



BURTON GREEN PARISH COUNCIL



MINUTES

of the meeting of the **Finance & General Purposes Committee** held in Burton Green Village Hall, Red Lane at 6:45pm on **19th May 2025**.

Present: Councillors McColl (Chairman), Deeley, Gibbs, Hatton, Larsen and the Clerk (Helen du Bois).

Public: None

No.	
1.	Election of Chairman for 2025/26
	Cllr McColl was proposed and seconded, all were in favour and Cllr McColl was duly elected as Chairman.
2.	Signing of the Chairman's Declaration of Acceptance of Office
	Cllr McColl signed the Chairman's Declaration of Acceptance of Office, witnessed by the Clerk.
3.	Apologies for absence
	Cllrs Marshall sent apologies which were accepted.
4.	Election of Vice Chairman for 2025/26
	Cllr Hatton was proposed and seconded, all were in favour and Cllr Hatton was duly elected as Vice Chair.
5.	Signing of the Vice Chairman's Declaration of Acceptance of Office
	Cllr Hatton signed the Chairman's Declaration of Acceptance of Office, witnessed by the Clerk.
6.	Declaration of Interests
	None.
7.	To approve the minutes of the Finance and General Purposes Committee meeting held on 7th April 2025
	The minutes were signed without amendment.
8.	To consider any matters arising from the minutes of the previous meeting that are not included on the agenda
	Cromwell Lane bin: the Clerk has accepted a quote from Fairways Contracting of £ 355 + vat for installing the bin into concrete and re-positioning the ROW sign. Two other contractors declined to quote. Bus shelter cleaning: the Clerk explained that the total cost for quarterly cleans of both shelters would exceed the 2025-26 budget allowance of £200. Cllr Gibbs kindly offered to clean the Cromwell Lane bus shelter, and it was agreed to hire local window cleaner Mr D Niziol to carry out 3-monthly cleans of the Red Lane bus shelter only, at a total cost of £120 pa. ACTION: The Clerk to instruct Mr Niziol.



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9.	Public participation																																																	
	None.																																																	
10.	To receive the Finance Report and consider the invoices for payment																																																	
	The Clerk presented the Finance Report, see Appendix A. The Finance Report showed a general reserves balance of £27,328.13 on 13.5.25 and there is an expected balance of £25,284.13 once all payments and internal transfers have been made. It was resolved to approve the following payments: <table><tr><th></th><th>PAYEE</th><th>DESCRIPTION</th><th>TYPE</th><th>AMOUNT*</th></tr><tr><td>1</td><td>WCC Pension Fund</td><td>Employer contribution for HdB Mar 2025</td><td>BACS</td><td>£413.32</td></tr><tr><td>2</td><td>WCC Pension Fund</td><td>Employee contribution for HdB Mar 2025</td><td>BACS</td><td>£114.15</td></tr><tr><td>3</td><td>Burton Green Village Hall</td><td>Room rental (14 & 28th April + office hire)</td><td>BACS</td><td>£42.50</td></tr><tr><td>4</td><td>WALC</td><td>Annual subscription (WALC & NALC)</td><td>BACS</td><td>£924.00</td></tr><tr><td>5</td><td>Leicestershire Gardens</td><td>Grounds maintenance (17th Mar 25)</td><td>BACS</td><td>£180.00</td></tr><tr><td>6</td><td>E CHOUDRY</td><td>Internal Audit Fee 2024-25</td><td>BACS</td><td>£390.00</td></tr><tr><td>7</td><td>H DU BOIS</td><td>Office costs and expenses Mar/Apr 2025</td><td>BACS</td><td>£100.03</td></tr><tr><td></td><td></td><td></td><td>Total</td><td>£2164.00</td></tr></table> The Clerk confirmed that WCC paid the Council’s invoice for £13,464.00 of S106 funds for the Red Lane bus shelter, the funds have been transferred into the CIL savings account.						PAYEE	DESCRIPTION	TYPE	AMOUNT*	1	WCC Pension Fund	Employer contribution for HdB Mar 2025	BACS	£413.32	2	WCC Pension Fund	Employee contribution for HdB Mar 2025	BACS	£114.15	3	Burton Green Village Hall	Room rental (14 & 28th April + office hire)	BACS	£42.50	4	WALC	Annual subscription (WALC & NALC)	BACS	£924.00	5	Leicestershire Gardens	Grounds maintenance (17th Mar 25)	BACS	£180.00	6	E CHOUDRY	Internal Audit Fee 2024-25	BACS	£390.00	7	H DU BOIS	Office costs and expenses Mar/Apr 2025	BACS	£100.03				Total	£2164.00
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11.	To review and approve the Council’s Direct Debit and Standing Order payment agreements.																																																	
	It was resolved to approve the following payments in 2025-26: DIRECT DEBITS: • HRMC: quarterly payments for employee and employer’s tax owed • ICO: Data protection annual renewal STANDING ORDERS: • H DU BOIS: monthly salary																																																	
12.	To consider approving the automatic renewals of annual subscriptions																																																	
	The following annual renewals were approved within the expected costs: <table><tr><td> • Warwickshire Association of Local Council’s (WALC) • National Association of Local Councils (NALC) • Society of Local Council Clerks (SLCC) • Parish Online mapping software • CPRE Warwickshire membership </td><td> } approximately £900 pa approximately £240 pa approximately £100 pa £60 pa </td></tr></table>					• Warwickshire Association of Local Council’s (WALC) • National Association of Local Councils (NALC) • Society of Local Council Clerks (SLCC) • Parish Online mapping software • CPRE Warwickshire membership	} approximately £900 pa approximately £240 pa approximately £100 pa £60 pa																																											
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13.	To receive an update on the proposal to install a bus shelter at the school bus stop on Cromwell Lane, opposite Hickory's.
	Cllr McColl had discovered that planning permission had been granted in 2023 for one of the properties near the bus stop which will result in the creation of a new driveway at the location we had planned to install the bus shelter. WCC have advised the Council to look for an alternative location for the bus shelter. ACTION: Cllr McColl to review the area for a new location.
14.	To receive an update on the Red Lane Play Area project.
	The Working Group have requested some changes to be made to the equipment in the preferred design; an updated design will be provided by the supplier later this week. The amended design will be shown to the School Council for their feedback; the working group plan to recommend the final design for approval by the Full Council at the meeting on 16th June 2025.
15.	Close
	The meeting closed at 7.05pm.

Signed: _____
Cllr McColl, Chairman

Date: _____



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APPENDIX A

This report was presented to the Finance & General Purposes Committee on **19th May 2025**.

Balance of Unity Trust Current Account T1 as of 13/5/25: **£27,328.13**

Expected balance of Unity Trust Current Account T1 account after all payments: **£25,284.13**

Other accounts on 13/5/25:

Unity Trust Instant Access Account	EARMARKED	£45,169.07
Lloyds Treasurers Account	GENERAL RESERVES	£47.20
Lloyds Commercial Instant Access Account	CIL	£287,955.02

Interest received across all accounts between 1/4/25 – 31/3/26: **£276.71**

Income received in all accounts since 7/4/25:

	DATE	PAYEE	ACCOUNT HELD	DESCRIPTION	TYPE	AMOUNT
1	3.4.25	HMRC	Unity Current	VAT126 refund for 2024-25	BACS	£4890.12
2	9.4.25	Lloyds	Lloyds Commercial	Interest	BACS	£128.35
3	11.4.25	WCC	Lloyds Commercial	S106 funds for bus shelter	BACS	£13,364.00
4	11.4.25	Unity/Lloyd	Unity Current	24-25 interest earnt	TRF	£3151.50
5	30.4.25	WDC	Unity Current	Precept 2025-26 1 st part	BACS	£19,974.50
6	2.5.25	WDC	Lloyds Commercial	CIL (W/21/0425)	BACS	£119,911.19
7	9.5.25	Lloyds	Lloyds Commercial	Interest	BACS	£148.36
					Total	£151,568.02

Payments from Current T1 account since 7/4/25:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	12.4.25	H DU BOIS	Salary Mar 2025	SO	£1624.98
2	25.4.25	HMRC	Tax & NIC due Jan, Feb, Mar 2025 P10-P12	DD	£1216.50
3	30.4.25	Unity Trust	Service Charge Apr 2025	DD	£6.00
4	7.4.25	Clear Councils	Insurance 25-26	BACS	£616.66
5	12.5.25	H DU BOIS	Salary Apr 2025	SO	£1585.56
				Total	£5049.70

Payments from Lloyds Commercial Instant Access account since 7/4/25:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	22.4.25	Lloyds Bank	Service Charges Apr 2025	DD	£4.25
				Total	£4.25

Payments from Current Account to be approved on 7/4/25:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	WCC Pension Fund	Employer contribution for HdB Mar 2025	BACS	£413.32
2	WCC Pension Fund	Employee contribution for HdB Mar 2025	BACS	£114.15
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6	E CHOUDRY	Internal Audit Fee 2024-25	BACS	£390.00
7	H DU BOIS	Office costs and expenses Mar/Apr 2025	BACS	£100.03
			Total	£2164.00

*Statutory Power used for all payments: General Power of Competence, Localism Act 2011



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Internal Transfers to be approved on 19/5/25

	FROM	TO	DESCRIPTION	TYPE	AMOUNT*
1	Unity Internal Access acct	Unity Current T1 acct	Earmarked Reserves: Grounds Maintenance March 2025	TFR	£120.00
				Total	£120.00



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2025/26 Expenditure vs Budget

	2025-26	
	Budget	To date
£ PAYMENTS		
HW allowance/broadband	£372.00	£64.00
HMRC	£6,000.00	£1,216.50
Wages (Net)	£19,000.00	£3,210.54
Pension costs (employer & employee)	£6,300.00	£1,062.70
Payroll costs	£0.00	£0.00
Office costs	£550.00	£64.24
Travel expenses (Clerk)	£300.00	£29.34
Travel expenses (Cllrs)	£0.00	£0.00
Advertising	£200.00	£0.00
Audit	£705.00	£390.00
Banking charges	£72.00	£10.25
Burrow Hill Field & Car Park	£500.00	£0.00
Waste collections	£300.00	£116.68
Biodiversity/Climate change projects	£500.00	£0.00
Bus shelter maintenance	£200.00	£0.00
Chairman's Allowance	£300.00	£0.00
CIL expenditure	£0.00	£0.00
Community grants/donations (s137)	£5,000.00	£0.00
Defibrillator maintenance	£200.00	£0.00
Grounds Maintenance	£5,000.00	£180.00
Insurance	£400.00	£616.66
Legal/professional fees	£0.00	£1,000.00
Playground inspection/repairs	£300.00	£0.00
Room hire	£700.00	£173.85
Speed Reduction Measures	£50.00	£0.00
Subscriptions	£1,100.00	£805.00
Training	£300.00	£245.00
Unforeseen exp/misc.	£100.00	£0.00
Website	£100.00	£58.00
TOTAL EXPENDITURE exc VAT	£48,549.00	£9,242.76
VAT	£1,543.50	£176.44
TOTAL EXPENDITURE inc VAT	£50,092.50	£9,419.20
£ RECEIPTS		
Bank interest	£3,000.00	£276.71
Precept	£39,949.00	£19,974.50
VAT refund	£2,100.00	£4,890.12
Community Infrastructure Levy	£0.00	£0.00
Grants	£0.00	£0.00
Miscellaneous	£0.00	£0.00
TOTAL INCOME	£45,049.00	£25,141.33