

WEST DEAN PARISH COUNCIL

Jo Miles

Clerk to the Council

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MINUTES OF THE FINANCE COMMITTEE on Wednesday 22nd October 2025

Present: Cllr A Grant, J Richmond, B Freshwater, M Bennet & S Francis

In attendance: Clerks – J Miles and P Holland

Start time: 14.00

	Public Forum None in attendance.
	<u>Finance Committee</u>
1	Apologies None given.
2	Declaration of Interest None given.
3	Minutes of the last meeting Cllr Grant covered the main points from meeting held on 10 th April 2025 and these were agreed as an accurate record.
4	Autumn Community Grant Awards The meeting considered the grant applications submitted and recommended the following amounts be awarded: • Berry Hill Over 60's Club – Christmas lunch and Christmas shopping trip to Cardiff were awarded £1,700.00. • Bream Sports Club – Installation of a Cattle Grid were awarded £2,500.00.

- Lydcare – Support for Community Transport and the Wellbeing and Benefits Advisor were awarded £500.00.
- Parkend Village Events Committee – Parkend Christmas Lights Switch on Community Event 2025 were awarded £300.00.
- Sling Playing Field Association – Refurbishment of the Playing Field were awarded £3,000.00.

Total allocated as grant funding = £8,000.00

The committee noted that the application from Bream Sports Club stated that they no longer required the grant of £1,000.00 awarded to them in November 2023 (this was being held until the club could demonstrate that all the funding for the project was available). The committee agreed that the Clerk could remove this from the monies held and now include the £1,000.00 in the 25/26 Grant Budget.

The committee discussed other Grant monies still being held from previous years budgets. The Clerk was tasked with contacting the one organisation that still had money held to check on the progress of their project.

The committee discussed the applications received for the Autumn round of Grants and it was noted that some of the organisations did not have an Equal Opportunities Policy. The Clerk was tasked with adding a paragraph to each of their award letters suggesting that a policy is applied to their organisation.

It was also noted that one of the Grant Application Forms (that had been received digitally) had not been signed. The Clerk was tasked with contacting the 'Contact' and asking them to add a signature.

5 Financial Inspection and Internal Controls Sheet

The committee discussed the sheet layout, and it was proposed that a monthly Employment Control from the Financial Inspection and Internal Controls Sheet was to be removed and added to a Start of Year (April) Financial Inspection and Internal Controls Sheet, this would also include a new VAT Control. The proposal was put forward by Cllr Grant, Seconded by Cllr Francis and agree by resolution.

6 Date of Next Meeting

To be arranged as required.

The meeting closed at 14.45.