

Westfield Parish Council

The Oval Office, St Peter's Business Park

Westfield, BA3 3BX

Phone: 01761 410669 council@westfieldparishcouncil.co.uk

[/westfieldparishcouncil](https://www.facebook.com/westfieldparishcouncil) [@westfield_pc](https://www.instagram.com/westfield_pc)



Established 2011

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

All Council Meetings are open to the Public and Press

8th April 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 17th April 2024 at 10.30am** 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 20th March 2024 (**Pages 1- 6**)
4. **Monthly Accounts**
To agree the accounts
 - Current Account – Feb/ March to be circulated
 - Corporate Treasury Account – Feb/ March to be circulated
 - Business Savings Account - Feb/ March to be circulated
(the interest rate at 1st Feb 2024 is 4.25%)
 - Petty cash imprest sheet – no petty cash transactions as yet this month
 - Debit card expenditure sheet – (**Page 7**)
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 8**)
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 9**)
8. **Quarterly Bank Reconciliations by a Councillor** To note that this was undertaken by Cllr Millard 4/3/24.
9. **Quarterly Community Infrastructure Levy (CIL) and Section 106 Report**
To note funds received and spent; the timeframe for spending and to identify projects if necessary. Final 2023/24 spreadsheet to be circulated after the year end accounts.
10. **Westfield Action Plan (Pages 10-14)**

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.

11. **Quotes**
12. **Office move**

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						£70.00
DC211	13/3/2024	B&NES	Licence Fee	£70.00										£9.00
DC212	13/3/2024	Mr Flag	D-Day flag	£13.61										
			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 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							

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	£668.46	£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	£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

WESTFIELD PARISH COUNCIL DEBIT CARD SUMMARY

Report for F&P April
SHEET 2024-25-1

REF	DATE	SUPPLIER	DETAILS	TOTAL	H 4027/1	Civic Expenses 4102/102	Subscriptions 4023/1	Parish Environment 4224/202	Flowers in Public Places 4230/202	N/H maintenance 4062/308	W/H Maintenance 4062/307	Community Projects 4232/202	Hospitality 4131/101	Coronation Event 4227/202
DC212	13/3/2024	Mr Flag	D-Day flag	£13.61										£11.34
DC213	20/3/24	Tesco	Easter Egg prizes	£9.80				£8.17						
DC214	26/3/2024	Co-op	Refreshments for APM	£19.70									£18.05	
DC215	4/4/2024	Moneysoft	Payroll software	£98.40	£82.00									
			TOTAL (NET)	£108.22	£82.00	£0.00	£0.00	£8.17	£0.00	£0.00	£0.00	£0.00	£18.05	£11.34
			VAT:	£21.95	£16.40			£1.63					£1.65	£2.27
			TOTAL (Gros)	£127.90	£98.40	£0.00	£0.00	£9.80	£0.00	£0.00	£0.00	£0.00	£19.70	£13.61

Signed: _____

Name: _____

Date: _____

Signed: _____

Name: _____

Date: _____

Schedule of regular payments 2024-25

(All amounts are NET)

Supplier	Details	April	May	June	July	August	Sept	October	Nov	Dec
Avon Pension Fund (BACS monthly)	Superannuation	£1,152.18								
DCK - BACS monthly	Accounting support									
GPS Telecoms (DD monthly)	Telephone and broadband	£24.03								
Greensward (BACS monthly)	Grounds maintenance + Waterside dog bins	£2,176.58								
HMRC (BACS monthly)	PAYE and NI	£613.00								
Oval Commercial (SO-£587.70) the rest BACS - monthly	Office Rental	£839.75								
Oval Commercial (BACS)	Use of Boardroom	£60.00								
Net Salaries (and expenses) (BACS monthly)	Office staff	£3,580.69								
Public Works Loans Board (DD - 6 monthly)	Westhill Play Area									
Ricoh (BACS quarterly)	Photocopier									
Eon Next wef 1/11/23 monthly	NH Pavilion - Electricity	£86.28								
Southern Electric d/d annually	Xmas Lights on lampposts									
Southern Electric (DD quarterly)	Christmas Tree	£57.96								
SoVision IT (BACS monthly)	IT Support									
Total Gas & Power (DD - quarterly) Eon Next wef 1/11/23	NH Pavilion - Gas									
Water2Business (DD six mnthly)	AUTO-watering systems 2365915101 - Wesley Ave; 02- Coal Truck Jubilee Green; 03- Jubilee Green; 04- Coal									
Water2Business (DD six mnthly)	NH Pavilion 70215504									
Youth Connect South West (Bacs quarterly)	Youth Work contract 1/4/23-31/3/25	£2,985.21								
Information Commissioners Officer (DD)	Data Protection Fee (annual)									

Westfield Parish Council Action Plan 2024 at April 2024

Item	Details - Aims and objectives arising from community engagement	Target date	Link to budget code	Current details and progress	Update October 2024
Christmas Lights switch-on event	The event continues to be successful and well attended. ON-GOING	Annual event	4223/2 02	Temporary Event Notice is no longer required by B&NES. Speed Indicator Device to go up on the Westhill Road Junction and therefore we will need to convert another lamppost for Christmas Lights ON-GOING	
Nature trail to link to the proposed park in Westfield	This suggestion was raised at the Neighbourhood Plan consultations. This is being considered by the Green and Open Spaces Working Group. In Dec/Jan 2020/1 the services of a surveyor were undertaken to establish land value and an approach was made to the landowner who declined the offer of £10,000.	ongoing	4912/1 99 S106 / CIL	As it would appear that the landowner is not willing to sell at the moment, this project is on hold and has been somewhat replaced for the time being by the planned purchase of a section of the Waterside Valley. ON HOLD	
Westfield Inspirational Citizen Award	2018: John Reynolds of Westfield TT 2019: Martin Bates of WAGS 2020: Catherine Cooper for Terracycle collection 2021: three winners – Debbie Maggs, Mike Chivers, Nigel Swift 2022: Eddie and Rachael Liddiard 2023 – Marion Harrington 2024 – Sally Hicks	Annual	4102/1 02	ON-GOING	

Westfield Parish Council Action Plan 2024 at April 2024

<p>Changing Rooms at Westhill Recreation Ground</p>	<p>The Neighbourhood Plan supported a proposal for the development of a parish facility in Westfield to meet the social, recreational and cultural needs of the community. s106 funds have been obtained for a feasibility study which has now formed the basis of a Planning Application which is currently under consideration with B&NES. Multiple funding sources were investigated. Sperring Trust have pledged £5000.</p>	<p>ongoing</p>	<p>4928/199</p>	<p>Discussion commenced with Westfield Club to regularise ownership and to use part of the premises for changing rooms. An Architect has been selected to design and manage the works once the legal ownership is confirmed. Westhill Club has completed its work to become a Co-operative and thus have a legal constitution. The constitution confirms the land is in the ownership for public recreation for perpetuity. The land has been registered with Land Registry in their name and a land swap undertaken giving some land for patio use to the Club and changing rooms to the Parish Council at the site of the former skittle alley. The Football Clubs and Football Foundation have been consulted on the Plans for the new changing rooms.</p>	<p>ON-GOING</p>
---	--	----------------	-----------------	---	------------------------

Westfield Parish Council Action Plan 2024 at April 2024

Youth provision in Westfield	The Parish Council budgets to fund the Youth Service for Westfield.	ongoing	4237/2 02	YCSW send regular updates on their work. The Parish Council has signed a two-year contract for their services through to March 2025. ON-GOING	
Climate Emergency	Following the declaration of a climate emergency at Parish Council on 2 nd March 2020 a working group was formed. There is opportunity for the Working Group to report to each Parish Council meeting.	n/a		Items of a Climate Emergency are considered under the remit of E&D. The Parish Council has drafted a Nature Action Plan – March 2024 ON-GOING	
Office space and storage in the light of Covid	Parish Council explored the options to allow the staff to return safely to work. It was agreed to hire the office next door to increase space for social distancing and storage. Government guidance and the increase/decrease of Covid in the area is monitored weekly.	Ongoing	4013/1	The offices were closed during periods of National lockdown in November and Jan-March but are being used when permitted. The one-year contract for the second office expired October 2021 and is now used on a month by month basis with 2 month notice to vacate. The first office tenancy is due to expire December 2022. Arrangements in place for an office move to the office block next door in August 2024 ON-GOING	

Westfield Parish Council Action Plan 2024 at April 2024

Neighbourhood Plan Review	Five years after the adoption of the Neighbourhood Plan at Referendum, it has been agreed to conduct a review to keep it relevant.	May 2025	<p>(1) We have gone out to tender for a planning consultant to help create a new housing policy relating to affordable housing for Westfield residents;</p> <p>(2) We have gone out to tender for a housing needs survey to give evidence for item (1) above.</p> <p>(3) Funding up to £10,000 is available from DEFRA.</p> <p>The Housing Needs Survey took place in Feb/March 2024 funded by DEFRA.</p> <p>This report to inform the Housing update section of our Neighbourhood Plan.</p>	ON-GOING
---------------------------	--	----------	--	----------

Review History	To be reviewed twice a year
Agreed by Finance and Personnel	20/5/2015
Reviewed by Finance and Personnel	23/09/2015
Reviewed by Finance and Personnel	19/05/2016
Reviewed by Finance and Personnel	19/10/2016
Reviewed by Finance and Personnel	19/04/2017
Reviewed by Finance and Personnel	18/10/2017

*GOS = Green & Open Spaces Group

Westfield Parish Council Action Plan 2024 at April 2024

Reviewed by Finance and Personnel	18/04/2018
Reviewed by Finance and Personnel	17/09/2018
Reviewed by Finance and Personnel	17/04/2019
Reviewed by Finance and Personnel	23/10/2019
Reviewed by Finance and Personnel	22/04/2020
Reviewed by Finance and Personnel	21/10/2020
Reviewed by Finance and Personnel	22/04/2021
Reviewed by Finance and Personnel	20/10/2021
Reviewed by Finance and Personnel	19/10/22
Reviewed by Finance and Personnel	19/4/23
Reviewed by Finance and Personnel	18/10/23
Reviewed by Finance and Personnel	17/4/24
Date of next review	October 2024

*GOS = Green & Open Spaces Group