

# WESTERLEIGH PARISH COUNCIL FINANCE COMMITTEE MEETING

Monday November 23<sup>rd</sup> 2020 at 7pm

Zoom Ref: <https://us02web.zoom.us/j/88682759269?pwd=RHFFeJlvaG1SL09JSDNINFNHTURPZz09>

Meeting ID: 886 8275 9269 Passcode: 647028

**Present: Cllr Lean (Chair) Cllr McCullough (Chair of PC) Cllr Taylor Cllr Goddard Cllr Whitfield Cllr Clark  
Cllr Di-Duca**

**Clerk: S Simmons**

261. Apologies for absence

No apologies for absence all Committee members and all Parish Council members were present

262. Declarations of Interest under the Localism Act 2011

None

263. Committee to Approve Minutes of F & GP meeting held on October 5th 2020

The Minutes were approved by all who had attended and signed by the Chair.

264. Committee to Approve Exempt Minutes of F & GP meeting held on October 5th 2020

The Minutes were approved by all who had attended and signed by the Chair.

265. Committee to note receipt of Bank reconciliation and statements for end of October 2020

Noted

266. Committee to note receipt of full list of payments for October 2020

Noted. List attached to these Minutes. The Clerk was asked and confirmed that payment in full has been made to Tingdene Homes Ltd.

267. Committee to note receipt of full list of receipts for October 2020

Noted. List attached to these Minutes.

268. Committee to receive information on Receipts & Payments vs Budgets to end of October 2020

The Committee noted receipt of the end of October R & P vs budgets. The Clerk noted that all budgets are in line with expectations.

269. Committee to receive information on updated costings for works at Bitterwell site and approve payments where needed

An update on costings for site works at Bitterwell Chalet has been provided by our contractor as follows:

Bricks £700

Skirt £1000

Steps to front door & handrail £400

Fencing £2210

Gates £400

Access panels £200

Decking & Balustrades £1175

Patio slabs & sleepers ££950

Topsoil & Turf £850

Clearance of garden and rear bank cutting in with digger £1330

Total £9215

There may be additional labour to be added.

There is £9628 remaining in the PWLB loan budget for this project so costs are currently in line with expectations. Invoices for the first 4 items are expected this week. Payment approved under COVID standing order amendment.

270. Committee to discuss budget arrangements and approve any required decisions relating to future works

This item is for the current financial year.

- (a) Staff Annual leave – due to the nature of 2020 the situation relating to outstanding annual leave was discussed. It was suggested that as per the employment contract 5 days of leave is carried forward into 2021 and that the remaining 6.5 days of unused leave be paid as a special one-off payment with the salary run in December 2020.

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**This was proposed by the Chair, seconded by Cllr Taylor and unanimously approved by all members of the Committee.**

- (b) The rental agreement for the new Chalet was signed today (23/11/20) by the Clerk and Chair of the Parish Council. The tenancy starts on Dec 1<sup>st</sup> 2020 at £725 per calendar month fixed for 3 years. The deposit of £836 was transferred to the bank account of WPC and this will be transferred to the Deposit Protection Service

There are no other unexpected costs needing decisions or approval at this stage.

271. Committee to receive information on payments of two parts of the PWLB loan for the new mobile home

In 2020 Westerleigh PC took out a PWLB loan to cover the cost of the new mobile home and associated works at Bitterwell Lake. This item confirms the payment schedules.

Loan part 1 was for £25000 - taken out on 1 July 2020  
Loan part 2 was for £50000 - taken out on 9 Oct 2020

The repayments are as follows

Every Jan and July from Jan 2021 to July 2035 (inc)	2 x £974.37
Every April and October from April 2021 to Oct 2035 (inc)	2 x £1957.28

**Total repayments in each financial year are therefore £5863.30**

272. Committee to note correspondence relating to Finance matters

Avon Pension Fund – information on payment caps, not relevant to WPC.

SGC – details of special expenses which will appear on residents Council Tax bills.

273. Committee to discuss draft budget proposals prepared by the RFO and make necessary amendments/decisions

By using the Screenshare option on Zoom the Committee went through the line by line expenditure budget proposals for 2021/2022. It was decided to defer the discussion of income until further information is available from SGC on S106/CIL and Council Tax base. The Finance Officer is also attending a briefing on budgeting and finance on Dec 7<sup>th</sup> which may give additional information.

One item of discussion was the S137 (free resource) budget. This is money the Parish Council offers to local groups and organisations. It was suggested that after the pandemic there will be a lot of need from local charities and organisations. It was proposed to put in a higher than usual S137 'pot' as the PC has the financial resource to do this. Cllr Goddard proposed £15000 for this budget and it was unanimously approved.

The amended draft expenditure budgets will be sent to Cllrs.

274. Committee to discuss options and proposals for precept request

Since the income budget in 273 above was not discussed the Precept option discussions are deferred to the next F & GP meeting on December 14<sup>th</sup> 2020, and then by Full Council on Jan 11<sup>th</sup> 2021.

275. Items considered urgent or exempt by the Chairman

None

276. Dates of future Parish Council meetings/Committee meetings

Full Parish Council meetings (Zoom) December 7<sup>th</sup> 2020 & January 11<sup>th</sup> 2021

F & GP Meeting (Zoom) December 14<sup>th</sup> 2020 7pm

**The meeting ended at 19.50**

**WESTERLEIGH PARISH COUNCIL FINANCE COMMITTEE MEETING**  
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2 November 2020 (2020-2021)

**Westerleigh Parish Council  
PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
111	Bitterwell Lake Aerator elect	15/10/2020		Natwest Current		Aerator at Bitterwell Lake	nPower Business	L	34.09	1.70	35.79
112	Office Costs (Comms/Copier)	21/10/2020		Natwest Current		Storage unit rental fee	PE King (Bristol) Ltd	S	62.50	12.50	75.00
113	Grass cutting	01/10/2020		Natwest Current		Grass cutting	CPS Grounds Ltd	S	697.50	139.50	837.00
114	Bitterwell Lake Disabled Loo	05/10/2020		Natwest Current		Loo hire	Andyloos	S	167.20	33.44	200.64
115	Office Costs (Comms/Copier)	21/10/2020		Natwest Current		Council mobile phone	H3G (Three)	S	15.00	3.00	18.00
116	PWLB Loan expenditure	14/10/2020		Natwest Current		Balance of new mobile home	Tingdene Homes Ltd	L	47,931.70	1,499.80	49,431.50
117	Insurance	14/10/2020		Natwest Current		Mobile home insurance	Zurich Insurance	Z	142.39	0.00	142.39
118	Ash die-back & tree planting	15/10/2020		Natwest Current		Tree works at Newman Field	Midland Forestry Ltd	S	530.00	106.00	636.00
119	Ash die-back & tree planting	15/10/2020		Natwest Current		Tree work at Bitterwell Lake	Midland Forestry Ltd	S	930.00	186.00	1,116.00
120	Staff Costs (Line4 AGAR- PA)	23/10/2020		Natwest Current		PAYE	HMRC	Z	454.51	0.00	454.51
121	Staff Costs (Line4 AGAR- PA)	23/10/2020		Natwest Current		Monthly Pension payment	Avon Pension Fund	X	335.14	0.00	335.14
122	Staff Costs (Line4 AGAR- PA)	23/10/2020		Natwest Current		Salary	SWSimmons Parish Clerk	Z	1,401.84	0.00	1,401.84
123	Office Costs (Comms/Copier)	22/10/2020		Natwest Current		Clerk reimbursement	SWSimmons Parish Clerk	Z	3.03	0.00	3.03
124	Office Costs (Comms/Copier)	26/10/2020		Natwest Current		Clerk reimbursement	SWSimmons Parish Clerk	Z	24.99	0.00	24.99
125	Westerleigh Playing Field rep	28/10/2020		Natwest Current		Groundworks & Inspections	C R Belcher Agricultural/Main	S	286.00	57.20	343.20
126	Newman Field repairs & main	28/10/2020		Natwest Current		Groundworks & Inspections	C R Belcher Agricultural/Main	S	286.00	57.20	343.20
127	Bus shelter inspections & rep	28/10/2020		Natwest Current		Groundworks & Inspections	C R Belcher Agricultural/Main	S	143.00	28.60	171.60
128	Bitterwell Lake Chalet	30/10/2020		Natwest Current		Gas cylinder for new mobile h	FLOGAS	L	115.00	15.50	130.50
129	Bins - Emptying & new bin c	30/10/2020		Natwest Current		Monthly Bin emptying	Hands Property Maintenance	Z	550.00	0.00	550.00
130	Office Costs (Comms/Copier)	30/10/2020		Natwest Current		Clerk expenses	SWSimmons Parish Clerk	X	126.07	0.00	126.07
<b>Total</b>									<b>54,235.96</b>	<b>2,140.44</b>	<b>56,376.40</b>

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2 November 2020 (2020-2021)

**Westerleigh Parish Council**  
**RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
23 Fishing licence fees	01/10/2020		Natwest Current		Fishing rights payment	P Isaacs	Z	416.67	0.00	416.67
24 Bank Interest	30/10/2020		Natwest Reserve		Bank Interest	Natwest	Z	0.38	0.00	0.38
25 PWLB Loan advance	09/10/2020		Natwest Current		PWLB Loan advance	PWLB	X	49,975.00	0.00	49,975.00
<b>Total</b>								<b>50,392.05</b>	<b>0.00</b>	<b>50,392.05</b>

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