

An ORDINARY MEETING of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Monday 16th March at 7.00pm** at Manor Hall (Newman Room) and the following business will be transacted. All committee members are summoned to attend.

Rachel Davis Rachel Davis (Clerk & RFO to Westerleigh & Coalpit Heath Parish Council)
11th March 2026

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety and Human Rights.

AGENDA –WESTERLEIGH & COALPIT HEATH FINANCE & GENERAL PURPOSES COMMITTEE MEETING 16th MARCH 2026

1. To NOTE apologies for absence
2. 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
3. To APPROVE Minutes of Finance & General Purposes meeting held on [3rd November 2025](#).
4. 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)
5. To discuss and COMMENT on any Planning Applications or other Planning Matters (necessary due to deadline dates):
6. To NOTE full lists of payments & receipts for 1st November 2025– 28th February 2026 [circulated]
7. To NOTE progress with switching current account to Unity Trust Bank (from NatWest)
8. To NOTE Avon Pension Fund employer valuation results and revised contribution rate (15%) from 1st April 2026. To NOTE impact on 2026/27 budget. [background reports circulated]
9. To NOTE update on South Gloucestershire Council Special Expenses review (Feb 2026) [circulated]
10. To NOTE details of internal and external audit processes

ITEMS REQUIRING A DECISION

11. To NOTE information on 2025/26 Receipts & Payments vs Budgets and forecasts and discuss/APPROVE any required decisions [report circulated]

12. To review CIL (Community Infrastructure Levy) expenditure & forecast report [report circulated] and make RECOMMENDATIONS with regard to:
 - (i) Investigating future funding priorities - replacement noticeboard/s, village entrance gates ([example](#))
 13. To APPROVE Earmarked Reserves and proposed transfers to reserves for 2026/2027 [report circulated]
 14. To review and APPROVE location of funds with reference to [WCHPC Investment Policy](#) and upcoming payments
 15. To REVIEW anticipated council VAT liabilities for 2026/27, and take a DECISION regarding VAT registration [report circulated]
 16. To APPROVE budget format for 2027/28 onwards (three-year forecast)
 17. To APPROVE staff training requests – SLCC Regional Training Seminar [3rd June 2026](#) - £85 + travel
 18. To APPROVE quotation (from four) for accessible website and councillor email service [report circulated]
 19. To consider and APPROVE any Grant Applications including:
 - (i) Westerleigh Village Fun Day grant application with revised figures – £1,131.12 [original report circulated]
Village Hall - £60
Public liability insurance - £141.12
First Aid cover - £185
Gazebo - £380
Punch & Judy/ children's entertainer - £165
Sundries - £200
 - (ii) Updated Henfield Hall grant application for audio system (if received before the meeting)
 20. To NOTE items considered urgent by the Chairman
 21. 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.

 - i) APPROVE updated contract for Clerk & RFO
 22. Dates of future Committee meetings
- F & GP Committee meeting TBC – June/ July 2026 - Manor Hall, Red Brick Annexe