



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 **17th November 2025**.

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

Public: Two

No.	
1.	Apologies for absence
	Cllr Gibbs had sent apologies which were accepted.
2.	Declaration of Interests
	None.
It was agreed to bring item 11 forward:	
11.	To consider a grant application for £410 from Made in Burton Green 2026
	The Made in Burton Green 2026 organisers had submitted a grant application for £410.00 towards their costs for hiring the village hall and registering with Warwickshire Open Studios 2026. One of the organisers provided further details. The grant application was approved in full. ACTION: The Clerk to arrange the grant payment
3.	To approve the minutes of the Finance and General Purposes Committee meeting held on 20th October 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: <ul style="list-style-type: none">• The turf has been laid, areas originally intended to be seeded have been turfed by the installers FOC.• The safety inspection has been carried out; the report identified only low or very low risks. HAGS will rectify the identified issues when they visit on 20.11.25• The poor condition of the track running between the play area and the properties has been raised with the HAGS Project Manager. It's been agreed that HAGS will arrange for aggregate to be laid down to enable better access for pedestrians to the play area gate. The Clerk raised a concern that this may not be enough to make the track usable for residents, this situation will be monitored.
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 a CIL payment of £107,411.19 for W/21/1280.



BURTON GREEN PARISH COUNCIL



The Finance Report showed a current account balance of **£134,415.95** on 11.11.25 and an expected balance of **£6388.55** once all payments and internal transfers have been made. It was **resolved** to approve the following payments:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	WCC Pension Fund	Employer contribution for HdB Oct 2025 P7	BACS	£412.37
2	WCC Pension Fund	Employee contribution for HdB Oct 2025 P7	BACS	£113.89
3	H DU BOIS	Office costs and expenses Oct/Nov 2025	BACS	£63.96
4	Burton Green Village Hall	Room rental (20 th Oct 2025)	BACS	£26.00
5	HAGS UK	Red Lane playground installation	BACS	£119,999.97
			Total	£120,616.19

*Statutory Power used for all payments: General Power of Competence, Localism Act 2011
It was agreed that the invoice from HAGS would be settled after the remedial works have been completed satisfactorily.
ACTION: The Clerk to set up the payments for authorisation.

7. To approve the appointment of the Council's Internal Auditor for the 2025/26 year

It was **agreed** to re-appoint the Internal Auditor that the Council employed for the 2024/25 year. The Council's turnover is likely to be < £50,000 and the fee will be £390.00.
ACTION: The Clerk to notify Mrs E. Choudry.

8. To review the draft Budget for Expenditure for 2026/27

The predicted year end Expenditure vs Budget for 2025/26 was reviewed and the draft figures for the Budget for Expenditure 2026/27 were considered.
ACTION: The Clerk to finalise the draft budget for approval by Full Council in the January 2026 meeting.

9. To consider recommending that the Council adopts a CIL Allocation Policy and determine the recommended terms and conditions

It was agreed that the Council should clearly define its procedures for spending and granting CIL funds in a policy. The draft terms and conditions will be reviewed at the next meeting.
ACTION: The Clerk to draw up a draft policy.

10. To approve the use of CIL funds for a match funding requirement if the Council's HCAF grant application for pavement repairs at the Hodgetts Lane/Cromwell Lane junction is successful.

The Council has received written confirmation from WDC that using CIL funds for pavement repairs would be in accordance with the CIL regulations.
It was agreed that the Council will use CIL funds for the match funding requirement if the HCAF grant application is successful.

12. To note the consultation from the Smaller Authorities Proper Practices Panel on the Governance and Accountability for Smaller Authorities: Practitioners' Guide (England)

It was resolved that the Clerk would complete the consultation on behalf of the Council.



BURTON GREEN PARISH COUNCIL



	ACTION: The Clerk to complete the consultation.
13.	Close
	The meeting closed at 7.28pm.

Signed: _____ Date: _____
Cllr McColl, Chairman

UNSIGNED



BURTON GREEN PARISH COUNCIL



APPENDIX A

This report was presented to the Finance & General Purposes Committee on 17th November 2025.

Balance of Unity Trust Current Account (General Reserves) as of 11/11/25: £134,415.95
Expected balance after all payments & transfers: £6388.55

Other accounts on 11/11/25:

Earmarked reserves £38,324.07
 Burrow Hill playing field reserves £4,660.00
 Community Infrastructure Levy (CIL) £394,493.52

Interest received across all accounts between 1/4/25 – 31/3/26: £1929.59

Income received in all accounts since 13/10/25:

	DATE	PAYEE	ACCOUNT HELD	DESCRIPTION	TYPE	AMOUNT
1	29.10.25	WDC	Unity Current	CIL W/21/1280	BACS	£107,411.19
2	10.11.25	Lloyds	Lloyds Commercial	Interest	BACS	£176.25
					Total	£107,587.44

Payments from Unity Current account since 13/10/25:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	23.10.25	HMRC	Tax & NIC due Jul, Aug, Sep 2025 P4-P6	BACS	£1591.83
2	31.10.25	Unity Trust Bank	Service charge Oct 2025	DD	£6.00
3	12.11.25	H DU BOIS	Salary Oct 2025	SO	£1582.53
				Total	£3180.36

Payments from Lloyds Community account since 13/10/25:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	20.10.25	Lloyds Bank	Service Charge Oct 2025	DD	£4.25
				Total	£4.25

Payments from Unity Current Account to be approved on 17/11/25:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	WCC Pension Fund	Employer contribution for HdB Oct 2025 P7	BACS	£412.37
2	WCC Pension Fund	Employee contribution for HdB Oct 2025 P7	BACS	£113.89
3	H DU BOIS	Office costs and expenses Oct/Nov 2025	BACS	£63.96
4	Burton Green Village Hall	Room rental (20 th Oct 2025)	BACS	£26.00
5	HAGS UK	Red Lane playground installation	BACS	£119,999.97
			Total	£120,616.19

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

Internal Transfers to be approved on 17/11/25

	FROM	TO	DESCRIPTION	TYPE	AMOUNT*
1	Unity Current T1	Lloyds Commercial	CIL W/21/1280	TFR	£107,411.19
2	Lloyds Commercial	Unity Current T1	CIL Red Lane playground	TFR	£99,999.98



BURTON GREEN PARISH COUNCIL



2025/26 Expenditure vs Budget

	2025-26	
	Budget	To date
£ PAYMENTS		
HW allowance/broadband	£372.00	£250.00
HMRC	£6,000.00	£4,235.27
Wages (Net)	£19,000.00	£12,748.02
Pension costs (employer & employee)	£6,300.00	£4,235.92
Payroll costs	£0.00	£0.00
Office costs	£550.00	£246.39
Travel expenses (Clerk)	£300.00	£133.57
Travel expenses (Cllrs)	£0.00	£0.00
Advertising	£200.00	£74.00
Audit	£705.00	£705.00
Banking charges	£72.00	£71.75
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	£595.98
Community grants/donations (s137)	£5,000.00	£30.00
Defibrillator maintenance	£200.00	£0.00
Grounds Maintenance	£5,000.00	£3,025.00
Insurance	£400.00	£616.66
Legal/professional fees	£0.00	£1,000.00
Playground inspection/repairs	£300.00	£0.00
Room hire	£700.00	£336.35
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	£30,372.58
VAT	£1,543.50	£604.19
TOTAL EXPENDITURE inc VAT	£50,392.50	£30,976.77
£ RECEIPTS		
Bank interest	£3,000.00	£1,929.59
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	£227,322.38
Miscellaneous	£13,464.00	£13,464.00
TOTAL INCOME	£58,513.00	£287,555.09