

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

21st September 2026, at Burton Green Village Hall, Burton Green

Present:

Councillors Larsen (Chairman), Deeley, Marshall and Taylor
The Clerk (Helen du Bois) attended remotely.

Public:

None

1. Apologies for absence

Cllr Larsen informed the Committee that Cllr Hatton 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 20th July 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 £12,878.04 on 15/9/26 and an expected balance of £10,724.90 once all payments and internal transfers have been made.

It was noted that the following payments had been made under delegated powers since 20th July 2026:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	17.8.26	WCC Pension Fund	Employers' contribution for HdB July 2026 P4	BACS	£370.15
2	17.8.26	WCC Pension Fund	Employees contribution for HdB July 2026 P4	BACS	£114.19
3	17.8.26	Leicestershire	Grounds Maintenance 15th June, 1st July 26	BACS	£408.00

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

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	Leicestershire Gardens Ltd	Grounds Maintenance 15th July, 29 th July 26	BACS	£408.00
2	HAGS-SMP Ltd	I&M Operational Inspection Aug 2026	BACS	£78.00
3	Moore UK	External Audit 2025-26 fees	BACS	£1008.00
4	WCC Pension Fund	Employers' contribution for HdB Aug 2026 P5	BACS	£382.14
5	WCC Pension Fund	Employees contribution for HdB June 2026 P5	BACS	£117.89
6	H DU BOIS	Office costs and expenses June/July 2026	BACS	£159.11
		Total		£2153.14

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

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

7. To approve a donation of approximately £30.00 to the Royal British Legion for a Remembrance Sunday wreath and agree a representative to lay the wreath on behalf of the Council on 8th November 2026

A donation of £30.00 was **approved**.

Cllr Deeley kindly offered to represent the Council at the Remembrance Service.

ACTION: The Clerk to submit the donation.

8. To note the 2026/27 Local Government Services Pay Agreement

It was noted that the National Joint Council for Local Government Services had reached an agreement on rates of pay applicable from 1 April 2026 – 31st March 2027. The new rate will be implemented from the September 2026 payroll and will include back-pay for all hours worked between 1st April 2026 and 31st Aug 2026.

ACTION: The Clerk to update payroll with the new rates of pay.

9. To agree the best approach for the grounds maintenance service in 2027.

It was noted that the 3 year grounds maintenance contract with Leicestershire Gardens had expired. It was **agreed** that the Council would send the 2027 Grounds Maintenance tender details to local suppliers.

ACTION: The Clerk to issue the Grounds Maintenance 2027 tender to suppliers.

10. To review quotes received for cleaning the Red Lane bus shelter

The Council's existing cleaning contractor had been uncontactable for several months and the Clerk had sourced quotes from alternative providers. However, the current contractor resumed correspondence prior to this meeting and it was **agreed** to continue working with them for the present.

11. To note the August 2024 Red Lane Play Area Operational Inspection report

The report was reviewed, there were no recommendations for repairs to the equipment.

12. Close

The meeting closed at 7:29 pm.

Signed: _____ Date: _____
Cllr Larsen, Chairman

APPENDIX A: Finance Report

This report was presented to the Finance & General Purposes Committee on **21st September 2026**

Balance of General Reserves as of 15/9/26:	£12,878.04¹
Expected balance after all payments & transfers:	£10,724.90
Other accounts on 15/9/26:	
Lloyds Community Account	£34.45
Earmarked reserves	£38,324.07
Burrow Hill playing field reserves	£2125.00
Community Infrastructure Levy (CIL)	£400,289.52
Total interest received across all accounts between 1/4/26 – 31/3/27:	£1043.68

Income received since 20/7/26:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	10.8.26	Lloyds Bank	Interest Aug 26	BACS	£18.43
2	9.9.26	Lloyds Bank	Interest Sept 26	BACS	£17.28
			Total		£35.71

Payments from Unity & Lloyds current accounts since 20/7/26:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	23.7.26	HMRC	Tax & NIC due P1-P3 2026-27	DD	£1538.03
2	31.7.26	Unity Trust Bank	Service charge July 2026	DD	£7.00
3	12.8.26	H DU BOIS	Salary July P4	SO	£1608.61
4	17.8.26	WCC Pension Fund	Employers' contribution for HdB July 2026 P4	BACS	£370.15
5	17.8.26	WCC Pension Fund	Employees contribution for HdB July 2026 P4	BACS	£114.19
6	17.8.26	Leicestershire Gardens Ltd	Grounds Maintenance 15th June, 1st July 26	BACS	£408.00
7	18.8.26	Lloyds Bank	Service charge Aug 2026	DD	£4.25
8	31.8.26	Unity Trust Bank	Service charge Aug 2026	DD	£7.00
			Total		£4057.23

Internal Transfers made since 20/7/26:

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

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

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	Leicestershire Gardens Ltd	Grounds Maintenance 15th July, 29 th July 26	BACS	£408.00
2	HAGS-SMP Ltd	I&M Operational Inspection Aug 2026	BACS	£78.00
3	Moore UK	External Audit 2025-26 fees	BACS	£1008.00
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5	WCC Pension Fund	Employees contribution for HdB June 2026 P5	BACS	£117.89
6	H DU BOIS	Office costs and expenses June/July 2026	BACS	£159.11
		Total		£2153.14

*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 £34.45 held in Lloyds Community Account

Internal Transfers to be approved on 21/9/26:

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

2026/27 Expenditure vs Budget

	2026-27	
	Budget	To date
£ PAYMENTS		
HW allowance/broadband	£372	£157.00
HMRC	£6,410	£3,022.36
Wages (Net)	£19,664	£9,820.65
Pension costs (employer & employee)	£6,583	£3,016.28
Payroll costs	£0	£0.00
Office costs	£350	£122.04
Travel expenses (Clerk)	£250	£126.68
Travel expenses (Cllrs)	£0	£0.00
Advertising	£500	£95.00
Audit	£1,020	£1,230.00
Banking charges	£143	£56.25
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	£130.00
Community grants/donations (s137)	£5,000	£0.00
Defibrillator maintenance	£450	£61.29
Grounds Maintenance	£5,500	£1,700.00
Insurance	£700	£1,274.72
Legal/professional fees	£5,000	£0.00
Playground inspection/repairs	£1,000	£0.00
Room hire	£550	£290.00
Speed Reduction Measures	£0	£0.00
Subscriptions	£1,200	£1,096.00
Training	£500	£0.00
Unforeseen exp/misc.	£100	£168.68
Website	£600	£552.32
TOTAL EXPENDITURE exc VAT	£57,292	£23,213.35
VAT	£3,577	£862.52
TOTAL EXPENDITURE inc VAT	£60,869	£24,075.87
£ RECEIPTS		
Bank interest	£3,000	£1,043.68
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	£24,546.18