

WESTFIELD PARISH COUNCIL

**Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 20th March 2024 at 11am**

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

Absent: Cllr Geoff Fuller (ex officio)

In Attendance: Lesley Close, Parish Clerk

115. Apologies for absence

There were no apologies for absence.

116. Declarations of interest and dispensations

There were no declarations of interest.

117. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 21st February 2024 be agreed and signed as a correct record.

118. Date and Time of F&P Meetings

Resolved: to hold F&P Meetings at 10.30am on Wednesdays.

119. Monthly Accounts

Resolved:

- a)** that the bank reconciliation and monthly income and expenditure statements for the Current Account February be received after year end.
- b)** that the bank reconciliation and monthly income and expenditure statements for the Corporate Treasury account February be received after year end.
- c)** that the bank reconciliation and monthly income and expenditure statements for the Business Savings account February be received after year end.
- e)** that the summary of debit card transactions since the last meeting (Appendix 1 – March) be agreed.
- f)** that the petty cash reconciliation for March (Appendix 2) be agreed.

120. 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 March 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.

121. 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.

122. Annual Creditors and Bad Debt Report

Resolved: to receive the report.

123. Grant Payments from the Trusts

Grant payments were being made to the Parish Council in the following amounts:

- Norton Hill - £1,708.18
- Westhill - £200.00

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.

124. Quotes

Electrics

Resolved: to accept the tender from AIB Electrical in the amount of £3,434 for a one-year period in the first instance.

125. Office Space

It was noted that equivalent office space is being offered by Oval Homes in the office building adjacent to the current offices. There is likely to be an inflationary rise in the new lease. The office move is likely to take place in August.

Resolved: to recommend acceptance of the office space to Parish Council, conditional upon acceptance of the lease and fee.

The meeting closed at 11.28pm.

APPENDIX 1 – Debit Card

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	E&D Projects 4227 /202
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						
DC211	13/3/2024	B&NES	Licence Fee	£70.00										£70.00
DC212	13/3/2024	Mr Flag	D-Day flag	£13.61										£9.00
			TOTAL (NET)	£216.19	£0.00	£0.00	£0.00	£213.27	£0.00	£0.00	£0.00	£0.00	£2.92	£79.00
			VAT:	£45.51				£42.66				£0.00	£0.58	£2.27
			TOTAL (Gros)	£343.04	£0.00	£0.00	£0.00	£255.93	£0.00	£0.00	£0.00	£0.00	£3.50	£81.27

APPENDIX 2 – Petty Cash

		MONTH	March							
		SHEET	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							

APPENDIX 3 – Invoices for payment

Invoice Date	Supplier	Details	Nom code	Payment No.	£ net	VAT	£ gross
01/03/2024	Greensward	Dog bin emptying - Waterside Valley	4224/202	3239	£55.00	£11.00	£66.00
03/03/2024	Dennings	PAT Testing	4018/1	3241	£168.00	£33.60	£201.60
28/02/2024	soVisionIT	POE Switch and Access point	4027/1	3244	£375.00	£75.00	£450.00
20/02/2024	Kelvin Hawkins	Fault on Pavilion boiler	4062/308	3245	£35.00	£7.00	£42.00
21/02/2024	Ignyte Limited	Warbler	4212/102	3246	£1,000.00	£200.00	£1,200.00
06/03/2024	Robert Wicke	Flower display	4230/202	3247	£1,915.00	£0.00	£1,915.00
07/03/2024	Westfield Brownies	Chairs Allowance donation	4101/102	3248	£116.04	£0.00	£116.04
07/03/2024	SWALLOW	Chairs Allowance donation	4101/102	3249	£116.04	£0.00	£116.04
TOTAL							£4,106.68
<i>Added since the agenda was distributed:</i>							
11/03/2024	Pauline Kelly	Prize draw winner for housing needs survey	4227/202	3250	£100.00	£0.00	£100.00
11/03/2024	Christine Ford	Prize draw winner for housing needs survey	4227/202	3251	£100.00	£0.00	£100.00
11/03/2024	Ben McGauley	Prize draw winner for housing needs survey	4227/202	3252	£100.00	£0.00	£100.00
08/03/2024	RJP Electrics Ltd	Defib work at Mardons	4018/1	3253	£200.00	£40.00	£240.00
12/03/2024	GreenSward Sports Consultancy	Quarterly play inspections	4062/307+308	3254	£840.00	£168.00	£1,008.00
08/03/2024	A&L Couriers	Delivery of Warbler	4212/202	3255	£400.00	£0.00	£400.00
18/03/2024	RHC Lifting	Weight testing hanging baskets	4230/202	3256	£1,004.00	£200.80	£1,204.80
18/03/2024	Trophies of Radstock	Inspirational Citizen Award	4227/202	3257	£24.59	£4.91	£29.50
20/03/2024	CNB Housing Insights	Housing Needs Survey	4224/202	3258	£600.00	£120.00	£720.00
20/03/2024	CNB Housing Insights	Housing Needs Survey	4224/202	3259	£1,500.00	£300.00	£1,800.00
TOTAL							£5,702.30

APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec	January	February	March
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	£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	£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	£114.82
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	£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	£640.30
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	£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	£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	£3,553.39
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	£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	£121.59
Southern Electric (DD - quarterly). Eon Next wef 1/11/23 monthly	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	£80.08
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	£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	£66.67
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	£590.51
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	£99.90
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	£235.01
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	£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	£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	£9,840.78