

MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING

Monday 27th July 2026 at 7.00pm, Manor Hall, Jubilee Room



MINUTES OF WESTERLEIGH & COALPIT HEATH PARISH COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE MEETING 7.00pm Monday 27th July 2026

Present: Cllr J Lean (Chair), Cllr R McCullough, Cllr K Kelliher, Cllr D Margetts, Cllr T Sarullo, Cllr T Clark (from min 549)

One member of the public (until end of min 549)

Meeting Clerk: Rachel Davis (Clerk & RFO)

545. To appoint a Committee Chair

RESOLVED: Cllr J Lean was proposed, seconded and voted in as Chair of the Committee.

546. To NOTE apologies for absence

Cllr T Clark - attending another meeting until min 549.

547. 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

Cllr T Clark advised the Council that as he is a member of the South Gloucestershire Development Management Committee, that he is still permitted to speak and vote on planning items and issues (see min 4435 c) and would only have to declare an interest if he had a pecuniary interest or an additional non-pecuniary interest. **Any contributions he makes are based upon the submitted documents available at this time and he retains an open mind should any application be subsequently referred to one of South Gloucestershire Council's planning committees for determination.**

548. To APPROVE Minutes of Finance & General Purposes meeting held on [16th March 2026](#).

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

549. 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)

A member of the public gave an update on resident representation on the Blackberry Park Management Company. The key points were:

- i. By the end of 2026, some Blackberry Park residents will become Directors of the Management Company. It is hoped that, over time, this will lead to better/ more efficient management of the site and enhancing it to benefit residents and the wider area.
- ii. Services overseen by the Management Company, paid for via a management charge to residents, include: three managed meadows; amenity grassland; hedges and tree maintenance; allotments (inc car parking, shed, water supply); play equipment; teen shelter; bin; attenuation pond; gravel pathways.
- iii. The future resident Directors are keen to engage with the Parish Council to (i) discuss opportunities for service delivery on the site (ii) partnership working to enhance the site for the whole community.
- iv. The S106 agreement covering the site must be adhered to.
The Committee fed back that, at the planning application stage, this council expressed an interest in taking on stewardship of the meadow areas and this could be explored again (subject to terms of the s106 agreement and consideration of the best interests of parishioners). It would welcome an approach from resident Directors once in post, to set up a meeting for further discussion.

550. To appoint 3 members to the Staffing Sub-Committee

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RESOLVED: To appoint Cllr J Lean, Cllr K Kelliher and Cllr R McCullough to the Staffing Sub-Committee.

551. To SCHEDULE Clerk/ RFO appraisal/ review

RESOLVED: To schedule a date in September including review of staffing structure. To report back to F&GP Committee.

552. 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

RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to the application. However, it queries the overall volume increase given previous additions (as the property is in the Green Belt).

- (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

RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to the application.

- (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

RESOLVED: Westerleigh & Coalpit Heath Parish Council has NO OBJECTION to the application.

553. To NOTE receipt of bank statements and APPROVE bank reconciliation 1st April – 30th June 2026
NOTED.

554. To NOTE all payments made in June 2026 in line with Financial Regulations
NOTED. Attached at Appendix 1.

555. To NOTE full list of payments & receipts for 1st April – 30th June 2026
NOTED.

556. To NOTE information on 2026/27 Receipts & Payments vs Budgets and forecasts for Quarter 1 and discuss/APPROVE any required decisions

NOTED. Operational income received as expected.

Administration payments – slight overspend on staffing budget. Underspend on insurance renewal (£961.04) and website update (£545), following successful procurement procedure.

Multi-year deals obtained, so budget forecast will be more accurate for 2027/28.

Significant underspend on Manor Hall repairs (£10,000, 100%).

RESOLVED: Clerk/ RFO to generate revised staffing budget forecast for Q2-4. Contact Manor Hall to request repair plans/ estimates for rest of 2026/27, report back to F&GP Committee via email.

557. To NOTE receipt of Says Court Solar Farm Community Benefit Payment for 2026/27 - £19,800
NOTED. Received 1st July 2026.

558. To NOTE any update on external audit process

No queries received yet. Clerk/ RFO has provided updated email contact address to BDO.

ITEMS REQUIRING A DECISION

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559. To consider and APPROVE any Grant Applications
None.

560. To APPROVE list of regular payments for 2026/2027 (standing order and direct debits)
RESOLVED: To APPROVE the following regular payments.

Monthly

Type	Date	Description	Supplier	Net	VAT	Total
SO	1 st of month	Storage Unit	PE King	£73.33	£14.67	£88.00
SO	25 th of month	Salary	Clerk			£1,922.87
DD	16 th of month	Bitterwell Lake aerator	EON			varies
DD	22 nd of month	Council mobile phone	Three (H3G)	£2.50	£0.50	£3.00 (+ occasional charges)
DD	31 st month	IT support (MS Office licenses x 2 now paid annually)	Absolutely PC (GOCARDLESS)	£18.43	£3.69	£22.12
DD	31 st of month	Bank Charges	Unity Trust Bank		n/a	£7 account charge plus transaction fees

Other

Type	Date	Description	Supplier	Net	VAT	Total
DD	5 th March	Annual data protection registration	ICO		n/a	£47.00
DD	1 st July 1 st January	PWLB repayment	PWLB		n/a	£1948.74
DD	April October	PWLB repayment	PWLB			£3914.56

561. To APPROVE Parish Council and/or staff subscriptions to other bodies

RESOLVED: To APPROVE the following PC/ staff subscriptions:

Scribe Accounting Software £ 458.04 (VAT £91.61) TOTAL £549.65 (01/02/2026 – 31/01/2027)

SLCC membership for Clerk £253.00 (01/01/2026 – 31/12/2026)

ALCA/NALC £927.67 (2026/27 financial year)

562. To discuss and APPROVE response to internal audit recommendations

(i) Quarterly Internal Checks (2 members each quarter) reported back to either Finance Committee or Full Council

RESOLVED: Two councillors (on rotation) to carry out internal checks immediately before July F&GP meeting (Q1), November F&GP meeting (Q2), January FC meeting (Q3), March F&GP/ April FC meeting (Q4). Complete and sign quarterly check template (Appendix 2), sign hard copy bank statements and bank reconciliations for finance file. Report back to next meeting.

(ii) Payment schedules produced are signed each month by the two councillors that carry out online authorisation.

RESOLVED: Each payment schedule to be checked and signed by the two authorising councillors for finance file (or any two councillors if they are not present at the relevant meeting).

563. To APPROVE the Lead Officer for the Council's Avon Pension Fund Account, list of key contacts and form LGPS53 (to update contact details)

RESOLVED: Reapprove Clerk/ RFO as Lead Officer. Cllrs K Kelliher, R McCullough, J Lean as key contacts. Clerk has submitted LGPS53 to update Clerk and Cllr email contacts.

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564. To review CIL (Community Infrastructure Levy) expenditure & forecast report and take any required decisions

Noted additional CIL of £6,728.52 received in 2026/27, bringing total CIL awarded from 2018/19 – 2026/27 to £286,552.50. Total CIL spend at the end of 2025/26 - £243,916.50. Total CIL unspent at start of 2026/27 - £42,636.

Committed CIL spend forecast for 2026/27 is £24,792.50. This leaves unallocated CIL of £17,843.50 (£11,114.98 of this must be spent by end of 2030/31, remaining £6,728.52 by end of 2031/32). As approved at the last F&GP meeting (min 537) the Clerk will obtain quotations for a replacement noticeboard in Westerleigh to be funded from unallocated CIL. Quotations to be considered at next Full Council meeting.

Discussion around potential for a neighbourhood plan which could also cover Frampton Cotterell. An adopted Neighbourhood Plan would enable the Council to access additional neighbourhood CIL from future developments (25% rather than 15% of total CIL levy). Recognised this is a major piece of work requiring significant community involvement.

RESOLVED: To leave £17,843.50 CIL unallocated, but with priority to fund Westerleigh noticeboard (quotations to be considered at Sept Full Council meeting).

565. To review [Investment Policy/ Strategy](#) and approve location of funds

RESOLVED: Approve Investment Policy/ Strategy. Transfer £15,000 from Unity Trust savings account (1.95% interest) account to Redwood 35 day notice savings account (2.46% interest). This amount is surplus to operational budget requirements for 2026/27. In November, once second precept instalment has been received, Committee to review Unity Trust savings balance with a view to transferring any further operational surplus to the Redwood account.

566. To NOTE update on South Gloucestershire Council Special Expenses/ Local Choice Policy and agree recommendation to Full Council for 2027/28 financial year

Noted South Gloucestershire Council Local Choice and Special Expenses Policy was approved by Cabinet 13th July 2026 ([decision and supporting papers](#)). From April 2027 – April 2030 responsibility for services covered by the Policy (currently delivered by SGC and paid for via a Special Expenses charge to residents) will be transferred to town and parish councils by agreement. In this parish, the service to be transferred is maintenance of some small areas of open space in Coalpit Heath (approx cost £1,577.05 p.a. based on current figures).

After transfer, service delivery costs will be funded from precepts. Delivery of local choice services by town and parish councils may be via self-delivery, appointed contractor, or purchasing a managed service from SGC. Asset transfer at a later date is an option in relation to some services e.g. parks, but unlikely to be of interest to this council.

If there is no agreement to transfer a service by April 2030, there will be a consultation after which the service will cease or move to statutory minimum provision.

Implementation information will be distributed to town/parish councils in September 2026. In autumn 2026 Full Council will be asked to approve (i) opting in to the service transfer, (ii) the timetable for doing so, and (iii) which service delivery method to use. No decision required at this stage.

527. To RECEIVE estimated costs for a basketball court replacement at Westerleigh Playing Field and take a Decision on next steps

A quotation for a replacement rectangular court has been requested. It is anticipated the cost will be in the region of £10,000 - £20,000.

RESOLVED: To send the quotation to the committee by email once received. If members agree by email, the Clerk/ RFO will obtain comparison quotations to be considered at the next council meeting, alongside a quote for basic refurbishment without replacing the playing surface.

528. To REVIEW usage of parish bin at Woodend Rd. Rose Oak Lane junction and take any required DECISION

The contractor has identified possible misuse of the bin for household waste, following several reports of overflowing. Advisory signage was added to the bin and there have been no further reports of overflowing. The Clerk/ RFO will keep a watching brief and advise the council if a decision is required.

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529. To NOTE items considered urgent by the Chairman
The briefing in public re the land north of Lyde Green development site scheduled for Weds 29th July, 6.30pm at Westerleigh Village Hall, has been postponed. To be rescheduled for September.
567. Dates of future Committee meetings
F & GP Committee meeting TBC – November 2026

The meeting was closed at 8.29pm.

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Appendix 1 - June 2026 payments

Date	Description	Supplier	Net	VAT	Total
01/06/2026	Microsoft licence agreement	Absolutely PC (GoCardless)	£ 39.43	£ 7.89	£ 47.32
01/06/2026	Bank charges	Unity Trust Bank	£ 11.05	£ -	£ 11.05
02/06/2026	Storage unit rental fee	PE King (Bristol) Ltd	£ 73.33	£ 14.67	£ 88.00
09/06/2026	Monthly Expenses		£ 109.18	£ -	£ 109.18
09/06/2026	Insurance Policy	Arthur J. Gallagher Insurance Brokers Limited	£ 1,538.96	£ -	£ 1,538.96
09/06/2026	Grass cutting	CPS Grounds Ltd	£ 652.79	£ 130.56	£ 783.35
09/06/2026	Bitterwell Lake extra loo	Andyloos	£ 144.60	£ 28.92	£ 173.52
09/06/2026	Loo hire	Andyloos	£ 159.60	£ 31.92	£ 191.52
10/06/2026	Aerator at Bitterwell Lake	Octopus Energy Limited	£ 16.08	£ 0.80	£ 16.88
22/06/2026	Council mobile phone	H3G (Three)	£ 2.50	£ 0.50	£ 3.00
25/06/2026	Combined Salary, PAYE, Pension		£ 2,963.88	£ -	£ 2,963.88
25/06/2026	Room hire	Westerleigh Village Hall	£ 90.00	£ -	£ 90.00
25/06/2026	Groundworks & Inspections	C R Belcher Agricultural/Maintenance Services	£ 325.00	£ 65.00	£ 390.00
25/06/2026	Groundworks & Inspections	C R Belcher Agricultural/Maintenance Services	£ 325.00	£ 65.00	£ 390.00
25/06/2026	Localism charges	South Glos Council	£ 1,911.93	£ 382.39	£ 2,294.32
25/06/2026	Groundworks & Inspections	C R Belcher Agricultural/Maintenance Services	£ 195.00	£ 39.00	£ 234.00
25/06/2026	Localism charges	South Glos Council	£ 543.87	£ 108.77	£ 652.64
25/06/2026	Holiday activity days	Swift Sports Coaching	£ 900.00	£ 180.00	£ 1,080.00
25/06/2026	Grant Smile & Shine WVH rental	Westerleigh Village Hall	£ 96.00	£ -	£ 96.00
25/06/2026	WPF cricket shed project	GaraDry Ltd	£ 58.11	£ 11.63	£ 69.74
25/06/2026	WPF cricket shed project	C R Belcher Agricultural/Maintenance Services	£ 900.00	£ 180.00	£ 1,080.00
25/06/2026	WPF cricket shed project	D & D Shoe Repairs	£ 40.00	£ -	£ 40.00
30/06/2026	Bank charges	Unity Trust Bank	£ 6.77	£ -	£ 6.77
		TOTALS	£11,103.08	£ 1,247.05	£ 12,350.13

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Appendix 2 – WCHPC Quarterly Internal Control Check Template (Approved July 2026)

Year/ Quarter:

Date completed:

To be completed and signed by two members.

	Yes	No	Comment
Financial			
Verify bank reconciliations against original bank statements. (Sign bank reconciliations and bank statements)			
Payment schedule presented to Full Council monthly (except Aug)			
Bank reconciliations presented to Full Council monthly (except Aug)			
Bank statements presented to Full Council monthly (except Aug)			

Payments check - pick selection from bank reconciliation

Item for checking	Order approved by PC (if over £500)	Invoice viewed	Payment listed correctly on payment approval list	Payment confirmed as appearing on bank statement
	Minute no.	Yes/No	Yes/No	Yes/No
1.				
2.				
3.				
4.				

Member 1 Name: Signed:	Member 1 Name: Signed:
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