

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at The Oval Office on Wednesday 21st February 2024 at 10am

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

Absent: Cllrs Diana Cooper, Geoff Fuller (ex officio), and Pat Williams.

In Attendance: Lesley Close, Parish Clerk

105. Apologies for absence

Apologies were received and accepted from Cllrs Cooper and Williams.

106. Declarations of interest and dispensations

There were no declarations of interest.

107. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 17th January 2024 be agreed and signed as a correct record.

108. Monthly Accounts

Resolved:

- a) that the bank reconciliation and monthly income and expenditure statements for the Current Account January be agreed.
- b) that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account January be agreed.
- c) that the bank reconciliation and monthly income and expenditure statements for the Business Savings account January be agreed and the change to interest rate noted.
- e) that the summary of debit card transactions since the last meeting (Appendix 1 – Feb) be agreed.
- f) that the petty cash reconciliation for Feb (Appendix 2) be agreed.

109. 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 February 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.

110. 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.

111. Physical Check of the Petty Cash

The Petty Cash was checked physically in the meeting and matched the February balance at Appendix 2.

112. Quarterly Budget Variation Report

Resolved: to accept the budget variation report.

113. St Nicholas Church

Resolved: (1) to accept the grant feedback form 2023/24; and (2) to recommend to Parish Council the award of a grant for 2024/25 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 budget was drafted. Grant to be paid in April.

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.

114. Quotes

Changing Rooms at Westhill Recreation Ground

Asbestos Removal – it was agreed to delegate authority to Cllrs Wilkinson and Hopkins to agree a contractor for the removal of asbestos at the former skittle alley at Westhill Recreation Ground.

MJW Architects – the Agreement with the Architect for the building of the new Changing Rooms was agreed and signed accordingly.

Grounds Maintenance at Westhill and Norton Hill Recreation Grounds

The tenders were opened and logged at the Environment and Development Committee. The Clerk analysed the figures and the analysis was brought to Committee.

Resolved: to agree the lowest tender from Greensward in the total amount of £105,950 over four years.

Inspection of the Living Christmas Tree at the top of Elm Tree Avenue

Resolved: to accept the lowest quotation in the amount of £64 from Your Solution, providing they are willing to undertake the work. If not, to accept the second lowest quotation from Greensward in the amount of £120.

Grass Topping at Waterside Valley

Authority was delegated to Cllrs Wilkinson and Hopkins to accept the tender for grass topping at Waterside Valley. This expenditure to be reimbursed by a grant from Somer Valley Rediscovered.

Resolved: to accept the lowest tender from M&G Countryside Development in the amount of £2,920 +VAT.

Speed Indicator Devices on the A367

It was noted that the grant funding for £5,000 towards SIDS on the A367 was successful. The locations were agreed as (1) northbound on the two empty posts at the Highfields junction, pending agreement from BANES; and (2) southbound at the Westhill Road junction which would require a post to be installed. Costing are being sought and will be brought back to Committee.

Office Space

There was a full discussion on options for office space, which will be brought to full Parish Council.

The meeting closed at 11.15am.

APPENDIX 1 – Debit Card

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

APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February
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	£1,152.18
DCK - BACS monthly	Accounting support	£237.85	£375.00	£0.00	£306.00	£0.00	£306.00	£250.00	£0.00	£250.00	£0.00	£175.00
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	£387.85
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	£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	£638.90
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	£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	£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	£3,554.79
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	£0.00
Ricoh (BACS quarterly)	Photocopier	£0.00	£33.30	£254.00	£0.00	£140.10	£127.00	£0.00	£121.59	£0.00	£127.00	£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	£106.74	£89.92
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	£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	£0.00
SoVision IT (BACS monthly)	IT Support	£169.20	£167.75	£167.75	£208.35	£208.35	£208.35	£208.35	£208.35	£208.35	£208.35	£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	£0.00
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	£0.00	£128.62
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	£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	£0.00
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	£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	£12,007.57	£15,400.95	£9,346.94