



BURTON GREEN PARISH COUNCIL



MINUTES

of the meeting of the **Finance & General Purposes Committee** held in Burton Green Village Hall, Red Lane at 7:00pm on **20th October 2025**.

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

Public: None

No.																
1.	Apologies for absence															
	Cllr Hatton had sent apologies which were accepted.															
2.	Declaration of Interests															
	None.															
3.	To approve the minutes of the Finance and General Purposes Committee meeting held on 15th September 2025															
	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 gave an update on the progress of the play area installation: • The equipment has been installed and work to lay the safety surfacing has begun • A RoSPA safety inspection will be carried out by a 3rd party at the end of the week, and the installation team will resolve any issues prior to the play area being opened. • The areas of grass that have been re-turfed or seeded will be fenced off and inaccessible for 2-3 weeks. The new waste bin has been installed at the entrance to the footpath on Cromwell Lane, opposite Hickory’s; WDC have started emptying it on a weekly basis.															
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. It was noted that the Council had received the 2nd precept payment for 25/26, £19,974.50. The Clerk explained that it had been necessary to pay an invoice from WDC for the Cromwell Lane waste bin emptying prior to this meeting due to WDC’s 14 day payment terms. This payment was approved by Cllrs Marshall and Larsen. The Finance Report showed a general reserves balance of £31,231.20 on 13.10.25 and an expected balance of £29,868.14 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>EcoGlossyWindows</td><td>Red Lane bus shelter clean</td><td>BACS</td><td>£30.00</td></tr><tr><td>2</td><td>Fairways Contracting Ltd</td><td>Installation of Cromwell Lane waste bin</td><td>BACS</td><td>£336.00</td></tr></table>		PAYEE	DESCRIPTION	TYPE	AMOUNT*	1	EcoGlossyWindows	Red Lane bus shelter clean	BACS	£30.00	2	Fairways Contracting Ltd	Installation of Cromwell Lane waste bin	BACS	£336.00
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3	Leicestershire Gardens	Grounds maintenance (6th & 20th Aug 25)	BACS	£456.00
4	Burton Green Village Hall	Room rental (15 Sept 25)	BACS	£26.00
5	Leicestershire Gardens	Grounds maintenance (3rd & 24th Sept 25)	BACS	£384.00
6	WCC Pension Fund	Employer contribution for HdB Sept 2025 P6	BACS	£406.42
7	WCC Pension Fund	Employee contribution for HdB Sept 2025 P6	BACS	£112.25
8	H DU BOIS	Office costs and expenses Sep/Oct 2025	BACS	£91.99
9	Geosphere Ltd	Parish Online annual subscription 25/25	BACS	£86.40
10	Terra Firma Arboriculture Ltd	Health & Safety survey Burrow Hill car park trees	BACS	£234.00
			Total	£2160.06

*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 note the bank reconciliation for w/e 30.9.25

This was noted, see Appendix B.

Cllr Gibbs verified and signed the bank statements; the total value of cash and short term investments for w/e 30.9.25 was £365,596.90

8. To receive an update from the Internal Controls Councillor

Cllr Gibbs (ICC) confirmed that a sample of transactions from Q2 of the 2025-26 accounts had been scrutinised, and all was found to be in order; the Internal Controls checklist was signed.

It was agreed that the monthly subscription for Zoom would be cancelled.

ACTION: The Clerk to cancel the Zoom subscription.

9. To note the results of the recent Health & Safety inspection and consider any recommendations.

A Health & Safety inspection was carried out on the Council's physical assets by Cllr Hatton and the Clerk on 26.9.25.

The Council considered the findings and the recommendations.

It was **agreed** that:

- a) there would be no action at present re: the two damaged grit bins as the grit is still contained and protected from the weather.
- b) the Clerk would remind the window cleaner to include the roof and ceiling of the Red Lane bus shelter on their next visit.

ACTION: The Clerk to contact the window cleaner re: Red Lane bus shelter.

10. To consider setting a budget for the costs of future legal advice re: SWLP

It was agreed that the existing earmarked reserves for Legal & Professional Fees of £14,000 are sufficient at present.

11. To note the 2nd instalment of CIL contribution from W/21/1280 and agree the approach for banking CIL funds

It was noted that the Council is due to receive £107,411.19 of Community Infrastructure Levy finds from WDC, relating to W/21/1280; Cllr McColl signed the CIL Agreement.



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	Banking arrangements for the Council's CIL funds were discussed. The following actions were agreed: • To transfer £85,000 of CIL funds to each of the Council's new Building Society savings accounts. • To enquire whether the Council's savings account with Hinkley & Rugby BS can be changed to their Business 90 Day Notice Account. • To adopt an Investment Policy in accordance with section 1.11 of Practitioner's Guide 2025. • To look in more detail at the CCLA's Public Sector Deposit Fund for longer term deposits. ACTIONS: The Clerk to return the signed CIL Agreement to WDC The Clerk to contact Hinkley & Rugby BS regarding their 90 day notice account The Clerk to draft an Investment Policy for consideration at the next meeting The Clerk to provide Councillors with further information on CCLA and the Public Sector Deposit Fund.
12.	Close
	The meeting closed at 7.28pm.

Signed: _____ Date: _____
Cllr McColl, Chairman



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APPENDIX A

This report was presented to the Finance & General Purposes Committee on **20th October 2025**.

Balance of Unity Trust Current Account (General Reserves) as of 13/10/25: £31,231.20
Expected balance after all payments & transfers: £29,868.14

Other accounts on 13/10/25:

Earmarked reserves £38,324.07
 Burrow Hill playing field reserves £5,180.00
 Community Infrastructure Levy (CIL) £287,415.20

Interest received across all accounts between 1/4/25 – 31/3/26: £1753.34

Income received in all accounts since 15/9/25:

	DATE	PAYEE	ACCOUNT HELD	DESCRIPTION	TYPE	AMOUNT
1	29.9.25	WDC	Unity Current	25/26 Precept part 2	BACS	£19974.50
2	30.9.25	Unity	Unity Instant Access	Interest	BACS	£249.86
3	9.10.25	Unity	Lloyds Commercial	Interest	BACS	£165.36
					Total	£20,389.72

Payments from Unity Current account since 15/9/25:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	18.9.25	Royal British Legion	Donation	BACS	£30.00
2	31.9.24	Unity Trust Bank	Service charge Sept 2025	DD	£6.00
3	3.10.25	WDC	Waste collection (Cromwell Lane bin)	BACS	£70.00
4	12.10.25	H DU BOIS	Salary Sept 2025	SO	£1499.39
				Total	£1605.39

Payments from Lloyds Community account since 15/9/25:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	22.9.25	Lloyds Bank	Service Charge Sept 2025	DD	£4.25
				Total	£4.25

Payments from Unity Current Account to be approved on 20/10/25:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	EcoGlossyWindows	Red Lane bus shelter clean	BACS	£30.00
2	Fairways Contracting Ltd	Installation of Cromwell Lane waste bin	BACS	£336.00
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			Total	£2160.06

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Internal Transfers to be approved on 20/10/25

	FROM	TO	DESCRIPTION	TYPE	AMOUNT*
1	Unity Internal Access acct	Unity Current T1 acct	Earmarked Reserves: Grounds Maintenance Aug & Sep 2025	TFR	£520.00
2	Lloyds Commercial acct	Unity Current T1 acct	CIL Cromwell Lane bin installation	TFR	£280.00
				Total	£800.00



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2025/26 Expenditure vs Budget

	2025-26	
	Budget	To date
£ PAYMENTS		
HW allowance/broadband	£372.00	£221.00
HMRC	£6,000.00	£2,643.44
Wages (Net)	£19,000.00	£11,165.49
Pension costs (employer & employee)	£6,300.00	£3,709.66
Payroll costs	£0.00	£0.00
Office costs	£550.00	£229.97
Travel expenses (Clerk)	£300.00	£116.11
Travel expenses (Cllrs)	£0.00	£0.00
Advertising	£200.00	£74.00
Audit	£705.00	£705.00
Banking charges	£72.00	£36.00
Burrow Hill Field & Car Park	£500.00	£195.00
Waste collections	£300.00	£175.01
Biodiversity/Climate change projects	£500.00	£0.00
Bus shelter maintenance	£200.00	£60.00
Chairman's Allowance	£300.00	£44.06
CIL expenditure	£0.00	£1,295.98
Community grants/donations (s137)	£5,000.00	£30.00
Defibrillator maintenance	£200.00	£0.00
Grounds Maintenance	£5,000.00	£2,325.00
Insurance	£400.00	£616.66
Legal/professional fees	£0.00	£1,000.00
Playground inspection/repairs	£300.00	£0.00
Room hire	£700.00	£310.35
Speed Reduction Measures	£50.00	£0.00
Subscriptions	£1,100.00	£1,117.00
Training	£600.00	£350.00
Unforeseen exp/misc.	£100.00	£69.60
Website	£100.00	£58.00
TOTAL EXPENDITURE exc VAT	£48,849.00	£26,547.33
VAT	£1,543.50	£603.11
TOTAL EXPENDITURE inc VAT	£50,392.50	£27,150.44
£ RECEIPTS		
Bank interest	£3,000.00	£1,753.34
Precept	£39,949.00	£39,949.00
VAT refund	£2,100.00	£4,890.12
Grants	£0.00	£0.00
Community Infrastructure Levy	£0.00	£119,911.19
Miscellaneous	£13,464.00	£13,464.00
TOTAL INCOME	£58,513.00	£179,967.65



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APPENDIX B

BURTON GREEN PARISH COUNCIL RECONCILIATION				
Receipts and payments reconciliation as at 30.09.25				
Balance brought forward at 30.6.25				£354,599.16
plus receipts				£ 20,805.02
minus payments				£ 9,807.28
			Total	£365,596.90
Bank reconciliation as at 30.6.25				
Lloyds Commercial Instant Access				£287,250.84
Lloyds Community Account				£ 25.95
Unity Trust Current Account				£ 32,800.59
Unity Trust Instant Access Account				£ 44,018.52
Cambridge Building Society				£ 1,000.00
Hinkley & Rugby Building Society				£ 501.00
Cash				£ -
			Total	£365,596.90
less unpresented cheques				£0.00
	0.00			
			Total	£365,596.90