

**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
MEETING**

20th April 2026, at Burton Green Village Hall, Burton Green

Present:

Councillors Larsen (Acting Chairman), Deeley, Taylor and the Clerk (Helen du Bois).

Public:

None

In the absence of the Chairman, Cllr Larsen was elected to preside at the meeting.

1. Apologies for absence

Cllrs McColl, Marshall and Hatton 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 16th March 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

Item 8: Outstanding Action: The Clerk to process the changes to signatories on the Lloyds bank accounts.

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 £11,467.54 on 14/4/26 and an expected balance of £8954.21 once all payments and internal transfers have been made.

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

1	WALC	WALC & NALC subscriptions 2026-27	£968.00
2	WCC Pension Fund	Employers' contribution for HdB Mar 2026 P12	£406.60
3	WCC Pension Fund	Employees contribution for HdB Mar 2026 P12	£112.30
4	H DU BOIS	Office costs and expenses Mar/Apr 2026	£131.17
5	WDC	Weekly emptying of 2 litter bins 2026-27	£292.90
6	Local Authority Technology CIC	Parish Online website service April 26 – April 27	£602.36

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

7. To note the bank reconciliation for Q4 2025/26

This was noted; see Appendix B. Cllr Taylor verified and signed the reconciliation and bank statements.

8. To receive an update from the Internal Controls Councillor

Cllr Larsen (ICC) confirmed that a sample of transactions from Q4 of the 2025-26 accounts had been scrutinised, and all was found to be in order; the Internal Controls checklist was signed.

9. To review Budget vs Expenditure for y/e 31.3.26

Councillors reviewed the Budget vs Expenditure for y/e 31.3.26 and considered the explanations for areas where expenditure had exceeded budget, see Appendix C. It was noted that Actual Expenditure was slightly under Budgeted Expenditure for 2025-26.

10. To review the Council’s Earmarked Reserves and to consider if further contributions from General Reserves are required.

The value of Earmarked Reserves at the end of 2025-26 was reviewed. It was **agreed** that all bank interest earned during 2025-26 would be considered General Reserves and remain in the relevant interest earning bank accounts until required.

It was **resolved** that there would be no contributions made to Earmarked Reserves at this point, the current values of Earmarked and Ring Fenced reserves are shown below:

	1.4.26
General Reserves	
<i>Current Account</i>	£10,184
<i>Bank Interest</i>	£2676*
Earmarked Reserves	
<i>Specialist Advice</i>	£14,000
<i>NDP Review</i>	£5000
<i>Speed Reduction Measures</i>	£4522
<i>Elections</i>	£7000
<i>Laptop</i>	£702
<i>Play Area</i>	£6800
<i>Noticeboards</i>	£300
Ring Fenced reserves	
<i>Burrow Hill Maintenance</i>	£3165
<i>CIL</i>	£292,878

*excludes interest held in Building Society and Notice accounts (£233)

11. To consider the Council’s insurance cover for May 2026 – May 2027

The Council’s existing insurer (Ecclesiastical) had provided 1 year and 3 year quotes, Zurich had not provided a quote in time for the meeting and Gallagher had declined to quote.

It was noted that that the levels of cover offered by the Ecclesiastical policy met the Council's needs, but the Clerk expressed concern about some of the Special Conditions now included in their policy document. The Councils' insurance broker Clear Councils has raised these concerns for the Council with Ecclesiastical but there had been no reply to date.

It was **agreed** that if the concerns are addressed satisfactorily then the Council would accept the 1 year quote from Ecclesiastical at a cost of £661.69. If not then an alternative provider would have to be sought.

ACTION: the Clerk to inform the Committee of the response from Ecclesiastical and if considered acceptable, accept the 1 year quote.

12. To agree the transfer of CIL funds between the Council's savings accounts

It was noted that the interest rate on the Council's savings account with Lloyds Bank was low. It was agreed to transfer and share £130,000 of CIL funds between the Unity Trust 95 Day Notice Account, and the savings accounts held with Hinckley & Rugby and Cambridge Building Societies.

ACTION: the Clerk to set up the transfers.

13. Close

The meeting closed at 7:29 pm.

Signed: _____ Date: _____
Cllr Larsen, Chairman

UNSIGNED

APPENDIX A: Finance Report

This report was presented to the Finance & General Purposes Committee on **20th April 2026**.

Balance of General Reserves as of 14/4/26: £11,467.54¹
Expected balance after all payments & transfers: £8,954.21

Other accounts on 14/4/26:

Lloyds Community Account £55.70
Earmarked reserves £38,324.07
Burrow Hill playing field reserves £3,165.00
Community Infrastructure Levy (CIL) £292,878.33

Payments from Unity & Lloyds current accounts since 16/3/26:

	DATE	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	20.3.26	Lloyds Bank	Service charge Mar 2025	DD	£4.25
2	31.3.26	Unity Trust Bank	Service charge Mar 2026	DD	£7.00
3	12.4.26	H DU BOIS	Salary March 2026	SO	£1569.64
				Total	£1580.89

Payments from Unity Current Account to be approved on 20/4/26:

	PAYEE	DESCRIPTION	TYPE	AMOUNT*
1	WALC	WALC & NALC subscriptions 2026-27	BACS	£968.00
2	WCC Pension Fund	Employers' contribution for HdB Mar 2026 P12	BACS	£406.60
3	WCC Pension Fund	Employees contribution for HdB Mar 2026 P12	BACS	£112.30
4	H DU BOIS	Office costs and expenses Mar/Apr 2026	BACS	£131.17
5	WDC	Weekly emptying of 2 litter bins 2026-27	BACS	£292.90
6	Local Authority Technology CIC	Parish Online website service April 26 – April 27	BACS	£602.36
			Total	£2513.33

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

¹ Includes all bank interest held on 31.3.26 (£2,853.10), excludes £55.70 held in Lloyds Community Account

2026/27 Expenditure vs Budget

	2026-27	
	Budget	To date
£ PAYMENTS		
HW allowance/broadband	£372	£35.00
HMRC	£6,410	£0.00
Wages (Net)	£19,664	£1,569.64
Pension costs (employer & employee)	£6,583	£518.90
Payroll costs	£0	£0.00
Office costs	£350	£14.41
Travel expenses (Clerk)	£250	£22.68
Travel expenses (Cllrs)	£0	£0.00
Advertising	£500	£0.00
Audit	£1,020	£0.00
Banking charges	£143	£7.00
Burrow Hill Field & Car Park	£200	£0.00
Waste collections	£300	£244.08
Biodiversity/Climate change projects	£500	£0.00
Bus shelter maintenance	£150	£0.00
Chairman's Allowance	£250	£0.00
CIL expenditure	£0	£0.00
Community grants/donations (s137)	£5,000	£0.00
Defibrillator maintenance	£450	£0.00
Grounds Maintenance	£5,500	£0.00
Insurance	£700	£0.00
Legal/professional fees	£5,000	£0.00
Playground inspection/repairs	£1,000	£0.00
Room hire	£550	£0.00
Speed Reduction Measures	£0	£0.00
Subscriptions	£1,200	£843.00
Training	£500	£0.00
Unforeseen exp/misc.	£100	£0.00
Website	£600	£552.32
TOTAL EXPENDITURE exc VAT	£57,292	£3,807.03
VAT	£3,577	£282.94
TOTAL EXPENDITURE inc VAT	£60,869	£4,089.97
£ RECEIPTS		
Bank interest	£3,000	£36.70
Precept	£47,005	£0.00
VAT refund	£2,500	£0.00
Grants	£0	£0.00
Community Infrastructure Levy	£0	£0.00
Miscellaneous	£0	£0.00
TOTAL INCOME	£52,505	£36.70

APPENDIX B: Bank Reconciliation Q4 2025-26

BURTON GREEN PARISH COUNCIL RECONCILIATION			
Receipts and payments reconciliation as at 31.3.26			
Balance brought forward at 31.12.25			£363,905.87
plus receipts			£ 483.46
minus payments			£ 16,929.05
		Total	£347,460.28
Bank reconciliation as at 31.3.26			
Lloyds Commercial Instant Access			£ 64,520.05
Lloyds Community Account			£ 55.70
Unity Trust Current Account			£ 10,184.08
Unity Trust Instant Access Account			£ 42,467.89
Unity Trust 95 Day Notice Account			£ 60,061.97
Cambridge Building Society			£ 85,170.59
Hinkley & Rugby Building Society			£ 85,000.00
Cash			£ -
		Total	£347,460.28
less unpresented cheques			£0.00
		0.00	
		Total	£347,460.28

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APPENDIX C: Budget vs Expenditure for y/e 31.3.26

	Budget	Final	Variance	26-27 budget
£ PAYMENTS				
HW allowance/broadband	£372.00	£372.00	£0.00	£372
HMRC	£6,000.00	£5,699.90	-£300.10	£6,410
Wages (Net)	£19,000.00	£19,193.85	£193.85	£19,664
Pension costs (employer & employee)	£6,300.00	£6,362.16	£62.16	£6,583
Payroll costs	£0.00	£0.00	£0.00	£0
Office costs	£550.00	£445.67	-£104.33	£350
Travel expenses (Clerk)	£300.00	£190.99	-£109.01	£250
Travel expenses (Cllrs)	£0.00	£0.00	£0.00	£0
Advertising	£200.00	£74.00	-£126.00	£500
Audit	£705.00	£705.00	£0.00	£1,020
Banking charges	£72.00	£124.00	£52.00	£143
Burrow Hill Field & Car Park	£500.00	£195.00	-£305.00	£200
Waste collections	£300.00	£175.01	-£124.99	£300
Biodiversity/Climate change projects	£500.00	£330.00	-£170.00	£500
Bus shelter maintenance	£200.00	£60.00	-£140.00	£150
Chairman's Allowance	£300.00	£44.06	-£255.94	£250
CIL expenditure	£0.00	£102,211.17	£102,211.17	£0
Community grants/donations (s137)	£5,000.00	£4,440.00	-£560.00	£5,000
Defibrillator maintenance	£200.00	£0.00	-£200.00	£450
Grounds Maintenance	£5,000.00	£4,520.00	-£480.00	£5,500
Insurance	£400.00	£616.66	£216.66	£700
Legal/professional fees	£0.00	£1,000.00	£1,000.00	£5,000
Playground inspection/repairs	£300.00	£65.00	-£235.00	£1,000
Room hire	£700.00	£388.35	-£311.65	£550
Speed Reduction Measures	£50.00	£0.00	-£50.00	£0
Subscriptions	£1,100.00	£1,164.00	£64.00	£1,200
Training	£600.00	£350.00	-£250.00	£500
Unforeseen exp/misc.	£100.00	£69.60	-£30.40	£100
Website	£100.00	£58.00	-£42.00	£600
TOTAL EXPENDITURE exc VAT	£48,849.00	£148,854.42	-£2,205.75	£57,292

Explanations for the overspends shown above:

1. Wages & Pension: due to overtime hours
2. Banking Charges: due to new fees (£4.25 per month) on the Lloyds Bank Community Account, which were introduced during 2025.
3. Insurance: price increase during year 3 of a 3 year fixed rate due to increase in the population numbers.
4. Legal/professional fees: paid from Earmarked Reserves.
5. Subscriptions: WALC/NALC annual fees increased more than expected