



BURTON GREEN PARISH COUNCIL



MINUTES

of the meeting of the **Finance Committee** held in Burton Green Village Hall, Red Lane at 6:45pm on **13th January 2025**.

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

Public: None

No.																																																			
1.	Election of Chairman for the remainder of 24/25																																																		
	Cllr McColl was proposed and seconded, all were in favour and Cllr McColl was duly elected as Chairman for this year.																																																		
2.	Apologies for absence																																																		
	None.																																																		
3.	Declaration of Interests																																																		
	None.																																																		
4.	Public participation																																																		
	None.																																																		
5.	To determine the scope of the Finance Committee and review the draft Terms of Reference																																																		
	It was resolved to recommend that the Committee be named the Finance & General Purposes Committee and for its remit to cover both matters of Council finance and general asset management. The draft Terms of Reference was reviewed and amendments agreed, see Appendix A. ACTION: The Clerk to finalise the draft Terms of Reference for approval by the Full Council on 20.1.25																																																		
6.	To receive the Finance Report and consider the invoices for payment, for recommendation to Full Council on 20.1.25																																																		
	The Clerk presented the Finance Report, see Appendix B. The Finance Report showed a general reserves balance of £18,810.96 on 13.1.25 and an expected balance of £17,964.97 once all payments and internal transfers have been made. It was resolved to recommend to Full Council that the following payments are made:																																																		
	<table border="1"><thead><tr><th></th><th>PAYEE</th><th>DESCRIPTION</th><th>TYPE</th><th>AMOUNT*</th></tr></thead><tbody><tr><td>1</td><td>WCC Pension Fund</td><td>Employer contribution for HdB Dec 2024</td><td>BACS</td><td>£394.20</td></tr><tr><td>2</td><td>WCC Pension Fund</td><td>Employee contribution for HdB Dec 2024</td><td>BACS</td><td>£108.87</td></tr><tr><td>3</td><td>Burton Green Village Hall</td><td>Room rental (14th, 21st Oct x 2, 18th Nov)</td><td>BACS</td><td>£98.50</td></tr><tr><td>4</td><td>H DU BOIS</td><td>Office costs and expenses Nov/Dec/Jan 2025</td><td>BACS</td><td>£195.58</td></tr><tr><td>5</td><td>Leicestershire Gardens</td><td>Grounds Maintenance 11th Nov & 4th Dec 2024</td><td>BACS</td><td>£860.00</td></tr><tr><td>6</td><td>H DU BOIS</td><td>Wildflower verge signs</td><td>BACS</td><td>£36.47</td></tr><tr><td>7</td><td>H DU BOIS</td><td>Income tax rebate</td><td>BACS</td><td>£79.43</td></tr><tr><td>8</td><td>Topsorce Worldwide (UK)</td><td>Payroll (Dec 24)</td><td>BACS</td><td>£12.94</td></tr><tr><td></td><td></td><td></td><td>Total</td><td>£1785.99</td></tr></tbody></table>		PAYEE	DESCRIPTION	TYPE	AMOUNT*	1	WCC Pension Fund	Employer contribution for HdB Dec 2024	BACS	£394.20	2	WCC Pension Fund	Employee contribution for HdB Dec 2024	BACS	£108.87	3	Burton Green Village Hall	Room rental (14th, 21st Oct x 2, 18th Nov)	BACS	£98.50	4	H DU BOIS	Office costs and expenses Nov/Dec/Jan 2025	BACS	£195.58	5	Leicestershire Gardens	Grounds Maintenance 11th Nov & 4th Dec 2024	BACS	£860.00	6	H DU BOIS	Wildflower verge signs	BACS	£36.47	7	H DU BOIS	Income tax rebate	BACS	£79.43	8	Topsorce Worldwide (UK)	Payroll (Dec 24)	BACS	£12.94				Total	£1785.99
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7.	To review the bank reconciliation for w/e 31.12.24
	This was noted, see Appendix C.
8.	To receive an update from the Internal Controls Councillor
	Cllr Gibbs (ICC) confirmed that a sample of transactions from Q3 of the 2024-25 accounts had been scrutinised, and all was found to be in order; the Internal Controls checklist was signed.
9.	To finalise the 2025-36 Budget for Expenditure and Precept Demand, for recommendation to Full Council on 20.1.25
	It was agreed to recommend making no transfers into Earmarked Reserves at the end of 24-25, in order to build General Reserves back up. The draft Budget for Expenditure was reviewed and finalised. It was agreed to recommend a Budget for Expenditure for 2025-26 of £48,549.00 exc VAT and a Precept demand of £39,949.00, see Appendix D. ACTION: Budget for Expenditure and Precept Demand to be recommended to Full Council on 20.1.25
10.	To determine the signatories and signing instructions for the new Cambridge Building Society and Hinckley & Rugby Building Society savings accounts, for recommendation to Full Council on 20.1.25
	The recommended signatories, signing instructions and nominated bank account were agreed. ACTION: signatories and signing instructions to be recommended to Full Council on 20.1.25
11.	To note receipt of the VAT126 reclaim for 2023-24
	It was noted that the Council received a VAT claim of £887.32 on 25.11.24
12.	To note the change of supplier for the Red Lane verge cut
	It was noted that following the Full Council meeting on 18.11.24, a recommendation was made by the Clerk to instruct Paker Webb Home & Garden Improvements to mow the Red Lane verge for the wildflower project at a cost of £200.00, due to their availability during the required period and their reasonable costs. This was approved by the Chair and Vice Chair by email on 26.11.24
13.	Close
	The meeting closed at 7.34pm

Signed: _____

Date: _____

Cllr McColl, Chairman



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APPENDIX A

DRAFT FINANCE & GENERAL PURPOSES COMMITTEE TERMS OF REFERENCE

The Finance & General Purposes Committee is appointed by and is solely responsible to Burton Green Parish Council (the Council). The Committee's duties are defined and agreed by the Council who may vote at any time to modify the Committee's powers. Nothing in these terms of reference shall prevent the Council from dealing with a matter that might otherwise be dealt with by this Committee.

MEMBERSHIP

All members of the Committee shall be members of the Council; the members of the Finance Committee will be determined annually at the Annual Meeting. At its first meeting of the Council year the Committee shall elect a Chairman and may also elect a Vice Chairman if it so wishes.

The Committee shall consist of no fewer than **four** members and the quorum at meetings will consist of no fewer than **three** members. The Committee has the power to co-opt other parish councillors as and when necessary. Any member of Council may attend meetings; they may speak in public participation sessions but may not participate or vote if not an appointed member of the Committee.

MEETINGS

The Committee will meet on a monthly basis (excluding August and December), usually prior to a meeting of the Full Council. All meetings will be held in a public place with members of the public and press invited to attend. The Agenda for the meeting will be posted on the Council's website and the notice boards a minimum of three full days before the meeting, not including the day of the meeting or public holidays.

All meetings will include a Public Participation session; issues raised during this session are limited to those items listed on the agenda of the meeting. Individual contributions will normally be limited to three minutes; any longer presentation or requests to speak at any other time during the meeting will be at the sole discretion of the Chairman.

RECORD OF PROCEEDINGS

Written minutes will be taken to record the Committee's decisions and will be circulated at the next Full Council meeting.

The minutes will be published on the Council's website and will also be available by request from the Clerk. The Clerk will be responsible for arranging the recording and distribution of the minutes.



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RESPONSIBILITIES

The Finance Committee is responsible for overseeing the proper financial management, financial risks, management strategy, internal and external audit, policy and treasury transactional matters of Burton Green Parish Council

The Finance Committee will operate within Burton Green's Parish Council's Standing Orders, Financial Regulations and Code of Conduct.

The Committee has **delegated powers** to make decisions on behalf of the Council in the following matters:

- Any matters relating to management of the Council's financial affairs
- Any matters relating to the safe custody, upkeep and improvement of all assets in the ownership of the Council.

The Committee is **not permitted** to approve the following:

- the annual Precept demand
- any amount to be borrowed
- Sections 1 and 2 and the Certificate of Exemption (if applicable) of the Annual Governance and Accountability Return

The Committee's responsibilities will include:

- To monitor the administration and review of the Council's day to day financial matters including purchases, insurance matters, VAT, grant applications, minor works, reserves management, health and safety requirements and employment costs.
- To manage the Council's banking arrangements and ensure that general and earmarked reserves are managed in accordance with the Council's Financial Reserves Policy.
- To manage investments (if any) to ensure a competitive level of return at a minimal level of risk and to make recommendations, as required, to the Main Council.
- To monitor all budgets vs expenditure on a regular basis, and to propose budget revisions where necessary
- To manage and maintain all Council assets and to purchase assets (e.g. street furniture) when deemed appropriate
- To receive reports from the Internal Controls Councillor
- To establish and recommend to the Parish Council the annual Budget for Expenditure and Precept Demand.
- To ensure adequate financial controls are in place to protect the Council's finances and assets, in accordance with the Council's Financial Regulations.



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- The management of all internal audit arrangements, including the appointment of the Internal Auditor. To review both Internal and External Audit Reports and arrange for implementation of any recommendations.
- To arrange and monitor contracts for services within budget. e.g. grounds maintenance, minor repairs etc.
- In line with Financial Regulations, the Committee shall have a remit to commit/spend up to £1000 of un-budgeted expenditure. Any amount over that value will be reported to the Full Parish Council meeting for their approval
- To monitor the Council's System of Internal Control and Risk Assessments and to recommend changes where necessary.
- To review the Council's Financial Regulations / Standing Orders and Council policies as required (all amendments to be approved by Council).
- To manage any issues referred to the Committee by the RFO and any other matter that has been delegated to it by the Council from time to time.

The Committee may refer specific matters to the Council for a final decision if it so wishes.

Clear and concise formal resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on .

These Terms of Reference will be reviewed by the Full Council on an annual basis.

Signed (Chair):

Date:

Date for next review:



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APPENDIX B

This report was presented to the Finance Committee on 13th January 2025.

Balance of Unity Trust Current Account T1 as of 13/1/25: £18,810.96
Expected balance of Unity Trust Current Account T1 account after all payments: £17,964.97

Other accounts on 4/1/25:

Unity Trust Instant Access Account	EARMARKED	£47,909.06
Lloyds Treasurers Account	GENERAL RESERVES	£55.70
Lloyds Commercial Instant Access Account ¹	CIL	£169,408.45
Interest received across all accounts between 1/4/24 – 31/12/24:		£2441.32

Credits received to Current Account since 18/11/24:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT
1	25.11.24	HMRC	VAT126 claim 2023-24	BACS	£887.32
2	12.12.24	Lloyds Commercial	Installation of noticeboards (CIL)	TRF	£782.25
3	12.12.24	Unity Instant Access	Burrow Hill grounds maintenance (Oct)	TRF	£240.00
				Total	£1909.57

Payments from Current Account since 18/11/24:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	30.11.24	UNITY TRUST BANK	Service fees Nov 2024	DD	£6.00
2	12.12.24	H DU BOIS	Salary Nov 2024	SO	£2003.25
3	11.12.24	WCC Pension Fund	Employer contribution for HdB Nov 2024	BACS	£536.11
4	11.12.24	WCC Pension Fund	Employee contribution for HdB Nov 2024	BACS	£148.07
5	11.12.24	Topsource Worldwide Ltd	Monthly Payroll Nov 2024	BACS	£12.94
6	11.12.24	Leicestershire Gardens	Grounds Maintenance 10 th /31 st Oct	BACS	£360.00
7	11.12.24	Inspired Touch Ltd	Leaflet printing (Safeguarded Land survey)	BACS	£55.00
8	11.12.24	Parker Webb	Red Lane verge cut (wildflower)	BACS	£200.00
9	11.12.24	WDC	Burrow Hill bin collection 24/25	BACS	£41.63
10	12.12.24	Fairways Contracting Ltd	Installation of noticeboards	BACS	£938.70
11	31.12.24	UNITY TRUST BANK	Service fees Dec 2024	DD	£6.00
12	3.1.25	ICO	Data Protection Registration 2025	DD	£35.00
13	13.1.25	H DU BOIS	Salary Dec 2024	SO	£1548.15
				Total	£5890.85

Payments from Current Account to be approved on 13/1/25:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	WCC Pension Fund	Employer contribution for HdB Dec 2024	BACS	£394.20
2	WCC Pension Fund	Employee contribution for HdB Dec 2024	BACS	£108.87
3	Burton Green Village Hall	Room rental (14th, 21st Oct x 2, 18th Nov)	BACS	£98.50
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5	Leicestershire Gardens	Grounds Maintenance 11th Nov & 4th Dec 2024	BACS	£860.00
6	H DU BOIS	Wildflower verge signs	BACS	£36.47

¹ Account name changed by Lloyds from Business Bank Instant Account



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7	H DU BOIS	Income tax rebate	BACS	£79.43
8	Topsource Worldwide (UK)	Payroll (Dec 24)	BACS	£12.94
			Total	£1785.99

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

Internal Transfers to be approved on 13/1/25:

	FROM	TO	DESCRIPTION	TYPE	AMOUNT*
1	Unity Instant Access	Unity Current	Burrow Hill grounds maintenance (Nov/Dec 2024)	TFR	£740.00
2	Lloyds Commercial	Unity Current	Red Lane verge cut (for wildflower project) CIL	TFR	£200.00
				Total	£940.00

UNSIGNED



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2024/25 Expenditure vs Budget

	2024-25	
	Budget	To date
£ PAYMENTS		
HW allowance/broadband	£372.00	£314.00
HMRC	£3,000.00	£2,320.72
Wages (Net)	£18,800.00	£15,661.61
Pension costs (employer & employee)	£6,100.00	£4,388.18
Payroll costs	£165.84	£108.14
Office costs	£550.00	£437.80
Travel expenses (Clerk)	£300.00	£189.27
Travel expenses (Cllrs)	£0.00	£0.00
Advertising	£200.00	£130.00
Audit	£870.00	£655.00
Banking charges	£72.00	£53.40
Burrow Hill	£0.00	£268.07
Biodiversity/Climate change grants	£500.00	£230.39
Capital (equipment purchase)	£0.00	£0.00
Chairman's Allowance	£300.00	£41.69
CIL expenditure	£0.00	£9,035.57
Community grants/donations (s137)	£5,000.00	£564.40
Defibrillator	£0.00	£0.00
Election fees	£0.00	£0.00
Grounds Maintenance	£5,000.00	£4,325.00
HS2	£0.00	£0.00
Insurance	£319.24	£339.06
Legal/professional fees	£2,000.00	£0.00
Neighbourhood Plan	£5,000.00	£80.00
Playground inspection/repairs	£330.00	£257.87
Publications	£0.00	£0.00
Room hire	£548.00	£576.50
Speed Reduction Measures	£50.00	£0.00
Subscriptions	£1,137.00	£1,031.00
Training	£350.00	£165.36
Unforeseen exp/misc.	£200.00	£0.00
Website	£100.00	£24.48
TOTAL EXPENDITURE exc VAT	£51,264.08	£41,197.51
VAT	£1,543.50	£2,170.13
TOTAL EXPENDITURE inc VAT	£52,807.58	£43,367.64
£ RECEIPTS		
Bank interest	£3,000.00	£2,441.32
Precept	£30,034.00	£30,034.00
VAT refund	£2,280.00	£887.32
Community Infrastructure Levy	£0.00	£26,504.89
Grants	£0.00	£0.00
Miscellaneous	£0.00	£0.00
TOTAL INCOME	£35,314.00	£59,867.53



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APPENDIX D Proposed Budget for Expenditure 2025-26

	2024-25		2025-26	%inc
	Budget	Expected at yr end	DRAFT Budget	
£ PAYMENTS				
HW allowance/broadband	£372.00	£372.00	£372.00	0%
HMRC	£3,000.00	£4,635.99	£6,000.00	100%
Wages (Net)	£18,800.00	£18,757.61	£19,000.00	1%
Pension costs (employer & employee)	£6,100.00	£5,133.50	£6,300.00	3%
Payroll costs	£165.84	£121.08	£0.00	-100%
Office costs	£550.00	£587.80	£550.00	0%
Travel expenses (Clerk)	£300.00	£264.27	£300.00	0%
Travel expenses (Cllrs)	£0.00	£0.00	£0.00	0%
Advertising	£200.00	£130.00	£200.00	0%
Audit	£870.00	£655.00	£705.00	-19%
Banking charges	£72.00	£71.40	£72.00	0%
Burrow Hill field & car park	£0.00	£233.38	£500.00	-
Waste collection	£0.00	£41.63	£300.00	-
Biodiversity/Climate change	£500.00	£30.39	£500.00	0%
Bus shelter maintenance	£0.00	£0.00	£200.00	-
Chairman's Allowance	£300.00	£41.69	£300.00	0%
CIL expenditure	£0.00	£9,235.57	£0.00	-
Community grants/donations (s137)	£5,000.00	£4,064.40	£5,000.00	0%
Defibrillator maintenance	£0.00	£0.00	£200.00	-
Grounds Maintenance	£5,000.00	£4,325.00	£5,000.00	0%
Insurance	£319.24	£339.06	£400.00	25%
Playground inspection/repairs	£330.00	£257.87	£300.00	-9%
Room hire	£548.00	£784.50	£700.00	28%
Speed Reduction Measures	£50.00	£0.00	£50.00	0%
Subscriptions	£1,137.00	£1,091.00	£1,100.00	-3%
Training	£350.00	£165.36	£300.00	-14%
Unforeseen exp/misc.	£200.00	£80.00	£100.00	-50%
Website	£100.00	£95.48	£100.00	0%
TOTAL GENERAL EXPENDITURE exc VAT	£44,264.08	£51,513.98	£48,549.00	10%
VAT	£1,543.50	£2,326.58	£641.00	-58%
TOTAL GENERAL EXPENDITURE inc VAT	£45,807.58	£53,840.56	£49,190.00	7%
PROJECT EXPENDITURE	Red Lane play area refurb		£100,000.00	CIL
	Hob Lane speed limit		£5,000.00	CIL
	Total expenditure exc VAT:		£153,549.00	
£ RECEIPTS				
Bank interest	£3,000.00	£3,251.32	£3,000.00	
Precept	£30,034.00	£30,034.00	£0.00	
VAT refund	£2,280.00	£887.32	£2,100.00	
Community Infrastructure Levy	£0.00	£26,504.89	£0.00	
Grants	£0.00	£0.00	£0.00	
Miscellaneous	£0.00	£0.00	£0.00	
TOTAL INCOME	£35,314.00	£60,677.53	£5,100.00	



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Proposed Precept Demand 2025-26

Expected General Reserves on 31/3/25	£11,235.76
Funds moved into Earmarked Reserves on 31/3/25	£0.00

Expected General reserves on 1/4/25	£11,235.76
Expected CIL reserves on 1/4/25	£168,549.37
Expected Earmarked reserves on 1/4/25	£46,669.07

Anticipated Total Expenditure 25/26 exc VAT	£48,549.00	
Anticipated Income 25/26	£5,100.00	Bank interest & VAT reclaim for 24/25
-/+ve adjustments from earmarked reserves	£3,500.00	Burrow Hill maintenance reserves
-/+ve adjustments from CIL reserves	£0.00	
-/+ve adjustments from general reserves	£0.00	

Resulting Precept demand 25/26	£39,949.00	
rounded	£39,949	
confirmed tax base for 25/26	820.01	
Band D charge per household 25/26	£48.72	increase pw
YOY increase per household	£9.62	£0.18
YOY % increase	24.59%	

<i>Precept demand 24/25</i>	£30,034.00
<i>tax base for 24/25</i>	768.08
<i>Band D charge per household 24/25</i>	£39.10
<i>YOY % increase</i>	39.00%

EARMARKED RESERVES	01/04/2024	01/04/2025
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	£49,204.07	£46,669.07
<i>Legal & specialist advice</i>	£15,000.00	£15,000.00
<i>Neighbourhood Plan</i>	£5,000.00	£5,000.00
<i>Speed Reduction Measures</i>	£4,522.35	£4,522.35
<i>Burrow Hill Grounds Maintenance</i>	£9,880.00	£7,345.00
<i>Elections</i>	£7,000.00	£7,000.00
<i>Laptop</i>	£701.72	£701.72
<i>Playground</i>	£6,800.00	£6,800.00
<i>Noticeboards</i>	£300.00	£300.00