

An ORDINARY MEETING of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Monday 7th July at 7.15pm** at Henfield Hall, Ram Hill 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)

2nd July 2025

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 7th July 2025

1. To appoint a Committee Chair
2. To NOTE apologies for absence
3. 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
4. To APPROVE [Minutes](#) of Finance & General Purposes meeting held on 28th October 2024
5. 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)
6. To appoint 3 members to the [Staffing Sub-Committee](#)
7. To APPROVE timetable for RFO probationary review and revised appraisal timetable
8. To discuss and COMMENT on any Planning Applications or other Planning Matters (necessary due to deadline dates):
 - (i) [P25/01298/F](#) Change of use from office (Class E) to a SEN School (Class F1) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). External works to building including alterations to existing windows and doors; installation of 1no. MUGA, erection of 3m perimeter fencing and associa...Apex House Turner Drive Yate South Gloucestershire BS37 5YX
 - (ii) [P25/01388/F](#) Erection of 1no. self build dwelling with access, parking and associated works. Plot 6, Cow Leaze Blackberry Park Coalpit Heath South Gloucestershire BS36 2WB
 - (iii) [P25/01417/CLP](#) Installation of 1no. rear dormer and 1no. front rooflight. 32 Vicarage Road Coalpit Heath South Gloucestershire BS36 2RU
 - (iv) [P25/01455/PN1](#) Prior notification of the intention to upgrade existing base station by removal of 1no existing 17.5m monopole and 3no existing antennas, to be replaced with 1no new 20m monopole accommodating 6no new antennas with associated ancillary works thereto. Telecommunications Site Ivory Hill Farm Park Lane Winterbourne South Gloucestershire
9. To NOTE receipt of bank statements and APPROVE bank reconciliation 1st April – 30th June 2024
10. To NOTE full lists of payments & receipts for 1st April – 30th June 2024

11. To NOTE information on 2025/26 Receipts & Payments vs Budgets and forecasts and discuss/APPROVE any required decisions.
12. To NOTE requirement for 2025/2026 accounts to be prepared on an Income & Expenditure basis (ref SAPPP guidance 2.3) and for 2024/25 AGAR figures to be restated
13. To NOTE reduction in Redwood Account interest rate from 8th July 2025
14. To NOTE any update on external audit process

ITEMS REQUIRING A DECISION

15. To consider and APPROVE any Grant Applications including:
 - i) Severn Area Rescue Association (SARA) - £2,000 contribution to lifeboat helmet headsets (deferred from June FC meeting and additional information provided)
16. To APPROVE purchase cost of replacement blinds for Bitterwell Lake chalet, funded from chalet maintenance budget
17. To consider/ APPROVE purchase of supplementary aerator for Bitterwell Lake to protect against low dissolved oxygen levels caused by extreme weather/ one-off events £1074
18. To APPROVE list of regular payments for 2025/2026 (standing orders and direct debits)
19. To APPROVE Parish Council's and/or staff subscriptions to other bodies
20. To discuss and APPROVE response to internal audit recommendations:
 - i) Set minimum value for permanent assets (recommendation 3.2) – see item 24
21. To review the Council's banking arrangements, bank mandate and signatories and make a recommendation to Full Council
22. To review the bank mandate and signatories for the Council's Redwood 35 Day Notice Savings Account and Unity Trust Instant Access Savings Account and make a recommendation to Full Council
23. To approve the Lead Officer for the Council's Avon Pension Fund Account and list of key contacts

POLICY REVIEW (recommendations to Full Council)

24. Review draft Asset Register Policy and revised asset register for recommendation to Full Council
25. Review draft Reserves Policy and level and purpose of earmarked reserves for recommendation to Full Council
26. Review Investment Policy/ Strategy and approve locations of funds for recommendation to Full Council
27. Review revised risk assessment schedule for recommendation to Full Council
28. To NOTE items considered urgent by the Chairman
29. Dates of future Committee meetings