### **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 17<sup>th</sup> 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 - Fe											
		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 2 – Petty Cash

		MONTH	February								
		SHEET	2023-24-11								
IMPREST VALUE	T DATE DETAILS		TOTAL	Westfield Exhibition 4240/202 4022/1	printing & stationary 4023/1	Health & Safety 4018/1	Parish Environment 4224/202	Postage 4022/1	N/H maintenance 4062/308	W/H Maintenance 4062/307	Hospitality 4131/101
		Balance b/f	£100.00								
	31/1/2024	Biscuits for 31/1 meeting with Dom Morris	£1.25								£1.25
		TOTAL (1:55)	04.05	00.00	00.00	00.00	00.00	00.00	00.00	00.00	04.05
		TOTAL (NET)		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1.25
		VAT:									
<u> </u>		Ongoing balance	£98.75								

## APPENDIX 3 – Invoices for payment

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	_
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		£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
	T	1				TOTAL	£15,645.12
Added since	the agenda was distributed:						
12/02/2024	GreenSward Sports Consultancy	Repair to basket swing Westhill	4062/307	3221	£95.00	£19.00	£114.00
12/02/2024	GreenSward Sports Consultancy	Fly tipping at Larch Court Allotments	4224/202	3222			
12/02/2024	Levett Surveying Ltd	Topographical survey	4990/199	3223			
08/02/2024	Harris & Harris	Legal fees - Westhill	4227/202	3224	£600.00	£120.00	£720.00
09/02/2024	Fireshield MAS Fire Protection Ltd	Fire extinguisher checks	4062/308	3225	£90.00	£18.00	£108.00
13/02/2024	MJW Architects	Westhill Changing Rooms Fees	4990/199	3226	£1,290.00	£258.00	£1,548.00
15/02/2024	Zurich	Insurance 2024/25	4025/1	3227		£0.00	£2,717.67
16/02/2024	Viking	Stationery	4023/1	3228	£74.15	£15.62	£93.72
16/02/2024	Colin Thompson	Pavilion door handle	4062/308	3230	£110.00	£22.00	£132.00
20/02/2024	Zonkey	Domain renewal	4210/1	3231	£25.00	£5.00	£30.00
						TOTAL	£6,477.39

# <u>APPENDIX 4 – Schedule of Regular Payments</u>

Supplier	Details	April	Мау	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	£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