

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

20th July 2026, at Burton Green Village Hall, Burton Green

Present:

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

Public:

None

1. Apologies for absence

Apologies were accepted from Cllr Hatton.

Cllr Larsen informed the Committee that Cllr McColl had resigned from the Council.

2. Declaration of Interests

None.

3. To approve the minutes of the Finance and General Purposes Committee meeting held on 22nd June 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

The Clerk confirmed that HAGS had replaced the maintenance gate at the Red Lane play area.

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 £18,921.35 on 13/7/26 and an expected balance of £18,332.79 once all payments and internal transfers have been made.

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

1	WCC Pension Fund	Employers' contribution for HdB June 2026 P3 BACS	£376.39
2	WCC Pension Fund	Employees contribution for HdB June 2026 P3 BACS	£116.12
3	H DU BOIS	Office costs and expenses June/July 2026 BACS	£106.05
			Total £598.56

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

7. To receive an update from the Internal Controls Councillor

Cllr Larsen (ICC) confirmed that a sample of transactions from Q1 of the 2026-27 accounts had been scrutinised, and all was found to be in order; the Internal Controls checklist was signed.

8. To note the bank reconciliation for Q1 2026/27

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

9. 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.

10. Close

The meeting closed at 7:27 pm.

Signed: _____ Date: _____
Cllr Larsen, Chairman

UNSIGNED

APPENDIX A: Finance Report

This report was presented to the Finance & General Purposes Committee on **20th July 2026**.

Balance of General Reserves as of 13/7/26: £18,921.35¹

Expected balance after all payments & transfers: £18,322.79

Other accounts on 10/7/26:

Lloyds Community Account	£42.95
Earmarked reserves	£38,324.07
Burrow Hill playing field reserves	£2,385.00
Community Infrastructure Levy (CIL)	£400,289.52

Total interest received across all accounts between 1/4/26 – 31/3/27: £1007.97

Income received since 22/6/26:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT
1	30.6.26	Unity Trust Instant Access	Interest Q1 26	BACS	£205.46
2	30.6.26	Unity Trust 95 Day Notice	Interest Q1 26	BACS	£701.22
3	9.7.26	Lloyds Bank	Interest July 26	BACS	£17.27
			Total		£923.95

Payments from Unity & Lloyds current accounts since 22/6/26:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	22.6.26	Lloyds Bank	Service charge June 2026	DD	£4.25
2	30.6.26	Unity Trust Bank	Service charge June 2026	DD	£7.00
3	13.7.26	H DU BOIS	Salary June P3	SO	£1631.22
			Total		£1642.47

Payments from Unity Current Account to be approved on 20/7/26:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	WCC Pension Fund	Employers' contribution for HdB June 2026 P3	BACS	£376.39
2	WCC Pension Fund	Employees contribution for HdB June 2026 P3	BACS	£116.12
3	H DU BOIS	Office costs and expenses June/July 2026	BACS	£106.05
		Total		£598.56

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

¹ Excludes 2025-26 bank interest held across all accounts (£2853.10) and £42.95 held in Lloyds Community Account

2026/27 Expenditure vs Budget

	2026-27	
	Budget	To date
£ PAYMENTS		
HW allowance/broadband	£372	£128.00
HMRC	£6,410	£1,484.33
Wages (Net)	£19,664	£6,560.27
Pension costs (employer & employee)	£6,583	£2,031.91
Payroll costs	£0	£0.00
Office costs	£350	£107.63
Travel expenses (Clerk)	£250	£105.12
Travel expenses (Cllrs)	£0	£0.00
Advertising	£500	£95.00
Audit	£1,020	£390.00
Banking charges	£143	£33.75
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	£128.68
Website	£600	£552.32
TOTAL EXPENDITURE exc VAT	£57,292	£15,612.10
VAT	£3,577	£544.44
TOTAL EXPENDITURE inc VAT	£60,869	£16,156.54
£ RECEIPTS		
Bank interest	£3,000	£1,007.97
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	£24,510.47

APPENDIX B

BURTON GREEN PARISH COUNCIL RECONCILIATION				
Receipts and payments reconciliation as at 30.6.26				
Balance brought forward at 31.3.26				£347,460.28
plus receipts				£131,904.39
minus payments				£ 13,926.76
			Total	£465,437.91
Bank reconciliation as at 30.6.26				
Lloyds Commercial Instant Access				£ 42,015.26
Lloyds Community Account				£ 42.95
Unity Trust Current Account				£ 20,552.57
Unity Trust Instant Access Account				£ 41,893.35
Unity Trust 95 Day Notice Account				£120,763.19
Cambridge Building Society				£120,170.59
Hinkley & Rugby Building Society				£120,000.00
Cash				£ -
			Total	£465,437.91
less unpresented cheques				£0.00
		0.00		
			Total	£465,437.91