

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

19th January 2026, at Burton Green Village Hall, Burton Green

Present:

Councillors McColl (Chairman), Gibbs (joined at item 6), Hatton (joined at item 8), Marshall, Larsen and the Clerk (Helen du Bois).

Public:

None

1. Apologies for absence

Cllr Deeley 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 17th November 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 activity since the last meeting:

- The Council has received a refund of £20,615.78 in VAT from HMRC; this is for the period March 2025 to November 2025.
- The replacement tree for the damaged rowan at the Burrow Hill playing field has arrived; Leicestershire Gardens will plant the tree during their next visit.
- The annual Data Protection fee from the Information Commissioner's Office (ICO) has been increased from £40 to £52.
- The Council's current insurance policy has been updated to include a declared value of £100K for the new play equipment at the Red Lane play area.

5. Public participation

None.

6. To review the Committee's Terms of Reference for recommendation to Full Council

The Terms of Reference had been updated to include a reference to paragraph 5.15 Financial Regulations; "Individual purchases within an agreed budget for that type of expenditure may be authorised by the Finance & General Purposes Committee for any items between £2000 and £5000"

The amendments were **approved**.

ACTION: Cllr McColl to recommend approval at the Full Council meeting.

7. 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 £22,397.31 on 12/1/26 and an expected balance of £21,426.52 once all payments and internal transfers have been made.

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

1 WCC Pension Fund	Employer contribution for HdB Dec 2025 P9	BACS	£413.81
2 WCC Pension Fund	Employee contribution for HdB Dec 2025 P9	BACS	£114.29
3 Leicestershire Gardens	Grounds maintenance (20th Nov & 8th Dec 25)	BACS	£912.00
4 Burton Green Village Hall	Room rental (15th Dec 2025)	BACS	£26.00
5 H DU BOIS	Office costs and expenses Nov/Dec/Jan 2026	BACS	£207.25
6 H DU BOIS	Burrow Hill placement rowan tree	BACS	£125.50
7 H DU BOIS	Signs (x 2) and padlock for play area	BACS	£99.16

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

8. To note the bank reconciliation for w/e 31/12/25

This was noted, see Appendix B. The total value of cash and short term investments for w/e 31/12/25 was £363,905.87; Cllr Gibbs verified and signed the statements.

9. To receive an update from the Internal Controls Councillor for Q3 2025

Cllr Gibbs (ICC) confirmed that a sample of transactions from Q3 of the 2025-26 accounts had been scrutinised, and all was found to be in order; the Internal Controls checklist was signed.

10. To finalise the recommended Budget for Expenditure and Precept Demand for 2026/27

The draft Budget for Expenditure was reviewed and finalised. It was **agreed** to recommend a Budget for Expenditure for 2026-27 of £57,292.00 exc VAT and a resulting Precept Demand of £47,005.00, see Appendix D for further details.

ACTION: The 2026-27 Budget for Expenditure and Precept Demand to be recommended for approval at the Full Council meeting.

11. Community Infrastructure Levy (CIL) - for recommendation to Full Council

11.1. To review the draft CIL Projects Plan and recommend an amount of CIL to ringfence for planned projects

Cllrs considered a list of potential CIL projects, drawn up from the Burton Green Neighbourhood Development Plan and residents' feedback during public consultations carried out in 2019 and 2022.

It was suggested that the Council might consider running another public consultation on how CIL funds could be spent and it was **agreed** to recommend to the Full Council that this could be carried out during at 2026 Annual Parish Meeting.

ACTION: Cllr McColl to make the recommendation at the Full Council meeting.

11.2. To review the draft CIL Spending Policy and updated Grant Awarding Policy

The draft CIL Spending Policy was reviewed. It was **agreed** to recommend that the CIL Spending Policy should provide scope for the Council to request that a grant applicant obtains match funding.

ACTION: Cllr McColl to make the recommendation at the Full Council meeting.

12. To consider recommending that the Council opens a Local Council 45 and/or 90 Day Notice Deposit account with Hinckley & Rugby Building Society for long term CIL funds

It was **agreed** to recommend that the Council transfers the majority of long term CIL funds from the Lloyds Commercial Instant Access account to a notice deposit account with a higher rate of interest.

Councillors considered notice deposit savings accounts from Unity Trust Bank, Lloyds Bank and Hinckley & Rugby Building society; it was **resolved** to recommend that the Council opens a 90-Day Deposit savings account with Unity Trust Bank.

ACTION: Cllr McColl to make the recommendations at the Full Council meeting.

13. To approve the purchase and installation of Council information signs at the Red Lane Play Area and the Burrow Hill car park

Both signs will display safety information along with location details and the contact details of the Council. It was **agreed** that up to £1500 of CIL funds could be used for the purchase and installation of the signs.

ACTION: The Clerk to purchase the signs and arrange the installation.

14. To note the new requirement for quarterly Operational Inspections of the Red Lane Play Area and consider suppliers/training

It was noted that it is a requirement of HAGS Ltd.'s product warranties that Operational Inspections are carried out every 1-3 months by trained inspectors with the results recorded in a permanent log.

Councillors considered quotes from two suppliers; it was **resolved** to accept the quote from HAGS Ltd for 3 x Quarterly Operational Inspections (£65 + vat per inspection) and 1 x Annual Inspection (£154 + vat).

It was noted that this expenditure can be funded by CIL.

ACTION: The Clerk to instruct HAGS Ltd.

15. To consider installing a Parish Council noticeboard at Westwood Park

It was **agreed** that the Clerk would investigate this further.

ACTION: The Clerk to look for a suitable location.

16. To consider a request to install a grit bin at Westwood Park

The Council had received a request from a resident to install a grit bin on the estate. WCC's Highways Area Surveyor had informed that Clerk that WCC would not support a service to a grit bin on Westwood Park as the estate roads are not adopted.

ACTION: The Clerk to reply to the resident.

17. Close

The meeting closed at 7:32pm.

Signed: _____ Date: _____

Cllr McColl, Chairman

APPENDIX 1: Finance Report

This report was presented to the Finance & General Purposes Committee on 19th January 2026.

Balance of General Reserves as of 12/1/26:	£22,397.31¹
Expected balance after all payments & transfers:	£21,426.52
Other accounts on 12/1/26:	
Earmarked reserves	£38,324.07
Burrow Hill playing field reserves	£4,660.00
Community Infrastructure Levy (CIL)	£294,493.54
Total interest received across all accounts between 1/4/25 – 31/3/26:	£2,449.79

Income received in all accounts since 11/11/25:

	DATE	PAYEE	ACCOUNT HELD	DESCRIPTION	TYPE	AMOUNT
1	28.11.25	Hinckley & Rugby BS	Unity Instant Access	Interest	BACS	£2.65
2	4.12.25	HMRC	Unity Current T1	VAT126 claim	BACS	£20,615.78
3	9.12.25	Lloyds	Lloyds Commercial	Interest	BACS	£81.66
4	31.12.25	Unity Trust	Unity Instant Access	Interest	BACS	£240.40
					Total	£20,940.49

Payments from Unity Current account since 11/11/25:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	24.11.25	Burton Green Village Hall	Made in Burton Green grant	BACS	£410.00
2	30.11.25	Unity Trust Bank	Service charge Nov 2025	DD	£6.00
3	12.12.25	H DU BOIS	Salary Nov 2025	SO	£1652.22
4	19.12.25	WCC Pension Fund	Employer contribution for HdB Nov 2025 P8	BACS	£419.95
5	19.12.25	WCC Pension Fund	Employee contribution for HdB Nov 2025 P8	BACS	£115.99
6	19.12.25	Parker Webb Home	Red Lane wildflower verge cut Q3	BACS	£330.00
7	19.12.25	Burton Green Village Hall	Room rental (17th Nov 25)	BACS	£26.00
8	24.12.25	ICO	Annual subscription fees	BACS	£47.00
9	31.12.25	Unity Trust Bank	Service charge Dec 2025	DD	£6.00
10	12.1.26	H DU BOIS	Salary Dec 2025	SO	£1592.86
				Total	£4606.02

Payments from Lloyds Community account since 11/11/25:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	18.11.25	Lloyds Bank	Service Charge Nov 2025	DD	£4.25
2	22.12.25	Lloyds Bank	Service Charge Dec 2025	DD	£4.25
				Total	£8.50

Payments from Unity Current Account to be approved on 19/1/26:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	WCC Pension Fund	Employer contribution for HdB Dec 2025 P9	BACS	£413.81
2	WCC Pension Fund	Employee contribution for HdB Dec 2025 P9	BACS	£114.29
3	Leicestershire Gardens	Grounds maintenance (20th Nov & 8th Dec 25)	BACS	£912.00
4	Burton Green Village Hall	Room rental (15 th Dec 2025)	BACS	£26.00
5	H DU BOIS	Office costs and expenses Nov/Dec/Jan 2026	BACS	£207.25
6	H DU BOIS	Burrow Hill placement rowan tree	BACS	£125.50
7	H DU BOIS	Signs (x 2) and padlock for play area	BACS	£99.16
			Total	£1898.01

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

¹ Plus £13.20 in Lloyds Community Account

2025/26 Expenditure vs Budget

	2025-26	
	Budget	To date
£ PAYMENTS		
HW allowance/broadband	£372.00	£314.00
HMRC	£6,000.00	£4,235.27
Wages (Net)	£19,000.00	£15,993.10
Pension costs (employer & employee)	£6,300.00	£5,299.96
Payroll costs	£0.00	£0.00
Office costs	£550.00	£355.00
Travel expenses (Clerk)	£300.00	£162.73
Travel expenses (Cllrs)	£0.00	£0.00
Advertising	£200.00	£74.00
Audit	£705.00	£705.00
Banking charges	£72.00	£88.00
Burrow Hill Field & Car Park	£500.00	£195.00
Waste collections	£300.00	£175.01
Biodiversity/Climate change projects	£500.00	£330.00
Bus shelter maintenance	£200.00	£60.00
Chairman's Allowance	£300.00	£44.06
CIL expenditure	£0.00	£100,783.18
Community grants/donations (s137)	£5,000.00	£440.00
Defibrillator maintenance	£200.00	£0.00
Grounds Maintenance	£5,000.00	£3,785.00
Insurance	£400.00	£616.66
Legal/professional fees	£0.00	£1,000.00
Playground inspection/repairs	£300.00	£0.00
Room hire	£700.00	£388.35
Speed Reduction Measures	£50.00	£0.00
Subscriptions	£1,100.00	£1,164.00
Training	£600.00	£350.00
Unforeseen exp/misc.	£100.00	£69.60
Website	£100.00	£58.00
TOTAL EXPENDITURE exc VAT	£48,849.00	£136,685.92
VAT	£1,543.50	£20,799.10
TOTAL EXPENDITURE inc VAT	£50,392.50	£157,485.02
£ RECEIPTS		
Bank interest	£3,000.00	£2,499.79
Precept	£39,949.00	£39,949.00
VAT refund	£2,100.00	£25,505.90
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	£308,741.07

APPENDIX 2: Bank Reconciliation for w/e 31/12/25

BURTON GREEN PARISH COUNCIL RECONCILIATION			
Receipts and payments reconciliation as at 31.12.25			
Balance brought forward at 30.9.25			£365,596.90
plus receipts			£128,863.88
minus payments			£130,554.91
		Total	£363,905.87
Bank reconciliation as at 31.12.25			
Lloyds Commercial Instant Access			£125,990.34
Lloyds Community Account			£ 13.20
Unity Trust Current Account			£ 23,990.17
Unity Trust Instant Access Account			£ 43,741.57
Cambridge Building Society			£ 85,170.59
Hinkley & Rugby Building Society			£ 85,000.00
Cash			£ -
		Total	£363,905.87
less unpresented cheques			£0.00
		0.00	
		Total	£363,905.87

APPENDIX 3: Recommended Budget for Expenditure and Precept Demand 2026-27

	2026-27
	BUDGET (Jan 26)
£ PAYMENTS	
HW allowance/broadband	£372.00
HMRC	£6,409.89
Wages (Net)	£19,664.23
Pension costs (employer & employee)	£6,583.21
Payroll costs	£0.00
Office costs	£350.00
Travel expenses (Clerk)	£250.00
Travel expenses (Cllrs)	£0.00
Advertising	£500.00
Audit	£1,020.00
Banking charges	£142.65
Burrow Hill Field & Car Park	£200.00
Waste collections	£300.00
Biodiversity/Climate change projects	£500.00
Bus shelter maintenance	£150.00
Chairman's Allowance	£250.00
Community grants/donations (s137)	£5,000.00
Defibrillator maintenance	£450.00
Grounds Maintenance	£5,500.00
Insurance	£700.00
Legal/professional fees	£5,000.00
Playground inspection/repairs	£1,000.00
Room hire	£550.00
Speed Reduction Measures	£0.00
Subscriptions	£1,200.00
Training	£500.00
Unforeseen exp/misc.	£100.00
Website	£600.00
TOTAL EXPENDITURE exc VAT	£57,292
VAT	£3,577
TOTAL EXPENDITURE inc VAT	£60,869

Expected General Reserves on 31/3/26	£13,500
Funds moved into Earmarked Reserves on 31/3/26	£3,000
Expected General reserves on 1/4/26	£10,500
Expected CIL reserves on 1/4/26	£295,000
Expected Earmarked reserves on 1/4/26	£38,000
Anticipated Total Expenditure 26/27 exc VAT	£57,292
-/+ve adjustments from anticipated income 26/27	£0
-/+ve adjustments from Earmarked Reserves	-£8,200
-/+ve adjustments from CIL reserves	-£2,087
-/+ve adjustments from General Reserves	£0
Resulting Precept demand 26/27	£47,005
Tax Base for 26/27	865.41
Band D charge per household 26/27	£54.32
YOY increase per household	£5.60
YOY % increase	11.49%