



COUNTSTHORPE PARISH COUNCIL
VILLAGE HALL, STATION ROAD, COUNTSTHORPE, 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 13th May 2026
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. Budget and Expenditure 2026/2027
5. Renewal of Insurance
6. To consider and approve documents relating to the 2025-2026 AGAR
 - a. To note the effectiveness of internal control of financial systems in informing the responses to Section 1 of the AGAR
 - b. To receive and note the Annual Internal Auditor's Report 2025/2026 and consider recommendations
 - c. To recommend approval of the Annual Governance Statement 2025-2026 (Section 1) to be signed by the Chair and Parish Council Manager
 - d. To recommend the Accounting Statements 2025/26 (Section 2) to be signed by the RFO
 - e. To recommend approval of the Accounting Statements 2025-2026 (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 2026
 - 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
 - h. To agree the dates for the period of public rights
7. To verify bank reconciliations against bank statements and payments – To note that Cllr K McGovern had verified the bank reconciliations against bank statements and payments to 31st March 2026.
8. To verify online bank statements against bank reconciliations – to note that Cllr C Ibbotson had verified the bank statements against the bank reconciliations for all accounts to 31st March 2026.
9. Energy Performance Certificate
10. Memorial Inspections

11. Grant aid
12. S106 payment
13. To receive any correspondence
14. Matters arising for information purposes
15. Date of next meeting – 10th June 2026

A handwritten signature in black ink, appearing to read 'J. Leed', with a stylized flourish at the end.

Parish Council Manager
6th May 2026