

A meeting of the Finance Working Party was held in the Village Hall, Station Road, Countesthorpe, on Wednesday 12th August 2026

Present: Cllrs S Turner, M Gillespie, P Mount and M Smith.

Parish Council Manager: Miss J Leech

Assistant Parish Council Manager: Miss E Frost

1. Apologies for absence, if any
Apologies were received from Cllrs K Pearce and W Read.
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.
4. Budget and expenditure 2026/2027
The budget to 31st July 2026 was received and there were no items of concern. A copy of the budget report was made available to all Councillors on the members area of the website.

The list of upcoming items of larger expenditure was further reviewed and noted.

A report and recommendations would be brought back to the next meeting of the Finance Working Party, following review of the 18-month HAVS report which had been received.

The recommendation of the Estates Working Party, to remove four to five pine trees from the bottom of Cemetery A prior and clear the area prior to grassing it over was noted with costings for the hire of a digger and disposal etc to be considered once received. One of the damaged trees would be removed as soon as possible.

The quote for the repair of the damaged overhead barrier at Willoughby Road Playing Fields was yet to be received and would be followed up along with options for different designs that would result in less repair costs should they be damaged again in the future.

Initial quotes were received for a wood extractor, as recommended in the recent health and safety report, however further quotes for mains powered extractors would be obtained for consideration.

It was noted that quotes were being obtained for the internal fire doors to be checked for compliance with health and safety legislation.

An initial quote had been received for cyber insurance however this wouldn't be considered until comparison quotes had been obtained.

It was noted that the quote from RCD Electrical to replace and reposition the water heater as well as the hand dryer and extending the overflow pipework had been accepted, at a cost of £1106, with the works to be scheduled.

Recommended for approval

To accept the quotes from RCD Electrical for undertaking Fixed Appliance Testing, at a cost of £35 per item, totalling £535 for the required 15 fixed appliances, to be completed every three years, and bringing forward the 5 yearly EICR, at a cost of £820.

To accept the quote of £410.15 from Crown Heating Services Ltd, to repair a leak which was discovered in one of the village hall boilers during its recent service.

To support the recommendation of the Estates Working Party, to purchase a replacement spare dog waste bin at a cost of £246.44 plus £12.50 delivery, however to postpone this for review towards the end of the financial year.

To accept the request for the Parish Council to purchase back a cremation plot for the original price paid by the residents, £331, as it is no longer required.

To accept the quote for the larger hedges at The Woodlands, Willoughby Road and Foston Road to be cut back, at a cost of £1520.

To accept the quote from Guardian Support to undertake a DSEAR assessment in the workshop at a cost of £595.

5. Conclusion of Audit for the year ended 31st March 2026

i. To note Section 3 of the External Auditor's Report and Certificate for YE 2025/2026 and the limited assurance opinion

The External Auditor's report for the year ended 31st March 2026 was received with one matter arising as part of the External Auditor's limited assurance opinion, which was noted as follows:

The council should ensure that where a 'No' response is provided on the AGAR, the reason for that response is published with the AGAR form as well as being provided to the auditor as required by paragraph 1.6 of the SAPPP Practitioners' Guide 2025.

ii. To note the covering letter from the External Auditor, Moores, dated 30th July 2026

The covering letter, received from the External Auditor, Moores, dated 30th July 2026, was received.

iii. To note the Conclusion of Audit Notice has been published on the website and noticeboard

It was noted that the Conclusion of Audit notice had been published on the Parish Council's website and noticeboard.

This item would be received by the Parish Council at its meeting on 13th August 2026.

6. PCI DSS renewal – Card machine

Recommended for approval

To renew the PCI DSS with Lloyds Bank by mid-September following review and confirmation that there had been no changes to the Information Security Policy. The Policy and supporting documents would be circulated to all staff with access to the Card Machine for annual reminder.

7. Projects list including long term

It was reported that the Village Hall Management Committee had provided items for inclusion on the projects list however that the Library Committee were still yet to meet.

8. Book stock value

The increased book stock value, from £78,191 to £80,414, had been received and would be updated with the insurance providers at the time of renewal.

9. Grant aid

There were no applications to consider.

10. S106 payment

Recommended for approval

Further to the recent decision regarding Local Government Reorganisation, to refer to the Estates Working Party for discussion, projects which the remaining £6257 of developer funding could be used on as, although this should remain available to Countesthorpe Parish Council at the point that the new Unitary Council comes into power, this has not yet been confirmed and the funding opportunity would not want to be missed.

11. To receive any correspondence

There was no correspondence.

12. Matters arising for information purposes

It was reported that the local Lloyds Banking branch would be closing towards the end of the year and that trials were being undertaken at completing banking at the Post Office. Due to this change, it would no longer be possible for the Parish Council to accept payment by cheque.

13. Date of next meeting

The date of the next meeting is scheduled for Wednesday 9th September 2026.