# DOWNEND & BROMLEY HEATH PARISH COUNCIL

## MINUTES OF FULL COUNCIL MEETING HELD
## Thursday 17th July 2025 at The King George V Pavilion

**Present:**

| | |
|---|---|
| Members: | Councillors Janet Biggin, Sam Burch, Dave Somers, Phil Abbott, Raj Sood, Steve Picks, Mike Richards and Jacky Dockerty. |
| Officers: | Kevin Spratt (Clerk) and Dave Buchan (Facilities Manager FM) |
| Members of the public: | None |

**236.1 WELCOME -** Councillor Biggin welcomed everyone to the meeting.

**236.2 APOLOGIES –**

Cllr Terry Meech
Cllr Matt Pitts
Cllr James Griffiths,

**236.3 DECLARATIONS OF INTEREST –**

Received from:
Cllr Raj Sood - South Gloucestershire Councillor
Cllr Phil Abbott - Website
Cllr Jacky Dockerty - Oakdale Community Group

**236.4 ITEMS FROM THE PUBLIC –** None

**236.5 ITEMS FROM THE POLICE –** Cllrs reviewed the police report.

**236.6 APPROVE THE MINUTES OF THE MEETING HELD 26th June 2025**

**RESOLVED:** That the Minutes of the Parish Council meeting held on 26th June 2025 are approved as a true and accurate record. These were subsequently signed by the Chair.

**236.7 MATTERS ARISING AND ONGOING ISSUES**

**236.7.1.1** – **King George V Pavilion** – Downed Saints have withdrawn their application for a club licence. Wernick have begun the repairs to the roof to be completed within 2 weeks.

Evabuild have returned to rectify issues with the drainage. Drain was blocked by a piece of concrete left from the original build.

Card machine is in place and working, refreshments are currently being sold from the serving area.

A cricket ball smashed one of the windows on the pavilion repair cost quote £234.00. A chargeback is to be raised against the Cricket Team to cover the cost of repairs. FM Manager attended site to make safe, clerk recommends purchasing a phone for FM Manager for such call outs.

Clerk shared 2 two quotes for signage for the pavilion and outside areas. Rockwell £1692.00 and Voodoo £1950. Councillors discussed and agreed to Rockwells quote.

**ACTION –**

- **Clerk to order extra refreshments for 10th August**
- **Clerk to order phone and sim card for FM Manager.**
- **Clerk to proceed with Rockwell quote.**

**236.7.1.2 – Bromley Heath Pavilion -** Clerk shared report regarding the Bromley Heath pavilion. Quotes have been obtained for structural engineer survey (£1,350 Lantic Building Surveyors) Asbestos survey report has been received (£535 Super nova group), Cllrs reviewed recommendations, further quote has been requested for safe removal of Asbestos. Councillors agreed to close areas with asbestos present due to health and safety concerns.

**ACTION –**

- **Clerk to arrange both surveys for Asbestos and Structural.**
- **Clerk to speak with Men in Sheds regarding what areas of the pavilion to use.**
- **FM Manager to secure the Pavilion changing room areas.**

**236.7.1.3 – New policy –** Card payment policy, standing orders and financial regulations, Councillors reviewed the new card payment policy, standing orders, and financial regulations, noting they are in line with SLCC recommendations Cllrs agreed to adopt.

**RESOLVED - Council to adopt the standing orders and financial regulations and card payment policy.**

**236.7.4 – SGC Request for Fair –** SGC have requested the use of both KGV fields on Saturday 13th September to hold a Community Cultural Fair. The Community Cultural Fair would bring together South Gloucestershire residents to celebrate the diverse cultures present in the region. We anticipate the event would be attended by approximately 3,000 people: with attendees being invited to enjoy a range of activities. We are planning attendance from the emergency services local community groups and charities, and information stalls supporting employment, and well-being. There would also be a stage for performances, fun fair rides, workshops, and commercial and food stalls. During the day there would be children's sport activities with small prizes. The event will be non-political, and we will not be encouraging the presence of alcohol at the event.

**236.7.5 – Festival of Chariots** – Have requested to run the festival this year on the 6th September using both playing fields.

**ACTION – Cllrs agreed for the F&GP committee to review and decide on the events at the next meeting.**

**236.8 URGENT ACTIONS – None**

**236.9 FINANCE & GENERAL PURPOSES**

**235.9.1 - Payment of Accounts – (See Appendix 1)**

**Resolved to authorise all payments.**

**236.9.2 Account balances –** Current balances as of 1/07/2025 £512,322.05 (**See Appendix 2)**

Current balances as of 1/07/2025: £512,322.05.

| | |
|---|---|
| Treasurers Account | £ 126,058.77 |
| Account 2 | £ 353,797.62 |
| Account 3 | £ 33,621.43 |
| Total | £ 512,322.05 |

**ACTION – NOTED**

**236.9.3 Reserve Balance Update –** Clerk has updated the reserve balances to show the completion and full payment of KGV. New reserve balance is £174,011.41. **(Appendix 3)**

**ACTION – NOTED**

**236.9.4** Jessie May grant 772 - Have requested funding towards their £731,821 cost for 13 FT nurses to provide direct care to children and your adults. This will support 758 residents within SGC. No grants have been awarded from D&BH Parish in the past. Councillors held discussions and agreed not to grant at this time.

**ACTION – Clerk to update Jessie May**

**236.9.5 Grant Request Avonmere Care Home 762 –** Clerk shared mapping tool showing defibs in parish and neighbouring parish councils. Avonmere have agreed to donate £200 towards defib. Map supports adding a defib to the Bromley Heath Pavilion. Councillors held discussions and agreed to purchase 2 defibrillators and bleed kits.

**ACTION – Clerk to order 2 defibs and bleed kits.**

**236.9.6 Budget Reforecasting-** The Councillors reviewed the updated phasing for the remaining of the year agreed with the recommended amendments **(Appendix 4).** Key points increase in incoming £9,826, increase in cost £24,768 total increase of £14,942.

**ACTION- Clerk to update budgets.**

**236.10 PLANNING COMMITTEE – No meeting held**

**236.11 WORKING GROUP REPORTS & PROPOSALS**

**236.11.1 Bromley Heath Pavilion Refurbishment Working Group –** To be restarted in September.

**236.11.2 Downend Partnership Meeting –** Has been dissolved.

**236.11.3 Local Climate & Nature Action Plan Working Group –** Cllr Mike Richards Updated regarding Hill House park, still awaiting final design to be received.
Online survey has been setup PM to review. Newsletter was sent out to all residents who attended the free tree event.

**236.11.4 Staffing Committee –** Probation reviews for Pavilion Manager and Facilities Manager on 11/08/2025 with the clerk, Cllr Jacky Dockerty and Cllr Phil Abbott.

**236.11.5 Christmas working group –** No update.

**236.12 SOUTH GLOUCESTERSHIRE COUNCIL –** Cllr Raj Sood updated Council in reference to a successful fly tipping prosecution with the fines being paid to central government.

Cllr Raj Sood thanked Cllr Ben Burton for his contribution for the past 8 years.

**236.13 COUNCILLORS CONCERNS –** Full council to authorise F&GP Committee to sanction payments during August as no full council meeting is held in August.

**ACTION – Agreed for F&GP committee to authorise August payments.**

**236.13.1 Councillor training –** Upcoming training for councillor's 16th September 1000-1140 Finance for Councillors (£35) and 25th September 1815-2015 Essential Councillor (£45).

**ACTION- Councillors to contact clerk to book training.**

**236.13.2 Councillor Resignation** – Ben Burton has stepped down as a Parish Councillor, the Chair thanked Ben for all the work he has done over the 8 years as a councillor especially the work for the new pavilion and would like to wish Ben all the best in the future. The vacation has been published.

**Next Full Council meeting will be on 18th September 7pm at The King George V Pavilion**

**Chair** **Date**

**Appendix 1**

## Downend & Bromley Heath Parish Council

**PAYMENTS LIST**

17 July 2025 (2025-2026)

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 119 | Staff training | 19/06/2025 | | Lloyds Bank Treasur | | Training | British Red Cross | S | 173.00 | 34.60 | 207.60 |
| 120 | consumables | 18/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 81.20 | 16.25 | 97.45 |
| 121 | Travel - Clerk | 27/06/2025 | | Lloyds Bank Treasur | | [redacted] | | | | | |
| 122 | Chubb | 23/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | chubb | S | 303.44 | 60.69 | 364.13 |
| 123 | Equipment | 23/06/2025 | | Lloyds Bank Treasur | | Office equipment | square | S | -48.00 | -9.60 | -57.60 |
| 124 | Equipment | 24/06/2025 | | Lloyds Bank Treasur | | Office equipment | square | S | 19.00 | 3.80 | 22.80 |
| 125 | Cleaning | 27/06/2025 | | Lloyds Bank Treasur | | Cleaning | T Webb Window Cleaning | Z | 368.00 | | 368.00 |
| 126 | Internal Audit Fees | 27/06/2025 | | Lloyds Bank Treasur | | Audit fees | Bridget C Bowen | Z | 300.00 | | 300.00 |
| 127 | consumables | 23/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 22.07 | 4.42 | 26.49 |
| 127 | consumables | 23/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 15.80 | 3.16 | 18.96 |
| 127 | consumables | 23/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 17.46 | 3.51 | 20.97 |
| 127 | consumables | 23/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 12.50 | 2.50 | 15.00 |
| 127 | consumables | 23/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 14.99 | 3.00 | 17.99 |
| 127 | consumables | 23/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 20.90 | 4.18 | 25.08 |
| 127 | consumables | 23/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 7.67 | 1.53 | 9.20 |
| 127 | Consumables | 23/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | Z | 3.99 | | 3.99 |
| 128 | consumables | 19/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 4.53 | 0.91 | 5.44 |
| 128 | consumables | 19/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 18.41 | 3.68 | 22.09 |
| 128 | consumables | 19/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 15.82 | 3.17 | 18.99 |
| 128 | consumables | 19/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 35.58 | 7.12 | 42.70 |
| 128 | consumables | 19/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 14.32 | 2.86 | 17.18 |
| 128 | consumables | 19/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 20.79 | 4.16 | 24.95 |
| 128 | Consumables | 19/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 3.91 | 0.83 | 4.74 |
| 128 | Computer and printer costs | 19/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 20.35 | 4.34 | 24.69 |
| 128 | Computer and printer costs | 19/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 9.66 | 1.93 | 11.59 |
| 128 | Computer and printer costs | 19/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 14.86 | 3.17 | 18.03 |
| 129 | Repairs and Maintenance | 23/06/2025 | | Lloyds Bank Treasur | | Open spaces repairs | almondsbury foege | S | 375.00 | 75.00 | 450.00 |
| 130 | Computer and printer costs | 19/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | AvPartsmaster | S | 58.56 | 11.71 | 70.27 |
| 131 | consumables | 19/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | screwfix | Z | 0.79 | | 0.79 |
| 132 | Office Accommodation | 27/06/2025 | | Lloyds Bank Treasur | | Rent | South Gloucestershire Cour | Z | 875.00 | | 875.00 |
| 133 | consumables | 24/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | screwfix | S | 81.69 | 16.34 | 98.03 |
| 134 | consumables | 30/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | toolstation | S | 43.41 | 8.68 | 52.09 |
| 135 | consumables | 26/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 15.54 | 3.11 | 18.65 |
| 135 | consumables | 26/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 16.62 | 3.32 | 19.94 |
| 135 | consumables | 26/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 8.32 | 1.67 | 9.99 |
| 135 | consumables | 26/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 4.98 | 1.00 | 5.98 |



## Downend & Bromley Heath Parish Council

**PAYMENTS LIST**

17 July 2025 (2025-2026)

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 135 | consumables | 26/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 8.87 | 1.78 | 10.65 |
| 135 | consumables | 26/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 4.71 | 0.95 | 5.66 |
| 136 | Music Licence | 27/06/2025 | | Lloyds Bank Treasur | | Subscription | PPLPRS Music Licence | S | 104.00 | 20.80 | 124.80 |
| 137 | Key Deposit | 27/06/2025 | | Lloyds Bank Treasur | | Key deposit | office hire | Z | 200.00 | | 200.00 |
| 138 | Room Hire | 30/06/2025 | | Lloyds Bank Treasur | | Room hire | Bryony Collingwood | S | 20.00 | 4.00 | 24.00 |
| 139 | Utilities | 30/06/2025 | | Lloyds Bank Treasur | | Utility charges | West Mercia Energy | L | 43.29 | 2.16 | 45.45 |
| 140 | consumables | 30/06/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | AvPartsmaster | S | -58.56 | -11.71 | -70.27 |
| 141 | Room Hire | 30/06/2025 | | Lloyds Bank Treasur | | Booking system | Bryony Collingwood | Z | 20.00 | | 20.00 |
| 142 | Refreshments | 30/06/2025 | | Lloyds Bank Treasur | | Pavilion Hire | Cost Co | S | 75.39 | 11.38 | 86.77 |
| 143 | Telephone and Broadband | 01/07/2025 | | Lloyds Bank Treasur | | Telephone and broadband | BT | S | 103.55 | 20.71 | 124.26 |
| 144 | consumables | 01/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 16.04 | 3.20 | 19.24 |
| 144 | consumables | 01/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 14.88 | 3.16 | 18.04 |
| 144 | consumables | 01/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 8.80 | 1.76 | 10.56 |
| 144 | consumables | 01/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 28.64 | 5.73 | 34.37 |
| 144 | consumables | 01/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 9.98 | 2.00 | 11.98 |
| 144 | Equipment | 01/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 83.32 | 16.67 | 99.99 |
| 145 | Donations | 17/07/2025 | 235.9.3.a | Lloyds Bank Treasur | | Donation | Pauls Place | Z | 250.00 | | 250.00 |
| 146 | Maintenance | 02/07/2025 | | Lloyds Bank Treasur | | Bromley Heath Playing Fields | screwfix | S | 81.65 | 16.33 | 97.98 |
| 147 | Support Costs and Developmer | 04/07/2025 | | Lloyds Bank Treasur | | Website | WADAEC | Z | 60.00 | | 60.00 |
| 148 | consumables | 06/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | screwfix | S | 109.78 | 21.96 | 131.74 |
| 149 | Software | 03/07/2025 | | Lloyds Bank Treasur | | Subscription | Google Cloud EMEA Limitec | Z | 88.50 | | 88.50 |
| 150 | Downend Voice | 18/07/2025 | | Lloyds Bank Treasur | | Advertising | Voice News & Media Limite | S | 176.00 | 35.20 | 211.20 |
| 151 | Telephone and Broadband | 01/07/2025 | | Lloyds Bank Treasur | | Telephone and broadband | SMARTY | Z | 10.80 | | 10.80 |
| 152 | Gate Security | 18/07/2025 | | Lloyds Bank Treasur | | Gate security | Securitas Security Services | S | 980.40 | 196.08 | 1,176.48 |
| 153 | Room Hire | 07/07/2025 | | Lloyds Bank Treasur | | Rent | Anna Bayley Private Hire | Z | 30.00 | | 30.00 |
| 154 | Equipment | 07/07/2025 | | Lloyds Bank Treasur | | Office equipment | furniture work | S | 266.00 | 53.20 | 319.20 |
| 155 | Support Costs and Developmer | 11/07/2025 | | Lloyds Bank Treasur | | Website | WADAEC | Z | 70.00 | | 70.00 |
| 156 | Utilities | 04/07/2025 | | Lloyds Bank Treasur | | Fees | South Gloucestershire Cour | Z | 220.00 | | 220.00 |
| 157 | Utilities | 04/07/2025 | | Lloyds Bank Treasur | | Fees | South Gloucestershire Cour | Z | 122.00 | | 122.00 |
| 158 | Room Hire | 04/07/2025 | | Lloyds Bank Treasur | | Room hire | Bryony Collingwood | S | -20.00 | -4.00 | -24.00 |
| 159 | Room Hire | 04/07/2025 | | Lloyds Bank Treasur | | Room hire | Bryony Collingwood | S | | | |
| 160 | consumables | 04/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 66.66 | 13.33 | 79.99 |
| 160 | consumables | 04/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 56.24 | 11.25 | 67.49 |
| 160 | Consumables | 04/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | Z | 21.94 | | 21.94 |
| 161 | Printing and Stationery | 08/07/2025 | | Lloyds Bank Treasur | | Office equipment | sainsburys | Z | 15.45 | | 15.45 |

## Downend & Bromley Heath Parish Council

### PAYMENTS LIST

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 162 | Employers NI | 18/07/2025 | | Lloyds Bank Treasur | | HMRC payments | HMRC | Z | 3,360.34 | | 3,360.34 |
| 163 | Employers pension | 18/07/2025 | | Lloyds Bank Treasur | | Pension costs | Avon Pension Fund | Z | 3,082.39 | | 3,082.39 |
| 164 | Salaries and Wages | 18/07/2025 | | Lloyds Bank Treasur | | [redacted] | | | | | |
| 165 | Salaries and Wages | 18/07/2025 | | Lloyds Bank Treasur | | [redacted] | | | | | |
| 166 | Salaries and Wages | 18/07/2025 | | Lloyds Bank Treasur | | [redacted] | | | | | |
| 167 | Uniform | 08/07/2025 | | Lloyds Bank Treasur | | Office equipment | Harvem | S | 311.16 | 62.24 | 373.40 |
| 168 | Travel - Clerk | 18/07/2025 | | Lloyds Bank Treasur | | [redacted] | | | | | |
| 169 | Travel - Clerk | 18/07/2025 | | Lloyds Bank Treasur | | [redacted] | | | | | |
| 170 | Maintenance | 09/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | supernova | S | 442.50 | 88.50 | 531.00 |
| 171 | Donations | 18/07/2025 | | Lloyds Bank Treasur | | Donation | Downend Men in Sheds | Z | 20.97 | | 20.97 |
| 172 | Support Costs and Developmer | 18/07/2025 | | Lloyds Bank Treasur | | Website | WADAEC | Z | 40.00 | | 40.00 |
| 173 | Chubb | 10/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | chubb | S | 603.25 | 120.65 | 723.90 |
| 174 | Telephone and Broadband | 07/07/2025 | | Lloyds Bank Treasur | | Telephone and broadband | SMARTY | Z | 9.00 | | 9.00 |
| 175 | Internal Cleaning | 10/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 66.66 | 13.33 | 79.99 |
| 175 | Refreshments | 10/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 7.32 | 1.46 | 8.78 |
| 175 | Refreshments | 10/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 8.67 | 1.74 | 10.41 |
| 175 | Refreshments | 10/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 7.31 | 1.46 | 8.77 |
| 175 | Refreshments | 10/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 8.67 | 1.74 | 10.41 |
| 175 | consumables | 10/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 12.53 | 2.67 | 15.20 |
| 175 | consumables | 10/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 6.66 | 1.33 | 7.99 |
| 175 | consumables | 10/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 6.75 | 1.35 | 8.10 |
| 175 | consumables | 10/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 2.34 | 0.50 | 2.84 |
| 175 | consumables | 10/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 10.16 | 2.16 | 12.32 |
| 176 | Pavilion | 12/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | rockwell signs | S | 1,410.00 | 282.00 | 1,692.00 |
| 177 | Support Costs and Developmer | 11/07/2025 | | Lloyds Bank Treasur | | Website | WADAEC | Z | 40.00 | | 40.00 |
| 178 | Support Costs and Developmer | 16/06/2025 | | Lloyds Bank Treasur | | Website | WADAEC | Z | 60.00 | | 60.00 |
| 179 | Equipment | 11/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 19.16 | 3.83 | 22.99 |
| 179 | Equipment | 11/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 10.41 | 2.08 | 12.49 |
| 179 | Equipment | 11/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 22.00 | 4.40 | 26.40 |
| 179 | Equipment | 11/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | Z | 5.99 | | 5.99 |
| 179 | Computer and printer costs | 11/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Amazon | S | 17.00 | 3.40 | 20.40 |
| 180 | Gate Security | 18/07/2025 | | Lloyds Bank Treasur | | Gate security | Securitas Security Services | S | 980.40 | 196.08 | 1,176.48 |
| 181 | Gate Security | 18/07/2025 | | Lloyds Bank Treasur | | Gate security | Securitas Security Services | S | 52.63 | 10.53 | 63.16 |
| 182 | Repairs | 15/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | screwfix | S | 8.74 | 1.75 | 10.49 |
| 183 | Maintenance | 18/07/2025 | | Lloyds Bank Treasur | | [redacted] | | | | | |
| 183 | Travel - Clerk | 18/07/2025 | | Lloyds Bank Treasur | | [redacted] | | | | | |



17 July 2025 (2025-2026)

Downend & Bromley Heath Parish Council

PAYMENTS LIST

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 184 | Repairs | 15/07/2025 | | Lloyds Bank Treasur | | Pavilion Building Control | Roman glass limited | S | 195.00 | 39.00 | 234.00 |
| 185 | Skate Park | 18/07/2025 | | Lloyds Bank Treasur | | Skatepark repairs | South Gloucestershire Cour | S | 1,078.73 | 215.75 | 1,294.48 |
| 186 | Utilities | 16/07/2025 | | Lloyds Bank Treasur | | Utility charges | West Mercia Energy | L | 861.66 | 43.23 | 904.89 |
| 187 | Utilities | 16/07/2025 | | Lloyds Bank Treasur | | Utility charges | West Mercia Energy | L | 865.25 | 43.41 | 908.66 |
| 188 | Utilities | 16/07/2025 | | Lloyds Bank Treasur | | Utility charges | West Mercia Energy | L | 43.71 | 2.19 | 45.90 |
| 189 | Hosting fees | 18/07/2025 | | Lloyds Bank Treasur | | Website | WADAEC | Z | 60.00 | | 60.00 |
| 190 | In Bloom | 18/07/2025 | | Lloyds Bank Treasur | | D&BH in Bloom | Bristol City Council | S | 2,655.50 | 531.10 | 3,186.60 |
| 191 | Donations | 18/07/2025 | | Lloyds Bank Treasur | | Donation | Downend Horticultural Soci | Z | 200.00 | | 200.00 |
| | | | | | | | | **Total** | **30,914.11** | **2,384.86** | **33,298.97** |

**Appendix 2**

1 July 2025 (2025-2026)

## Downend & Bromley Heath Parish Council

Prepared by: _____ Date: _____

*Name and Role (Clerk/RFO etc)*

Approved by: _____ Date: _____

*Name and Role (RFO/Chair of Finance etc)*

| | | | | |
|---|---|---|---|---|
| | **Bank Reconciliation at 01/07/2025** | | | |
| | Cash in Hand 01/04/2025 | | | 568,885.08 |
| | **ADD** | | | |
| | Receipts 01/04/2025 - 01/07/2025 | | | 202,688.33 |
| | | | | 771,573.41 |
| | **SUBTRACT** | | | |
| | Payments 01/04/2025 - 01/07/2025 | | | 259,251.36 |
| **A** | **Cash in Hand 01/07/2025** (per Cash Book) | | | **512,322.05** |
| | Cash in hand per Bank Statements | | | |
| | Petty Cash | 01/07/2025 | 0.00 | |
| | Lloyds Bank Treasurers Account | 01/07/2025 | 126,058.77 | |
| | Lloyds Business Banking No. 2 acc | 01/07/2025 | 353,797.62 | |
| | Lloyds Business Banking No. 3 acc | 01/07/2025 | 33,621.43 | |
| | HSBC Business Money Manager A | 01/07/2025 | 0.00 | |
| | | | | **513,477.82** |
| | Less unpresented payments | | | 1,155.77 |
| | | | | 512,322.05 |
| | Plus unpresented receipts | | | |
| **B** | **Adjusted Bank Balance** | | | **512,322.05** |
| | **A = B Checks out OK** | | | |

Created by Scribe

**Appendix 3**



## Downend & Bromley Heath Parish Council
### Reserves Balance
**2025-2026**

| Reserve | OpeningBalance | Transfers | Spend | Receipts | CurrentBalance |
|---|---|---|---|---|---|
| **Earmarked** | | | | | |
| Elections | 16,163.00 | | | | 16,163.00 |
| CIL - community infrastructure l | 18,903.93 | | 5,547.85 | 1,345.84 | 14,701.92 |
| Pavilion Capital - Bromley Heatl | 68,146.49 | | | | 68,146.49 |
| Disaster Recovery Fund | 75,000.00 | | | | 75,000.00 |
| Pavilion Capital Expenditure - B | 134,235.89 | 10,067.49 | 144,303.38 | | 0.00 |
| Pavilion Capital Expenditure - B | 19,362.00 | -18,362.00 | 1,000.00 | | 0.00 |
| **Total Earmarked** | **331,811.31** | **-8,294.51** | **150,851.23** | **1,345.84** | **174,011.41** |
| **TOTAL RESERVE** | **331,811.31** | **-8,294.51** | **150,851.23** | **1,345.84** | **174,011.41** |
| **GENERAL FUND** | | | | | 353,421.64 |
| **TOTAL FUNDS** | | | | | 527,433.05 |

## Appendix 4

| Cost code | | 2025/2026 | | | 2025/2026 Rephasing | | |
|---|---|---|---|---|---|---|---|
| | | Budget | | Comments | New Budget | Difference | Comments |
| | **Budget** | | | | | | |
| 1 | **Pavilion - Badminton Road** | | | | | | |
| 74 | *Utilities* | -£ 15,000.00 | | New Pavilion | -£ 15,000.00 | | No Change |
| 94 | *Repairs* | -£ 1,000.00 | | | -£ 1,000.00 | | No Change |
| 98 | *Chubb* | -£ 7,500.00 | | New Pavilion | -£ 7,500.00 | | No Change |
| 99 | *Internal Cleaning* | -£ 12,000.00 | | New Pavilion | £ - | £ 12,000.00 | Cleaning currently completed in house |
| | *Consumables* | £ - | | New cost | -£ 5,000.00 | -£ 5,000.00 | Cleaning materials Etc |
| | *Key Deposits* | £ - | | New cost | | £ - | Holding Cost Code |
| | *Refreshments Income* | £ - | | New cost | £ 700.00 | £ 700.00 | Selling from Café Area |
| | *Refreshments* | £ - | | New cost | -£ 500.00 | -£ 500.00 | Selling from Café Area |
| | *Post it* | £ - | | New cost | £ 5,000.00 | £ 5,000.00 | Post it boxes outside Pavilion |
| 2 | **Pavilion - Bromley Heath** | | | | | | |
| 75 | *Utilities* | -£ 1,000.00 | | | -£ 1,000.00 | | No Change |
| 90 | *Maintenance* | -£ 750.00 | | M&S | -£ 750.00 | | No Change |
| 95 | *Equipment* | -£ 500.00 | | Fire equipment | -£ 500.00 | | No Change |
| 3 | **Badminton Road Playing Fields** | | | | | | |
| 1 | *Hire of Pitches - Football* | £ 5,400.00 | | | £ 5,400.00 | | No Change |
| 2 | *Hire of Pitches - Cricket* | £ 2,419.00 | | | £ 2,419.00 | | No Change |
| 4 | **King George V Playing Fields** | | | | | | |
| 4 | *Hire of Pitches - football* | £ 4,800.00 | | | £ 4,800.00 | | No Change |
| 5 | *Hire of Pitches - Cricket* | £ 2,419.00 | | | £ 2,419.00 | | No Change |
| 71 | *Personal Training* | £ 250.00 | | | £ 250.00 | | No Change |
| 72 | *Gate Security* | -£ 12,500.00 | | | -£ 12,500.00 | | No Change |
| 96 | *Children play parks* | -£ 7,108.00 | | From S&C | £ - | £ 7,108.00 | Deeds not to be completed till 2026 |
| | *Music License* | | 0 | New Cost | -£ 102.00 | -£ 102.00 | 12 Month music licence for KGV |
| 5 | **Bromley Heath Playing Fields** | | | | | | |
| 7 | *Hire of Pitches - Football* | £ 400.00 | | | £ 400.00 | | No Change |
| 8 | *Hire of Court - Tennis* | £ - | | | | | No Change |
| 73 | *Skate Park* | -£ 1,000.00 | | | -£ 1,000.00 | | No Change |
| 6 | **Community Events** | | | | | | |
| 10 | *Fireworks* | £ 600.00 | | | £ 3,500.00 | £ 2,900.00 | New T&Cs |
| 12 | *Heathfest* | £ 120.00 | | | £ 154.80 | £ 34.80 | New pricing |
| 7 | **Grants and Donations** | | | | | | |
| 15 | *S106 - Badminton Road Pavilion* | £ - | | | | | No Change |
| 16 | *S&C funding - Badminton Road Pavilion* | £ - | | | | | No Change |
| 17 | *S&C - roof funding Bromley Heath Pavilion* | £ - | | | | | No Change |
| 8 | **CIL - community infrastructure levy** | | | | | | |
| 20 | *Projects* | £ 500.00 | | FF Grant 2024 | £ 500.00 | | |
| | *Pavilion* | | | | -£ 18,000.00 | -£ 18,000.00 | Spending on equipmet at KGV (CIL funded) |
| 9 | **Precept** | | | | | | |
| 14 | *Precept Received* | £ 319,725.00 | | | £ 319,725.00 | | No Change |
| 10 | **Interest Income** | | | | | | |
| 13 | *Bank Interest* | £ 1,250.00 | | | £ 3,000.00 | £ 1,750.00 | Increased rate |
| 11 | **Pavilion Capital - Badminton Road** | | | | | | |
| 18 | *Demolition of old building* | £ - | | KGV Pavilion | | | No Change |
| 19 | *Building of new pavilion* | £ - | | KGV Pavilion | -£ 144,303.38 | -£ 144,303.38 | Cost carried over from previous year |
| 20 | *Landscaping* | £ - | | | | £ - | No Change |
| 24 | *Grants Received* | £ - | | | £ 27,593.00 | £ 27,593.00 | Cost carried over from previous year |
| 87 | *Hire Equipment* | £ - | | KGV Pavilion | -£ 500.00 | -£ 500.00 | Cost carried over from previous year |
| 93 | *Project Manager* | £ - | | KGV Pavilion | -£ 1,000.00 | -£ 1,000.00 | Cost carried over from previous year |
| 12 | **Pavilion Capital - Bromley Heath** | | | | | | |
| 22 | *Refurbishment of pavilion* | £ - | | | | | No Change |
| 23 | *Landscaping* | £ - | | | | | No Change |
| 25 | *Grants Received* | £ - | | | | | No Change |
| 13 | **Staff Costs** | | | | | | |
| 27 | *Salaries and Wages* | -£ 58,000.00 | | | -£ 92,000.00 | £ 34,000.00 | New FM Manager (Savings from other CC) Increase Pavilion hours |
| 28 | *Employers NI* | -£ 20,000.00 | | | -£ 35,000.00 | £ 15,000.00 | New FM Manager (Savings from other CC) Increase Pavilion hours |
| 29 | *Employers pension* | -£ 20,000.00 | | | -£ 38,000.00 | £ 18,000.00 | New FM Manager (Savings from other CC) Increase Pavilion hours |
| 85 | *DBS check* | £ - | | | | | No Change |
| 89 | *Uniform* | -£ 50.00 | | | -£ 325.00 | £ 275.00 | New Staff |
| 91 | *Eye Test* | -£ 100.00 | | | -£ 100.00 | £ - | No Change |
| 14 | **Training** | | | | | | |
| 30 | *Staff training* | -£ 500.00 | | | -£ 1,500.00 | -£ 1,000.00 | New FM and PM require training in legal areas |
| 31 | *Councillor Training* | -£ 250.00 | | | -£ 150.00 | £ 100.00 | Training Needs being reviewed |
| 15 | **Audit and Accountancy** | | | | | | |
| 6 | *Security Deposit - refundable* | £ - | | | | | No Change |
| 32 | *Internal Audit Fees* | -£ 1,000.00 | | | -£ 750.00 | £ 250.00 | Less visit required this year |
| 33 | *External Audit Fees* | -£ 1,000.00 | | | -£ 1,000.00 | | No Change |
| 81 | *Consultancy* | £ - | | | | | No Change |
| 16 | **IT Software & Consumables** | | | | | | |
| 34 | *Software* | -£ 2,500.00 | | | -£ 3,500.00 | -£ 1,000.00 | Increase with KGV Pavilion new systems (CCTV, Access control, etc) |
| 35 | *Computer and printer costs* | -£ 1,500.00 | | | -£ 1,500.00 | £ - | No Change |
| 50 | *Telephone and Broadband* | -£ 2,000.00 | | | -£ 2,000.00 | £ - | No Change |
| 17 | **Website** | | | | | | |
| 36 | *Hosting fees* | -£ 720.00 | | | -£ 720.00 | | No Change |
| 67 | *Support Costs and Development* | -£ 1,660.00 | | | -£ 1,660.00 | | No Change |
| 18 | **Advertising** | | | | | | |
| 37 | *Gazzend Voice* | -£ 2,500.00 | | | -£ 2,112.00 | £ 388.00 | No yearly increase |
| 83 | *Other bulletins* | £ - | | | | | No Change |
| 19 | **Elections** | | | | | | |
| 38 | *Contested* | £ - | | | | | No Change |
| 39 | *Uncontested* | £ - | | | | | No Change |
| 20 | **S137** | | | | | | |
| 41 | *Donations* | £ - | | | | | No Change |
| 42 | *Other* | £ - | | | | | No Change |
| 21 | **Bank Fees** | | | | | | |
| 76 | *Fees: Lloyds* | £ - | | | -£ 102.00 | -£ 102.00 | New monthly charge @ 50 |
| 22 | **Community Funding** | | | | | | |
| 44 | *Children and Young People* | -£ 1,000.00 | | | -£ 500.00 | £ 500.00 | No requests in 18 months |
| 45 | *Active Seniors* | -£ 1,000.00 | | | -£ 500.00 | £ 500.00 | No requests in 18 months |
| 23 | **Street Furniture** | | | | | | |
| 46 | *Cleaning* | -£ 6,000.00 | | | -£ 4,000.00 | £ 2,000.00 | Reduced with new FM |
| 47 | *Repairs and Maintenance* | -£ 4,000.00 | | | -£ 1,000.00 | £ 3,000.00 | Reduced with new FM |
| 78 | *New furniture* | | | | -£ 1,000.00 | -£ 1,000.00 | Damaged bus stop |

| | | | | | | |
|---|---|---|---|---|---|---|
| 24 | **Christmas Funding** | | | | | |
| 48 | *Purchase of lights* | -£ 250.00 | | -£ 250.00 | | No change to review with new FM |
| 49 | *Events* | -£ 5,000.00 | | -£ 5,000.00 | | No change to review with new FM |
| 50 | *Purchase of trees to incl. erection and removal* | -£ 5,000.00 | | -£ 5,000.00 | | To review tree sizes and cost |
| 79 | *Lighting maintenance* | -£ 7,500.00 | | -£ 7,500.00 | | No change to review with new FM |
| 25 | **General Expenses** | | | | | |
| 51 | *Travel - Clerk* | -£ 200.00 | | -£ 1,000.00 | -£ 800.00 | New staff using own cars |
| 52 | *Travel - Councillors* | -£ 50.00 | | -£ 20.00 | £ 30.00 | no one claimed |
| 53 | *Postage* | -£ 25.00 | | -£ 20.00 | £ 5.00 | minimal use |
| 54 | *Printing and Stationery* | -£ 2,000.00 | | -£ 1,750.00 | £ 250.00 | More realistic approach |
| 55 | *Subscriptions* | -£ 2,500.00 | | -£ 2,500.00 | £ - | No Change |
| 26 | **Defibrillator** | | | | | |
| 57 | *Purchase of New Equipment* | -£ 1,000.00 | | -£ 1,000.00 | | No change |
| 58 | *Purchase of Spares* | -£ 2,000.00 | | -£ 2,000.00 | | No Change |
| 27 | **Parish Appearance and Services** | | | | | |
| 59 | *SGC Localism Contract* | -£ 15,000.00 | | -£ 13,928.00 | £ 1,072.00 | SGC Cost |
| 60 | *In Bloom* | -£ 10,000.00 | | -£ 1,000.00 | | No Change |
| 61 | *Playing Field Recurring* | -£ 60,000.00 | | -£ 60,000.00 | | No Change |
| 62 | *Open Spaces* | -£ 8,000.00 | | -£ 8,000.00 | | No Change |
| 29 | **Rents** | | | | | |
| 64 | *Office Accommodation* | £ - | New Pavilion | -£ 1,255.00 | -£ 1,255.00 | Knock on to Pavilion handover |
| 65 | *Room Hire* | £ 5,200.00 | New Pavilion | £ 8,000.00 | £ 2,800.00 | New WOW offer for hiring pavilion |
| 30 | **Insurance** | | | | | |
| 66 | *Annual Premium* | -£ 15,000.00 | | -£ 4,000.00 | £ 11,000.00 | £4,000 per year for next 3 years |
| 31 | **Donations** | | | | | |
| 9 | *Men in Sheds* | £ - | | | | No Change |
| 68 | *Donations* | -£ 6,000.00 | | -£ 6,000.00 | | No Change |
| 97 | *ICNAP* | -£ 2,000.00 | | -£ 2,000.00 | | No Change |
| 32 | **Disaster Recovery Fund** | | | | | |
| 69 | *Expenditure* | £ - | | | | No Change |
| 33 | **VAT** | | | | | |
| 70 | *VAT reclaimable* | £ - | | | | No Change |
| 34 | **Office Equipment** | | | | | |
| 86 | *Equipment* | -£ 500.00 | | -£ 4,000.00 | -£ 3,500.00 | New equipment for Pavilion offices and meeting room |
| 92 | *PAT Testing* | -£ 250.00 | | -£ 250.00 | | |
| | *Consumables* | | New cost code | -£ 2,500.00 | -£ 2,500.00 | Equipment for KGV |
| 36 | **Buildings** | | | | | |
| 88 | *planning* | £ - | KGV Pavilion | | | No Change |
| 37 | **PWLB** | | | | | |
| 80 | *PWLB loan repayment* | -£ 38,647.50 | | -£ 37,647.50 | | No Change |
| | *Total* | | | | | |
| | *Income* | £ 342,963.00 | | £ 383,860.80 | £ 78,980.80 | |
| | *Ongoing* | -£ 360,510.50 | | -£ 562,694.88 | -£ 113,287.38 | |
| | *Total* | -£ 19,977.50 | | -£ 178,834.08 | -£ 34,306.58 | |