfr to Earmarked Reserves	0	28,781	0	(28,781)	(28,781)		0.0%	
Central Services :- Indirect Expenditure	<u>9,628</u>	<u>98,255</u>	<u>93,267</u>	<u>(4,988)</u>	<u>0</u>	<u>(4,988)</u>	<u>105.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(8,621)</u>	<u>165,746</u>	<u>132,381</u>	<u>(33,365)</u>				
<u>100 Corporate Management</u>								
4061 Pension Deficit Funding	0	0	2,287	2,287	2,287		0.0%	
Corporate Management :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,287</u>	<u>2,287</u>	<u>0</u>	<u>2,287</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,287)</u>	<u>(2,287)</u>				

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Democratic Process</u>								
4131 Hire Meeting Rooms/Hospitality	45	124	680	556		556	18.2%	
Democratic Process :- Indirect Expenditure	45	124	680	556	0	556	18.2%	0
Net Expenditure	(45)	(124)	(680)	(556)				
<u>102 Civic Support</u>								
4101 Chair's Allowance	0	155	600	445		445	25.8%	
4102 Civic Expenses	0	4	290	286		286	1.4%	
4210 Website	0	0	435	435		435	0.0%	
4212 Newsletter	0	4,200	5,941	1,741		1,741	70.7%	
Civic Support :- Indirect Expenditure	0	4,359	7,266	2,907	0	2,907	60.0%	0
Net Expenditure	0	(4,359)	(7,266)	(2,907)				
<u>199 Capital and Projects</u>								
1179 CIL income	0	16	0	(16)			0.0%	
1196 Interest Received	0	196	0	(196)			0.0%	
Capital and Projects :- Income	0	212	0	(212)				0
4901 Loan Interest	0	245	442	197		197	55.4%	
4902 Loan Capital Repaid	0	3,442	6,931	3,489		3,489	49.7%	
4910 CAP New Office	0	934	0	(934)		(934)	0.0%	
4930 CAP Waterside Valley	0	21,909	0	(21,909)		(21,909)	0.0%	
4990 Rolling Capital Provision	0	0	5,000	5,000		5,000	0.0%	
4999 Tfr from Earmarked Reserves	0	(22,045)	0	22,045		22,045	0.0%	
Capital and Projects :- Indirect Expenditure	0	4,484	12,373	7,889	0	7,889	36.2%	0
Net Income over Expenditure	0	(4,272)	(12,373)	(8,101)				
<u>202 Community Support</u>								
1180 Donations Received	0	3,685	0	(3,685)			0.0%	
Community Support :- Income	0	3,685	0	(3,685)				0
4203 Grants	9,950	10,171	14,000	3,829		3,829	72.7%	
4223 Christmas	6,602	14,884	13,949	(935)		(935)	106.7%	
4224 Parish Environment (Plants etc)	0	579	2,250	1,671		1,671	25.7%	
4225 Green space maintenance	(288)	1,439	1,347	(92)		(92)	106.8%	
4227 E & D Projects	78	7,127	5,000	(2,127)		(2,127)	142.5%	
4230 Flowers in Public Places	0	4,900	6,098	1,198		1,198	80.4%	
4231 De-fibrillator	0	4,732	904	(3,828)		(3,828)	523.5%	
4232 Community Projects	1	96	0	(96)		(96)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4237 Youth Provision	480	9,394	12,012	2,618		2,618	78.2%	
4241 St Nicholas Churchyard	0	2,485	2,485	0		0	100.0%	
4243 Waterside Valley	0	(420)	10,000	10,420		10,420	(4.2%)	
4999 Tfr from Earmarked Reserves	(550)	(6,328)	0	6,328		6,328	0.0%	
Community Support :- Indirect Expenditure	16,273	49,059	68,045	18,986	0	18,986	72.1%	0
Net Income over Expenditure	(16,273)	(45,374)	(68,045)	(22,671)				
<u>303 Westfield Allotments</u>								
1012 Income from WAGS	0	100	100	0			100.0%	
Westfield Allotments :- Income	0	100	100	0			100.0%	0
4039 Grounds maintenance	0	0	100	100		100	0.0%	
Westfield Allotments :- Indirect Expenditure	0	0	100	100	0	100	0.0%	0
Net Income over Expenditure	0	100	0	(100)				
<u>307 Westhill Recreation Ground</u>								
1177 Grants Received	0	0	206	206			0.0%	
Westhill Recreation Ground :- Income	0	0	206	206			0.0%	0
4011 Rates Payable	0	0	953	953		953	0.0%	
4012 Water	0	0	640	640		640	0.0%	
4014 Electricity	0	0	760	760		760	0.0%	
4015 Gas/Heating Oil	0	0	465	465		465	0.0%	
4017 Cleaning	0	0	1,445	1,445		1,445	0.0%	
4039 Grounds maintenance	2,122	8,758	11,661	2,903		2,903	75.1%	
4062 Ground Maintenance ad hoc	0	5,071	5,000	(71)		(71)	101.4%	
4063 CCTV	0	0	100	100		100	0.0%	
4065 Play area inspections	143	304	0	(304)		(304)	0.0%	
4999 Tfr from Earmarked Reserves	0	(1,753)	0	1,753		1,753	0.0%	
Westhill Recreation Ground :- Indirect Expenditure	2,264	12,381	21,024	8,643	0	8,643	58.9%	0
Net Income over Expenditure	(2,264)	(12,381)	(20,818)	(8,437)				
<u>308 Norton Hill Recreation Ground</u>								
1099 Miscellaneous Income	0	165	0	(165)			0.0%	
1177 Grants Received	0	2,666	1,495	(1,171)			178.3%	
Norton Hill Recreation Ground :- Income	0	2,831	1,495	(1,336)			189.4%	0
4011 Rates Payable	0	811	953	142		142	85.1%	
4012 Water	0	264	640	376		376	41.2%	

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Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4014 Electricity	0	360	760	400		400	47.4%	
4015 Gas/Heating Oil	42	208	465	257		257	44.7%	
4039 Grounds maintenance	2,122	8,758	14,445	5,687		5,687	60.6%	
4062 Ground Maintenance ad hoc	175	3,267	10,000	6,733		6,733	32.7%	
4063 CCTV	0	0	100	100		100	0.0%	
4065 Play area inspections	143	304	611	307		307	49.8%	
Norton Hill Recreation Ground :- Indirect Expenditure	2,481	13,972	27,974	14,002	0	14,002	49.9%	0
Net Income over Expenditure	(2,481)	(11,141)	(26,479)	(15,338)				
Grand Totals:- Income	1,008	270,830	227,449	(43,381)			119.1%	
Expenditure	30,691	182,635	233,016	50,381	0	50,381	78.4%	
Net Income over Expenditure	(29,684)	88,195	(5,567)	(93,762)				
Movement to/(from) Gen Reserve	(29,684)	88,195						

Westfield Parish Council Grant Feedback Form 2023-24



Name of the Organisation

St Nicholas Church

Name of person completing the form

Ian Egginton-Metters

Position held in the Organisation

Treasurer

Daytime phone number

07939230053

Email address

ian@eggintonmetters.co.uk

Grant awarded in 2023-24

How much was your organisation awarded by Westfield Parish Council in 2023-24?

£2,485

Has the grant been spent in full? If so, how was the grant spent? If not please detail any plans for the grant or any amount remaining (or if you are not able to make plans at the moment).

I can confirm that all the grant will have been spent as agreed by the end of your financial year; there had been a delay in appointing a new gardener in 2023 but that person has put in more than the 'usual' monthly hours to catch up. Spend mainly through that freelance contracting to manage the grounds by strimming and cutting. Some on minor repairs and bags for the various waste bins emptied by our volunteers.

The areas immediately surrounding the Church continue to be mown except for areas managed for biodiversity in line with the Wilder Churches initiative (a partnership with the Diocese of Bath & Wells and Somerset Wildlife Trust).

What benefits have you seen since spending the grant funding?

Without the grant we simply could not afford to maintain the grounds and access to graves, albeit that we use some limited resources in addition to your grant, and volunteers. Many people walk through the grounds daily and on most days people can be seen tending their loved one's graves, often quite old graves. The sloping land makes access difficult at the best of times but negotiating between graves would be impossible if the vegetation wasn't trimmed low. It is a place of tranquility for many local people and remains the only graveyard in the area and so cherished and respected. Enhancing biodiversity has created new habitats to benefit wildlife; there are already many and varied habitats but we are enhancing them through the planned maintenance programme.

Please return to:
council@westfieldparishcouncil.co.uk

or by post to:
Parish Clerk, Westfield Parish Council, The Oval Office,
St Peters Business Park, Westfield BA3 3BX

Thank you