

**WESTERLEIGH PARISH COUNCIL**  
**Finance & General Purposes Committee**  
**Monday April 29<sup>th</sup> 2019 7.15pm Manor Hall red brick annex**

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Present: Cllr J Lean (Chair) Cllr Taylor Cllr Gibbs Cllr Clark  
 Cllr King was also in attendance for Planning matters  
 Clerk: S Simmons

152. Apologies for absence

Cllr Blackmore due to work commitments

153. Declarations of Interest under the Localism Act 2011

None

154. To approve the Minutes of the last F & GP meeting 28.1.2019

Approved as a true record and signed

155. Committee to receive Bank Reconciliations for Jan – March 2019 (EOY)

Noted with no questions arising

156. Committee to receive information on income for period Jan-March 2019 & April 2019 (to 29.4.19)

It was noted that the Fishing Rights payment was received on April 1<sup>st</sup> 2019 therefore after the close of the end of year accounts.

It was also noted that the VAT claim for 2018/19 submitted on 2.4.19 had been received 24.4.19

157. Committee to receive End of Year Income & Expenditure vs Budgets information

The Committee received the EOY data with no questions arising

158. Committee to receive 2019/2020 Budget with EOY updates

The budget sheet now includes exact figures for the VAT reclaim and CIL income expected in 2019/20 as well as showing the exact carried forward earmarked amounts totalling £31930.97:

Item	Earmarked amount £
Elections	6000.00
Manor Hall (repairs to fabric of building)	568.52
CIL benefit (2018/19)	89.40
Memorial Bench donation	524.00
Says Court Community Benefit	6749.05
Manor Hall Toddler Area	18000
<b>TOTAL</b>	<b>31930.97</b>

For reference the spreadsheet is attached to these Minutes

159. Committee to receive updated Says Court Community Benefit Statement

Noted. This will be included in the accounts to be issued later this week.

160. Committee to approve updated Asset Register

Approved by Committee. Clerk to forward to Zurich Insurance for renewal of policy.

161. Committee to receive any other finance information/requests from the Clerk/RFO and approve if necessary Internal audit info and EOY accounts progress

The EOY accounts are ready for internal audit which is booked for Monday 6<sup>th</sup> May 2019

The accounts will be sent to the new Parish Council at the end of this week.

Banking & mandate information

The Clerk explained that two new signatories were in progress with the bank and asked that as many Councillors as possible could be signatories to avoid any future issue when multiple Cllrs step down. The Committee passed a resolution that as many Cllrs as possible should be signatories and once bank mandate change is pending they are cleared by the PC to approve invoices. Clerk to chase progress on new mandates w/c 6.5.19.

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External audit information including timescales & attention to two matters arising from last year's completion

The Clerk confirmed that all accounts and the Annual Governance Statement will be ready for the formal sign off at the Annual PC meeting on May 13<sup>th</sup>. Following that, the AGAR and accounts will go to PKF Littlejohn for external audit. The two matters noted last year have been addressed.

VAT refund information

As above, the total VAT paid in 2018/19 was £11177.30 VAT reclaim Form 126 was sent to HMRC on April 2<sup>nd</sup> 2019 and paid to WPC on April 24<sup>th</sup> 2019

RoSPA Play area inspections

The inspections at Westerleigh Playing Field and Newman Field were carried out in April 2019. A list of identified tasks and remedies was created and the Clerk has addressed all these, utilising our subcontractor where necessary.

The work at Newman Field is done and Westerleigh will take place in the first two weeks of May.

The sign purchased below is for the slide, and the basketball net for Westerleigh play area.

Other works

The Memorial Bench has been installed at Newman Field and the family are very happy with it.

The work to 'Section 1' of the footpath around Bitterwell Lake has begun with revetment works (reinforcing part of the bank) continuing this week.

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

**P19/3645/F** Erection of a first floor side extension to form additional living accommodation. Installation of 2no dormers and 2no roof lights to facilitate loft conversion. (Re-submission of P19/0069/F). Kilminster House Westerleigh Road Westerleigh Bristol BS37 8QP **No objections**

**P19/3869/F** Erection of 1 No. stable block and change of use of land from agricultural to equestrian (sui generis) as defined in the Town and Country Planning (Use Classes) Order 1987 (as amended). Church Leaze Farm Henfield Road Coalpit Heath Bristol South Gloucestershire BS36 2UY **No objections**

**P19/3950/F** Demolition of welfare units. Installation of external cladding. Units M1 –M6 Lawrence Drive Yate Bristol South Gloucestershire BS37 5PG **No objections**

163. Committee to approve payment of accounts

ROSPA PLAYS SAFE	Annual Playground inspections	177.00	
Manor Hall	April room hire	18.00	
Marmax	Memorial Bench for Newman field	468.00	From donation
Manor Hall	For play area hedging & edging	1124.40	From £18000 earmarked
Westerleigh Village Hall	Room hire July 2018	20.00	Never previously invoiced
HMRC	April PAYE	338.85	
Clerk	April salary	1359.37	
APF	April pension payments	47.00	
Westerleigh Village Hall	room hire April 2019	20.00	
KONICA MINOLTA	Copy charges	32.23	
KONICA MINOLTA	Qtry copier rental charge	37.19	
Chris Belcher	Gates at Bitterwell Lake top car park	1152.00	
Clerk	Expenses	114.01	
Clerk	New basketball net purchased from Amazon	3.59	
Chris Belcher	Maintenance jobs at Newman Field following ROSPA inspections	756.00	
Chris Belcher	Installation of memorial bench	264.00	
John Thornton/Hands Maintenance	Bin emptying April	392.00	

The list of payments was approved and all paperwork signed as per Financial Regulations

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164. Committee to note correspondence

Avon Pension Fund

The list of Parish Council payment details for 2019/20 was received which prompted further investigation. Details are in the Exempt Minutes.

W Of E JSP Examination - Hearings Information

The Clerk informed the Programme Office Helen Wilson that WPC may wish to speak on Matters 2.4 and 7.10. when the hearings take place – estimated dates are from start of July to mid-October.

CIL benefit payable from SGC to WPC 2019/2020

Notification and remittance advice received. Payment expected into WPC bank account by end of April 2019.

165. Items considered urgent or exempt by the Chair

See Exempt Minutes

166. Date of next meeting:

Annual PC Meeting May 13<sup>th</sup> 2019 Manor Hall Coalpit Heath 7.15pm

Next F & GP meeting Monday August 12<sup>th</sup> 2019

**The meeting closed at 8.15pm**

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WESTERLEIGH PARISH COUNCIL



2019-2020 BUDGET Approved by WPC 11.2.2019

END OF YEAR ACTUALS ADDED 4.4.2019

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 31.3.2019
Bitterwell Lake - chalet rent/fishing rights		9740		9740	9740			9740	£ 7,240.00	
Community Benefit - Says Court		19800		19800	19800			19800	£ 19,800.00	
CIL (Community Infrastructure Levy)	TBC	£ 9,674.95		9674.95	3,876.85			3876.85	£ 3,876.85	
Interest/other		100		100	100			1486.20	£ 1,465.20	
VAT refund		£ 11,177.30		11177.3	10305.02			10305.02	£ 10,305.02	
LTCR Grant		0		0	854			854	£ 854.00	
Precept		78654		78654	78654			78654	£ 78,654.00	
<b>TOTAL INCOME</b>		<b>129146.25</b>	<b>31930.97</b>	<b>161077.22</b>	<b>123329.87</b>	<b>44152.97</b>	<b>167482.84</b>	<b>0</b>	<b>124716.07</b>	<b>£ 122,195.07</b>
<b>EXPENDITURE</b>										
<b>Finance &amp; G P Committee</b>										
Salaries & Costs	Clerk	30000		30000	30000		30000	22000	£ 21,464.17	
	JPC	500		500	500		500	0	£ 298.56	
Administration:				0						
	Office expenses/telephone/comput	2000		2000	2000		2000	1245.00	£ 1,108.35	
	Councillor expenses/training	1000		1000	1000		1000	60	£ 60.00	
	Chairmans allowance	0		0	0		0	0	£ -	
	Subscriptions/publications	1000		1000	900		900	900	£ 852.93	
	Room Hire	600		600	600		600	400	£ 392.00	
	Insurance	2500		2500	2200		2200	1752.14	£ 1,752.14	
	Advertising	1000		1000	300		300	300	£ -	
	Office equipment	300		300	300		300	200	£ 11.99	
	Audit fees	1000		1000	1000		1000	625	£ 625.00	
	GDPR	1000		1000	1000		1000	0		
	Legal fees/consultancy	1000		1000	500		500	0	£ -	
	Elections	2000	6000	8000	3000	3000	6000	0	£ -	
	Parish Initiatives	0		0	0		0	0	£ -	
	Parish Plan	0		0	0		0	0	£ -	
	CAB	1000		1000	800		800	800	£ 800.00	
	Manor Hall	7500	£ 568.52	8068.52	7500		7500	5217.48	£ 6,931.48	
	Website design/host	1120		1120	1120		1120	120	£ 120.00	
S 137 Payments	GRANTS	7000		7000	7000		7000	7000	£ 5,762.00	
	Remembrance Day	50		50	0		0	37.98	£ 37.98	
<b>COMMITTEE TOTAL</b>		<b>60570</b>	<b>6568.52</b>	<b>67138.52</b>	<b>59720</b>	<b>3000</b>	<b>62720</b>	<b>0</b>	<b>40657.6</b>	<b>£ 40,216.60</b>
<b>Environment &amp; Leisure Committee</b>										
WPF	play inspections	2000		2000	2000		2000	2000	£ 1,272.00	
	repairs and maintenance/new	2000		2000	3000		3000	1500	£ 642.00	
Newman	play inspections	2000		2000	2000		2000	2000	£ 1,275.50	
	repairs and maintenance	2000		2000	3000		3000	1500	£ 630.00	
Bins	dog/litter bins	6000		6000	5000		5000	5800.00	£ 5,656.95	
Bus Servs	night bus	0		0	0		0	0	£ -	
	community transport	0		0	0		0	0	£ -	
Youth provision	contribution	3000		3000	3000		3000	3000	£ 3,000.00	
Bus shelter	repairs and maintenance	500		500	600		600	500	£ 426.00	
Public seats	repairs and maintenance	500		500	500		500	0	£ -	
Pansy Vale	works	500		500	500		500	0	£ -	
The Pound	works	500		500	500		500	0	£ -	
Mayshill	works	500		500	300		300	0	£ -	
Ivory Wood	works	500		500	300		300	0	£ -	
Westerleigh										
Cenotaph	works	500		500	200		200	152	£ 152.00	
Grass cut	annual contract & SGC	13000		13000	12500		12500	14287	£ 12,130.00	
Environment	improvements	0		0	0		0	0	£ -	
Bitterwell	Loo/paths/access/car park tidy/ae	3500		3500	3500		3500	3000.00	£ 2,352.88	
Lake	Chalet	1000		1000	500		500	800	£ 697.22	
<b>CIL Benefit projects</b>		<b>9674.95</b>	<b>89.40</b>	<b>9764.35</b>	<b>3,876.85</b>		<b>3876.85</b>	<b>4057.45</b>	<b>£ 4,137.45</b>	
Memorial Bench		0	524	524			0	509.05	£ 509.05	
<b>Community Benefit Projects</b>		<b>19800</b>	<b>6,749.05</b>	<b>26549.05</b>	<b>19,800.00</b>	<b>41,152.97</b>	<b>9,675.40</b>	<b>2954</b>	<b>£ 2,954.00</b>	
Avon Wildlife Trust at Says Court Farm				0			5219.17	5219.17	£ 5,219.17	
Manor Hall Toddler Area			18000	18000			18000	932.6	£ -	
Bitterwell Lake				0			480	480	£ 480.00	
Newman Field				0			2474.17	2474.17	£ 2,474.17	
Westerleigh Playing Field				0			24953.4	24953.4	£ 24,953.40	
Coalpit Heath War Memorial				0			150.83	150.83	£ 150.83	
<b>COMMITTEE TOTAL</b>		<b>67474.95</b>	<b>25362.45</b>	<b>92837.4</b>	<b>61076.85</b>	<b>41152.97</b>	<b>102229.82</b>	<b>0</b>	<b>76269.67</b>	<b>£ 69,112.62</b>
<b>Page 4 of 4</b>	<b>SPENDING SUBJECTS</b>	<b>128044.95</b>	<b>31930.97</b>	<b>159975.92</b>	<b>120,796.85</b>	<b>44,152.97</b>	<b>164,949.82</b>	<b>0.00</b>	<b>116,927.27</b>	<b>£ 109,329.22</b>
	<b>SURPLUS/DEFICIT VS INCOME</b>	<b>1101.3</b>			<b>2,533.02</b>		<b>2,533.02</b>			<b>12,865.85</b>
<b>NB All budget figures exclude VAT (apart from refund)</b>										