

**WESTERLEIGH PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE MEETING
Monday January 28th 2019 Manor Hall annex, Coalpit Heath 7.15pm**

Present: Cllr J Lean (Chair), Cllr T Clark, Cllr R Taylor, Cllr A Gibbs
Parish Clerk/RFO: S Simmons

138. Apologies for absence Cllr Blackmore Cllr Butler
139. Declarations of Interest under the Localism Act 2011 There were no Declarations of Interest
140. To approve the Minutes of the last F & GP meeting 26.11..2018
To note correction to Minute 128: The comment 'when 1 of 2 wards was contested' was incorrect. Both wards were contested in the 2015 elections.
The Minutes were approved by all present and duly signed by the Chair.
141. Committee to receive Bank Reconciliations for November & December 2018
Received and noted with no questions arising
142. Committee to receive information on income for period November 2018 – Jan 25th 2019
Information noted with no questions arising
143. Committee to review current 2018/19 budgets and forecasts

The Clerk reported:

2018/19 Expenditure vs Budget

The forecast expenditures show a total that will be in the region of £53000 less than budgeted. Some of this is due to allocations not being required or spent in 18/19 but to be carried forward as earmarked funds:

	£	Carry Forward
		Yes/No
Elections	£ 6,000.00	Yes
Manor Hall (repairs)	£ 2,282.52	Yes
Manor Hall play area	£ 17,067.40	Yes
CIL benefit	£ 359.40	Yes
Community benefit	£ 8,863.47	Yes
	£ 34,572.79	

The remaining surplus is due to underspends with the main ones being:

Staff costs	£ 8,500.00
Playground maintenance	£ 3,000.00
General open space works	£ 2,100.00
Legal/Audit/GDPR fees	£ 1,875.00
Web update	£ 1,000.00
Councillor training	£ 940.00
Office expenses	£ 755.00
	£ 18,170.00

Question arising: The timing of the installation of the Manor Hall play area was raised and it was noted that this is unlikely to be finalised during the 2018/19 financial year so the remaining funds will be carried forward into 2019/20.

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144. Committee to approve payment of accounts including:

144.1

Konica Minolta	Charge for copies	20.81
Konica Minolta	Qtrly charge	37.19
HMRC	Jan 2019 PAYE	339.85
Avon Pension Fund	Jan 19 pension payments	46.08
S Simmons	Jan 19 Salary	1,325.50
ICO	Annual Data Protection/Registration fee	40.00
C R Belcher	Footpath car park to fish gates	1,288.80

All the list of payments was approved and paperwork duly signed.

144.2 Approval of Hedgerow works from Manor Hall play area budget Estimate £932.60

To make a start to the Manor Hall Play Area works the surrounding hedgerow can be planted in the Spring. Manor Hall have submitted a quotation and it was pre-approved for payment on invoice by this Committee. This amount comes from the £18000 budget set aside for the play are at Manor Hall.

145. Committee to discuss and approve revised budget 2019/20

The RFO submitted a draft 2019/20 Budget

The budget shows income of £125295.96, although the VAT refund element of this will increase, and it includes an estimate of CIL income of £8500

The planned expenditure amounts for 2019/20 total 126170.

The carried forward amounts shown above add up to £34572.79 making a total of £160742.79

It was agreed that due to expected Councillor vacancies the amount for Advertising should be increased to £1000 from the listed £300. This final budget was agreed by all and will be presented to the full Parish Council for approval on February 11th 2019. (See final budget attached to these Minutes)

146. Committee to receive any other finance information/requests from the Clerk/RFO

- Choice/Appointment of Internal Auditor for 2018/19
The Clerk confirmed that the same Internal Auditor as last year has been booked for the final week of April 2019.
- Still awaiting final invoice from MJ Abbott – should be £345 less than expected
- Approval of regular end of March invoices to avoid carry forward values after Parish Council meeting on 11.3.2019
The Finance Committee agreed that expected regular invoices that arrive between 11.3.19 (Parish Council meeting) and the end of March can be paid by the Clerk so that the minimum of invoices are carried over from one financial year to the next.

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147. Committee to consider any planning applications needing attention including:

PT18/6412/F Erection of storage shed to front elevation to house cooling unit. Units 1 And 2 The Stables, Says Court Farm Badminton Road Coalpit Heath BS36 2NY

PT18/6414/LB Internal and external alterations to include erection of storage shed to front elevation to house cooling unit. Removal of existing server cupboard and installation of enlarged server cupboard with associated plumbing. Units 1 And 2 The Stables, Says Court Farm, Badminton Road Coalpit Heath BS36 2NY

The Committee considered both Says Court Farm applications together and have no objections.

P19/0502/F Replacement of flat roof with pitched roof. Alterations to raise and extend existing roof including installation of 1no front dormer to form first floor living accommodation. Green Tors Ram Hill Coalpit Heath Bristol BS36 2UF

No objections

P19/0462/F Demolition of existing barn and erection of 1no dwelling with associated works. Huckford Lane Barns Huckford Lane Winterbourne Bristol BS36 1AP

No objections

P19/0609/F Erection of single storey and two storey front and side extension and first floor side extension to form additional living accommodation. 11 Old Mill Close Westerleigh Bristol BS37 8QD

The Parish Council has received comments from a neighbour of this property and shares concerns on bulk, height and position affecting visual amenity, and privacy.

148. Committee to note correspondence and respond

Committee to respond to Avon Pension Fund Consultation on proposed changes to Committee structure (deadline 15.2.2019)

WPC accept the proposed changes to the structure of the APF/LGPS committee.

149. Items considered urgent or exempt by the Chair

See separate Exempt Minutes

To approve Exempt Minutes of Nov 26th 2018 F & GP Committee

150. Date of next F & GP Committee meeting

Monday April 29th 2019 Red brick annex at Manor Hall 7.15pm

151. Agenda items for next F & GP meeting

End of financial year 2018/19 items

The meeting closed at 8pm

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WESTERLEIGH PARISH COUNCIL



2019-2020 BUDGET 29.1.2019 Final for approval by WPC

INCOME		2019/2020 BUDGET			2018/19 Budget			2018/19 Forecasts & actuals		
		BUDGET 19/20	18/19 Closing EARMARKED Funds	TOTAL 19/20 ALLOCATION	I & E BUDGET 18/19	17/18 Closing EARMARKED Funds	TOTAL 18/19 ALLOCATION	ADJ	FORECAST I & E 18/19	ACTUALS 21/1/2019
Bitterwell Lake - chalet rent/fishing rights		9740		9740	9740			9740	6055	
Community Benefit - Says Court		19800		19800	19800			19800	19800	
CIL (Community Infrastructure Levy)	TBC	8500		8500	3,876.85			3876.85	3876.85	
Interest/other		100		100	100			938.01	917.01	
VAT refund	(at 21/1/2019)	8501.96					10307.03	10307.03	10307.03	
LTCR Grant		0		0	854			854	854	
Precept	TBC	78654		78654	78654			78654	78654	
TOTAL INCOME		125295.96	0	125295.96	113024.85	44152.97	157177.82	10307.03	124169.89	120463.89
EXPENDITURE										
Finance & G P Committee										
Salaries & Costs	Clerk	30000		30000	30000		30000		22000	17741.96
	JPCC	500		500	500		500		0	0
Administration:				0						
	Office expenses/telephone/comput	2000		2000	2000		2000		1245.00	856.41
	Councillor expenses/training	1000		1000	1000		1000		60	60
	Chairmans allowance	0		0	0		0		0	0
	Subscriptions/publications	1000		1000	900		900		900	713.94
	Room Hire	600		600	600		600		400	331.5
	Insurance	2500		2500	2200		2200		1752.14	1752.14
	Advertising	1000		1000	300		300		300	0
	Office equipment	300		300	300		300		200	11.99
	Audit fees	1000		1000	1000		1000		625	625
	GDPR	1000		1000	1000		1000		0	0
	Legal fees/consultancy	1000		1000	500		500		0	0
	Elections	2000	6000	8000	3000	3000	6000		0	0
	Parish Initiatives	0		0	0		0		0	0
	Parish Plan	0		0	0		0		0	0
	CAB	1000		1000	800		800		800	800
	Manor Hall	7500	2282.52	9782.52	7500		7500		5217.48	5217.48
	Website design/host	1120		1120	1120		1120		120	120
S 137 Payments	GRANTS	7000		7000	7000		7000		7000	5762
	Remembrance Day	50		50	0		0		37.98	37.98
COMMITTEE TOTAL		60570	8282.52	68852.52	59720	3000	62720	0	40657.6	34030.4
Environment & Leisure Committee										
WPF	play inspections	2000		2000	2000		2000		2000	1008
	repairs and maintenance/new	2000		2000	3000		3000		1500	642
Newman	play inspections	2000		2000	2000		2000		2000	1011.50
	repairs and maintenance	2000		2000	3000		3000		1500	180
Bins	dog/litter bins	6000		6000	5000		5000		5800.00	4394.95
Bus Servs	night bus	0		0	0		0		0	0
	community transport	0		0	0		0		0	0
Youth provision	contribution	3000		3000	3000		3000		3000	3000
Bus shelter	repairs and maintenance	500		500	600		600		500	327
Public seats	repairs and maintenance	500		500	500		500		0	0
Pansy Vale	works	500		500	500		500		0	0
The Pound	works	500		500	500		500		0	0
Mayshill	works	500		500	300		300		0	0
Ivory Wood	works	500		500	300		300		0	0
Westerleigh										
Cenotaph	works	500		500	200		200		152	152
Grass cut	annual contract & SGC	13000		13000	12500		12500		12130	9973
Environment	improvements	0		0	0		0		0	0
Bitterwell Lake	Loo/paths/access/car park tidy/a	3500		3500	3500		3500		3000.00	1952.09
	Chalet	1000		1000	500		500		800	697.22
CIL Benefit projects		8500	359.40	8859.4	3,876.85		3876.85		3517.45	3867.45
Memorial Bench		0		0	0		0		509.05	509.05
Community Benefit Projects		19800	8863.47	28663.47	19,800.00	41,152.97	9963.47		1100	0
Avon Wildlife Trust at Says Court Farm				0			5219		5219	5219.17
Manor Hall Toddler Area			17067.4	17067.4			18000		932.6	0
Bitterwell Lake				0			480		480	480
Newman Field				0			2474.17		2474.17	2474.17
Westerleigh Playing Field				0			24665.5		24665.5	16943.15
Coalpit Heath War Memorial				0			150.83		150.83	150.83
COMMITTEE TOTAL		66300	26290.27	92590.27	61076.85	41152.97	102229.82	0	71430.6	52981.58
TOTAL EXPENDITURE		126870	34572.79	161442.79	120,796.85	44,152.97	164,949.82	0.00	112,088.20	87,011.98
SUPLUS/DEFICIT		-1574.04			-7,772.00		-7,772.00		52,861.62	

18/19 allocation minus forecast expenditure

NB All budget figures exclude VAT (apart from refund)