



COUNTESTHORPE PARISH COUNCIL
VILLAGE HALL, STATION ROAD, COUNTESTHORPE, LEICESTER. LE8 5TB
Telephone: 0116 277 9518
e-mail: manager@countesthorpeparishcouncil.co.uk

Miss J Leech, Parish Council Manager and Clerk of the Burial Board

Finance Working Party

Members of the Finance Working Party are required to attend a meeting on 7th May 2025 in the Village Hall, Station Road, at 10am.

Agenda

1. Apologies for absence, if any,
2. To receive disclosures of interest
3. To verify accounts for payment
4. Review Budget and expenditure 2025/2026
5. Renewal of Insurance Schedule – Gallaghers
6. Reinstatement/Revaluation Cost Assessment
7. Grounds Maintenance Equipment – Disposal
8. Financial Standing Orders
9. Practitioner's Guide 2025 – Including to note any amendments where action is required
10. To consider the documents relating to the 2024-2025 AGAR and recommend to the Parish Council for adoption:-
 - a. To note the effectiveness of internal control of financial systems
 - b. To receive and note the Annual Internal Auditor's Report 2024/2025 and consider recommendations
 - c. To recommend approval of the Annual Governance Statement 2024-2025 (Section 1) to be signed by the Chair and Parish Council Manager
 - d. To recommend the Accounting Statements 2024/25 (Section 2) to be signed by the RFO
 - e. To recommend approval of the Accounting Statements 2024-2025 (Section 2) and to be signed by the Chair
 - f. To approve the additional information that is submitted to the External Auditor
 - i. The bank reconciliation Year Ended 31st March 2025
 - ii. The explanation of variances
 - iii. The reconciliation between Box 7 and Box 8 of Section 2
 - iv. To receive a breakdown of reserves held
 - g. To approve the additional information requested by the External Auditor
 - i. An explanation of 'no' answer to Assertion 3 of the Annual Governance Statement
 - h. To agree the dates for the period of public rights

11. Grant Aid
 - a. Countesthorpe Cricket Club
 - b. Countesthorpe Bowls Club
12. S106 payment
13. Correspondence
14. Matters arising for information purposes
15. Date of next meeting 11th June 2025

A handwritten signature in black ink, appearing to read 'J Leed'.

Parish Council Manager
30th April 2025