BURTON GREEN PARISH COUNCIL

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Contact the Council: clerk@burtongreenparishcouncil.gov.uk
Tel: 01926 754030 Website: www.burtongreenparishcouncil.gov.uk

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

19th October 2026, at Burton Green Village Hall, Burton Green

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

Public:
One.

1. Apologies for absence
Apologies were accepted from Cllr Marshall.

2. Declaration of Interests
None.

3. To approve the minutes of the Finance and General Purposes Committee meeting held on 21st September 2026
The minutes were signed without amendment.

4. To consider any matters arising from the minutes of the previous meeting that are not included on the agenda
None.

5. Public participation
None.

6. 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 £32,578.88 on 12/10/26 and an expected balance of £30,389.49 once all payments and internal transfers have been made.

It was noted that the 2nd part of the 2026/27 Precept had been received.

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

	PAYEE	DESCRIPTION	AMOUNT*
1	Think Design & Print	SWLP Regulation 19 consultation leaflets	£184.00
2	EcoGlossyWindows	Red Lane bus shelter clean	£30.00
3	EcoGlossyWindows	Red Lane bus shelter clean	£30.00
4	WALC	Training (Councillor One, AP & CW)	£96.00
5	WALC	Training (Councillor Two, AP & CW)	£96.00
6	WALC	Planning for Non-Planners (HdB)	£48.00
7	WALC	Training (Councillor Three, AP & CW)	£96.00
8	Leicestershire Gardens	Grounds Maintenance 11th, 19th & 25th Aug 2026	£828.00
9	Burton Green Village Hall	Room rental (15 June 26)	£26.00
10	Burton Green Village Hall	Room rental (20 July & 1st Sept 26)	£52.00
11	Burton Green Village Hall	Room rental (21 Sept 26)	£26.00
12	WCC Pension Fund	Employers' contribution for HdB Sept 2026 P6	£443.50
13	WCC Pension Fund	Employee's contribution for HdB Sept 2026 P6	£136.82
14	H DU BOIS	Office costs and expenses Sep/Oct 2026	£470.67
15	Local Authority Technology CIC	Parish Online Mapping Software annual fee	£86.40
		Total	**£2649.39**

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

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

7. To consider allocating £420.00 of CIL funds towards the increased costs of the 2025/26 External Audit fee.

It was noted that the fee from Moore UK for the 2025/26 External Audit had been £420.00 greater than originally expected/budgeted. This was due to a significant increase in the Council's 2025/26 income because of a CIL receipt of £227,322.58, resulting in a higher fee band.

The Clerk explained that WDC have published guidance[1] permitting Parish Councils to use CIL receipts for legitimate administration costs, including when external audit fees have increased specifically because of the need to audit CIL income.

It was **resolved** to allocate £420.00 of the Council's CIL funds to cover the increased costs of the External Audit.

ACTION: The Clerk to transfer £420.00 of CIL funds to general reserves.

8. To receive an update from the Internal Controls Councillor

It was **agreed** consider this item at the next meeting.

9. To note the bank reconciliation for Q2 2026/27

This was noted; see Appendix B. Cllr Taylor verified against the bank statements and signed the bank reconciliation.

10. To review the progress of 2026/27 Budget vs Expenditure and consider any requirement for budget adjustments.

Councillors reviewed the 2026-27 Budget vs Expenditure to date and discussed any higher than expected costs.

It was **agreed** that there was no need for any adjustments to the budget.

11. To approve the re-booking of a New Councillor training course with WALC for £40.00

This was **approved**.

ACTION: the Clerk to book the training.

12. To approve the draft Grounds Maintenance tender for 2027

The draft tender document was **approved**; the quotes received will be considered by the Committee at the January 2027 meeting prior to the Full Council finalising the 2027/28 Budget for Expenditure.

ACTION: The Clerk to issue the tender document to at least three contractors.

13. Close

The meeting closed at 7:23 pm.

Signed: _____ Date: _____

Cllr Larsen, Chairman

[1] https://www.warwickdc.gov.uk/downloads/file/7265/advice_to_ptcs_on_potential_administration_costs_incurred_by_cil

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APPENDIX A: Finance Report

This report was presented to the Finance & General Purposes Committee on **19th October 2026**.

Balance of General Reserves as of 12/10/26:	**£32,578.88**[2]
Expected balance after all payments & transfers:	**£30,389.49**
Other accounts on 12/10/26:	
Lloyds Community Account	£30.20
Earmarked reserves	£38,324.07
Burrow Hill playing field reserves	£1865.00
Community Infrastructure Levy (CIL)	£400,289.52
Total interest received across all accounts between 1/4/26 – 31/3/27:	£2149.17

Income received since 21/9/26:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	30.9.26	Unity Trust Bank	Interest - Instant Access Account	BACS	£205.48
2	30.9.26	Lloyds Bank	Interest - 95 Day Notice Account	BACS	£882.73
3	30.9.26	WDC	2026-27 Precept part 2	BACS	£23,502.50
				Total	**£24,590.71**

Payments from Unity & Lloyds current accounts since 21/9/26:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	21.9.26	Lloyds Bank	Service charge Sept 2026	DD	£4.25
2	25.9.26	Royal British Legion	Remembrance Day 2026 donation	BACS	£30.00
3	30.9.26	Unity Trust Bank	Service charge Sept 2026	DD	£7.00
4	12.10.26	H DU BOIS	Salary Aug 26 P5	SO	£1871.52
				Total	**£1912.77**

Payments from Unity Current Account to be approved on 21/9/26:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	Think Design & Print	SWLP Regulation 19 consultation leaflets	BACS	£184.00
2	EcoGlossyWindows	Red Lane bus shelter clean	BACS	£30.00
3	EcoGlossyWindows	Red Lane bus shelter clean	BACS	£30.00
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7	WALC	Training (Councillor Three, AP & CW)	BACS	£96.00
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14	H DU BOIS	Office costs and expenses Sep/Oct 2026	BACS	£470.67
15	Local Authority Technology CIC	Parish Online Mapping Software annual fee	BACS	£86.40
			Total	**£2649.39**

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

[2] Excludes 2025-26 bank interest held across all accounts (£2853.10) and £30.20 held in Lloyds Community Account

Internal Transfers to be approved on 19/10/26:

	FROM	TO	DESCRIPTION	TYP	AMOUNT
1	Unity Instant Access	Unity Current T1	Earmarked Reserves: Grounds Maintenance Aug 26	TFR	£460.00

2026/27 Expenditure vs Budget

	2026-27	
	Budget	To date
£ PAYMENTS		
HW allowance/broadband	£372	**£216.00**
HMRC	£6,410	**£3,022.36**
Wages (Net)	£19,664	**£11,692.17**
Pension costs (employer & employee)	£6,583	**£3,596.60**
Payroll costs	£0	**£0.00**
Office costs	£350	**£187.21**
Travel expenses (Clerk)	£250	**£174.20**
Travel expenses (Cllrs)	£0	**£0.00**
Advertising	£500	**£279.00**
Audit	£1,020	**£1,230.00**
Banking charges	£143	**£67.50**
Burrow Hill Field & Car Park	£200	**£24.90**
Waste collections	£300	**£244.08**
Biodiversity/Climate change projects	£500	**£0.00**
Bus shelter maintenance	£150	**£60.00**
Chairman's Allowance	£250	**£50.00**
CIL expenditure	£0	**£130.00**
Community grants/donations (s137)	£5,000	**£30.00**
Defibrillator maintenance	£450	**£361.29**
Grounds Maintenance	£5,500	**£2,390.00**
Insurance	£700	**£1,274.72**
Legal/professional fees	£5,000	**£0.00**
Playground inspection/repairs	£1,000	**£0.00**
Room hire	£550	**£288.00**
Speed Reduction Measures	£0	**£0.00**
Subscriptions	£1,200	**£1,168.00**
Training	£500	**£280.00**
Unforeseen exp/misc.	£100	**£128.68**
Website	£600	**£552.32**
TOTAL EXPENDITURE exc VAT	**£57,292**	**£27,447.03**
VAT	£3,577	**£1,138.06**
TOTAL EXPENDITURE inc VAT	**£60,869**	**£28,585.09**
£ RECEIPTS		
Bank interest	£3,000	**£2,149.17**
Precept	£47,005	**£47,005.00**
VAT refund	£2,500	**£0.00**
Grants	£0	**£0.00**
Community Infrastructure Levy	£0	**£107,411.19**
Miscellaneous	£0	**£0.00**
TOTAL INCOME	**£52,505**	**£156,565.36**

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APPENDIX B – Bank Reconciliation Q2 2026-27

BURTON GREEN PARISH COUNCIL BANK RECONCILIATION						
Receipts and payments reconciliation as at 30.9.26						
Balance brought forward at 30.6.26				£465,437.91		
plus receipts				£ 24,643.69		
minus payments				£ 10,137.42		
			Total	**£479,944.18**		
Bank reconciliation as at 30.9.26						
Lloyds Commercial Instant Access				**£ 42,068.24**		CIL
Lloyds Community Account				**£ 30.20**		Current
Unity Trust Current Account				**£ 34,450.40**		Current
Unity Trust Instant Access Account				**£ 41,578.83**		Earmarked
Unity Trust 95 Day Notice Account				**£121,645.92**		CIL
Cambridge Building Society				**£120,170.59**		CIL
Hinkley & Rugby Building Society				**£120,000.00**		CIL
Cash				£ -		
			Total	**£479,944.18**		
less unpresented cheques				£0.00		
	0.00					
			Total	**£479,944.18**		

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