

Westerleigh Parish Council
Minutes of the meeting of the Finance & General Purposes Committee
Held 17th November 2014
Manor Hall Coalpit Heath

J B Present

Councillors: Cllrs: J Butler, J Wright, D Lee, D Boulton,
Officer – F Thornton Clerk/RFO

Vice Chair Cllr D Boulton chaired the meeting.

1. Apologies for absence

Cllrs A Fay, E Carey, A Gibbs,

2. Declarations of Interest under The Localism Act 2011

None

3. Approve minutes of meeting held 22nd September 2014

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. Risk Assessment and Review of Council Governance

a) Insurance arrangements

Council reviewed the insurance policy at the asset sums insured at its meeting of 19th May 2014 minute item 8 refers

b) Standing Orders/Financial Regulations

Committee reviewed and adopted new model Financial Regulations at its meeting of 19th May 2014 minute item 10 refers.

It was agreed that Standing Orders require no amendments and were ratified.

c) Council Policy Documents

The attached list was re-ratified and adopted with no changes made.

d) Internal Audit

Internal audit report received by committee at its meeting of 22nd September 2014 minute item 6 a) refers. Committee re-appointed C Jacob as internal auditor for the forthcoming financial year.

e) Any other risks

No other items of risk have been raised.

f) Note date of appointment of Clerk

The Clerk was appointed on 1st December 2006

5. Committee to set and agree budget 2015/16 and to set and agree precept sum 2015/16 for recommendation to Full Council on 1st December 14

Committee received the following papers

- a) Bank reconciliation Oct 2014
- b) Expenditure Actual V Budget to date
- c) Draft budget 2015/16 for consideration
- d) Precept calculation (based on draft budget) 2015/16

Budget items to note:-

Election costs – these have been revised by South Glos Council to £6,000 and we are holding £10,000 in reserves

Bitterwell Lake Refurbishment – the costs to date are in the region of £9,000 and a budget was set for £13,000

Chalet Refurbishment – a budget of £2,000 was set prior to Council being aware of the condition of the Chalet once it became vacant (the letting agent described the Chalet as unfit for habitation)

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Decision: Proposed by Cllr J Butler and seconded by Cllr D Boulton the following budget virements are made

- a) Vire underspend of £4,000 from Bitterwell Lake Refurbishment budget to Chalet Refurbishment budget
- b) Vire £4,000 of election costs to Chalet Refurbishment budget

Budget for 2015/16 was agreed along with a proposed precept sum of £75,600 (for recommendation to full council for approval on 1st December 2014.)
Agreed by all.

6. Committee to consider grant applications received

a) Shopmobility South Gloucestershire

Decision: £ 140 awarded

b) Yate and District Heritage Centre

Decision: £ 200 awarded

c) Four Towns Vale Link Community Transport

Decision: £ nil awarded

d) Coalpit Heath Cricket Club

Decision: £ 300 awarded

Note to accompany payment – we understand that you have been informed that you must consult with SGC archaeological/heritage officers before carrying out any other work.

e) St Peters Hospice

Decision: £ 1200 awarded

Note to accompany payment – due to the small number of grant applications this time, Council have been able to provide greater support than in previous years. This may not be the case with any future applications.

Decision: Proposed by Cllr D Lee and seconded by Cllr J Wright , agreed by all

7. Committee to approve payments of accounts

Payee	Details	Gross (£)	Net (£)
Shopmobility	grant	140.00	140.00
Yate & District Heritage	grant	200.00	200.00
Coalpit Heath CC	grant	300.00	300.00
St Peters Hospice	grant	1200.00	1200.00

Decision: Proposed by Cllr D Lee and seconded by Cllr J Wright , agreed by all, the payments were approved.

8. Committee to comment on planning applications received

None

9. Items to report

1. Next round of consultation re: PSP Plan responses will be held 4pm – 7pm 1st December 2014 at Westerleigh Village Hall (prior to next Full Council meeting)
2. Coalpit Heath FC under 11s have asked to use Newman Field. Clerk to arrange hire agreement
3. Bitterwell lake – a fisherman has driven a car down the bank to the side of the lake and became stuck. He was towed out and has made damage to the grass bank.

Date of Next Committee Meeting – 16th February 2015

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Signed..... (Chair)

Date: 16th February 2015