



**MINUTES OF THE GROBY PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD AT THE COUNCIL OFFICES, LEICESTER ROAD, GROBY, LEICESTER
ON 5th MAY 2026 at 3.00pm.**

Present: Cllr N Clarke (Vice Chair), Cllr T Hollick and Cllr C Mullins
Also present: Parish Clerk

FGP/091/25-26 APOLOGIES

Apologies were received from Cllr Lincoln, Cllr Emmerson and Cllr York.
RESOLVED to accept these apologies.

FGP/092/25-26 DECLARATIONS OF INTEREST

There were none.

FGP/093/25-26 MINUTES

RESOLVED that the minutes of the Finance & General Purposes Committee Meeting held on 7th April 2026 be approved and signed as a true record.

FGP/094/25-26 CLERK'S REPORT

Members were advised that the 2025-26 year-end closedown of the Rialtas accounting software had taken place and the Internal Audit was in progress and should be completed by the end of May 2026.

FCP/095/25-26 TO CARRY OUT AN ANNUAL REVIEW:

i. Financial Regulations

Further to review, it was **AGREED to RECOMMEND to Full Council** that Financial Regulations are adopted unchanged.

ii. Financial Risk Assessment

Further to review, it was **AGREED** to make the following revisions:

- (a) Under Bank and Banking (Pg 2) replace Deputy Clerk with Administrative Assistant;
- (b) Under Direct Costs (Pg 3) replace Deputy Clerk with Administrative Assistant;
- (c) Under Employees (Pg 4) replace Deputy Clerk with Admin Assistant and authorised signatories. Include Worknest HR service;

Further to these amendments it was **AGREED to RECOMMEND to Full Council** to adopt the revised Financial Risk Assessment.

iii. Business Continuity Plan

Further to review, it was **AGREED** to remove references to the Deputy Clerk (Page 5 and 6) and replace with Administrative Assistant.

Further to these amendments it was **AGREED to RECOMMEND to Full Council** to adopt the revised Business Continuity Plan

iv. Asset Register as at 31st March 2026

The Asset Register to 31st March 2026 was reviewed.

AGREED to RECOMMEND to Full Council to approve the Asset Register to 31st March 2026.

v. Insurance Provision

A report detailing Council's insurance provision was received and reviewed.

AGREED to RECOMMEND to Full Council that Council has adequate insurances in place.

vi. **Effectiveness of Internal Controls**

Further to review it was **AGREED to RECOMMEND to Full Council** that the Statement of Internal Control is approved unchanged and signed.

FCP/096/25-26 FINANCIAL REPORTS

- i. **To review the 2025-26 Year End Income & Expenditure Report, Balance Sheet, EMR Report**
The Income & Expenditure budget report, balance sheet and EMR report for the year ending 31st March 2026 were included in members' packs. These were verified and **NOTED**.
- ii. **To review the Income & Expenditure Report and EMR Report to 30th April 2026**
The Income & Expenditure Report and EMR Report to 30th April 2026 were included in members' packs. These were verified and **NOTED**.
- iii. **To review and verify the Bank Reconciliation for March 2026**
The bank reconciliation and bank statement to 31st March 2026 were included in members' packs. The bank reconciliation for March 2026 was **VERIFIED** and signed by 2 members.

FGP/097/25-26 PAYMENT OF 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**.

FGP/098/25-26 NEXT MEETING

The date and time of the next meeting to be held on Tuesday 26th May 2026 at 3pm.

The meeting closed at 3.50 p.m.

Signed:
Chair

Date:.....