

Westerleigh Parish Council  
Minutes of the meeting of the Finance & General Purposes Committee  
Held 22<sup>nd</sup> September 2014  
Manor Hall Coalpit Heath

**Present**

Councillors: Cllrs: J Butler, A Fay, J Wright, D Lee, E Carey  
Officer – F Thornton Clerk/RFO

**1. Apologies for absence**

Cllr D Boulton, P King

In the absence of the chair and vice chair Cllr E Carey took the chair.

**2. Declarations of Interest under The Localism Act 2011**

None

**3. Approve minutes of meeting held 19<sup>th</sup> May2014**

Proposed by Cllr J Butler and seconded by Cllr J Wright to approve the minutes. All in favour. The minutes were signed by the Chair.

**4. Committee to discuss, agree and adopt Discretionary Policy**

The Clerk circulated Avon Pension Fund Local Government Pension Scheme – discretionary policy statements for smaller employers, which also included a template for use by smaller employers.

**Decision:** proposed by Cllr D Lee and seconded by Cllr J Butler agreed by all, the Council use and adopt the policy as per the template provided.

**5. Committee to note Avon Pension Fund 2013 Actuarial Variation(which includes contribution requirements to 2017/18)**

**Decision:** Committee noted and shall include these sums in future years budget requirements

**6. Audit – committee to note reports of internal and external audit**

a) Internal Audit – copies circulated to committee members.

Audit opinion – no significant issues noted, adequate procedures appear to be in place, and practiced, throughout the financial year.

b) External Audit – accounts were satisfactory and signed off accordingly.

Audit opinion - no matters were raised

However, Council have incurred an additional audit fee of £122.40 as a result of an elector contacting the auditors querying the 2013/14 accounts.

The Clerk reported that having spoken with the auditors it appears the elector could not tie back the invoices paid (as detailed in the minutes) to the income and expenditure accounts. It must be noted that these accounts are prepared on an accruals basis. The auditors were entirely satisfied with the accounts and signed them off accordingly.

The Clerk advised the auditors to suggest to the elector to contact herself and then further breakdown of figures could be provided or any other information deemed necessary. To date no persons have contacted the Clerk.

**7. Budgets 2014/15 – committee to note actual expenditure to date v budgets**

Committee discussed and noted expenditure reports showing month by month expenditure against each budget heading – see appendix to minutes.

**Decision:** Items still to purchase for Chalet are:- carpets/skirting boards/2 radiators/extractor fan kitchen wall. Committee were in full agreement to this expenditure

It was further agreed to proceed with the planning application for the refreshment hut.

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**8. Committee to approve payments of accounts**

<b>Payee</b>	<b>Details</b>	<b>Gross (£)</b>	<b>Net (£)</b>
Npower	aerator Bitterwell lake	78.39	74.66
Absolutely PC	domain hosting	144.00	120.00
F Thornton	refund chalet skip etc	511.63	426.35
F Thornton	quarterly expenses	164.00	164.00
Head Groundsman	monthly grounds maintenance	952.22	952.22
Westerleigh V Hall	room hire	97.50	97.50
South Glos Council	council tax chalet	15.54	15.54
Manor Hall	room hire	54.00	54.00
Victoria Plumbing	bathroom chalet (refund to Clerk)	606.94	505.79
T Smith	refund of purchases re: chalet	1650.14	1374.84

**Decision:** Proposed by Cllr J Butler and seconded by Cllr A Fay, agreed by all, the payments were approved.

**9. Committee to comment on planning applications received**

Athelstan House Oakley Green Westerleigh  
Erection of detached garage with above store.  
PK14/3219/F  
Decision: No objection

209 Badminton Road Coalpit Heath Bristol  
Construction of new vehicular access and parking area.  
PK14/2976/F  
Decision: No objection

Southleaze Ram Hill Coalpit Heath Bristol South Gloucestershire  
Demolition of existing garage to facilitate erection of granny annex ancillary to main dwelling (Resubmission of PT13/3698/F)  
PK14/3196/F  
Decision: No objection

**10. Items to report**

Cllr J Butler handed out a message from the manor hall management outlining the current refurbishment works of the hall. The hall will have to close for a 2 week period w/c 27<sup>th</sup> October. Clerk to re-arrange Nov council meeting to Westerleigh Village Hall.

Cllr J Wright has been approached regarding pre-school arrangements at Manor Hall. Cllr J Butler advised that there was misinformation regarding this matter and the management committee are trying to work together with the pre-school going forward.

Cllr D Lee reported from the joint cycleway committee - Yate Spur -refuge island at Kidney is going to be built this year, next year it will reach Westerleigh village but there is no funding to complete the route to yate.

**11 .Date of Next Committee Meeting – 17<sup>th</sup> November 14**

Signed..... (Chair)

Date: 17<sup>th</sup> November 2014

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