

An ORDINARY MEETING of the **FINANCE & GENERAL PURPOSES COMMITTEE** will be held on **Monday 27th July at 7.00pm** at the 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)
21st July 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.

DRAFT AGENDA –WESTERLEIGH & COALPIT HEATH FINANCE & GENERAL PURPOSES COMMITTEE MEETING 27th July 2026

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 16th March 2026
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 SCHEDULE Clerk/ RFO appraisal/ review
8. To discuss and COMMENT on any Planning Applications or other Planning Matters (necessary due to deadline dates):
 - (i) [P26/01510/HH](#) Erection of first floor and erection of single storey rear extension to form additional living accommodation. Aries Bungalow Ram Hill Coalpit Heath South Gloucestershire BS36 2TZ
 - (ii) [P26/01539/F](#) Demolition of 3no. barns, and erection of 1no. self build dwelling with access, parking and associated works Land At The Old Nursery The Hollows Coalpit Heath South Gloucestershire BS36 2UU
 - (iii) [P26/00335/F](#) Demolition of existing buildings and erection of 4no flexible employment buildings, with ancillary first floor offices, together with associated infrastructure and creation of a new vehicular access on to Stover Road Former Dynamic House Stover Road Yate South Gloucestershire BS37 5JN
9. To NOTE receipt of bank statements and APPROVE bank reconciliation 1st April – 30th June 2026 (to be circulated)
10. To NOTE all payments made in June 2026 in line with Financial Regulations (to be circulated)

11. To NOTE full lists of payments & receipts for 1st April – 30th June 2026 (to be circulated)
12. To NOTE information on 2026/27 Receipts & Payments vs Budgets and forecasts for Quarter 1 and discuss/APPROVE any required decisions (to be circulated)
13. To NOTE receipt of Says Court Solar Farm Community Benefit Payment for 2026/27 - £19,800
14. To NOTE any update on external audit process

ITEMS REQUIRING A DECISION

15. To consider and APPROVE any Grant Applications including:
16. To APPROVE list of regular payments for 2026/2027 (standing orders and direct debits) (to be circulated)
17. To APPROVE Parish Council's and/or staff subscriptions to other bodies (to be circulated)
18. To discuss and APPROVE response to internal audit recommendations:
 - (i) Quarterly Internal Checks be implemented and carried out on a rotational basis (2 members each quarter) – and reported back to either Finance Committee or Full Council. This would enable bank reconciliations / statements to be reviewed and signed by 2 councillors on a more regular basis. – APPROVE quarterly check template (to be circulated).
 - (ii) Now that the Council is on board with Unity Trust Bank payment schedules produced are signed each month by the 2 councillors that carry out online authorisation – and these filed with the payments (as well as in the minutes).
19. To approve the Lead Officer for the Council's Avon Pension Fund Account, list of key contacts and form LGPS53 (to update contact emails)
20. To review CIL (Community Infrastructure Levy) expenditure & forecast report and take any required DECISIONS (to be circulated)
21. Review [Investment Policy/ Strategy](#) and approve locations of funds for recommendation to Full Council
22. To NOTE update on South Gloucestershire Council Special Expenses/ Local Choice Policy and agree recommendation to Full Council for 2027/28 financial year
23. To RECEIVE estimated cost for basketball court replacement at Westerleigh Playing Field and take a DECISION on next steps
24. To REVIEW usage of parish bin at Woodend Rd/ Rose Oak Lane junction and take any required DECISION
25. To NOTE items considered urgent by the Chairman
26. Dates of future Committee meetings

F & GP Committee date in November tbc