

Juliet Perry
Principal Officer
www.burbageparishcouncil.gov.uk



Burbage Millennium Hall
Britannia Road
Burbage
Leicestershire
LE10 2HF

30th October 2024

To: **Members of the Administration & Finance Committee**

Cllr R Flemming	Cllr R Mayne
Cllr A Hall	Cllr N Robinson
Cllr R Hoelmer (Vice-Chair)	Cllr P Williams (Chair)
Cllr K Lynch	

Copy to all other members of the Council

(other recipients for information)

Dear Member

There will be a meeting of the **ADMINISTRATION & FINANCE COMMITTEE** Millennium Hall, Britannia Road on **MONDAY 4th NOVEMBER** at **6.30 pm** and your attendance is required.

The agenda is given overleaf.

Kind regards

Kirsty Jones

Kirsty Jones
Deputy Principal Officer

Members of the public are very welcome to attend

If you have any concerns about attending a physical meeting or require further information on safety measures in place, please do not hesitate to contact the Parish Office for clarification.

Written representations on any items on the agenda are welcome.

Comments can be emailed to info@burbageparishcouncil.gov.uk or put in the letterbox at Millennium Hall Mon-Fri 8.30am to 4.00pm and must be received **by 9.00am on the day of the meeting.**

Use of mobile phones and other mobile devices

To minimize disturbance to others attending the meeting, please switch off your phone or other mobile device or turn it onto silent or vibrate mode.

AGENDA – 4th NOVEMBER 2024

1. To receive apologies for absence
2. To receive Members declarations of interest
3. To approve the minutes of the meeting held Monday 7th October 2024 **(circulated)**
4. To address any matters arising
5. Public questions & comments relating to items on the agenda
6. To review updated Publication Scheme and draft Vexatious Request Policy **(circulated)**
7. To reconsider Cuttlefish app for Parish Councils **(circulated)**
8. To consider Council's insurance renewal quotation **(circulated)**
9. To review projects position and consider budget recommendations for project reserves **(circulated)**
10. To consider two recommendations from the Environment Committee **(circulated)**
11. To receive reports from sub-committees, working parties and task & finish groups
 - (a) Budget Sub-Committee – no meeting
 - (b) Remembrance Working Party –no meeting
 - (c) Millennium Hall Development Working Party – no meeting
 - (d) Queen's Platinum Jubilee Task & Finish Group – no meeting
12. To note financial statements and budget reports
 - a) Accounts paid **(circulated)**
 - b) Summary of receipts & payments **(circulated)**
 - c) Bank reconciliation with bank statements **(circulated)**
 - d) Direct debit report September 2024 **(circulated)**
13. To confirm date and time of next meeting

**MINUTES OF THE
ADMINISTRATION & FINANCE COMMITTEE MEETING
HELD MONDAY 7th OCTOBER 2024
6.30PM
BURBAGE MILLENNIUM HALL**

Present: Cllrs Mr R Hoelmer, Mr K Lynch, Mr R Mayne, Mr N Robinson, Mr Williams (Chair)

In attendance: J Perry (Principal Officer & Responsible Financial Officer)
K Jones (Deputy Principal Officer)

These minutes are subject to approval at the next meeting of this Committee

42. TO RECEIVE APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Mr Flemming and Mrs Hall and were noted.

43. TO RECEIVE MEMBERS DECLARATIONS OF INTEREST

Cllr Mr Mayne declared an interest in agenda item 7a/minute number 48a.

44. MINUTES OF THE ADMINISTRATION & FINANCE COMMITTEE MEETING HELD MONDAY 12th AUGUST 2024

The minutes of the Administration & Finance Committee meeting held on Monday 12th August 2024 had been circulated to all Members and were considered. Proposed by Cllr Mr Robinson, seconded by Cllr Mr Mayne, and by show of hands, it was

RESOLVED - that the minutes of the meeting held on 12th August 2024 be approved and signed by the Chairman.

45. MATTERS ARISING

There were no matters arising.

46. PUBLIC QUESTIONS AND COMMENTS

There were no members of the public present.

47. TO RECEIVE A NOTE OF THANKS FROM BURBAGE GARDENING CLUB

A note of thanks received from Burbage Gardening Club, for sponsorship of the annual gardening show, had been circulated to all Members and was noted.

48. TO CONSIDER REQUESTS FOR FREE HALL HIRE

Cllr Mayne did not take part in this item

- a) Members considered a request from Burbage Parish Lands Charity for free hall hire. Proposed by Cllr Mr Hoelmer, seconded by Cllr Mr Robinson, and by show of hands, it was RESOLVED - to offer free hall hire on 15th October 2024 6.45pm to 9pm as requested.
- b) Members considered a request from Clare Naunton for free hall hire for a wreath making session with proceeds going to fundraising for Stephen Webb. Proposed by Cllr Mr Williams, seconded by Cllr Mr Hoelmer, and by show of hands, it was RESOLVED - to offer free hall hire on 24th November 2024 1.30pm to 5pm as requested.
- c) Members considered a request from The Pierce Perspective for free hall hire for a wreath making session to raise money for The Pierce Perspective. Proposed by Cllr Mr Williams, seconded by Cllr Mr Hoelmer, and by show of hands, it was RESOLVED - to offer free hall hire on 30th November 2024 2pm to 11pm as requested.

49. TO CONSIDER CUTTLEFISH APP FOR PARISH COUNCILS

Details of a new parish council app provided by Cuttlefish had been circulated to all Members. Proposed by Cllr Mr Williams, seconded by Cllr Mr Hoelmer, and by show of hands, it was

RESOLVED - that this item be deferred to the next meeting to allow time for Members to do some further research into the app.

50. REPORTS FROM SUB-COMMITTEES, WORKING PARTIES AND TASK & FINISH GROUPS

50.1 Budget Sub-Committee

No meeting of the Budget Sub-Committee had taken place.

50.2 Remembrance Working Party

The minutes of a meeting of the Remembrance Working Party held on 25th September 2024 had been circulated to all Members. Proposed by Cllr Mr Williams, seconded by Cllr Mr Hoelmer, and by show of hands, it was

RESOLVED - that the minutes of the meeting held 25th September 2024 be approved.

50.3 Millennium Hall Development Working Party

No meeting of the Millennium Hall Development Working Party had taken place.

50.4 Queen's Platinum Jubilee Task & Finish Group

No meeting of the Queen's Platinum Jubilee Task & Finish Group had taken place.

51. FINANCIAL STATEMENTS AND BUDGET REPORTS

The following reports had been circulated to all Members:

- A list of accounts paid
- A summary of receipts and payments
- Bank reconciliation with bank statements
- Budgetary overspend report

Bank balance at 31st August 2024:

Current Account: £11,941.66

Deposit Account: £643,952.53

32 Day Notice Account: £409,239.83

Members raised no questions and noted the information contained in the documents, which were visibly inspected and signed by the Chairman.

52. TO CONFIRM DATE AND TIME OF NEXT MEETING

Next meeting confirmed as Monday 4th November 2024 at 6.30pm

There being no other business the meeting was closed at 6.47pm.

Information available from Burbage Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(hard copy or website)	
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	Hard copy and/or website	FOC
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	Hard copy and/or website	FOC
<p>Location of main Council office and accessibility details</p>	Hard copy and/or website	FOC
<p>Staffing structure</p>	Hard copy and/or website	FOC

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy and/or website	10p per sheet
Finalised budget	Hard copy	10p per sheet
Precept	Hard copy	10p per sheet
Borrowing Approval letter	Hard copy	10p per sheet
All items of expenditure above £100	Hard copy	10p per sheet
Financial Standing Orders and Regulations	Hard copy and /or website	10p per sheet
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Hard copy	10p per sheet
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Hard copy and/or website	FOC
Parish Plan	N/A	

Annual Report to Parish or Community Meeting	Hard copy and/or website	10p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy	10 per sheet
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy and/or website	FOC
Agendas of meetings (as above)	Hard copy and/or website	FOC
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy and/or website	10p per sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy and/or website	10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Hard copy	10p per sheet
Bye-laws	Hard copy	10p per sheet

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard copy and/or website	10p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Hard copy</p> <p>Hard copy and/or website</p>	<p>10p per sheet</p> <p>FOC</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Hard copy	10p per sheet

Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy	10p per sheet
Assets register, including details of public land and building assets	Hard copy	10p per sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy	10p per sheet
Register of members' interests	Hard copy and/or website	10p per sheet
Register of gifts and hospitality	Hard copy	10p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy and/or website	FOC
Burial grounds and closed churchyards	Hard copy and/or website	FOC
Community centres and village halls	Hard copy and/or website	FOC
Parks, playing fields and recreational facilities	Hard copy and/or website	FOC
Seating, litter bins, clocks, memorials and lighting	Hard copy and/or website	FOC
Bus shelters	N/A	
Markets	N/A	
Public conveniences	Hard copy and/or website	FOC
Agency agreements	N/A	
Services for which we are entitled to	Hard copy	FOC

recover a fee and details of those fees (eg burial fees)		
Additional Information		
Information not itemised in the lists above		
Parish Council Newsletter	Hard copy and/or website	FOC

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide (* the actual cost incurred)

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost 3p per sheet
	Photocopying @ .p per sheet (colour) NOT AVAILABLE	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

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November 2024



Item 6

Freedom of information vexatious and unreasonable requests policy

1.0 Introduction

Burbage Parish Council is committed to transparency and will make every effort to respond positively to a request for information made under the Freedom of Information Act 2000 (FOIA) or the Environmental Information Regulations 2004 (EIR).

It is recognised that on occasion the Council may receive requests that may be defined as repeated, vexatious or manifestly unreasonable. The relevant legislation allows for requests to be classed under these headings in order to prevent abuse of the public's right to know. The Information Commissioner (ICO) has recognised that there may be a risk that some individuals and perhaps some organisations may seek to abuse the right of access with requests. Such cases may well arise in connection with a grievance or complaint that an individual is pursuing.

In all cases that are considered possibly vexatious, repeated or manifestly unreasonable, the Council will undertake an assessment to determine if it is acceptable to define the request under one of those headings. Whilst we aim to respond to all information requests, section 14 FOIA relieves the Council from the obligation to comply with vexatious requests, and Regulation 12(4)(b) EIR allows us to refuse manifestly unreasonable ones. The Council will undertake the assessment of requests that are considered to be vexatious on a case-by-case basis following ICO guidance.

2.0 Vexatious and manifestly unreasonable requests

A request is likely to be considered as vexatious or manifestly unreasonable if it is considered to be a substantial burden on the financial and human resources of the Council and it:

- clearly does not have any serious purpose or value;
- is designed to cause disruption or annoyance;
- has the effect of harassing the Council, a Council Member or Officer; or
- can otherwise fairly be characterised as obsessive or manifestly unreasonable.

In all cases it is the **request** that has to be vexatious or manifestly unreasonable, not the applicant. This can sometimes be a difficult distinction to draw, but a useful test is to consider whether the information would be supplied if another person who was unknown to the council had requested

it. However, the Council is able to take into account previous communications with, and any known intentions of, the applicant when making this assessment.

3.0 Assessing the request

The Council will undertake the assessment of requests that are considered to be vexatious on a case-by-case basis. The assessment will follow ICO guidance and will be conducted by

If there is uncertainty as to whether a request is vexatious the Council will consider one of the following actions:

- Contact the applicant and ask him/her to clarify the request.
- Comply with the request and reduce the chances of a more time-consuming grievance developing between the applicant and the Council, providing an explanation that future requests may be assessed under this policy.
- Refuse a request and provide an explanation of the reason for refusal and reasonable endeavours will be made to explain to the applicant what they should do differently in future to ensure their requests are not assessed as being vexatious.

3.1 Determining vexatious requests

As the term vexatious implies a manifestly unjustified, inappropriate or improper use of a formal procedure under both the FOIA and EIR, the Council's judgement as to whether a request is vexatious will take into account all circumstances in which a request is made. The Council must ask itself whether the request is likely to cause a disproportionate or unjustified level of disruption, irritation or distress. Accordingly, the context and history of all the Council's communications with the applicant as well as consideration of the following will assist the Council in its determination:

- Unreasonable persistence: for example, repeat requests for information previously provided in substance. A long history of requests is more likely to indicate vexatiousness.
- Requests which include no obvious intent to obtain specific information.
- Sending requests that are unclear about what specific documents or information is required.
- Any request requiring disproportionate work in relation to its value – this could be sheer number of requests or volume of information requested.
- A request buried in lengthy correspondence on other matters.
- Submitting frivolous or trivial requests for information that is already publicly available.
- Frequent and/or overlapping requests.
- Requests motivated by personal grudges or used to reopen previous grievances with the Council.

4.0 Repeated requests

Where a request for information has previously been complied with which was made by any person, there is no obligation to comply with a subsequent identical request or substantially similar request from that same person unless a reasonable interval has elapsed between

compliance with the previous request and the making of the current request. A repeated request does not mean similar or identical requests from different applicants, unless those applicants have been identified as working together.

The Council has defined a 'reasonable interval' as 90 working days from responding to the previous request.

On some occasions the Council will process requests as standard requests that appear to repeat a previous request, for example, this may be in a situation when a repeated request is received for information that is regularly updated.

5.0 Customer expectations

Applicants will be issued with a refusal notice to inform them of the decision to define their request as vexatious, repeated or manifestly unreasonable within the 20-working day deadline. They will be provided with an explanation of the factors that have led to the decision.

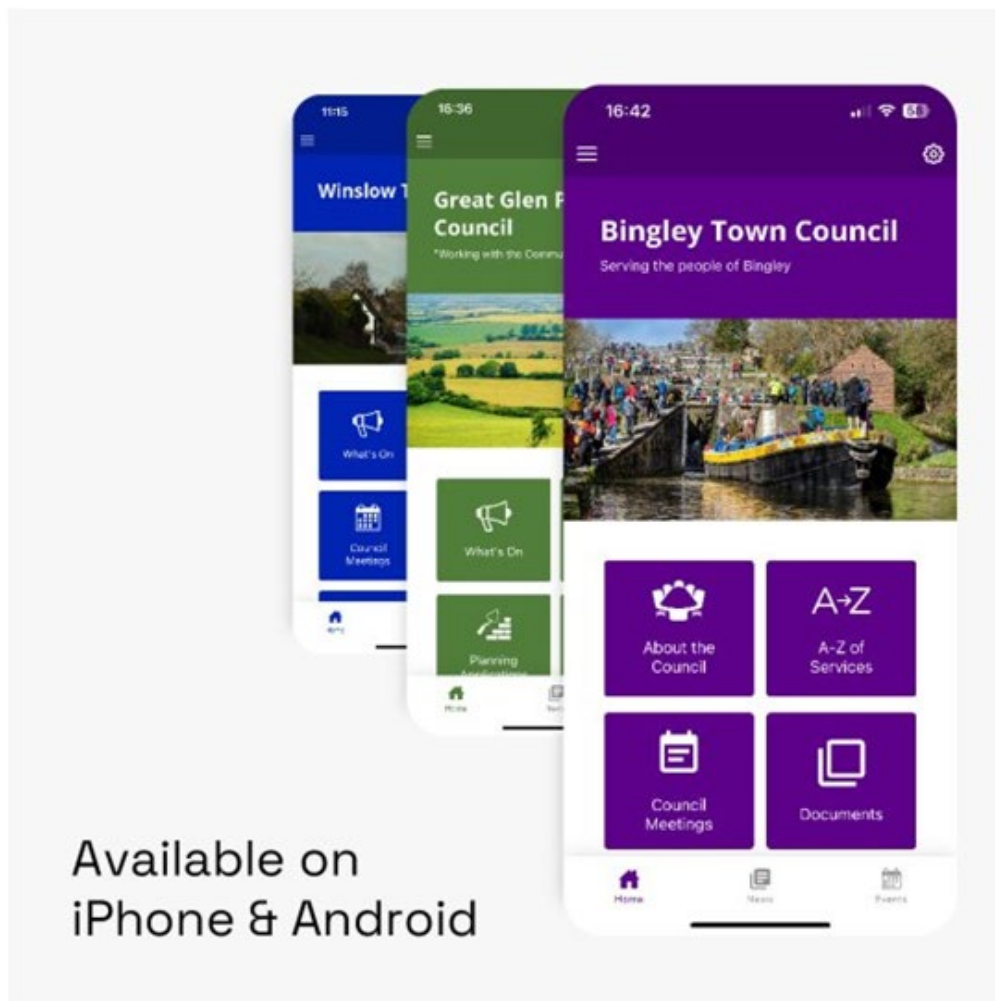
Repeated requests will receive one such notice. In most cases, any repeated requests received after this notice has been issued will be acknowledged but the Council will undertake no further correspondence relating to the matter, unless the applicant wishes to appeal against our decision. In some cases, repeated requests may cease to be acknowledged, and a refusal not provided in accordance with s17(6) FOIA. As the use of S14 and S17(6) is subject to a high legal threshold, requests deemed to be vexatious should be logged properly with reasons and an evidence trail in accordance with ICO best practice.

6.0 Appeals

All applicants have a right in the first instance to request a review of any decision to refuse their requests, and the internal review process will be engaged accordingly. If the refusal is upheld, the requestor may appeal to the ICO.

Reviewed November 2024

Get Your Council App Today!



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iPhone & Android

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Apps are a great modern way to engage with your visitors and to **share notifications directly to their devices** when you add new content (without having to rely on them visiting your website).

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If you're interested, please do get in touch or click [here](#) for more information!

Private & Confidential

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Tel: 01483 462 860

www.ajg.com/uk

24th October 2024

Dear Mrs Perry,

Insurance Policy: AJG Community Schemes**Client Name: Burbage Parish Council****Client Reference Number:** [REDACTED]**Policy Number:** [REDACTED]**Effective Date: 17/11/2024**

Your insurance policy is due for renewal shortly and we have pleasure in enclosing your renewal quotation(s) and documentation. These have been based on your requirements which you disclosed to us previously or in our recent renewal discussions. Our understanding of your requirements are shown in the enclosed documentation.

There are a number of documents enclosed and it is important that you review each of them. Within this letter we have summarised what we consider to be the most important points to assist you. We have directed you to those documents, or parts of documents, which you must read carefully.

Your renewal premium(s) for the forthcoming year are detailed as follows:-

Policy	Insurer	Premium	Insurance Premium Tax	Administration Fee(s)	Total Due
AJG Community Schemes	Hiscox Insurance Company Limited	£9,149.76	£1,097.98	£75.00	£10,322.74
Total		£9,149.76	£1,097.98	£75.00	£10,322.74

Long Term Agreement Option

In order to ensure rate stability, Burbage Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £10,322.74. This means Burbage Parish Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire 3 years from the original inception date.

In return Hiscox Insurance Company Limited agrees not to increase the annual insurance premium, except for the following reasons:

- When there are changes to the material facts concerning your policy.

- Policy changes where the sums insured for assets covered against loss or damage are increased or decreased.
- The annual inflationary increase (index linking) applied to the sums insured for the assets covered against loss or damage.
- The imposition by the Government of a higher rate of Insurance Premium Tax (IPT).

Any changes to terms or conditions other than those stated, for example, the imposition by the Insurer of a higher rate resultant from the claims ratio exceeding the percentage detailed in the LTA endorsement wording shown in the schedule enclosed, **releases** Burbage Parish Council from the Long Term Agreement and as your broker we will seek alternative quotations from the market on your behalf.

For further information please see the LTA wording contained within the attached Schedule of Insurance.

AJG Community Schemes

Your Requirements and Our Recommendations

We have assessed the information about the circumstances that you have provided to us to help us to identify your requirements and make recommendation(s). We have based our understanding of your requirements on this information.

Our Recommendation(s)

We recommend that this policy is placed with Hiscox Insurance Company Limited based upon your requirements to purchase a Local Council Insurance policy and the price, extent of cover and policy benefits provided by the insurer.

Our recommendation is based on your requirements to have a Local Council Insurance policy for Burbage Parish Council to the levels of cover we have discussed which is summarised in the attached quotation schedule and statement of fact.

- We have recommended that your cover is placed with the insurer(s) named within your schedule.
- We believe the cover(s) provided is the most suitable from the insurers that we have approached and based on the information you have provided.
- Please ensure you read your documentation pack carefully to confirm that the cover meets your requirements, paying particular attention to exclusions, warranties, conditions, excesses and limits.

If you require any changes to be made or information corrected, please contact us as soon as possible, as failure to do so could mean that your insurance is voided, or may lead to the insurer not paying all or part of your claim.

We would draw your attention to your Duty of Fair Presentation obligations, along with the importance of checking that you have adequate sums insured. Full details can be found in the Important Information section.

Market Selection

For this type of insurance, Gallagher has entered in to an agreement with a single insurer, who provides this policy.

This agreement allows us to rate the premium and issue the policy documentation on their behalf. Under such an agreement, we are acting as agent of the insurer.

Significant Terms, Conditions, Warranties, Exclusions and Subjectivities

Your **policy documents** will record what is insured and against what **Insured Perils** (risks) apply, along with details of any **Warranties** which sets out those things which you must make sure happen or have in place at all times. Your cover may be subject to **Exclusions** and **Endorsements**, which set out additional **Policy Terms** which are particularly important. Please also consider any **Conditions** with which you have to comply in order for your cover to be valid and for you to make a claim.

It is important that you read and make sure that you understand the full extent of the cover that is provided by your insurance policy. The policy wording should be read in conjunction with your policy schedule. Please read these carefully as they may have an impact on the validity of your cover and/or your ability to make recovery for any claims made.

If there are any areas of the policy which you are concerned about or do not understand, or where you are unable to comply, then please contact us to discuss in further detail. It may be possible, albeit at higher cost, to obtain wider or less restrictive cover.

The attached insurer schedule details the following endorsements applicable to your policy.

- Premises - Endorsement - Flat roof condition - 308.0.2
- Premises - Endorsement - Addition of cover: under insurance restriction (Buildings) - 6469.0
- Premises - Endorsement - Removal of cover: cyber claims and losses - 6728.0
- Contents - Endorsement - Minimum security condition - 240.3
- Contents - Endorsement - Addition of cover (Travel expenses) - 6226.0
- Contents - Endorsement - Floating amount insured (Contents) - 6349.1
- Contents - Endorsement - Amendment of cover (Fidelity guarantee) - 6222.0
- Business Interruption - Endorsement - Amended definition: income - 6820.0
- Business Interruption - Endorsement - Floating amount insured (Business interruption) - 6350.1
- Contents Away from Premises - Endorsement - Contents temporarily elsewhere - 65.00
- Crisis Management - Endorsement - Crisis containment provider: Hill Knowlton - 9003.0
- Employers' Liability - Endorsement - Employers Liability Tracing Office (ELTO) - mandatory information required - 3121.0
- Employers' Liability - Endorsement - Confirmation of cover: cyber claims - 6734.0
- Legal Expenses - Endorsement - Commercial legal protection (charities) - 524.0
- Officials and Trustees - Endorsement - Prior and pending litigation date - 705.4
- Officials and Trustees - Endorsement - Amendment of cover: cyber claims (DO) - 3215.0

- Officials and Trustees - Endorsement - Amendment of cover: breach of professional duty (DO) - 3216.0
- Personal Accident - Endorsement - Amendment of cover: cyber claims and losses - 6752.0
- Public Liability - Endorsement - Firework and bonfire condition endorsement - 6080.0
- Public Liability - Endorsement - Removal of cover: cyber claims - 6735.0
- AJG Community Schemes - Endorsement - Additional definitions: cyber - 6727.0
- AJG Community Schemes - Endorsement - Commercial assistance & legal advice helpline - 603.1

Policy Documents

It is important that you check through your policy documentation. Please read all documents carefully, paying particular attention to the limits, endorsements and exclusions. **If any information is incorrect, please contact us immediately.**

Payment Options

Our standard payment terms are payment on or before your policy inception or renewal date. This ensures we receive your funds in time to settle our Insurer accounts where there are strict requirements.

You can pay by the following options:-

- Cheque payable to Arthur J Gallagher Insurance Brokers Ltd - Please add your client reference number onto the back of the cheque.
- Direct Debit with Insurers (if available)
- Bank Transfer (BACS) - Gallagher will provide our bank details upon instruction to proceed

Next Steps

In order to renew the policy for Burbage Parish Council you must;

1. Check the attached documents and inform us if anything needs changing
2. Check the cover still meets the needs of Burbage Parish Council
3. Confirm that the policy for Burbage Parish Council should be renewed via communityrenewals@ajg.com or telephone us on 01483 462860 before 17th November 2024
4. **It is essential that you confirm the insurer name, and whether you want to enter into a Long Term Agreement (whether the policy is for a 1 or 3 year term).**
5. Pay for your policy by the renewal date 17th November 2024

If you have any questions relating to your insurance arrangements, please do not hesitate to contact us. **We look forward to receiving your renewal confirmation by the renewal date.** Failure to provide your instructions could result in your policy and cover lapsing.

Should you need any assistance or wish to review our recommendation in anyway, please do contact the Community Team at Gallagher Insurance on 01483 462860 or via community@ajg.com.

Yours sincerely,

The Community Team

Tel: 01483 462860



Gallagher

Insurance | Risk Management | Consulting

Email: community@ajg.com

TALK TO US ABOUT:

- Motor
- Engineering
- Cyber
- Professional Indemnity
- Associated Charities
- Village Hall Policies
- Anglican Church Policies
- Risk Management Solutions
- Event Coverage
- Terrorism



Gallagher

Insurance | Risk Management | Consulting

Enclosures	Action Required by You
Statement of Fact(s)	Information you have provided to us and on which your policy is based. Please review and advise us of any changes required.
Policy Schedule(s)	Please review and advise us immediately if there are any terms you are unable to comply with or do not understand.
Policy Summary(s)) Notice to Policyholder/Summary of Changes	An overview of the proposed cover including limits. Please read in conjunction with your policy and advise us immediately if there are any terms you are unable to comply with or do not understand.
Our Invoice	Please note payment terms.
Important Information	Please read and retain.
Our Terms of Business	Please read and retain.

Our Service & Remuneration

The table below indicates 'how we are paid for our services'. Further information is available in our Initial Disclosure Document that can be located further on in this letter.

Policy Cover	Broker Fee	Commission	Admin Fee
AJG Community Schemes	x	✓	✓

Important Information

Please read this section carefully **as it contains important terms and may require you to take action.**

1. Sums Insured and Under-Insurance (Average)

Please ensure you are insured for the full value of risk in accordance with the policy terms and conditions. We strongly recommend that you obtain professional valuations for reinstatement purposes of buildings, machinery and plant at regular intervals. Sums insured and limits of indemnity should be kept under review throughout the period of insurance.

It is important that you are NOT under-insured. Make sure you have insured your buildings for the full rebuilding cost including allowances for architects costs and site clearance, and your contents for their full replacement value as new items.

You must notify us if the full replacement value of your contents or full rebuilding cost of your buildings exceeds the amount shown on your schedule.

The insurer will only be able to settle claims at the percentage you are actually insured for. For example, if the value of your contents shown on your schedule only represents 70% of the full replacement value then the insurer will not pay more than 70% of your claim.

2. Duty of Fair Presentation

When you answer questions or agree with assumptions during the quotation process, you must disclose material facts or circumstances about the risk(s) you want to insure. A material fact or circumstance is something that would influence the judgement of an insurer in deciding whether or not to insure the risk.

This is known as a 'duty of fair presentation' and includes disclosing the following:

- Information that you, your firm's senior management, or anyone responsible for arranging your insurance knows, or should know in relation to your business; and
- Information that would be revealed by a reasonable search of information available to you or by making enquiries, and could include information held within your business or by someone else (such as your insurance broker).
- Remember that if you fail to meet this duty, it could mean that the policy is void, or that the insurer is not liable to pay all or part of your claim(s).

The following examples provided are in addition to the main wording above and are to be used where appropriate:

Examples of material facts or circumstances include the following (please note these have been provided as examples only and the list is not exhaustive):

- Being declared bankrupt, participating in an Individual Voluntary Arrangement (IVA) or protected deed of trust in Scotland or making a compromise arrangement with creditors.
- Other policies in place covering the same risk.

- Previous claims or incidents which may have led to a claim but for which you did not actually submit a claim.
- Any caution, charge or conviction of a criminal offence for you or any director/business partner/trustee
- Any motoring convictions or disqualification by any director/business partner/trustee or any driver of a company vehicle in respect of a motor insurance application
- The organisation, directors, partners or trustees having been prosecuted or received a prohibition or improvement notice for failure to comply with any Health and Safety, Welfare or Environmental Protection legislation
- Being declined cover by other insurers or having special terms imposed
- Changes to your business activities
- Changes to the Police response to alarm signals.

Please remember that if any of your details, material facts or circumstances change during the policy period, you must always notify us immediately.

3. Policy Terms, Conditions and Exclusions

Insurers may impose warranties and/or restrictive endorsements and where any of your policies are subject to a warranty, compliance is an absolute requirement at all times.

In addition to warranties (or in some instances, in place of) policies may contain "conditions precedent to liability". Failure to comply with a condition precedent may mean that the insurer will not be liable for any loss.

Please pay particular attention to any warranties and/or restrictive endorsements as failure to fully comply with any warranty/endorsement terms could suspend or invalidate the policy cover.

Similarly, policies also contain general conditions that apply to all policyholders; for example, 'Notification of Claims' and alteration in risk. You should familiarise yourself and comply with all conditions.

Full details of any warranties, terms, conditions and exclusions are contained within your policy wording and schedule. **For your protection, it is essential that you read your policies carefully to ensure you are familiar with all of the terms, warranties, conditions and exclusions.**

If at any time you are unable to comply with a warranty, condition precedent to liability, or any other policy terms, conditions, exclusions or insurers' requirements, please let us know immediately as the requirements imposed will continue to apply until insurers have accepted that you are compliant with policy terms and confirmed cover.

If you have any queries or questions regarding the policy term, conditions or exclusions please contact us immediately.

4. Administration Fees

Where we charge an administration fee in respect of the operational cost of setting up, administering or cancelling your policy, e.g. postage, stationery and licensing fees. The administration fee is not subject to Insurance Premium Tax and is separate to any other broker fee charged and/or commission earned for our services.

Activity	Annual premium under £4,500	Annual premium over £4,500	Annual premium over £20,000
New Business and Renewal administration fee	£50	£75	£0

5. Basis of our services

The services we provide are outlined in our **Terms of Business Agreement (TOBA)**. The detail of which is provided in Appendix 1 of this report. **Please read this carefully as we will provide our services in line with this.**

We act on an 'advised' basis which means that we will be making a personal recommendation of a specific insurance policy(ies) based on information you have given us around your particular requirements and circumstances. When acting on an 'advised' basis, we act as Agent of the Customer (that is to say, we represent the customer) in order to select appropriate cover(s) from different insurance markets.

6. Short Form Privacy Notice

We are the data controller of any personal data you provide to us. We collect and process personal data in order to offer and provide insurance services and policies and to process claims. Personal data is also used for business purposes such as fraud prevention and detection, financial management, to generate risk modelling, conduct analytics including to advise, improve and develop our products and services and to comply with our legal and regulatory obligations. This may involve sharing information with, and obtaining information from, our group companies and third parties such as (re)insurers, other brokers, loss adjusters, credit reference agencies, service providers, professional advisors, our regulators or fraud prevention agencies.

We may record telephone calls to help us to monitor and improve the service we provide as well as for regulatory purposes.

Please see our Privacy Notice for further information on how your personal data is used, shared, disclosed and retained, your rights in relation to your personal data and how to contact our Data Protection Officer. Our Privacy Notice can be found at <https://www.ajg.com/uk/privacy-policy/>

From time to time we may make important updates to our Privacy Notice and these may in turn affect the way we use and handle your data. Please ensure you review our Privacy Notice periodically to ensure you are aware of any changes.

If you are entering into this agreement in the course of your business, or as a charity, for charitable purposes and providing information on other individuals to us, for example your employees and/or any other party that would be covered under the insurance policy we may be placing or services we may provide to you, you shall ensure that individuals whose personal data you are providing to us have been provided with fair processing notices that are sufficient in scope and purpose, and that you have obtained all appropriate consents, where required, or are otherwise authorised, to transfer the personal data to us and enable us to use the personal data and process the personal data for the purposes of this agreement and as set forth in our Privacy Notice. You must not share personal data with us that is not necessary for us to offer, provide or administer our services to you.

7. Fraud Awareness

To help prevent fraud - before requesting your bank details to provide you with a refund by phone, we will always validate with you information that we hold on file; information that only you would know. This information could include your address or specific policy details.

Any refund we provide will only be for one of three reasons:

- 1) overpaid funds
- 2) a reduction in your cover
- 3) cancellation

Arthur J. Gallagher Insurance Brokers Limited will never request sensitive information, such as, passwords, usernames or a mother's maiden name.

If you receive a phone call and are unsure it is from us, you can always call us to verify we are who we say we are. Please call your usual contact, or call us on the telephone number shown within this document.

8. Employers Liability Insurance – What you need to know

Employers' Liability Insurance

Since 1st October 2008 Employers are allowed to display their employers' liability certificate in an electronic format, so long as it remains accessible by all employees.

Although the law no longer requires you to retain certificates, we strongly recommend that you continue to do so. We believe that it is in your own interest to retain copies. Where no records can be found, you will be responsible for payment of any claim, particularly in relation to so-called 'long-tail' industrial diseases such as deafness and asbestosis.

9. Making a Claim

Step 1 Reporting a claim

- You will need to notify us as soon as possible after an incident, either by telephone on 02382 547123 or by email to communityclaims@ajg.com.
- Alternatively out of hours in an emergency, you may also contact your insurer direct. You will find your insurer's claims line number within your policy document, as well as highlighted within your renewal pack.
- Delay in notifying your insurer of an incident or a claim can potentially prejudice your/your insurer's position and can cause difficulty with acceptance of your claim, either in part or in full.

- In the event of injury and/or damage to another party or their property, it is important that no admission of liability is made, as this may also prejudice your/your insurer's position. Any third party claim or correspondence should be immediately passed to your insurers, unanswered.
- Appropriate steps should be taken to minimise any further loss or damage, where possible. Please ensure to retain itemised invoices for any emergency works completed and take photos of the damage where possible
- When notifying a claim, it is important that you have the following key information available, which will help identify you and assist with data protection protocols, thereby reducing any potential delays in providing you with initial advice:
 - Policyholder's name
 - Policyholder's address and postcode
 - Policy number
- In order for us to give you the most accurate advice and guidance on the notification call, there are some key pieces of information that we will need to know:
 - What happened? When? Where?
 - What is the extent of the loss, damage, injury? Consider physical and financial/trading impacts.
 - What is the impact to you as the policyholder?
 - What is being done to help prevent further loss, damage or injury?
 - Who is the best person for insurers to liaise with, what is their relationship with the policyholder and what are their contact details?

It's understood that some of the information may only be indicative at the outset, but the more accurate the information provided, the more likely the advice given will meet your needs and also assist with the progress of your claim.

- Your insurer will advise of next steps, allocate a claims reference number and also provide detail as to who will be your contact throughout the claim.
- Where the services of other parties may be required, insurers will provide details as to who this will be and the services that they will provide.
- Examples include – loss adjuster on large or complex claims, Solicitors/Investigators on Liability issues or claims, Engineers/Approved Repairers on Motor claims insurers should also discuss and agree with you the best method and frequency of updates/next contact.

Step 2 Claims Handling & Investigation

- In order to evaluate and progress any claim, insurers more often than not will require additional supporting documentation from you.
- Insurers should clearly articulate what they require from you and the reasons why. Typically this will be estimates or invoices and anything that may help them evaluate your claim against the policy coverage that you have in place.
- Delays and/or omissions can in some circumstances lead to issues with acceptance of a claim in part or in full. It is therefore important that you reply to any requests and supply the information required at your earliest opportunity, in order to assist with progressing your claim.
- Should you not understand or wish to query any request from your insurer or their agent, it is recommended that you call them at the earliest opportunity to discuss and seek clarity from them.
- Insurers will look to agree with you what the next steps may be relating to any repair, replacement, defence, or interim actions required.
- Interim payments can sometimes be agreed, particularly on large claims or where the claim creates cash-flow issues. Where appropriate you should ask insurers whether this is a possibility.

Step 3 Conclusion/Resolution of Claim

- Once insurers have received sufficient supporting documentation and assessed them against the policy coverage in place, we will advise you regarding what a resolution of your claim may look like.
- Payments to be made (in part or in full) should be clearly explained by insurers, including their calculation.
- If for any reason the claim will not be met (in part or in full), insurers should clearly explain the reason why and provide evidence, where appropriate.
- Excess – Any settlement agreed will be subject to the deduction of the applicable policy excess. This can be verified by referring to your policy documents.
- VAT – If the policyholder is VAT registered or able to recover VAT for the costs claimed under their insurance policy, in the majority of situations the policyholder will be responsible for the VAT element of any invoice relating to the claim. This can include the VAT element of suppliers appointed by the insurer, such as solicitors costs.

Exceptions - Assistance and Complaints

- Escalations and complaints regarding services provided by the insurer should, in the first instance, be directed to the appropriate insurers as soon as the issue arises or is identified.
- Each insurer will have a formal escalation and complaint protocol in place, the details of which will be contained within your policy wording, which should give you suitable guidance.
- If however you encounter any difficulties identifying the appropriate process and/or insurer contact details, you can contact our Claims Team on 02382 547123 or email communityclaims@ajg.com, to assist you with ensuring that your issue or complaint reaches the appropriate insurer contact.

Examples of where we may be able to assist include:

- If you are having difficulty making contact with your insurer.
- Your insurers are unable to trace your policy.
- You require additional clarification regarding the claims process.
- Your insurers are failing to provide you with the appropriate level of service.



Insurance | Risk Management | Consulting

Burbage Parish Council
Burbage Millennium Hall
Britannia Road
Burbage
Hinckley
LE10 2HF

IF PAYING BY **DIRECT BANK TRANSFER** PLEASE CHECK BANK DETAILS BELOW AS THEY MAY HAVE CHANGED SINCE YOUR LAST INVOICE

Pro-Forma Invoice

Client Ref:

Invoice Date:

24 October 2024

			Amounts (£)	Cost (£)
AJG Community Schemes	Hiscox Insurance Company Limited	Premium	9,149.76	10,322.74
	Contract No.: [REDACTED]	Insurance Premium Tax	1,097.98	
	[REDACTED]/25	Total Fees	75.00	
TOTAL				10,322.74

Payment due on or before effective date.

If you would like to pay by credit/debit card please contact us on .

Payments by direct bank transfer should be made to the following account, using reference - [REDACTED]

Bank: Lloyds Bank Plc
Account Name: AJGIBL GBP CLIENT NST ACCOUNT
Account Number: 19511668
Sort Code: 30-80-12
Swift BIC: LOYDGB21F09
IBAN Number: GB30 LOYD 3080 1219 5116 68

COMMENTS :

FOR BANK TRANSFER PLEASE QUOTE REFERENCE ON YOUR PAYMENT AND EMAIL REMITTANCE DETAILS TO UK.Glasgow.AJGIBL.Remittances_@ajg.com

Arthur J. Gallagher Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority.

The Financial Conduct Authority does not regulate all forms of the products we provide

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Registered in Scotland: Registration No. SC108909
Registered Office: Spectrum Building, 55 Blythswood Street, Glasgow G2 7AT
VAT Registration No: GB 484 7462 09

Report to Administration & Finance Committee 4th November 2024

Insurance Renewal Quotation

Council use a broker specific to the local council sector, AJ Gallagher, to source insurance quotations and act as intermediary in policy queries and claims handling.

The council's Local Council policy is due for renewal on 17.11.24 and is currently with Hiscox. A renewal review was conducted on 16th October to ascertain any need to increase or decrease cover due to new acquisitions or disposals. As a result, sums insured for defibrillators and contents have been increased. Property values are index linked and therefore a paid for re-valuation has not been conducted for the review this year.

Of the panel of insurers invited to quote, AJ Gallagher have recommended renewal with Hiscox as this is the only insurer that meets our requirements. This is partly due to the claims history values over the past 5 years, which is improving despite the last claim in 2022 for the grounds maintenance equipment stolen from our yard.

The premium for 2023/24 was £9740.37. The renewal quotation for 2024/25 is £10,322.74. I would also draw your attention to the offer this year to enter into a three year long term agreement at £10,322.74 per annum, which has not been offered to the parish council for some years. This offers rate stability and is helpful in budget forecasting.

Juliet Perry
Principal Officer
28.10.24

Outstanding Projects Approved for 2023/24					Item 9
Project	Origin	BPC Funds	Grant/S106	Held @ 11.09.24	Comment
Far Lash Platinum Green Canopy & Coronation	Platinum Jubilee Working Party	£60000	EIP £447 Approved	£4000	Still to install circular paving feature, planting and plaque – quotes received Scheme for adopting a tree in progress Mass bulb planting and replant Coronation oak tree Nov 24
Millennium Hall Development	Millennium Hall Working Party	£12000		£4660	Largely complete. Further acoustic improvements to meeting rooms/lobby Mural or hanging of 1843 Tithe Map if restored
Woodland Ashes Scattering Area	Cemetery WP/Officers	£4000		£971	Largely complete. Awaiting decision on quotations for central feature and entrance sign – may require additional funds. Mass bulb planting
Outstanding Projects Approved for 2024/25					
Project	Origin	BPC Funds	Grant/S106	Held	Comment
Rugby Road Improvements	Open Spaces/ Officer/GSMS	£20000	S106 Provision	£43690	Play equipment upgrades completed. Ground works completed and awaiting payment. Benches & bins received, awaiting installation. Planting scheme on order for planting Autumn 2024
3G Pitch Installation	Sport	£220000	Various	£90000	Council endorsed 13 th May 2024 – delivery anticipated 2026/27
Projects for consideration for 2025/26					
Project	Origin	BPC Funds	Grant/S106	Held	Comment
Britannia Road Open Space/Play/Sport	Open Spaces/GSMS	?	S106 Provision	£0	15/01292/FUL June 26 £27890 plus indexation Environment Committee recommendation for Britannia Road Project Initiative
Bowls Pavilion & Facilities improvements	Sport/Officer	?	S106 Provision	£0	Suggested improvement of Bowls Pavilion/changing and facilities 18/00302/FUL December 25 £13553 Outdoor sport @ RRP Sport Sub-committee rec. awaiting Environment Committee referral £15k
Hinckley Road improvements	Sport/Officer	?	Potential ECB Grant	£0	Possible Pavilion Improvements Reserve? Sport Sub-committee rec. awaiting Environment Committee referral 8K
Sketchley Hill Farm footpath to play area	Open Spaces/GSMS	£9000	Potential PCIF	£0	Potential PCIF funding & residue from RRP Improvements reserve? Environment Committee recommendation for reserve

Item 9

2024/2025 Budget Recommendations for project reserves			
Project	Amount	Officer/WP/Committee	Date/Min Ref
Memorial Preservation	£5k annually	Cemetery WP Environment	17.06.24 Min 21 E
Grass Pitch Maintenance	£1.1K p/yr x 6 additional to £7k p/yr x 5	Sport Sub-C Environment	29.07.24 Min 35 E
VE Day 80 Beacon and Street Party	£7.5K	Remembrance WP Admin & Finance	07.10.24 Min 50.2 AF
Hinckley Road Pavilion	£8K	Sport Sub-C Environment (18.11.24)	16.09.24 Min 15 SSC
Rugby Road Bowls Pavilion	£15K - S106	Sport Sub-C Environment (18.11.24)	16.09.24 Min 19 SSC
Sketchley Hill Park Footpaths	£9K + PCIF	Open Spaces Sub-C	21.10.24 Min 49.1 E
Britannia Road Open Space Project	S106 + ?	Open Spaces Sub-C Environment Sport Sub-C	21.10.24 Min 49.1 E

Environment Committee Meeting
21st October 2024

TO CONSIDER RECOMMENDATIONS FROM THE CEMETERY SUB-COMMITTEE

Members considered two recommendations from the Cemetery Sub-Committee, which had been circulated to all Members.

Members considered the first recommendation, for a virement of £3500 to cover the costs of the purchase and installation of a wooden sculpture and entrance sign for the Woodland Ashes area. Following discussion, proposed by Cllr Mr Williams, seconded by Cllr Mr Walker, and by show of hands, it was

RESOLVED - to make a **RECOMMENDATION** to the Administration and Finance Committee for a virement of £3500 from New Projects to the Woodland Ashes Area Project reserve for the purchase and installation of a wooden sculpture and entrance sign.

Members considered a recommendation regarding a further footpath extension project at Sketchley Hill Farm recreation ground to connect the play area to the existing perimeter path, with refurbishment of the path running between the car park and Tilton Road. Following discussion, proposed by Cllr Mr Robinson, seconded by Cllr Mr Williams, and by show of hands, it was

RESOLVED -

- to commit to moving forwards with the footpath extension project
- to make a RECOMMENDATION for match funding provision of £9,000 to the Budget Working Party and
- to make a **RECOMMENDATION** to the Administration & Finance Committee to authorise an application to the Parish & Community Initiative Fund.

Burbage Parish Council

4 October 2024 (2024-2025)

Item 12a

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
388	Business Rates	02/09/2024		Current Account - Llc	DD	Business Rates	HBBC	X	104.00		104.00
389	Business Rates	02/09/2024		Current Account - Llc	DD	Business Rates	HBBC	X	94.00		94.00
390	Hanging Baskets	09/09/2024		Current Account - Llc	FPO	Miracle Gro	B&Q	X	16.25	3.25	19.50
391	Summer Sports	09/09/2024		Current Account - Llc	FPO	Multi sport camp provision	Leicester Tigers Foundatio	X	1,250.00		1,250.00
392	Fuel & Phone	09/09/2024		Current Account - Llc	FPO	Fuel	UK Fuels Ltd	X	523.04	104.61	627.65
393	Website Costs	09/09/2024		Current Account - Llc	FPO	Website Hosting & Support	Thinking Creations Ltd	X	105.00	21.00	126.00
394	Professional Fees	09/09/2024		Current Account - Llc	FPO	Retained Personnel Advice	Personnel Advice & Solutio	X	300.00	60.00	360.00
395	Maintenance	09/09/2024		Current Account - Llc	FPO	Automatic door repairs	Cobra Door Systems Ltd	S	375.00	75.00	450.00
396	Speed Signs Reserve	09/09/2024		Current Account - Llc	FPO	Solar powered MVAS	Elan City	X	2,339.99	468.00	2,807.99
397	Maintenance	09/09/2024		Current Account - Llc	FPO	Recycling Waste	Tom White Waste Ltd	S	46.12	9.22	55.34
398	Litter Collection & Bins	09/09/2024		Current Account - Llc	FPO	Dog Waste & Litter Contract	HBBC	X	1,318.12	263.62	1,581.74
399	Maintenance	09/09/2024		Current Account - Llc	FPO	Hygiene Services	SRCL Ltd	S	38.63	7.73	46.36
400	Telephone	09/09/2024		Current Account - Llc	FPO	Telephone	GPS Telecoms	X	103.85	20.77	124.62
401	IT Systems & Software	09/09/2024		Current Account - Llc	FPO	IT Support	Erud IT	X	336.87	67.37	404.24
402	Football Toilets	09/09/2024		Current Account - Llc	FPO	Temporary Toilet Hire	Thistle Loo Hire	X	247.50	49.50	297.00
403	Leased Equipment	09/09/2024		Current Account - Llc	FPO	Grounds Vehicle Maintenance	Farol Ltd	X	103.00	20.60	123.60
404	Water Supply	09/09/2024		Current Account - Llc	FPO	Water Supply	Water Plus	Z	288.02		288.02
405	Electricity Supply	11/09/2024		Current Account - Llc	DD	Electricity Supply	Yorkshire Gas and Power	S	469.94	93.99	563.93
406	Electricity Supply	11/09/2024		Current Account - Llc	DD	Electricity Supply	Yorkshire Gas and Power	L	65.24	3.26	68.50
407	Christmas Lights & Festivities	11/09/2024		Current Account - Llc	DD	Electricity Supply	Yorkshire Gas and Power	L	29.03	1.45	30.48
408	Electricity Supply	11/09/2024		Current Account - Llc	DD	Electricity Supply	Yorkshire Gas and Power	L	99.98	5.00	104.98
409	Electricity Supply	11/09/2024		Current Account - Llc	DD	Electricity Supply	Yorkshire Gas and Power	L	35.37	1.77	37.14
410	Electricity Supply	11/09/2024		Current Account - Llc	DD	Electricity Supply	Yorkshire Gas and Power	L	184.77	9.24	194.01
411	Public Works Loan Board	16/09/2024		Current Account - Llc	DD	Loan Payment	Public Works Loan Board	X	8,025.61		8,025.61
412	Community Engagement	16/09/2024		Current Account - Llc	FPO	Subscription	Survey Monkey	C	250.00		250.00
413	Community Engagement	16/09/2024		Current Account - Llc	FPO	Printing	The Printing Works	X	5.43	1.09	6.52
414	Maintenance	16/09/2024		Current Account - Llc	FPO	Hygiene Services	Cathedral Leasing Ltd	S	195.00	39.00	234.00
415	Millennium Hall Improvement F	16/09/2024		Current Account - Llc	FPO	Signs	Signs & Graphics Ltd	S	160.00	32.00	192.00
416	Tools & Tool Maintenance	16/09/2024		Current Account - Llc	FPO	Vehicle Repairs	Farol Ltd	X	1,215.27	243.05	1,458.32
417	Maintenance	16/09/2024		Current Account - Llc	FPO	Caretaker supplies	ESPO	X	199.25	39.85	239.10
418	Printing & Advertising	16/09/2024		Current Account - Llc	FPO	Advertising	Local Rock Ltd	X	372.50	74.50	447.00
419	Maintenance	16/09/2024		Current Account - Llc	FPO	SIM contract	3 Business Services	X	26.14	5.23	31.37
420	Maintenance	16/09/2024		Current Account - Llc	FPO	Water Supply	Water Plus	Z	42.05		42.05

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
421	Millennium Hall	16/09/2024		Current Account - Llc	FPO	Deposits Return	HBBC	X	50.00		50.00
422	Millennium Hall	16/09/2024		Current Account - Llc	FPO	Deposits Return	Hayley Dyer-Janew	X	50.00		50.00
423	Millennium Hall	16/09/2024		Current Account - Llc	FPO	Deposits Return	Natalie Evans	X	50.00		50.00
424	Millennium Hall	16/09/2024		Current Account - Llc	FPO	Deposits Return	Caroline Shepherd	X	50.00		50.00
425	Bank Charges	19/09/2024		Current Account - Llc	CHG	Bank Charges	Lloyds Bank	X	29.25		29.25
426	Community Engagement	20/09/2024		Current Account - Llc	CC	Printing	Instant Print	Z	54.59		54.59
427	Pensions	27/09/2024		Current Account - Llc	DD	Pensions Payment	B&CE	X	1,280.36		1,280.36
428	Grounds Maintenance	27/09/2024		Current Account - Llc	FPO			X	1,975.09		1,975.09
429	Management & Administration	27/09/2024		Current Account - Llc	FPO			X	3,119.05		3,119.05
430	Grounds Maintenance	27/09/2024		Current Account - Llc	FPO			X	1,944.46		1,944.46
431	Management & Administration	27/09/2024		Current Account - Llc	FPO			X	2,387.02		2,387.02
432	Management & Administration	27/09/2024		Current Account - Llc	FPO			X	1,209.60		1,209.60
433	Management & Administration	27/09/2024		Current Account - Llc	FPO			X	2,061.54		2,061.54
434	Caretaking/Cleaning	27/09/2024		Current Account - Llc	FPO			X	1,059.63		1,059.63
435	Caretaking/Cleaning	27/09/2024		Current Account - Llc	FPO			X	871.03		871.03
436	Management & Administration	27/09/2024		Current Account - Llc	FPO			X	931.34		931.34
437	Grounds Maintenance	27/09/2024		Current Account - Llc	FPO			X	1,714.13		1,714.13
438	Tax & NI	27/09/2024		Current Account - Llc	FPO	Tax & NI	HMRC	X	5,011.20		5,011.20
439	Tools & Tool Maintenance	27/09/2024		Current Account - Llc	FPO	Tools	Hinckley Tool Box	X	19.97	4.00	23.97
440	Tools & Tool Maintenance	27/09/2024		Current Account - Llc	FPO	Stanley knife	Wickes	X	5.50	1.10	6.60
441	Tools & Tool Maintenance	27/09/2024		Current Account - Llc	FPO	Grease	Rae Motor Factors Ltd	X	9.20	1.84	11.04
442	Maintenance	27/09/2024		Current Account - Llc	FPO	Paint	Coalville Decorator Centre	S	59.36	11.87	71.23
443	Maintenance	27/09/2024		Current Account - Llc	FPO	Electrical Work	Conner Electrical	S	80.00	16.00	96.00
444	Water Supply & Septic Tank	27/09/2024		Current Account - Llc	FPO	Septic Tank Empty	M & B Boffey	Z	162.57		162.57
445	Tools & Tool Maintenance	27/09/2024		Current Account - Llc	FPO	Vehicle Repairs	Farol Ltd	X	550.20	110.04	660.24
446	Maintenance	27/09/2024		Current Account - Llc	FPO	Bowlin Green Maintenance	Supergrass Ltd	X	720.26		720.26
447	Maintenance	27/09/2024		Current Account - Llc	FPO	Recycling Waste	HBBC	S	26.27	5.26	31.53
448	Litter Collection & Bins	27/09/2024		Current Account - Llc	FPO	Dog Waste & Litter Contract	HBBC	X	1,318.12	263.62	1,581.74
449	Maintenance	27/09/2024		Current Account - Llc	FPO	St Catherines Grounds Mainten	Smith Grayson Ltd	X	922.25	184.45	1,106.70
450	Maintenance	27/09/2024		Current Account - Llc	FPO	Padlock	Mike B's Security Locksmith	X	84.83	16.97	101.80
451	Water Supply & Septic Tank	27/09/2024		Current Account - Llc	FPO	Water Supply	Water Plus	Z	8.02		8.02
452	Gas Supply	27/09/2024		Current Account - Llc	FPO	Gas Supply	ESPO	L	240.58	12.03	252.61
453	Millennium Hall	27/09/2024		Current Account - Llc	FPO	Deposits Held	Lisa Brighty	X	50.00		50.00
454	Millennium Hall	27/09/2024		Current Account - Llc	FPO	Deposits Held	Victoria Johnson	X	50.00		50.00

Burbage Parish Council

4 October 2024 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
455	Millennium Hall	27/09/2024		Current Account - Lic	FPO	Deposits Held	Robert Oxby	X	50.00		50.00
456	Bank Charges	27/09/2024		Current Account - Lic	CHG	Sum up fee	SumUp Payments Ltd	X	2.67		2.67
								Total	47,173.06	2,347.28	49,520.34

Summary of Receipts and Payments

Item 12b

All Cost Centres and Codes (Between 01/04/2024 and 30/09/2024)

01 Income - Precept

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept	470,948.03	470,948.03					(0%)
SUB TOTAL	470,948.03	470,948.03					(0%)

02 Income - Millennium Hall

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3 Lettings	48,760.00	28,270.21	-20,489.79		193.33	-193.33	-20,683.12 (-42%)
SUB TOTAL	48,760.00	28,270.21	-20,489.79		193.33	-193.33	-20,683.12 (-42%)

03 Income - Allotment Fees

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5 Tenancy Fees	3,180.00	3,077.20	-102.80				-102.80 (-3%)
SUB TOTAL	3,180.00	3,077.20	-102.80				-102.80 (-3%)

04 Income - Cemetery Fees

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7 Burials	39,220.00	21,731.50	-17,488.50				-17,488.50 (-44%)
9 Memorials	7,000.00	5,226.00	-1,774.00				-1,774.00 (-25%)
SUB TOTAL	46,220.00	26,957.50	-19,262.50				-19,262.50 (-41%)

05 Income - Sports Fees

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11 Football	5,767.00	3,791.50	-1,975.50				-1,975.50 (-34%)
13 Rugby	1,400.00	700.00	-700.00				-700.00 (-50%)
15 Cricket	1,399.00	1,522.00	123.00				123.00 (8%)
17 Bowls	6,000.00	5,400.00	-600.00				-600.00 (-10%)
18 Other Sports							(N/A)
SUB TOTAL	14,566.00	11,413.50	-3,152.50				-3,152.50 (-21%)

06 Income - Bank Interest

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19 Bank Interest	20,000.00	9,926.76	-10,073.24				-10,073.24 (-50%)

Burbage Parish Council

4 October 2024 (2024-2025)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/09/2024)

SUB TOTAL	20,000.00	9,926.76	-10,073.24				-10,073.24 (-50%)
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07 Income - Developer Contrib

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23 S106 Provision		47,528.29	47,528.29				47,528.29 (N/A)
24 S106 Maintenance		12,327.12	12,327.12				12,327.12 (N/A)
SUB TOTAL		59,855.41	59,855.41				59,855.41 (N/A)

08 Income - Grants & Donatior

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 War Memorial Grant							(N/A)
28 Parish & Community Initiative Fu							(N/A)
29 Misc Donation		25,218.50	25,218.50		1,945.00	-1,945.00	23,273.50 (N/A)
30 Developing Communities Fund							(N/A)
31 NDP Grants							(N/A)
32 EIP Grant							(N/A)
SUB TOTAL		25,218.50	25,218.50		1,945.00	-1,945.00	23,273.50 (N/A)

09 Income - Other Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
33 Access/Ground Rent	127.00	100.00	-27.00				-27.00 (-21%)
35 Traders Christmas Trees							(N/A)
41 Insurance Settlement							(N/A)
42 Kings Coronation							(N/A)
43 Misc Income		690.67	690.67				690.67 (N/A)
SUB TOTAL	127.00	790.67	663.67				663.67 (522%)

10 Income - Borrowing

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Borrowing							(N/A)
SUB TOTAL							(N/A)

12 Deposits Held

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
61 Allotments		800.00	800.00	5,860.60	250.00	5,610.60	6,410.60 (109%)
63 Football/Rugby/Cricket		50.00	50.00	1,200.00		1,200.00	1,250.00 (104%)
65 Bowls Club				50.00		50.00	50.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/09/2024)

67 Millennium Hall	2,350.00	2,350.00	1,244.25	1,800.00	-555.75	1,794.25 (144%)
SUB TOTAL	3,200.00	3,200.00	8,354.85	2,050.00	6,304.85	9,504.85 (113%)

13 Expenditure - Grounds & A

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71 Ground Rents				750.00		750.00	750.00 (100%)
73 Maintenance				25,000.00	9,279.34	15,720.66	15,720.66 (62%)
74 Allotment Award				150.00	20.00	130.00	130.00 (86%)
75 Water Supply				100.00		100.00	100.00 (100%)
76 Football Toilets				5,307.00	1,167.50	4,139.50	4,139.50 (78%)
77 Litter Collection & Bins				18,444.00	9,226.84	9,217.16	9,217.16 (49%)
79 Waste Disposal				1,272.00	478.68	793.32	793.32 (62%)
83 Street Lighting				742.00		742.00	742.00 (100%)
85 Tree Conservation				8,000.00	1,545.00	6,455.00	6,455.00 (80%)
87 Tools & Tool Maintenance				5,300.00	2,823.58	2,476.42	2,476.42 (46%)
89 Grounds Maintenance Vehicle				1,166.00	335.00	831.00	831.00 (71%)
91 Leased Equipment				21,200.00	19,013.76	2,186.24	2,186.24 (10%)
93 Fuel & Phone				7,950.00	3,341.77	4,608.23	4,608.23 (57%)
99 Benches - Memorial & New				1,590.00		1,590.00	1,590.00 (100%)
SUB TOTAL				96,971.00	47,231.47	49,739.53	49,739.53 (51%)

14 Expenditure - Play Equipment

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
103 Engineers Inspections				1,000.00	942.00	58.00	58.00 (5%)
105 Maintenance				4,000.00		4,000.00	4,000.00 (100%)
109 New Equipment							(N/A)
SUB TOTAL				5,000.00	942.00	4,058.00	4,058.00 (81%)

15 Expenditure - Cemeteries &

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
111 Maintenance				20,000.00	8,401.71	11,598.29	11,598.29 (57%)
113 Water Supply & Septic Tank				1,750.00	527.82	1,222.18	1,222.18 (69%)
115 Electricity Supply				775.00	282.50	492.50	492.50 (63%)
117 Development & Landscaping							(N/A)
SUB TOTAL				22,525.00	9,212.03	13,312.97	13,312.97 (59%)

16 Expenditure - Community E

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
125 Christmas Lights & Festivities				3,000.00	274.40	2,725.60	2,725.60 (90%)
127 Hanging Baskets				4,500.00	3,005.16	1,494.84	1,494.84 (33%)

Burbridge Parish Council

4 October 2024 (2024-2025)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/09/2024)

128 Defibrillators	608.00	608.00	800.00	1,422.98	-622.98	-14.98 (-1%)
130 Remembrance			2,120.00	670.83	1,449.17	1,449.17 (68%)
131 Summer Sports			1,750.00	1,250.00	500.00	500.00 (28%)
SUB TOTAL	608.00	608.00	12,170.00	6,623.37	5,546.63	6,154.63 (50%)

17 Expenditure - Donations

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
145 Grants & Donations				5,000.00	2,200.00	2,800.00	2,800.00 (56%)
SUB TOTAL				5,000.00	2,200.00	2,800.00	2,800.00 (56%)

18 Expenditure - Administratic

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
151 Professional Fees				6,784.00	2,307.00	4,477.00	4,477.00 (65%)
153 Subscriptions				3,500.00	2,367.02	1,132.98	1,132.98 (32%)
155 Election Costs							(N/A)
157 Training				2,862.00		2,862.00	2,862.00 (100%)
159 IT Systems & Software				7,208.00	5,082.08	2,125.92	2,125.92 (29%)
161 Printing & Advertising				5,088.00	2,607.50	2,480.50	2,480.50 (48%)
163 Chairman's Expenses				424.00	34.66	389.34	389.34 (91%)
165 Members Expenses				212.00		212.00	212.00 (100%)
167 Travel Expenses				100.00		100.00	100.00 (100%)
168 Volunteer Expenses				100.00		100.00	100.00 (100%)
169 Telephone				1,590.00	614.90	975.10	975.10 (61%)
171 Stationery & Postage				1,484.00	402.94	1,081.06	1,081.06 (72%)
172 Office Furniture				350.00	246.20	103.80	103.80 (29%)
175 Photocopier				901.00	456.33	444.67	444.67 (49%)
177 Bank Charges				375.00	132.10	242.90	242.90 (64%)
263 Community Engagement				1,060.00	310.02	749.98	749.98 (70%)
SUB TOTAL				32,038.00	14,560.75	17,477.25	17,477.25 (54%)

19 Expenditure - Insurance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
181 Insurance Cover		500.84	500.84	14,310.00	5,197.15	9,112.85	9,613.69 (67%)
SUB TOTAL		500.84	500.84	14,310.00	5,197.15	9,112.85	9,613.69 (67%)

20 Expenditure - Millennium H

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
193 Maintenance				6,000.00	3,269.58	2,730.42	2,730.42 (45%)
195 Water Supply				3,710.00	1,698.50	2,011.50	2,011.50 (54%)
197 Electricity Supply		28.71	28.71	11,550.00	4,326.06	7,223.94	7,252.65 (62%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/09/2024)

199 Gas Supply			5,512.00	2,527.31	2,984.69	2,984.69 (54%)
201 Business Rates			1,060.00	623.58	436.42	436.42 (41%)
SUB TOTAL	28.71	28.71	27,832.00	12,445.03	15,386.97	15,415.68 (55%)

21 Expenditure - Bowls Pavilic

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
207 Maintenance				1,060.00	377.26	682.74	682.74 (64%)
209 Water Supply				300.00		300.00	300.00 (100%)
211 Electricity Supply				630.00	309.09	320.91	320.91 (50%)
213 Business Rates				1,200.00	559.63	640.37	640.37 (53%)
SUB TOTAL				3,190.00	1,245.98	1,944.02	1,944.02 (60%)

22 Expenditure - Hinckley Roa

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
217 Maintenance				1,500.00	897.85	602.15	602.15 (40%)
219 Water Supply				636.00	206.45	429.55	429.55 (67%)
221 Electricity Supply				1,000.00	524.15	475.85	475.85 (47%)
SUB TOTAL				3,136.00	1,628.45	1,507.55	1,507.55 (48%)

23 Expenditure - Britannia Pav

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
203 Maintenance				3,000.00	975.00	2,025.00	2,025.00 (67%)
204 Water Supply & Septic Tank							(N/A)
205 Electricity Supply				4,500.00	1,513.51	2,986.49	2,986.49 (66%)
206 Business Rates							(N/A)
SUB TOTAL				7,500.00	2,488.51	5,011.49	5,011.49 (66%)

24 Expenditure - Staffing

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
227 Management & Administration				124,000.00	58,146.34	65,853.66	65,853.66 (53%)
229 Grounds Maintenance				71,000.00	33,878.71	37,121.29	37,121.29 (52%)
231 Caretaking/Cleaning				30,000.00	12,557.34	17,442.66	17,442.66 (58%)
233 Tax & NI				71,000.00	30,605.15	40,394.85	40,394.85 (56%)
235 Pensions				16,500.00	7,791.23	8,708.77	8,708.77 (52%)
SUB TOTAL				312,500.00	142,978.77	169,521.23	169,521.23 (54%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/09/2024)

25 Expenditure- Neighbourhoc

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
249 Planning Consultant Fees				3,000.00		3,000.00	3,000.00 (100%)
251 Consultation Events							(N/A)
253 Printing & Advertising							(N/A)
255 Website Costs					210.00	-210.00	-210.00 (N/A)
256 Support Services							(N/A)
257 Training & Travel							(N/A)
SUB TOTAL				3,000.00	210.00	2,790.00	2,790.00 (93%)

26 Expenditure - Borrowing

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
187 Public Works Loan Board				28,601.71	14,402.20	14,199.51	14,199.51 (49%)
SUB TOTAL				28,601.71	14,402.20	14,199.51	14,199.51 (49%)

27 Reserves - Contingency

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
248 Contingency				34,300.00		34,300.00	34,300.00 (100%)
SUB TOTAL				34,300.00		34,300.00	34,300.00 (100%)

28 Reserves - Reserve & Earm

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
239 Capital				63,500.00		63,500.00	63,500.00 (100%)
240 General				153,678.05		153,678.05	153,678.05 (100%)
244 Open Spaces Development				33,095.75		33,095.75	33,095.75 (100%)
245 Grounds - Plant & Machinery				10,164.66	375.00	9,789.66	9,789.66 (96%)
246 New Projects				41,823.16	10,000.00	31,823.16	31,823.16 (76%)
259 Horsepool Improvements				3,914.95		3,914.95	3,914.95 (100%)
260 Grounds Workshop Improvemen				1,129.61	205.00	924.61	924.61 (81%)
269 S106 Maintenance				268,596.48		268,596.48	268,596.48 (100%)
274 LCC Treescape Fund				6,672.44		6,672.44	6,672.44 (100%)
276 Cemetery Extension Developme				30,000.00		30,000.00	30,000.00 (100%)
277 Election Reserve				10,000.00		10,000.00	10,000.00 (100%)
278 Planning Consultants - Rail Freig				10,000.00		10,000.00	10,000.00 (100%)
280 Land Acquisition				50,000.00		50,000.00	50,000.00 (100%)
281 Asset Management				10,000.00		10,000.00	10,000.00 (100%)
283 Pavilion Enhancements				35,000.00		35,000.00	35,000.00 (100%)
286 Community Orchard Project				500.00		500.00	500.00 (100%)
287 Millennium Hall Improvement Pr				4,660.01	160.00	4,500.01	4,500.01 (96%)
288 Woodland Ashes Area Project				1,871.40	900.00	971.40	971.40 (51%)
293 Millennium Hall Audio Project				27,000.00	22,281.00	4,719.00	4,719.00 (17%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 30/09/2024)

294 Grass Pitch Improvement Projec	24,191.17	17,055.17	7,136.00	7,136.00 (29%)
295 Play Equipment Improvements F	10,741.96	9,087.00	1,654.96	1,654.96 (15%)
296 Hinckley Road Drainage Works	8,000.00	6,800.00	1,200.00	1,200.00 (15%)
297 Rugby Road Park Improvements	90,838.26	47,147.46	43,690.80	43,690.80 (48%)
298 Outdoor Sport Development	90,000.00		90,000.00	90,000.00 (100%)
299 Car Park Improvements	30,000.00		30,000.00	30,000.00 (100%)
300 Far Lash Project	4,000.00		4,000.00	4,000.00 (100%)
301 Community Equipment Project	2,830.50	2,798.47	32.03	32.03 (1%)
302 Speed Signs Reserve	3,000.00	2,339.99	660.01	660.01 (22%)
303 Hinckley Park Grant Fund	1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL	1,026,708.40	119,149.09	907,559.31	907,559.31 (88%)

Summary

NET TOTAL	603,801.03	640,795.33	36,994.30	1,643,136.96	384,703.13	1,258,433.83	1,295,428.13 (57%)
V.A.T.		26,254.18			36,997.70		
GROSS TOTAL		667,049.51			421,700.83		

Burbage Parish Council

Prepared by [REDACTED] DPO Date: 4/10/24
(DPO, RFO etc)

Approved by [REDACTED] P.O. Date: 4/10/24
(P.O., Finance etc)

Bank Reconciliation at 30/09/2024			
	Cash in Hand 01/04/2024		1,038,283.54
	ADD Receipts 01/04/2024 - 30/09/2024		667,049.51
			1,705,333.05
	SUBTRACT Payments 01/04/2024 - 30/09/2024		421,700.83
A	Cash in Hand 30/09/2024 (per Cash Book)		1,283,632.22
<hr/>			
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2024	5.13	
	Current Account - Lloyds 30/09/2024	11,504.22	
	Deposit Account - Lloyds 30/09/2024	864,694.97	
	32 Day Notice Account - Lloyds 30/09/2024	410,109.63	
			1,286,313.95
	Less unrepresented payments		2,681.73
			1,283,632.22
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,283,632.22
<hr/>			
A = B Checks out OK			

Petty cash @ 30/9/24

Burbage Parish Council

Transactions for Petty Cash

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			5.13	
						5.13	
			CLOSING BALANCE			5.13	

Current A/c @ 30/9/24

3 October 2024 (2024-2025)

Burbage Parish Council
RECONCILIATION - Current Account - Lloyds 30-09-2024

From Accounts	£8,822.49
Payments not cashed Add	£2,681.73
Receipts not entered Subtract	
<hr/>	
Statement should be	£11,504.22

Your account statement

Issue date: 30 September 2024
 Write to us at: PO Box 1000, Andover, BX1 1LT
 Call us on: 0345 072 5555 (from UK)
 +44 1733 347338 (from Overseas)
 Visit us online: www.lloydsbank.com
 Your branch: UTTOXETER
 Sort code: 30-98-90 Account number: 15525368
 BIC: LOYDGB21592
 IBAN: GB82 LOYD 3098 9015 5253 68

MRS J PERRY
 BURBAGE PARISH COUNCIL
 BURBAGE MILLENNIUM HALL
 BRITANNIA ROAD
 HINCKLEY
 LEICESTERSHIRE
 LE10 2HF



BUSINESS ACCOUNT

BURBAGE PARISH COUNCIL

Account summary

Balance On 23 Sep 2024	£23,737.29
Total Paid In	£15,035.33
Total Paid Out	£27,268.40
Balance On 30 Sep 2024	£11,504.22

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
23 Sep 24		STATEMENT OPENING BALANCE			23,737.29
24 Sep 24	BGC	CENTRAL ENG COOP 00000019	347.50		24,084.79
24 Sep 24	FPI	G.SELLER & COMPANY G SELLER 334 330 59023411274292000N 601106 40 24SEP24 02:48	2,284.00		26,368.79
25 Sep 24	FPI	BURBAGE GARDENING GEN/402 BGCLUB 600000001427956751 309897 10 25SEP24 14:18	100.00		26,468.79
27 Sep 24	BGC	HEART OF ENGLAND HEART OF ENG CO-OP	695.00		27,163.79
27 Sep 24	SO	BURBAGE RFC LTD. PITCH LEASE	350.00		27,513.79
27 Sep 24	FPI	1ST BURBAGE GUIDES HALL RENT GUIDES 400000001434269306 309950 10 27SEP24 09:46	150.00		27,663.79
27 Sep 24	TFR	BURBAGE PARISH COU 309890 16334860	10,000.00		37,663.79
27 Sep 24	FPI	SUMUP PAYMENTS ACC MCG PID731586 QDP7N1ZM0064W26XLE 041401 10 27SEP24 17:56	155.33		37,819.12
30 Sep 24	FPI	PAULIK G ALLOT/367 RP4679968628670600 207175 10 28SEP24 12:01	50.00		37,869.12
30 Sep 24	FPI	HINCKLEY U 3 A REG HALL U3A 358 YBBPI1716177243562 050465 10 28SEP24 17:16	25.00		37,894.12
30 Sep 24	FPI	JENKINS HLP 20/10 JENKINS 02070727193115000N 542113 10 29SEP24 07:07	70.50		37,964.62
30 Sep 24	FPI	MELANIE FIELDSSEND SEPT INV 306 PS1M7592KEKSXY7ZEJ 040004 10 30SEP24 09:37	253.00		38,217.62
30 Sep 24	FPI	MELANIE FIELDSSEND OCT INV 351 POHSYLDA7Y73LOP1L0 040004 10 30SEP24 09:38	207.00		38,424.62
30 Sep 24	FPO	HMRC - ACCOUNTS OF 300000001434769935 190PY001099062506 083210 10 30SEP24 10:35		5,011.20	33,413.42
30 Sep 24	FPO	[REDACTED]		1,714.13	31,699.29
30 Sep 24	FPO	[REDACTED]		931.34	30,767.95

Your Account activity is continued overleaf

Deposit A/c @ 30/9/24

4 October 2024 (2024-2025)

Burbage Parish Council
RECONCILIATION - Deposit Account - Lloyds 30-09-2024

From Accounts	£864,694.97
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Payments not cashed Add	
Receipts not entered Subtract	

Statement should be	£864,694.97
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Commercial Instant Access Account Statement

Printed: 04 October 2024

Burbage Parish Council Sort code 30-98-90 Account number 16334860
 Burbage Millennium Hall BIC: LOYDGB21592 IBAN: GB32 LOYD 3098 9016 3348 60
 Britannia Road
 Burbage
 Hinckley
 United Kingdom
 LE10 2HF

The data shown on your statement was correct at the time of printing. Please remember, this isn't an official bank copy.

Please check your statement. If you think that something looks incorrect, please call us on 0345 072 5555 Monday to Friday, 7:00am - 8:00pm; Saturday, 9:00am - 2:00pm (+44 (0) 1733 347 338, from outside the UK). Or Textphone 0345 601 6909.

Date	Description	Type	In (£)	Out (£)	Balance (£)
27 Sep 24	BURBAGE PARISH COU 309890 15525368	TFR		10000.00	864694.97
09 Sep 24	INTEREST (GROSS)		742.44		874694.97
03 Sep 24	BURBAGE PARISH COU 309890 15525368	TFR	230000.00		873952.53
30 Aug 24	BURBAGE PARISH COU 309890 15525368	TFR		46000.00	643952.53
19 Aug 24	BURBAGE PARISH COU 309890 15525368	TFR		10000.00	689952.53
09 Aug 24	INTEREST (GROSS)		759.67		699952.53
08 Aug 24	BURBAGE PARISH COU 309890 15525368	TFR		10000.00	699192.86
05 Aug 24	BURBAGE PARISH COU 309890 15525368	TFR		5000.00	709192.86
09 Jul 24	INTEREST (GROSS)		762.53		714192.86
28 Jun 24	BURBAGE PARISH COU 309890 15525368	TFR		40000.00	713430.33
13 Jun 24	BURBAGE PARISH COU 309890 15525368	TFR		20000.00	753430.33
10 Jun 24	INTEREST (GROSS)		896.86		773430.33
30 May 24	BURBAGE PARISH COU 309890 15525368	TFR		20000.00	772533.47
16 May 24	BURBAGE PARISH COU 309890 15525368	TFR		10000.00	792533.47
09 May 24	INTEREST (GROSS)		888.07		802533.47
30 Apr 24	BURBAGE PARISH COU 309890 15525368	TFR		25000.00	801645.40
24 Apr 24	BURBAGE PARISH COU 309890 15525368	TFR		15000.00	826645.40
17 Apr 24	BURBAGE PARISH COU 309890 15525368	TFR		25000.00	841645.40
09 Apr 24	INTEREST (GROSS)		669.35		866645.40
08 Apr 24	BURBAGE PARISH COU 309890 15525368	TFR	240000.00		865976.05
28 Mar 24	BURBAGE PARISH COU 309890 15525368	TFR		10000.00	625976.05
11 Mar 24	INTEREST (GROSS)		740.90		635976.05
08 Mar 24	BURBAGE PARISH COU 309890 15525368	TFR		20000.00	635235.15

32 day notice A/c @ 30/9/24

4 October 2024 (2024-2025)

Burbage Parish Council
RECONCILIATION - 32 Day Notice Account - Lloyds 30-09-2024

From Accounts £410,109.63

Payments not cashed Add

Receipts not entered Subtract

Statement should be £410,109.63

Entry Date	Value Date	Description	Transaction Reference	Entries	Balance
24-Sep-24	25-Sep-24	Interest Payment		28.08 CR	409,969.22 CR
25-Sep-24	26-Sep-24	Interest Payment		28.08 CR	409,997.30 CR
26-Sep-24	27-Sep-24	Interest Payment		28.08 CR	410,025.38 CR
27-Sep-24	30-Sep-24	Interest Payment		84.25 CR	410,109.63 CR
30-Sep-24	CLOSING BALANCE				410,109.63 CR

* If your interest rate has changed within this statement period, a separate letter will have been sent to you with details of your new interest rate and when this became effective.

If you have any questions about this letter please call us on the relevant number below. We're available 8am to 5pm, Monday to Friday (apart from Bank Holidays).

Turnover up to GBP 25m: 0345 305 5555
 Turnover GBP 25m to GBP 100m: 0345 300 5798
 Turnover GBP 100m+: 0345 601 3645

For further information about our savings products, please go to our website at:
www.lloydsbank.com/business/savings.html

Accounts and Deposits
 Cash Management and Payments

You can ask for a copy of this document in Braille, large print or audio by contacting your Lloyds Bank Representative. If you have a hearing or speech impairment you can use Relay UK. More information on the Relay UK Service can be found at: www.relayuk.bt.com/

Our service promise

If you experience a problem, we will always try to resolve it as quickly as possible. Please bring it to the attention of any member of staff. Our complaints procedures are published on our 'Help & Support pages' at: www.lloydsbank.com/business/help-and-support/account-management/make-a-complaint.html



COMMERCIAL BANKING

PRIVATE & CONFIDENTIAL

Burbage Parish Council
Burbage Millennium Hall
Britannia Road
Burbage
Hinckley
LE10 2HF

Lloyds Bank plc
1st Floor (East)
10 Gresham Street
London, EC2V 7AE
Tel: 0345 305 5555
E-mail: lloydstreasury@lloydsbanking.com

£869,80 INT

DEPOSIT ACCOUNT STATEMENT

From 30/08/2024 to 30/09/2024

1 October 2024

Account:	32 Day Notice	Short Identification:	BRBGPRSH00
Account Identification:	BRBGPRSH00 CLTKGBP001TSYLN	Statement:	12
Gross Interest Rate on 30/09/2024:	2.5%*	Interest Payment Frequency:	Daily
Currency:	GBP	Statement Frequency:	Monthly

Page 1 of 2

Entry Date	Value Date	Description	Transaction Reference	Entries	Balance
30-Aug-24		-----BALANCE BROUGHT FORWARD-----		409,239.83 CR	
30-Aug-24	2-Sep-24	Interest Payment		84.09 CR	409,323.92 CR
2-Sep-24	3-Sep-24	Interest Payment		28.04 CR	409,351.96 CR
3-Sep-24	4-Sep-24	Interest Payment		28.04 CR	409,380.00 CR
4-Sep-24	5-Sep-24	Interest Payment		28.04 CR	409,408.04 CR
5-Sep-24	6-Sep-24	Interest Payment		28.04 CR	409,436.08 CR
6-Sep-24	9-Sep-24	Interest Payment		84.13 CR	409,520.21 CR
9-Sep-24	10-Sep-24	Interest Payment		28.05 CR	409,548.26 CR
10-Sep-24	11-Sep-24	Interest Payment		28.05 CR	409,576.31 CR
11-Sep-24	12-Sep-24	Interest Payment		28.05 CR	409,604.36 CR
12-Sep-24	13-Sep-24	Interest Payment		28.06 CR	409,632.42 CR
13-Sep-24	16-Sep-24	Interest Payment		84.17 CR	409,716.59 CR
16-Sep-24	17-Sep-24	Interest Payment		28.06 CR	409,744.65 CR
17-Sep-24	18-Sep-24	Interest Payment		28.06 CR	409,772.71 CR
18-Sep-24	19-Sep-24	Interest Payment		28.07 CR	409,800.78 CR
19-Sep-24	20-Sep-24	Interest Payment		28.07 CR	409,828.85 CR
20-Sep-24	23-Sep-24	Interest Payment		84.21 CR	409,913.06 CR
23-Sep-24	24-Sep-24	Interest Payment		28.08 CR	409,941.14 CR

Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales no. 2065. Telephone: 0207 626 1500. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 119278.

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Item 12d

427	27.09.2024	£1,280.36	£0.00	£1,280.36	04.10.2024	Pensions Payment	B&CE	Current Account - I
411	16.09.2024	£8,025.61	£0.00	£8,025.61	16.09.2024	Loan Payment	Public Works Loan Board	Current Account - I
410	11.09.2024	£184.77	£9.24	£194.01	16.09.2024	Electricity Supply	Yorkshire Gas and Power	Current Account - I
409	11.09.2024	£35.37	£1.77	£37.14	16.09.2024	Electricity Supply	Yorkshire Gas and Power	Current Account - I
408	11.09.2024	£99.98	£5.00	£104.98	16.09.2024	Electricity Supply	Yorkshire Gas and Power	Current Account - I
407	11.09.2024	£29.03	£1.45	£30.48	16.09.2024	Electricity Supply	Yorkshire Gas and Power	Current Account - I
406	11.09.2024	£65.24	£3.26	£68.50	16.09.2024	Electricity Supply	Yorkshire Gas and Power	Current Account - I
405	11.09.2024	£469.94	£93.99	£563.93	16.09.2024	Electricity Supply	Yorkshire Gas and Power	Current Account - I
389	02.09.2024	£94.00	£0.00	£94.00	02.09.2024	Business Rates	HBBC	Current Account - I
388	02.09.2024	£104.00	£0.00	£104.00	02.09.2024	Business Rates	HBBC	Current Account - I