

An ORDINARY MEETING of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Monday 3rd November at 7.00pm** at Manor Hall (Red Brick Annexe) 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)
29th October 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.

UPDATED AGENDA –WESTERLEIGH & COALPIT HEATH FINANCE & GENERAL PURPOSES COMMITTEE MEETING 3RD NOVEMBER 2025

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 7th July 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 NOTE date of RFO probationary review
6. To discuss and COMMENT on any Planning Applications or other Planning Matters (necessary due to deadline dates):
7. To NOTE receipt of bank statements and APPROVE bank reconciliation 1st July – 31st October 2025
8. To NOTE full lists of payments & receipts for 1st July – 31st October 2025
9. To NOTE South Gloucestershire Council Special Expenses estimates
10. To NOTE progress with switching current account to Unity Trust Bank (from Natwest)

ITEMS REQUIRING A DECISION

11. To NOTE information on 2025/26 Receipts & Payments vs Budgets and forecasts and discuss/APPROVE any required decisions
12. To review and APPROVE location of funds with reference to [WCHPC Investment Policy](#) and upcoming payments
13. To consider and APPROVE any Grant Applications including:

14. 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
15. To discuss first draft of 2026/2027 budget prepared by the RFO and make recommendations with regard to:
 - i) Income
 - ii) Expenditure lines (see highlighted budget lines)
 - iii) New expenditure (linked to item 14)
 - iv) Reserves (General and Earmarked) taking account of [Reserves Policy](#)
16. To discuss initial proposal for the 2026/2027 Precept Request
17. To APPROVE process for finalisation of budget and Precept Request
18. To APPROVE process for review of fishery licence agreement (Bitterwell Lake)
19. 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](#))
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.
22. Dates of future Committee meetings

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