

**MINUTES OF THE GROBY PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD AT THE COUNCIL OFFICES, LEICESTER ROAD, GROBY, LEICESTER
ON 24th FEBRUARY 2025 COMMENCING AT 3 PM**

Present: Cllr C Lincoln (Chair), Cllr L Emmerson and Cllr C York

Also present: Parish Clerk

F&GP/078/24-25 Apologies for Absence

Apologies for absence were received from Cllr Mullins.
Cllrs Beck, Clarke and Hollick were absent.

F&GP/079/24-25 Declarations of Interest / Dispensation Requests

Cllr York declared a non-pecuniary interest in Groby CIC

F&GP/080/24-25 To approve the minutes of the Committee meeting held on 27th January 2025

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 27th January 2025 be approved and signed as a true record.

F&GP/081/24-25 Clerks Report – To discuss and consider the purchase of a laptop for the Cemetery Office

The Clerk advised members that following the Grounds & Maintenance Manager’s recruitment, the requirement for a laptop for the Cemetery Office had been identified. This would allow Health and Safety records to be computerised along with work schedules. Astley Computers had been contacted for a quotation however as only the hardware is required their advice was for Council to purchase this directly from a supplier.

It was **AGREED to RECOMMEND to Full Council** to delegate authority to the Clerk to purchase a laptop of a suitable specification for the Cemetery Office to a maximum spend of £500 to be taken from Budget Line 4395 Contingencies.

F&GP/082/24-25 External Auditor

The Clerk provided an update on the additional information/clarifications that the External Auditor had requested in relation to the 2022-23 and 2023-24 Objections. The Clerk had drafted responses to some of the points raised and was collating additional information in support of the response.

The response to the External Auditor was discussed and various revisions made.

It was **AGREED to RECOMMEND to Full Council** to give Council approval for the response to the External Auditor to be sent.

F&GP/083/24-25 Financial Reports

i. To review the Income & Expenditure report and EMR report for February 2025

The Income & Expenditure budget report and EMR report to 21st February 2025 were included in members’ packs. These were verified and **NOTED**.

ii. To review and verify the bank reconciliation for January 2025

The bank reconciliation and bank statement to 31st January 2025 were included in members’ packs. The bank reconciliation was **VERIFIED** and signed.

F&GP/084/24-25 Payment of the accounts and income

The payment schedule was included in members' packs.

It was **AGREED TO RECOMMEND to Full Council** that the payment of accounts presented to the meeting be approved. Income was noted.

F&GP/085/24-25 Date and time of next meeting

The date of the next meeting is to be held on Monday 31st March 2025 at 3pm.

The meeting closed at 4.45 p.m.

Signed:
Chairman

Date: