

A meeting of the Finance Working Party was held in the Village Hall, Station Road, Countesthorpe, on Wednesday 8th October 2025

Present: Cllrs S Turner, M Gillespie, P Mount, K Pearce and W Read.

Parish Council Manager: Miss J Leech

Assistant Parish Council Manager: Miss E Frost

1. Apologies for absence, if any
Apologies were received from Cllr M Smith.
2. To receive disclosures of interest
There were no disclosures of interest.
3. To verify accounts for payment
It was recommended to approve the accounts for payment for the Parish Council and the Village Hall.

The recommendation of the Estates Working Party, to accept the quote of £825 which had been received from Memsafe for the required repair works to five failed memorials, would be reviewed at the next meeting once the notices which had been put up requesting the owners contact the Parish Council office had been displayed for three months.

4. Review budget and expenditure 2025/2026
The budget as at 30th September 2025 was received and all was in order.

Recommended for approval

To proceed with placing the order for LED lighting to be installed in the garage/workshop, by RCD Electrical, at a cost of £1138.

To proceed with purchasing a replacement pole hedge trimmer at a cost of £441, due to the existing equipment having failed the HAVS testing.

To support the resolution of the Library Committee, to replace the blinds in the library at a cost of £1132.52, as quoted by Don Smith Blinds.

To support the resolution of the Village Hall Management Committee in reupholstering up to 40 village hall chairs, at a cost of £60 per chair.

To approve the recommendation of the Estates Working Party, to offer a goodwill donation of £25 to St Andrews Church, towards the electricity costs associated with running the lights in the Christmas tree throughout December.

To purchase COSHH training DVDs in order for all staff to undertake required COSHH training, at a cost of £90.

To notify the Parish Council's insurers of the increase in book stock value from £40,000 to £78,191, as Leicestershire County Council had reviewed the process on how it values its stock. The increase affected all Community Libraries.

5. Quarterly finance reports as at 30th September 2025
The quarterly finance reports were received and would be circulated to all councillors.
6. To verify bank reconciliations against bank statements and payments – for Cllr K McGovern to verify bank reconciliations against bank statements and payments for all accounts
Arrangements had been made for Cllr K McGovern to complete relevant checks of the bank statements and bank reconciliations for the second quarter of the 2025/26 financial year, to 30th September 2025.
7. To verify online bank statements against bank reconciliations – for Cllr C Ibbotson to verify the bank statements against bank reconciliations for all accounts
Arrangements had been made for Cllr C Ibbotson to complete relevant checks of the bank

statements against bank reconciliations for the second quarter of the 2025/26 financial year, to 30th September 2025.

8. Budget 2026/2027

The draft budget for 2026/2027 was initially discussed and would be further reviewed at the next meeting of the Finance Working Party, scheduled for 12th November.

9. HR advice contract

It was noted that the current HR advice contract was set to end on 2nd April 2026. A renewal price and comparison prices would be obtained for consideration at a future meeting of the Finance Working Party.

10. Annual review of fees – Cemetery and Village Hall

It was noted that the village hall bar prices would be reviewed at the next meeting of the Village Hall Management Committee in December.

Recommended for approval

To support the resolution of the Village Hall Management Committee in implementing a 3% increase to village hall hire fees, from January 2026 for regular hirers and with immediate effect for private hirers.

To implement an increase of 4% to the cemetery fees, having taken into consideration the current consumer price index.

11. Annual review of Reserves Policy

Recommended for approval

For the Parish Council to adopt the Reserves Policy, with no amendments having been proposed.

12. Practitioners Guide – Year end 2025/2026 changes

There was nothing to report.

13. Reinstatement/revaluation cost assessment

It was noted that the revaluation report for the cemetery chapel was still outstanding and being chased as a priority.

14. Grant aid

There were no grant aid applications to consider.

15. S106 payment

There was nothing to discuss.

16. To receive any correspondence

There was no correspondence.

17. Matters arising for information purposes

There was nothing to raise.

18. Date of next meeting

The date of the next meeting is scheduled for Wednesday 12th November 2025.