

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING

23rd February 2026, at Burton Green Village Hall, Burton Green

Present:

Councillors McColl (Chairman), Marshall, Taylor (Substitute Member) and the Clerk (Helen du Bois).

Public:

None

1. Apologies for absence

Cllrs Deeley, Hatton and Larsen had sent apologies which were accepted.
Cllr McColl informed the Committee that Cllr Gibbs had resigned from the Parish Council; thanks were expressed for the significant contribution Cllr Gibbs had made to the Parish Council during his time as a Councillor.

2. Declaration of Interests

None.

3. To approve the minutes of the Finance and General Purposes Committee meeting held on 19th January 2026

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

None.

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.

The report showed a current account balance of £18,404.98 on 17/2/26 and an expected balance of £16,544.51 once all payments and internal transfers have been made.

It was noted that Leicestershire Gardens has recently been registered for VAT and is required by HMRC to retrospectively charge VAT for all services provided since 1/10/24; the Council has received updated invoices inclusive of VAT for the period between 1/10/24 and 1/8/25.

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

1	WCC Pension Fund	Employer contribution for HdB Jan 2026 P10	BACS	£406.96
2	WCC Pension Fund	Employee contribution for HdB Jan 2026 P10	BACS	£112.40
3	Leicestershire Gardens	Grounds maintenance (6th Oct & 20th Oct 25)	BACS	£582.00
4	Leicestershire Gardens	Retrospective VAT charged 1.10.24 - 1.8.25	BACS	£814.00
5	H DU BOIS	Wildflower verge grass seed	BACS	£178.79
4	Warwickshire CC	Burrow Hill oak tree inspection & report	BACS	£160.80

5	H DU BOIS	Office costs and expenses Jan/Feb 2026	BACS	£66.51
6	HAGS-SMP Ltd	I&M Operational Inspection Feb 2026	BACS	£78.00
7	Warwickshire CC	Burrow Hill oak tree maintenance	BACS	£1374.00

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

7. To consider a grant application from the Burton Green Residents Association for £4000.00

The Residents Association had applied for the grant for the following purposes:

1. *All costs associated with producing and distributing the Bugle.*
2. *Room hire for meetings and events*
3. *Insurance for defibs and events*
4. *Miscellaneous needs throughout the year such as village signage, community lunches, stamps, Santa sleigh, hedge maintenance, the village Christmas tree*
5. *The production of publicity material relating to community matters*

The grant application was **approved** in full.

ACTION: The Clerk to process the grant payment.

8. To receive a report from the Clerk on Cyber Security for Parish Councils and consider any recommendations.

The Clerk explained the cyber security measures already in place and what else could be done; the recommended actions were **approved**.

It was agreed that the Clerk would investigate the cost of Cyber Insurance for Parish Councils.

ACTIONS:

The Clerk to purchase a small lockable filing cabinet,

The Clerk to attend a Cybersecurity Workshop for Parish Councils

The Clerk to investigate improving banking security for one of the Council's savings accounts.

The Clerk to start automatically save all Council electronic files to the Microsoft365 OneDrive.

The Clerk to provide costs for Parish Council Cyber Insurance.

9. To review the Red Lane Play Area Operational Inspection report for 13.2.26 and consider any recommendations

The report was noted.

HAGS has already agreed to service and lubricate the bearings of the cone climber as it was likely that this was overlooked during the installation.

ACTION: The Clerk to continue to chase HAGS to remove the Heras fencing from the play area, after which a padlock will be installed on the maintenance gate.

10. To review the public defibrillator coverage across the Parish

Councillors reviewed a map showing the 500m range of each of the public defibrillators in the village and considered whether action could be taken to increase the coverage in the Parish.

It was **agreed** to enquire if the Sainsburys store on Westwood Heath Road would be willing to host a defibrillator on an outside wall.

Cllr Marshall mentioned that the Broadwell Woods Residents Association plan to submit a request to the Council for a defibrillator to be installed on the outside of the Broadwell Woods entrance gates.

ACTION: The Clerk to contact the Sainsburys store.

11. Close

The meeting closed at 7:30pm.

Signed: _____ Date: _____
Cllr McColl, Chairman

APPENDIX A: Finance Report

This report was presented to the Finance & General Purposes Committee on **23rd February 2026**.

Balance of General Reserves as of 17/2/26:	£18,404.98¹
Expected balance after all payments & transfers:	£16,544.51
Other accounts on 17/2/26:	
Earmarked reserves	£38,324.07
Burrow Hill playing field reserves	£3,900.00
Community Infrastructure Levy (CIL)	£294,306.32
Total interest received across all accounts between 1/4/25 – 31/3/26:	£2,567.42

Income received in all accounts since 19/1/26:

	DATE	PAYEE	ACCOUNT HELD	DESCRIPTION	TYPE	AMOUNT
1	9.1.26	Lloyds	Lloyds Commercial	Interest	BACS	£74.90
2	9.2.26	Lloyds	Lloyds Commercial	Interest	BACS	£67.63
					Total	£142.53

Payments from Unity Current account since 19/1/26:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	23.1.26	HMRC	Tax & NIC due Nov, Dec, Jan 2026 P8-P10	BACS	£1464.63
2	30.1.26	Unity Trust Bank	Service charge Jan 2026	DD	£6.00
3	12.2.26	H DU BOIS	Salary Jan 2026	SO	£1570.91
				Total	£3041.54

Payments from Lloyds Community account since 19/1/26:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	20.1.26	Lloyds Bank	Service Charge Jan 2026	DD	£4.25
				Total	£4.25

Payments from Unity Current Account to be approved on 23/2/26:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	WCC Pension Fund	Employer contribution for HdB Jan 2026 P10	BACS	£406.96
2	WCC Pension Fund	Employee contribution for HdB Jan 2026 P10	BACS	£112.40
3	Leicestershire Gardens	Grounds maintenance (6th Oct & 20th Oct 25)	BACS	£582.00
4	Leicestershire Gardens	Retrospective VAT charged for all works 1.10.24 - 1.8.25	BACS	£814.00
5	H DU BOIS	Wildflower verge grass seed	BACS	£178.79
4	Warwickshire CC	Burrow Hill oak tree inspection & report	BACS	£160.80
5	H DU BOIS	Office costs and expenses Jan/Feb 2026	BACS	£66.51
6	HAGS-SMP Ltd	I&M Operational Inspection Feb 2026	BACS	£78.00
7	Warwickshire CC	Burrow Hill oak tree maintenance	BACS	£1374.00
			Total	£3773.46

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

Internal Transfers to be approved on 23/2/26:

	FROM	TO	DESCRIPTION	TYP	AMOUNT
1	Unity Instant Access	Unity Current T1	Earmarked Reserves: Grounds Maintenance Oct 25	TFR	£485.00
2	Lloyds Commercial	Unity Current T1	CIL: Wildflower verge seed	TRF	£148.99
3	Lloyds Commercial	Unity Current T1	CIL: Burrow Hill oak tree inspection report	TFR	£134.00
4	Lloyds Commercial	Unity Current T1	CIL: Burrow Hill oak tree maintenance	TFR	£1145.00

¹ Plus £8.95 in Lloyds Community Account

2025/26 Expenditure vs Budget

	2025-26	
	Budget	To date
£ PAYMENTS		
HW allowance/broadband	£372.00	£349.00
HMRC	£6,000.00	£5,699.90
Wages (Net)	£19,000.00	£17,564.01
Pension costs (employer & employee)	£6,300.00	£5,819.32
Payroll costs	£0.00	£0.00
Office costs	£550.00	£369.41
Travel expenses (Clerk)	£300.00	£178.75
Travel expenses (Cllrs)	£0.00	£0.00
Advertising	£200.00	£74.00
Audit	£705.00	£705.00
Banking charges	£72.00	£102.50
Burrow Hill Field & Car Park	£500.00	£195.00
Waste collections	£300.00	£175.01
Biodiversity/Climate change projects	£500.00	£478.99
Bus shelter maintenance	£200.00	£60.00
Chairman's Allowance	£300.00	£44.06
CIL expenditure	£0.00	£102,062.18
Community grants/donations (s137)	£5,000.00	£440.00
Defibrillator maintenance	£200.00	£0.00
Grounds Maintenance	£5,000.00	£4,270.00
Insurance	£400.00	£616.66
Legal/professional fees	£0.00	£1,000.00
Playground inspection/repairs	£300.00	£65.00
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	£142,298.74
VAT	£1,543.50	£22,009.78
TOTAL EXPENDITURE inc VAT	£50,392.50	£164,308.52
£ RECEIPTS		
Bank interest	£3,000.00	£2,567.42
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	£308,808.70