

WESTFIELD PARISH COUNCIL
Minutes of the Finance & Personnel Meeting
held at The Oval Office on Wednesday 17th April 2024 at 10.30am

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

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

In Attendance: Lesley Close, Parish Clerk

126. Apologies for absence

Apologies for absence were received from Cllrs Cooper, Millard and Williams.

127. Declarations of interest and dispensations

There were no declarations of interest.

128. Minutes

Resolved: that the Minutes of the Finance & Personnel meeting held on 20th March 2024 be agreed and signed as a correct record.

129. Monthly Accounts

Resolved:

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

130. 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 April 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.

131. 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.

132. Quarterly Bank Reconciliation by a Councillor

Resolved: to note this was undertaken by Cllr Millard on 4th March 2024.

133. Quarterly Infrastructure LIVY (CIL and Section 106 Report

Resolved: to agree the report of the Clerk.

134. Westfield Action Plan

Resolved: to accept the report of the Clerk.

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.

135. Quotes

There were no quotes to receive this month.

136. Office Space

There was nothing further to report this month on the office move.

The meeting closed at 10.37pm.

APPENDIX 1 – Debit Card

Report for F&P April														
SHEET 2024-25-1														
REF	DATE	SUPPLIER	DETAILS	TOTAL	IT 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	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									
DC216	10/4/2024	Thompsons	2 x carabiners	£3.58				£2.98						
DC217	16/4/2024	Co op	Biscuits and tea bags	£5.00									£50.00	
			TOTAL (NET)	£161.20	£82.00	£0.00	£0.00	£11.15	£0.00	£0.00	£0.00	£0.00	£68.05	£11.34
			VAT:	£22.55	£16.40			£2.23					£1.65	£2.27
			TOTAL (Gros)	£136.48	£98.40	£0.00	£0.00	£13.38	£0.00	£0.00	£0.00	£0.00	£69.70	£13.61

APPENDIX 3 – Invoices for payment

Supplier	Invoice Date	Details	Nom code	Payment No.	£ net	VAT	£ gross
Safe:Envioronment	28/03/2024	Asbestos removal - Westhill	4990/199	3261	1370	274	1644
ALCA	04/04/2024	Planning courses x 2 councillors	4005/1	3271	£80.00	£0.00	£80.00
ALCA	02/04/2024	Subs 2024/25	4024/1	3273	£1,073.86	£0.00	£1,073.86
Rialtas Business Solutions Limited	01/04/2024	Omega software support 2024/25	4027/1	3274	£549.00	£109.80	£658.80
Rialtas Business Solutions Limited	01/04/2024	Making Tax Digital software	4027/1	3275	£110.00	£22.00	£132.00
St Nicholas Church	01/04/2024	Grant 2024/25	4203/202	3277	£2,652.00	£0.00	£2,652.00
B&NES Council	08/03/2024	Pavilion changing rooms - rates	4011/308	3278	£810.88	£0.00	£810.88
B&NES Council	08/03/2024	Office rates	4011/1	3279	£1,195.91	£0.00	£1,195.91
Trinity Methodist Church	31/03/2024	Hall Hire - APM	4102/102	3280	£32.00	£0.00	£32.00
Trinity Methodist Church	31/03/2024	Hall Hire - Youth Club	4237/202	3281	£480.00	£0.00	£480.00
Robert Wicke	08/04/2024	1st Inst - flowers in public places	4230/202	3282	£2,500.00	£0.00	£2,500.00
TOTAL							£9,615.45

APPENDIX 4 – Schedule of Regular Payments

Supplier	Details	April
Avon Pension Fund (BACS monthly)	Superannuation	£1,152.18
DCK - BACS monthly	Accounting support	£0.00
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	£0.00
Ricoh (BACS quarterly)	Photocopier	£152.40
Eon Next wef 1/11/23 monthly	NH Pavilion - Electricity	£86.28
Southern Electric d/d annually	Xmas Lights on lampposts	£0.00
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	£103.78
Water2Business (DD six mnthly)	Auto-watering systems 2365915101 - Wesley Ave; 02- Coal Truck Jubilee Green; 03- Jubilee Green; 04- Coal	£0.00
Water2Business (DD six mnthly)	NH Pavilion 70215504	£0.00
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)	£0.00
Monthly Total		£11,831.86