

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

22nd June 2026, at Burton Green Village Hall, Burton Green

Present:

Councillors Larsen (Chairman), Deeley, Taylor and the Clerk (Helen du Bois).

Public:

None

1. Election of Chairman 2026/27

Cllr Larsen was proposed and seconded, all were in favour and Cllr Larsen was duly elected as Chairman.

2. Signing of the Chairman's Declaration of Office

Cllr Larsen signed the Chairman's Declaration of Acceptance of Office, witnessed by the Clerk

3. Apologies for absence

Cllrs McColl, Marshall and Hatton had sent apologies which were accepted.

4. Declaration of Interests

None.

5. To approve the minutes of the Finance and General Purposes Committee meeting held on 20th April 2026

The minutes were signed without amendment.

6. To consider any matters arising from the minutes of the previous meeting that are not included on the agenda

Item 4: Outstanding Action: The Clerk to process the changes to signatories on the Lloyds bank accounts.

7. Public participation

None.

8. To note the Council's 2026/27 budget commitment to donate replacement electrode pads and batteries for Burton Green's public defibrillators

It was noted that the Council had included £450.00 in the approved 2026/27 Budget to purchase and donate replacement electrode pads and batteries for Burton Green's publicly available defibrillators. This includes the defibrillators at the Red Lane bus stop, the village hall, 18 Hodgetts Lane and the Hedgerow Nursery & Preschool.

9. To receive the Finance Report and consider the invoices for payment

The Clerk presented the Finance Report, see Appendix A.

The report showed a current account balance of £21,882.71 on 18/6/26 and an expected balance of £20,559.57 once all payments and internal transfers have been made.

It was noted that an urgent payment of £114.00 to Think Print & Design had been authorised under delegated powers and paid on 1.6.26.

It was **resolved** to approve the following payments:

1	SLCC	Annual membership for Clerk/RFO	BACS	£253.00
2	WCC Pension Fund	Employers' contribution May 2026	BACS	£382.30
3	WCC Pension Fund	Employees contribution May 2026	BACS	£117.94
4	H DU BOIS	Office costs/expenses May/June 2026	BACS	£159.90
5	Leicestershire Gardens	Grounds Maintenance	BACS	£408.00
6	HAGS-SMP Ltd	I&M Operational Inspection May 2026	BACS	£78.00
7	Burton Green Village Hall	Room rental (19th Jan 26)	BACS	£26.00
8	Burton Green Village Hall	Room rental (23rd Feb 26)	BACS	£26.00
9	Burton Green Village Hall	Room rental (16th Mar 26)	BACS	£26.00
10	Burton Green Village Hall	Room rental (April, May 2026)	BACS	£106.00
			Total	£1583.14

ACTION: The Clerk to set up the payments for authorisation.

10. To review and approved the Council's banking mandates

These were approved.

11. To review and approve the Council's variable direct debits and standing order payment agreements

It was **resolved** to approve the following for 2026-27:

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 review the Red Lane Play Area Operational Inspection report for 8.5.26 and consider any recommendations

The report was considered, there were no recommendations.

It was noted that the safety fencing had been removed from the site in March 2026 and was included in this Inspection Report in error.

The Clerk confirmed that HAGS had replaced the faulty maintenance gate.

13. To consider approving the automatic renewals of annual subscriptions

The following annual renewals were **approved** within the expected costs:

- | | | |
|--|---|-----------------------|
| • Warwickshire Association of Local Council's (WALC) | } | approximately £900 pa |
| • National Association of Local Councils (NALC) | | |
| • Society of Local Council Clerks (SLCC) | | approximately £240 pa |
| • Parish Online mapping software | | approximately £100 pa |
| • CPRE Warwickshire membership | | £60 pa |

14. Close

The meeting closed at 7:12 pm.

Signed: _____ Date: _____
Cllr Larsen, Chairman

APPENDIX A: Finance Report

This report was presented to the Finance & General Purposes Committee on **22nd June 2026**.

Balance of General Reserves as of 18/6/26: £21,882.71¹

Expected balance after all payments & transfers: £20,559.57

Other accounts on 18/6/26:

Lloyds Community Account	£47.20
Earmarked reserves	£38,324.07
Burrow Hill playing field reserves	£3,160.00
Community Infrastructure Levy (CIL)	£400,289.52

Total interest received across all accounts between 1/4/26 – 31/3/27: £84.02

Income received since 18/5/26:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	11.5.26	Lloyds Bank	Interest May 26	BACS	£30.64
2	9.6.26	Lloyds Bank	Interest June 26	BACS	£16.68
			Total		£47.32

Payments from Unity & Lloyds current accounts since 18/5/26:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	19.5.26	Lloyds Bank	Service charge May 2026	DD	£4.25
2	30.4.26	Unity Trust Bank	Service charge Apr 2026	DD	£7.00
3	31.5.26	Unity Trust Bank	Service charge May 2026	DD	£7.00
4	1.6.26	Think Design & Print	CIL questionnaire leaflets	BACS	£114.00
5	12.6.26	H DU BOIS	Salary May 2026 P1	SO	£1652.13
			Total		£1913.63

Payments from Unity Current Account to be approved on 22/6/26:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	SLCC	Annual membership for Clerk/RFO	BACS	£253.00
2	WCC Pension Fund	Employers' contribution for HdB May 2026 P2	BACS	£382.30
3	WCC Pension Fund	Employees contribution for HdB May 2026 P2	BACS	£117.94
4	H DU BOIS	Office costs and expenses May/June 2026	BACS	£159.90
5	Leicestershire Gardens	Grounds Maintenance 7th & 21st May 2026	BACS	£408.00
6	HAGS-SMP Ltd	I&M Operational Inspection May 2026	BACS	£78.00
7	Burton Green Village	Room rental (19th Jan 26)	BACS	£26.00
8	Burton Green Village	Room rental (23rd Feb 26)	BACS	£26.00
9	Burton Green Village	Room rental (16th Mar 26)	BACS	£26.00
10	Burton Green Village	Room rental (20th Apr, 27th Apr (APM), 18 May 26)	BACS	£106.00
			Total	£1583.14

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

Internal Transfers to be approved on 22/6/26:

	FROM	TO	DESCRIPTION	TYP	AMOUNT
1	Unity Instant Access	Unity Current T1	Earmarked Reserves: Grounds Maintenance May 26	TFR	£260.00

¹ Excludes 2025-26 bank interest held across all accounts (£2853.10) and £51.45 held in Lloyds Community Account

2026/27 Expenditure vs Budget

	2026-27	
	Budget	To date
£ PAYMENTS		
HW allowance/broadband	£372	£99.00
HMRC	£6,410	£1,484.33
Wages (Net)	£19,664	£4,929.05
Pension costs (employer & employee)	£6,583	£1,539.40
Payroll costs	£0	£0.00
Office costs	£350	£93.22
Travel expenses (Clerk)	£250	£83.56
Travel expenses (Cllrs)	£0	£0.00
Advertising	£500	£95.00
Audit	£1,020	£390.00
Banking charges	£143	£14.00
Burrow Hill Field & Car Park	£200	£0.00
Waste collections	£300	£244.08
Biodiversity/Climate change projects	£500	£0.00
Bus shelter maintenance	£150	£0.00
Chairman's Allowance	£250	£50.00
CIL expenditure	£0	£0.00
Community grants/donations (s137)	£5,000	£0.00
Defibrillator maintenance	£450	£61.29
Grounds Maintenance	£5,500	£1,020.00
Insurance	£700	£1,274.72
Legal/professional fees	£5,000	£0.00
Playground inspection/repairs	£1,000	£65.00
Room hire	£550	£184.00
Speed Reduction Measures	£0	£0.00
Subscriptions	£1,200	£1,096.00
Training	£500	£0.00
Unforeseen exp/misc.	£100	£88.68
Website	£600	£552.32
TOTAL EXPENDITURE exc VAT	£57,292	£13,363.65
VAT	£3,577	£543.36
TOTAL EXPENDITURE inc VAT	£60,869	£13,907.01
£ RECEIPTS		
Bank interest	£3,000	£84.02
Precept	£47,005	£23,502.50
VAT refund	£2,500	£0.00
Grants	£0	£0.00
Community Infrastructure Levy	£0	£0.00
Miscellaneous	£0	£0.00
TOTAL INCOME	£52,505	£23,586.52