

MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING

Monday 3rd November 2025 at 7.00pm, Manor Hall, Red Brick Annexe



MINUTES OF WESTERLEIGH & COALPIT HEATH PARISH COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE MEETING 7.00pm Monday 3rd November 2025

Present: Cllr Jon Lean (Chair), Cllr R McCullough, Cllr D Margetts, Cllr K Kelliher

Meeting Clerk: Rachel Davis (Clerk & RFO)

505. To NOTE apologies for absence

Cllr T Clark was absent – no apologies received.

506. To RECEIVE Declarations of Interest relating to this meeting, as required by the Council's Code of Conduct for Members and the Localism Act 2011

None.

507. To APPROVE Minutes of Finance & General Purposes meeting held on [7th July 2025](#).

RESOLVED: The minutes were approved and signed by the Chair.

508. To RECEIVE questions and comments from members of the public present with respect to business on the agenda (in accordance with Standing Orders 3 e-3 i)

None.

509. To NOTE date of RFO probationary review

NOTED -Tues 2nd December at 7pm with Staffing Sub Committee, to include Clerk's appraisal.

510. To discuss and COMMENT on any Planning Applications or other Planning Matters (necessary due to deadline dates):

None.

511. To NOTE receipt of bank statements and APPROVE bank reconciliation to 31st October 2025

NOTED.

RESOLVED: To APPROVE the bank reconciliation to 31st October 2025.

512. To NOTE full lists of payments & receipts for 1st July – 31st October 2025

NOTED

513. To NOTE South Gloucestershire Council Special Expenses estimates

NOTED - £8,437 for 2026/27. This is the total charge to be levied on parish residents by South Gloucestershire Council.

514. To NOTE progress with switching current account to Unity Trust Bank (from Natwest)

New signatories to the Unity Trust savings account will sign appropriate forms at the 10th November Council meeting. The signatory change request for this account will then be submitted plus the current account application.

ITEMS REQUIRING A DECISION

515. To NOTE information on 2025/26 Receipts & Payments vs Budgets and forecasts and discuss/APPROVE any required decisions

NOTED. No decisions required.

516. To review and APPROVE location of funds with reference to [WCHPC Investment Policy](#) and upcoming payments

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RESOLVED: Clerk/RFO to research savings accounts/ products with a better rate of interest, to transfer funds from instant access savings accounts. Recommendation to be presented to 10th November Council meeting for approval.

517.To consider and APPROVE any Grant Applications including:

None.

518.To review CIL (Community Infrastructure Levy) expenditure & forecast report and make RECOMMENDATIONS with regard to:

- i) Future funding of Frampton Cotterell Youth Service (linked to item 15)
- ii) Other future funding priorities

NOTED as per the report:

Total CIL received to date - £279,823.98

Total CIL spent to date - £218, 486.65

Total CIL forecast to be spent by 31.03.2026 -
£262,612.76

Forecast £17,211.22 CIL will remain at the end of 2025/2026 financial year, which must be spent within 5 years i.e. by 31.03.2031. It is anticipated there will be additional CIL receipts before the spending deadline, due to planned development in the parish.

NOTED this Council has contributed to the Frampton Cotterell Youth Service for the last three financial years, funded from CIL (total contribution £14,283.62 to end of 2025/26). Frampton Cotterell Parish Council has signed an agreement with provider FACE until 31/03/2029 (next three years) with a minimum price increase per year by RPI.

RESOLVED: Recommendation to fund 2026/27 contribution to the Frampton Cotterell Youth Service from the operational budget, not CIL (i.e. include as a budget line to be funded from precept and other income) - £4,667 plus cost increase. Actual cost and % of participants from the parish (currently 13%), to be confirmed by Frampton Cotterell Parish Council in December. This leaves forecast remaining CIL of £17,211.22 unallocated to projects.

519.To discuss first draft of 2026/2027 budget prepared by the RFO and make recommendations with regard to:

i) Income

Noted four local teams now use Westerleigh Playing Field free of charge, as per the pitch hire agreement (although they pay to hire changing facilities at Westerleigh Village Hall).

RESOLVED: Recommendation that Committee/ Council review potential pitch charges once the cost of a new grass cutting contract is confirmed (due to start April 2026).

ii) Expenditure lines

Budget lines for Manor Hall Repairs and Grass Cutting were discussed. A new grass cutting contract should be in place from April 2026 with costs currently unknown.

RESOLVED:

i) Manor Hall Repairs - Clerk/RFO to clarify the Council's responsibility as freeholder for Manor Hall maintenance costs. Report back to Committee by email. ii) Clerk/ RFO to request estimate of planned maintenance costs for 2026/27 from Manor Hall CIO. Report back to Committee by email and adjust draft budget accordingly. iii) Recommendation for 2027/28 budgeting process to review this budget line to include funds for other community buildings (e.g. Henfield Hall, Westerleigh Village Hall etc).

iv) Grass Cutting - Clerk/RFO to contact parish councils who have recently let grass cutting contracts to request % cost increase information. Report back to Committee by email and adjust draft budget accordingly.

iii) New expenditure

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See min 518.

iv) Reserves (General and Earmarked) taking account of [Reserves Policy](#)

Noted that the forecast General Reserve at EOY is higher than the precept figure for 2025/26.

RESOLVED: Committee to review reserves at March meeting to agree final recommendations for reserve balances. Will consider transferring predicted surplus funds into existing Earmarked Reserves as follows:

EMR General Power of Competence Grant Fund - £5,150.55

EMR Memorial Works - £2000 (to fund cleaning in 2026/27)

EMR Office Equipment - £700 (towards replacement lap top for Clerk)

The Committee will consider creating up to the three new Earmarked Reserves (balances tbc):

EMR Defibrillator & bleed kit supplies and replacement

EMR Play equipment replacement

EMR Bitterwell Lake repairs

520.To discuss initial proposal for the 2026/2027 Precept Request

RESOLVED: Initial recommendation to increase the precept in line with the Council Tax Base, resulting in a 0% increase per property compared to the 2025/26 amount.

521.To APPROVE process for finalisation of budget and Precept Request

Budget lines to be adjusted as per min 519 (Manor Hall Repairs, Grass Cutting). Awaiting confirmation of cost of Frampton Cotterell Youth Service and Council Tax Base figure from South Gloucestershire Council, due early December.

RESOLVED: Clerk/RFO to adjust budget to reflect adjusted and confirmed costs and present to December Full Council meeting for approval.

522.To APPROVE process for review of fishery licence agreement (Bitterwell Lake)

RESOLVED: Clerk/RFO to obtain legal advice (via ALCA service) regarding status of licence agreement and review process. Recommend Full Council appoint a lake working group to arrange and conduct a business review with the lake manager, to include any licence issues. To be informed by legal advice.

523.To AGREE which committee member will attend Preventing Sexual Harassment online training (two dates available (i) [Thurs 29/01/2026 11-12.30](#), (ii) [Thurs 12/02/2026 11-12.30](#))

RESOLVED: Cllr K Kelliher to attend. Clerk/RFO to liaise with her to book preferred date.

524.To NOTE items considered urgent by the Chairman

None.

525. To CONSIDER any exempt items:

Due to the nature of the business under consideration, a resolution to exclude the press and public may be required under the Public Bodies (Admission to Meetings) Act 1960 and the LGA 1972, s100.

526.Dates of future Committee meetings

F & GP Committee meeting TBC - end of March 2026 - Manor Hall, Red Brick Annexe

RESOLVED: Clerk/RFO to arrange date by email.

The meeting was closed at 9.05pm.