

Westfield Parish Council

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Established 2011

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

All Council Meetings are open to the Public and Press

12th March 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 20th March 2024 at 11.00am** at The Oval Office, Cobblers Way, Westfield.

Please note the change of time


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 21st February 2024 (**Pages 1- 7**)

4. Date and Time of F&P Meetings

5. Monthly Accounts

To agree the accounts

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

6. 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**)

7. 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**)

8. Annual Creditors and Bad Debt Report

To receive reports in respect of outstanding creditors and debtors of the Parish Council (**Pages 13-14**).

9. Grant Payments from the Trusts

Norton Hill - £1,708.18

Westhill - £200.00

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

- **Electrics** – to be circulated at the meeting

11. Office move

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 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 monthly)	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	£0.00	£128.62
Water2Business (DD six monthly)	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

WESTFIELD PARISH COUNCIL PETTY CASH

MONTH SHEET

March
2023-24-12

IMPREST VALUE	DATE	DETAILS	TOTAL	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	£98.75							
		Tea bags	£1.80							£1.50
		TOTAL (NET)	£1.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1.50
		VAT:	£0.30				£0.00			£0.30
		Ongoing balance	£96.95							

previously reported
added since agenda was circulated

Imprest Holder signature _____ Date _____

Counter signature _____ Date _____

Signed: _____ Signed: _____

Date: _____ Date: _____

Top-Up Required
Approval to withdraw £XXX fro
the bank account using the
Parish Council debit card.

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P - March
SHEET 2023-24-12

REF	DATE	SUPPLIER	DETAILS	TOTAL	postage 4022/1	printing & stationary 4023/1	Subscriptions 4024/1	Chairs Allowance 4101/102	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community projects 4232/202	Hospitality 4131/101	Gas & Heating Oil 4015/308
DC208	27/2/24	Tesco	Coffee	£3.50									£2.92	
DC209	28/2/2024	Bespoke Laser Art	Silhouette of a soldier	£204.95				£170.79						
DC210	5/3/2024	RBLI	Tommy Lamp post signs	£50.98				£42.48						
			TOTAL (NET)	£216.19	£0.00	£0.00	£0.00	£213.27	£0.00	£0.00	£0.00	£0.00	£2.92	£0.00
			VAT:	£43.24				£42.66					£0.58	
			TOTAL (Gros)	£259.43	£0.00	£0.00	£0.00	£255.93	£0.00	£0.00	£0.00	£0.00	£3.50	£0.00

Finance Officer 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
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
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Ricoh (BACS quarterly)	Photocopier	£0.00	£33.30	£254.00	£0.00	£140.10	£127.00	£0.00	£121.59	£0.00
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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
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
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

January	February	March	TOTAL TO DATE
£1,136.87	£1,152.18	£1,152.18	£13,672.97
£0.00	£175.00	£175.00	£2,074.85
£70.37	£387.85	£114.82	£1,209.39
£2,121.58	£2,121.58	£2,121.58	£25,458.89
£629.90	£638.90	£640.30	£7,886.13
£839.75	£839.75	£839.75	£10,077.00
£50.00	£50.00	£50.00	£626.00
£3,511.21	£3,554.79	£3,553.39	£41,957.30
£3,686.72	£0.00	£0.00	£7,373.44
£127.00	£0.00	£121.59	£924.58
£106.74	£89.92	£80.08	£759.14
£0.00	£0.00	£0.00	£384.01
£55.77	£0.00	£66.67	£190.85
£208.35	£208.35		£2,171.50
£13.62	£0.00	£590.51	£739.15
£0.00	£128.62	£99.90	£455.68
£0.00	£0.00	£235.01	£457.95
£2,843.07	£0.00	£0.00	£11,940.86
£0.00	£0.00	£0.00	£40.00
£15,400.95	£9,346.94	£9,840.78	

Annual Report of Debtors and Creditors

F&P Meeting 20th March 2024

DEBTORS: sales invoices for payment relating to 2023-24

Company	Description	Estimated Amount	Notes

There are no bad debts at March 2024.

CREDITORS: purchase invoices for payment before Year-End 2023-24

Invoices expected (if not received before 31st March to be accrued to the 2023-24 accounts)

Company	Description	Estimated Amount	Notes
A&L Couriers	Delivery of the Warbler	£400.00	
Greensward	Quarterly Play Inspections	£840.00	
SoVision	March payment	£208.35	
Trinity Methodist Ch	Youth Club hall hire Jan-March	£480.00	<i>to be accrued if dated after 1st April</i>
Safe Environment	Asbestos removal 18/3/24 Westhill Changing Rooms	£1,370.00	

Financial Commitments - Outstanding Purchase Orders for items/services ordered in 2023-24 financial year but not yet delivered:

Company	Description	Estimated Amount (NET)	Notes
So Vision	POE Switch and Access Point	£375.00	
Dennings	Work to Defib electrical boards	£400	

Financial Commitments - final staged payments of work ordered in the year but not yet undertaken

Company	Description	Estimated Amount (NET)	Notes
Auditing Solutions	Final audit visit relating to 2023/24 accounts	£175.00	Final audit visit in April
Neil Howlett	Solicitor for Parish Council's arrangements at Westhill Club	£250	
MJW Architects	Architect for changing rooms at Westhill Rec	£5,940.00	
Pre-payments			
Company	Description	Estimated Amount (NET)	Notes

There are no pre-payments at March 2024