

**Westerleigh Parish Council**  
**Minutes of FINANCE COMMITTEE MEETING**  
Monday November 1<sup>st</sup> 201 at 7pm at Manor Hall red brick annex

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**Present: Cllr J Lean (Chair) Cllr R McCullough (Chair of PC) Cllr Taylor Cllr Goddard Cllr Clark  
Cllr Kelliher Parish Clerk/RFO S Simmons**

305. Apologies for absence

Accepted from Cllr Di-Duca

306. Declarations of Interest under the Localism Act 2011

None

307. Pre-arranged items from members of public

None – no public attended this meeting

308. Committee to Approve Minutes of F & GP meeting held on July 26<sup>th</sup> 2021

The Minutes were unanimously approved by those that had attended and signed by the Chair

309. Committee to note receipt of Bank reconciliation and statements for end of October 2021

Noted with no questions arising

310. Committee to note full list of payments for October 2021

Noted with no questions arising. The list is attached to these Minutes.

311. Committee to note full list of receipts for 2021/22

Noted with no questions arising

312. Committee to NOTE information on 2020/2021 Receipts & Payments vs Budgets and forecasts and discuss/approve any required decisions

The Committee NOTED this report and explanations provided on it with no questions arising. There are no elements needing approval for changes.

313. Committee to discuss current grant pot balances and agreed projects

The following figures were reported (net of VAT)

The following is a summary of grant pot Cost Centres and how the spend is progressing against the full budget for 2021/2022 (including carried forward amounts) **EXCLUDING VAT**

<b>Cost Centre 7 - 53 Says Court Community Benefit</b>			
Budget	£69246.93	Spent	£7680
		Balance	£61566.93

Committed spends: Emergency plan £7500 Bus stop £820 Bins £300

<b>Cost Centre 7 - 54 CIL/S106 Community Benefit</b>			
Budget	£66766.57	Spent	£23955.55
		Balance	£42811.02

Committed spend - Activity Days £3200 Fishing platform £3500 (maybe from BDAA)

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<b>Cost Centre 16 Repairs to Manor Hall</b>			
Budget	£9320	Spent	£3940
		Balance	£5380

<b>Cost Centre 18 S137 Free Resource</b>			
Budget	£15000	Spent	£2300
		Balance	£12700

<b>TREE WORKS</b>			
Budget	£10160	Spent	£2730
		Balance	£7430

Committed spend £1600 Mayshill, Hawthorn/Mixed Wildlife hedge at Newman field estimate £1000 for plants and planting

Cllr Clark asked how CIL money from previous years is reported. The RFO has recently submitted a report to SGC which shows the amounts carried forward. This will be circulated to Cllrs.

314. Committee to receive budget/finance information relating to the appointment of a Deputy Clerk

A confidential report was provided showing estimates of costs in the 2021/22 financial year, which are all covered by existing budget provisions and for the 2022/23 financial year, which form part of the following initial budget.

315. Committee to discuss draft budget proposals prepared by the RFO and make necessary amendments/decisions

(a) Payments

Budget figures for each item were discussed. Confirmation on certain contract prices (grass cutting/bin emptying – SGC localism charges) for next year is awaited to double check the increases are not more than anticipated.

A new line item for technology requirements was requested for items such as Cloud computing, licences and so on to separate from the website costs.

Some line items can be removed as they would be funded by one of the Community Benefit or grant pots, such as Citizens Advice Bureau, Bitterwell Lake repairs, Youth provision.

Post meeting note - Due to the electricity going onto a two year fixed rate in August 2021 we are somewhat protected from current price hikes so I have put £500 into the budget.

(b) Income

The precept cannot be calculated until the Council Tax Base figures are received from SGC.

S106/CIL could be anything from the £2000 collected so far up to £43000, or anywhere in between once monies are paid to SGC for onward distribution to this Parish.

This allowed the first version of a preliminary budget to be created on which the Committee are agreed which shows an overall shortfall of £20,078. As in the current year the Parish Council may wish to fund the S137 grant pot from reserves. The preliminary budget is attached as Appendix 2.

316. Committee to note correspondence relating to Finance matters

As noted above the request for a CIL report for last year was completed and returned to SGC by the RFO.

317. Committee to discuss options and proposals for precept request

As the Committee has not yet received Council Tax Base information no exact figure can be discussed however it was unanimously agreed that a 'nett zero' increase would be applied. This means the increase in precept over the last request would only represent the %age increase of the Council Tax Base due to additional homes in the Parish, giving individual existing households zero increase in contribution for the Parish Council part of their Council Tax bills.

318. Committee to consider any Planning Applications (necessary due to deadline dates) for comments including:

It was noted that P21/06772/F 35 Park Lane will be discussed at the Parish Council meeting on 8<sup>th</sup> November 2021.

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319. Committee to consider any other items required by the RFO  
None

320. Items considered urgent or exempt by the Chairman  
None

321. Dates of future Parish Council meetings/Committee meetings  
The next Parish Council meetings are Nov 8<sup>th</sup> and Dec 13<sup>th</sup>. As it seems unlikely that SGC will provide Council Tax base information before December it was agreed that if that remains the case the next review of budget figures and precept amounts will be at the Full Council Meeting on Dec 13<sup>th</sup> after any such calculations have been made by the Clerk and notified to Councillors for their consideration.

**The meeting ended at 8.10pm**

**Appendix 1**

**Payments list October 2021**

2 November 2021 (2021-2022)

<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
04/10/2021	Storage unit rental fee	PE King (Bristol) Ltd	68.75	13.75	82.50
04/10/2021	Grass cutting	CPS Grounds Ltd	725.40	145.08	870.48
04/10/2021	Loo hire	Andyloos	167.20	33.44	200.64
04/10/2021	SLCC vacancy advert	SLCC	300.00	60.00	360.00
04/10/2021	Monthly Bin emptying	Hands Property Mai	570.00		570.00
04/10/2021	Cllr training	ALCA	30.00		30.00
04/10/2021	Cllr training	ALCA	30.00		30.00
11/10/2021	PWLB loan repayment	PWLB lending facilit	1,957.28		1,957.28
12/10/2021	Clerk reimbursement	SWSimmons Parish	15.00		15.00
21/10/2021	Aerator at Bitterwell Lak	EON	20.00	1.00	21.00
21/10/2021	Cllr training	ALCA	30.00		30.00
22/10/2021	Bin	Broxap	290.00	58.00	348.00
25/10/2021	Room hire	Manor Hall	19.50		19.50
25/10/2021	Norton Anti-Virus	SWSimmons Parish	24.99		24.99
25/10/2021	Monthly Pension paymer	Avon Pension Fund	361.84		361.84
25/10/2021	Salary	SWSimmons Parish	1,492.19		1,492.19
25/10/2021	PAYE	HMRC	418.92		418.92
27/10/2021	3 x defibrillators	AEDdonate	3,767.48	753.49	4,520.97
		<b>Tota</b>	<b>10,288.55</b>	<b>1,064.76</b>	<b>11,353.31</b>

**WESTERLEIGH PARISH COUNCIL 2022-2023**  
**Preliminary budget from F and GP meeting 1.11.2021**

INCOME	2021_2022	C/F end of 21/22	2022_2023	Budget setting notes
PRECEPT	£ 87,296.00		£ 87,296.00	PLUS Tax base increase to give nett zero
Bitterwell Chalet Rental	£ 7,975.00		£ 8,700.00	
Fishing Rights	£ 5,000.00		£ 5,000.00	
CIL/S106	£ 53,293.81		£ 24,000.00	This figure could be anywhere between £2k and £43k
Says Court Farm Solar Benefit	£ 19,800.00		£ 19,800.00	
Bank interest	£ 12.00		£ 6.00	
<b>INCOME BUDGET TOTAL</b>	<b>£ 173,376.81</b>		<b>£ 144,802.00</b>	
TOTAL 2022_2023 FUNDS including carried forward				

EXPENDITURE BUDGET	2021_2022	C/F end of 21/22	2022_2023	Budget setting notes
<b>FINANCE &amp; ADMIN</b>				
PWLB Loan repayments Loan 1	£ 1,948.74		£ 1,948.74	Split July & January
PWLB Loan repayments Loan 2	£ 3,914.56		£ 3,914.48	Split April & October
Staff costs (Salary/HMRC/Pension)	£ 32,000.00		£ 39,000.00	As on line 4 AGAR Salary/HMRC/Pension only); Assumes reduction to 15 hrs in June 2022; Includes mobile/printer/storage/postage/mileage/home office allowance/antivirus
Office & clerk expenses	£ 3,000.00		£ 4,000.00	
Councillor costs (expenses/training)	£ 420.00		£ 400.00	
Chairmans Allowance	£ -		-	
Deputy Clerk ILCA/CILCA costs	£ -		£ 530.00	Candidate may be part qualified and this not be needed in full or some done in 21/22
Subscriptions/publications/tickets	£ 1,500.00		£ 1,500.00	ALCA/NALC/SLCC/CPRE/
Room Hire	£ 600.00		£ 600.00	
Insurance	£ 2,500.00		£ 2,000.00	
Advertising & Communications	£ 1,000.00		£ 1,000.00	
Office equipment	£ 1,000.00		£ 1,000.00	In case of new laptop/printer requirement
Audit fees	£ 1,000.00		£ 1,000.00	
GDPR	£ -		£ -	
Legal fees/consultancy	£ 500.00		£ 500.00	
Elections	£ 4,000.00	£ 4,000.00	£ 2,000.00	Elections 2023 - £2000 pa since 2019 elections to build up sufficient
Manor Hall	£ 9,320.00	£ 5,380.00	£ 5,000.00	? To make total around £8k
Website host	£ 200.00		£ 150.00	
Technology requirements (Cloud/licences etc)	£ -		£ 650.00	
Remembrance Day wreaths	£ 50.00		£ 50.00	
<b>FINANCE &amp; ADMIN TOTAL</b>			<b>£ 65,243.22</b>	

ENVIRONMENT & LEISURE	2021_2022	C/F end of 21/22	2022_2023	Budget setting notes
Westerleigh Playing Field Inspections	£ 1,500.00		£ 1,500.00	
Westerleigh Playing Field repairs/maintenance	£ 1,000.00		£ 1,000.00	
Newman Field play inspections	£ 1,500.00		£ 1,500.00	
Newman Field repairs/maintenance	£ 2,000.00		£ 3,000.00	Increased to cover annual maintenance;
Dog & Litter Bins - emptying/repair	£ 6,500.00		£ 7,000.00	New bins from Community benefits
Bus shelter inspections/repairs/maintenance	£ 500.00		£ 500.00	
Public seats inspections/repairs/maintenance	£ 500.00		£ 500.00	
Pansy Vale works	£ 500.00		£ 500.00	
The Pound works	£ 500.00		£ 500.00	
Mayshill works	£ 500.00		£ 500.00	
Ivory Wood works	£ 500.00		£ 500.00	
Cenotaph repairs/maintenance	£ 500.00		£ 500.00	
Grass cutting: Parish contract & SGC contract	£ 11,500.00		£ 12,000.00	CPS £9,052.94; SGC 21/22 £1999.84 + increase?
Tree works (Ash Die-back/other felling/replanting)	£ 10,160.00		£ 5,000.00	
Bitterwell accessible toilet	£ 2,400.00		£ 2,500.00	
Bitterwell aerator electricity	£ 600.00		£ 500.00	Fixed price EON deal to Aug 2023; consider solar options?
Bitterwell Lake repairs	£ -			Works would come from Community benefit pots
Bitterwell Lake CHALET	£ 4,762.33	£ 4,762.33	£ 2,836.78	Chalet rental minus loan repayments - surplus at eoY to be c/fwd;
<b>ENVIRONMENT &amp; LEISURE BUDGET TOTAL</b>			<b>£ 40,336.78</b>	

GRANTS & BENEFITS BUDGET	2021_2022	C/F	2022_2023	Budget setting notes
S137 Free resource fund	£ 15,000.00	-	£ 15,000.00	Max of £8.41 per elector: last figs 2021/22
CIL/S106 fund	£ 66,766.57	£ 32,500.00	£ 24,000.00	
Angling Trust Grant	£ 5,000.00	-	-	
Says Court Solar Farm Community Benefit fund	£ 69,246.93	£ 59,000.00	£ 19,800.00	
<b>GRANTS &amp; BENEFITS BUDGET TOTAL</b>	<b>£ 156,013.50</b>	<b>£ 91,500.00</b>	<b>£ 58,800.00</b>	Carried fwd figure will change at EOY

<b>TOTAL EXPENDITURE BUDGET (2021/22 INC C/F AMOUNTS)</b>	<b>£ 156,013.50</b>		<b>£ 164,380.00</b>	
Difference between Income & Expenditure budgets			-£ 19,578.00	