



BURTON GREEN PARISH COUNCIL



MINUTES

of the meeting of the **Finance & General Purposes Committee** held in Burton Green Village Hall, Red Lane at 6:45pm on **17th March 2025**.

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

Other: Cllr Larsen

Public: None

No.																																									
1.	Apologies for absence																																								
	None.																																								
2.	Declaration of Interests																																								
	None.																																								
3.	To approve the minutes of the Finance and General Purposes Committee meeting held on 11th February 2025																																								
	The minutes were signed without amendment.																																								
4.	Public participation																																								
	None.																																								
5.	To receive the Finance Report and consider the invoices for payment																																								
	<p>The Clerk presented the Finance Report, see Appendix A.</p> <p>The Finance Report showed a general reserves balance of £7,927.90 on 11.3.25 and an expected balance of £7,113.53 once all payments and internal transfers have been made.</p> <p>It was resolved to approve the following payments:</p> <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>H DU BOIS</td><td>Salary Feb 2025 P11 (additional)</td><td>BACS</td><td>£52.93</td></tr><tr><td>2</td><td>WCC Pension Fund</td><td>Employer contribution for HdB Feb 2025</td><td>BACS</td><td>£410.81</td></tr><tr><td>3</td><td>WCC Pension Fund</td><td>Employee contribution for HdB Feb 2025</td><td>BACS</td><td>£113.46</td></tr><tr><td>4</td><td>Creative Sign & Design Ltd</td><td>Advertising banner (Almshouses)</td><td>BACS</td><td>£69.60</td></tr><tr><td>5</td><td>H DU BOIS</td><td>Office costs and expenses Feb/Mar 2025</td><td>BACS</td><td>£92.57</td></tr><tr><td>6</td><td>H DU BOIS</td><td>Expenses: donation to Cancer Research on behalf of PC</td><td>BACS</td><td>£75.00</td></tr><tr><td></td><td></td><td></td><td>Total</td><td>£814.37</td></tr></tbody></table> <p>It was noted that the Council's donation to Cancer Research will be paid from the Chairman's Allowance.</p> <p>The Clerk confirmed that an invoice had been submitted to WCC for £13,464.00 of S106 funds for the Red Lane bus shelter.</p>		PAYEE	DESCRIPTION	TYPE	AMOUNT*	1	H DU BOIS	Salary Feb 2025 P11 (additional)	BACS	£52.93	2	WCC Pension Fund	Employer contribution for HdB Feb 2025	BACS	£410.81	3	WCC Pension Fund	Employee contribution for HdB Feb 2025	BACS	£113.46	4	Creative Sign & Design Ltd	Advertising banner (Almshouses)	BACS	£69.60	5	H DU BOIS	Office costs and expenses Feb/Mar 2025	BACS	£92.57	6	H DU BOIS	Expenses: donation to Cancer Research on behalf of PC	BACS	£75.00				Total	£814.37
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6.	To note the VAT126 claim for 2024/25																																								
	It was noted that a VAT126 claim for £4890.12 has been submitted to HMRC; this claim includes the VAT paid for the car park height barrier, Burrow Hill waste bin and the bus shelter.																																								



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7.	To retrospectively approve the purchase of an advertising banner at a cost of £58.00 + vat The purchase of an advertising banner had been suggested by the Residents Association during the Full Council meeting held on 26 th February 2025. As the submission deadline for the Almshouses planning application was prior to the Council's next meeting, a decision was made by the Chair and Clerk to purchase the banner in accordance with Financial Regulations 5.15. This decision was approved .
8.	To note the contractual increase of the Clerk's salary scale to SCP21 on 1/4/25 This was noted.
9.	To consider the estimated costs for installing a dog waste bin at the footpath between nos. 147 and 151 Cromwell Lane The Committee considered the possible positions and costs involved in installing a waste bin at this location. It was noted that: <ul style="list-style-type: none">• WDC had recommended that the Council install a larger general waste bin rather than a dog waste bin.• The fees for WDC to empty the bin on a weekly basis (~£115 pa) had been incorporated into the 2025/26 budget.• WCC County Highways had given written permission for a bin to be installed at this location. It was resolved to install a post mounted general waste bin (70ltrs) behind the Rights of Way marker, a maximum cost of £900 was agreed. ACTION: The Clerk to arrange the purchase and installation.
10.	To review the recommended changes to the following documents regarding the new Finance & General Purposes Committee: <ul style="list-style-type: none">• Financial Regulations• System of Internal Control and Internal Audit• Risk Assessment The recommended changes were agreed, and the documents were approved. ACTION: The Clerk to finalise the documents and update to the website.
11.	Close The meeting closed at 7.15pm.

Signed: _____ Date: _____
Cllr McColl, Chairman



BURTON GREEN PARISH COUNCIL



APPENDIX A

This report was presented to the Finance Committee on **17th March 2025**.

Balance of Unity Trust Current Account T1 as of 11/3/25: £7,927.90
Expected balance of Unity Trust Current Account T1 account after all payments: £7,113.53

Other accounts on 11/3/25:

Unity Trust Instant Access Account	EARMARKED	£47,169.06
Lloyds Treasurers Account	GENERAL RESERVES	£55.70
Lloyds Commercial Instant Access Account	CIL	£156,156.60 ¹

Interest received across all accounts between 1/4/24 – 11/3/25: £2853.47

Payments from Current Account since 10/2/25:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	11.2.25	Burton Green Residents	Grant	DD	£3600.00
2	11.2.25	CPRE	Annual Membership	DD	£60.00
3	12.2.25	H DU BOIS	Salary Jan 2025	SO	£1544.09
4	28.2.25	Unity Trust	Service Charge Feb 2025	DD	£6.00
				Total	£5210.09

Payments from Current Account to be approved on 17/3/25:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	H DU BOIS	Salary Feb 2025 P11 (additional)	BACS	£52.93
2	WCC Pension Fund	Employer contribution for HdB Feb 2025	BACS	£410.81
3	WCC Pension Fund	Employee contribution for HdB Feb 2025	BACS	£113.46
4	Creative Sign & Design Ltd	Advertising banner (Almshouses)	BACS	£69.60
5	H DU BOIS	Office costs and expenses Feb/Mar 2025	BACS	£92.57
6	H DU BOIS	Expenses: donation to Cancer Research on behalf of PC	BACS	£75.00
			Total	£814.37

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

¹ £13,464.00 to be returned once S106 funds have been credited by WCC for the Red Lane bus shelter



BURTON GREEN PARISH COUNCIL



2024/25 Expenditure vs Budget

	2024-25	
	Budget	To date
£ PAYMENTS		
HW allowance/broadband	£372.00	£372.00
HMRC	£3,000.00	£3,649.22
Wages (Net)	£18,800.00	£18,274.51
Pension costs (employer & employee)	£6,100.00	£5,944.20
Payroll costs	£165.84	£108.14
Office costs	£550.00	£522.52
Travel expenses (Clerk)	£300.00	£234.45
Travel expenses (Cllrs)	£0.00	£0.00
Advertising	£300.00	£263.00
Audit	£870.00	£655.00
Banking charges	£72.00	£71.40
Burrow Hill	£0.00	£268.07
Biodiversity/Climate change grants	£500.00	£30.39
Capital (equipment purchase)	£0.00	£0.00
Chairman's Allowance	£300.00	£116.69
CIL expenditure	£0.00	£9,235.57
Community grants/donations (s137)	£5,000.00	£4,164.40
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	£641.50
Speed Reduction Measures	£50.00	£0.00
Subscriptions	£1,137.00	£1,091.00
Training	£350.00	£165.36
Unforeseen exp/misc.	£200.00	£13,684.00
Website	£100.00	£24.48
TOTAL EXPENDITURE exc VAT	£51,364.08	£64,517.83
VAT	£1,543.50	£4,901.72
TOTAL EXPENDITURE inc VAT	£52,907.58	£69,419.55
£ RECEIPTS		
Bank interest	£3,000.00	£2,853.47
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	£185.90	£185.90
TOTAL INCOME	£35,499.90	£60,465.58