



Thursday 19th February 2026

To: The Members of Whitwick Parish Council

(Chair Sue Colledge, Cllr Audrey Barker, Cllr Tony Barker, Cllr Elijah Bennett, Cllr Amanda Briers, Cllr Phil Casson, Cllr Tony Gillard, Cllr Peter Moulton, Cllr Andy Roach Cllr Ray Woodward, Cllr Michael Wyatt)

Dear Councillors,

NOTICE OF EXTRAORDINARY COUNCIL MEETING

I hereby give notice that the next full council meeting of Whitwick Parish Council will be held at:

**Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville,
Leicestershire LE67 5HB on**

Thursday 26th February 2026 at 7.00pm

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

The public and press are invited to attend meetings of the Parish Council.

In accordance with The Openness of Local Government Bodies Regulations 2014 the meeting may be recorded by any form of audio, visual or electronic means.

To view the full agenda, please visit www.whitwickpc.org or contact our office team for a copy on 01530 459527 or email clerk@whitwickparishcouncil.gov.uk.



Cllr Sue Colledge
Chair

AGENDA

26-075 APOLOGIES

To receive and approve apologies for absence.

26-076 DECLARATIONS OF INTEREST

To receive any declarations of interest in regard to any agenda items.

26-077 COMMUNITY POLICING

- a) Attendance at meeting by local PCSO or to receive and note any current report, if available.
- b) Dates of future beat surgeries to be provided by the Parish Clerk.

26-078 PUBLIC PARTICIPATION SESSION

To receive representation and questions from the public in respect of items of business on the agenda.

26-079 COUNTY COUNCILLOR REPORT

To receive a report from the County Councillor, if any.

26-080 DISTRICT COUNCILLOR'S REPORT

To receive reports from District Councillors, if any.

26-081 PLANNING APPLICATIONS

To comment on the latest planning applications, received as a consultee from NWLDC, in addition to any applications received up to the meeting date.

26-082 FINANCE – BANK BALANCES

APPENDIX A

To note the latest bank balances as at 31st January 2026.

Current Account - £182,962.50 as at 31st January 2026 and £204,086.66 as at 31st December 2025.

Deposit Account - £13,241.48 as at 31st January 2026 and £13,241.48 as at 31st December 2025.

Investment Account - £225,000.00 as at 31st January 2026 and 31st December 2025.

26-083 FINANCE – INCOME & EXPENDITURE

APPENDIX B

To note the income and expenditure reports for January 2026.

26-084 FINANCE – PAYMENTS TO APPROVE

APPENDIX C

To approve the payments to be made for February 2026, as shown below, plus any additional later scheduled payments.

Voucher	Date	Payment Ref	Description	Supplier	Total to pay
334	02/02/2026	DD	Software Accounts	Starboard Systems Limited t/a Scribe accounts	93.6
335	02/02/2026	DD	Software Bookings	Starboard Systems Limited t/a Scribe accounts	48
336	06/02/2026	BACS	Boiler service	Phoenix Plumbing and Heating	90
337	16/02/2026	DD	Electric Charges 15dec-31dec25	SSE Energy Solutions	100.53
338	16/02/2026	DD	Electric Charges 15dec-31dec25	SSE Energy Solutions	223.19
339	16/02/2026	DD	Electric Charges 15dec-31dec25	SSE Energy Solutions	130.85
340	26/02/2026	BACS	28x25kg Rock Salt	ESPO	233.88
341	26/02/2026	BACS	February Ground Maintenance Cost	JR Landscaping & Grounds Maintenance	13161.66
342	26/02/2026	BACS	Clerk Dec Expenses Xmas Lights	Sharon Kaye	78.11
343	26/02/2026	BACS	Clerk Apr Expenses VEDAY Event	Sharon Kaye	111.54

344	26/02/2026	BACS	Clerk May Expenses VE80, Land & Training	Sharon Kaye	493.34
345	26/02/2026	BACS	Clerk Jun Expenses Office Equip & Software	Sharon Kaye	134.62
346	26/02/2026	BACS	Clerk Jul Expenses Office Supplies	Sharon Kaye	4.9
347	26/02/2026	BACS	Clerk Aug Expenses Office Stationery	Sharon Kaye	222.22
348	26/02/2026	BACS	Clerk Sept Expenses NWLDC Meeting	Sharon Kaye	1.05
349	26/02/2026	BACS	Clerk Oct Expenses Office Supplies	Sharon Kaye	32.22
350	26/02/2026	BACS	Clerk Nov Expenses Office Supplies	Sharon Kaye	22.25
351	26/02/2026	BACS	Clerk Dec Expenses Xmas Lights	Sharon Kaye	25.92
352	26/02/2026	BACS	Clerk Jan Expenses WPH Maintenance	Sharon Kaye	51.35
353	26/02/2026	BACS	2 x USB C Plugs	Amazon Business	8.48
354	26/02/2026	BACS	Adaptor and replacement doorbell	Amazon Business	78.88
356	26/02/2026	BACS	Replacement water heater	Premier Mechanical Services Ltd	250
357	26/02/2026	BACS	Community Voice February 2026	Latitude Printing t/a Community Voice	181.2
358	26/02/2026	DD	Mobile phone charges January 2026	SCG Connect Ltd	43.2
359	26/02/2026	BACS	Code of Conduct Training - Cllr Elijah Bennett	LRALC Limited	40
360	26/02/2026	BACS	Play areas annual inspection	The Play Inspection Company Ltd	540
				GRAND TOTAL=	16432.48

26-085 FINANCE – CCLA ACCOUNT

To approve interest from the CCLA account is repaid to the CCLA account, rather than the current account, so we receive compound interest, thus increasing the income for the Parish Council.

26-086 BUDGET 2026-2027

To approve the minor correction to the budget for 2026-2027.

APPENDIX D

26-087 PRECEPT 2026-2027

To approve the minor correction to the precept figure for 2026-2027.

APPENDIX E

26-088 APPOINTMENT OF INTERNAL AUDITOR FOR 2026-2027 FINANCE YEAR END

To approve the appointment of the Leicestershire & Rutland Association of Local Councils (LRALC) to provide the Council's internal audit for the financial year 2026-2027, ending 31st March 2027.

26-089 APPOINTMENT OF INTERNAL AUDITOR FOR 2026-2027

To approve the personal, financial, and professional independence, and competence, of the LRALC as the Parish Council's Internal Auditor for financial year 2026-2027, ending 31st March 2027

26-090 COMMUNITY GRANTS – ST JOHN THE BAPTIST CHURCH

To approve a grant application for stone masonry repairs to the exterior of the church.

APPENDIX F

26-091 COMMUNITY GRANTS – CHOICES ALLOTMENT CLUB

To approve a grant application for plants and compost for their perennial/fruit orchard/B-Line area.

APPENDIX G

26-092 POLICIES – DATA PROTECTION POLICY 2026

To approve the revised and updated policy.

APPENDIX H

26-093 POLICIES – ENVIRONMENTAL POLICY 2026

To approve the revised and updated policy.

APPENDIX I

26-094 POLICIES – EQUALITY AND DIVERSITY POLICY 2026**APPENDIX J**

To approve the revised and updated policy.

26-095 POLICIES – FINANCIAL RESERVES POLICY 2026**APPENDIX K**

To approve the revised and updated policy.

26-096 POLICIES – HEALTH AND SAFETY POLICY 2026**APPENDIX L**

To approve the revised and updated policy.

26-097 POLICIES – RETENTION OF DOCUMENTS POLICY 2026**APPENDIX M**

To approve the revised and updated policy.

26-098 PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE MINUTES**APPENDIX N**To note the minutes of the PMGP Committee meeting held on Thursday 6th November 2025, approved on 22nd January 2026.**26-098 COUNCIL MEETING MINUTES**

To approve the minutes of the Council meeting, held on:

15th January 202629th January 2026**APPENDIX O****APPENDIX P****26-099 PARISH CLERK REPORT**

To receive a report from the Parish Clerk.

26-100 CCTV

To approve the quotes for CCTV installation at Whitwick Park.

26-101 RAILWAY STATION LEASE

To approve the draft railway station lease for Whitwick Historical Group.

26-102 DATE OF NEXT COUNCIL MEETINGThursday 19th March 2026 6pm Annual Parish Meeting at Whitwick Park HallThursday 19th March 2026 7pm at Whitwick Park HallThursday 21st May 2026 7pm Annual Council Meeting at Whitwick Park Hall**26-103 FUTURE AGENDA ITEMS**

To note that all future agenda items should be raised with the Parish Clerk for consideration.

N.B. THIS IS A COUNCIL MEETING HELD IN PUBLIC AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.

Standing Order 5.8 states: Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted.” The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded, please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

Whitwick Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/01/2026			
	Cash in Hand 01/04/2025			333,560.02
	ADD Receipts 01/04/2025 - 31/01/2026			409,084.00
				742,644.02
	SUBTRACT Payments 01/04/2025 - 31/01/2026			321,440.04
A	Cash in Hand 31/01/2026 (per Cash Book)			421,203.98
	Cash in hand per Bank Statements			
	Petty Cash	31/01/2026	0.00	
	Current Unity	31/01/2026	182,962.50	
	Deposit Unity	31/01/2026	13,241.48	
	Investment CCLA	31/01/2026	225,000.00	
				421,203.98
	Less unrepresented payments			
				421,203.98
	Plus unrepresented receipts			
B	Adjusted Bank Balance			421,203.98
	A = B Checks out OK			

Whitwick Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-01-2026 and 31-01-2026)

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Cost Centre		1 Income		1100 1100 Bank Interest		1300 1300 Whitwick Park Hall Hire		Totals	
Vchr.	Date	Invoice No	Minute	Bank	Description	Cheq. No.	Supplier	Vat Type	Net
71	05/01/2026	Investment Inc		Current Unity	Investment Income December 2025	DD	CCLA Investment Management Limite	X	746.34
					Subtotal for Code: 1100 Bank Interest				£746.34
70	02/01/2026	WPCINV25047		Current Unity	Meadow Barn February 2026 Hall Hire	BACS	Meadow Barn View	X	1,176.00
73	13/01/2026	WPCINV2504E		Current Unity	Limeight February 2026 Hall Hire	BACS	Limeight Performing Arts	X	204.00
					Subtotal for Code: 1300 Whitwick Park Hall Hire				£1,380.00
					Subtotal for Cost Centre: 1 Income				2,126.34
TOTALS									£2,126.34

APPENDIX B

Whitwick Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-01-2026 and 31-01-2026)

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Cost Centre		2 Salaries		2 Salaries		2 Salaries		2 Salaries		2 Salaries	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Subtotal for Cost Centre: 2 Salaries											
9,220.15											
9,220.15											
Cost Centre		3 Administration		4110 Stationery / Postage / Consumabl		4110 Stationery / Postage / Consumabl		4110 Stationery / Postage / Consumabl		4110 Stationery / Postage / Consumabl	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
300	15/01/2026	526754		Current Unity	BACS	Printer ink	IJT Direct	S	166.67	33.33	200.00
304	23/01/2026	7907478		Current Unity	BACS	Stationery	ESPO	S	10.02	2.00	12.02
306	30/01/2026	7931235	26-064	Current Unity	BACS	Stationery	ESPO	S	19.75	3.95	23.70
Subtotal for Code: 4110 Stationery / Postage / Consumabl									£196.44	£39.28	£235.72
Cost Centre		4120 Printing		4120 Printing		4120 Printing		4120 Printing		4120 Printing	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
319	23/01/2026	64010512		Current Unity	BACS	Printing agendas	North West Leicestershire District Cou	X	15.86		15.86
Subtotal for Code: 4120 Printing									£15.86		£15.86
Cost Centre		4130 Bank Charges		4130 Bank Charges		4130 Bank Charges		4130 Bank Charges		4130 Bank Charges	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
311	31/01/2026	161	26-064	Current Unity	DD	Bank Charges January	Unity Bank	X	10.95		10.95
Subtotal for Code: 4130 Bank Charges									£10.95		£10.95
Cost Centre		4180 Software Licenses/Support		4180 Software Licenses/Support		4180 Software Licenses/Support		4180 Software Licenses/Support		4180 Software Licenses/Support	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
293	02/01/2026	INV-14609		Current Unity	DD	Software Bookings	Starboard Systems Limited t/a Scribe	S	40.00	8.00	48.00
294	02/01/2026	INV-14906		Current Unity	DD	Software Accounts	Starboard Systems Limited t/a Scribe	S	78.00	15.60	93.60
299	15/01/2026	GB-T12600274		Current Unity	BACS	Clerk Expenses - 15 x Microsoft 365 Bu	Whitwick Parish Council	S	151.20	30.24	181.44
322	23/01/2026	4819		Current Unity	BACS	Clerk Laptop Repair and Updates	The Coalville Computer Nerd	S	50.00	10.00	60.00
Subtotal for Code: 4180 Software Licenses/Support									£319.20	£63.84	£383.04
Cost Centre		4250 Internet/Phone		4250 Internet/Phone		4250 Internet/Phone		4250 Internet/Phone		4250 Internet/Phone	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
301	26/01/2026	1616556	26-064	Current Unity	DD	Mobile Phone Charges December 2025	SCG Connect Ltd	S	54.00	10.80	64.80
Subtotal for Code: 4250 Internet/Phone									£54.00	£10.80	£64.80
Cost Centre		4330 Audit		4330 Audit		4330 Audit		4330 Audit		4330 Audit	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
309	30/01/2026	19/5183	26-064	Current Unity	BACS	Internal Audit 2025-2026	LRALC Limited	X	472.50		472.50
Subtotal for Code: 4330 Audit									£472.50		£472.50
Cost Centre		4340 Professional Fees		4340 Professional Fees		4340 Professional Fees		4340 Professional Fees		4340 Professional Fees	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
314	23/01/2026	INV-5006		Current Unity	BACS	Payroll Services October25-March26	DM Payroll Services Ltd	S	98.00	19.60	117.60
Subtotal for Code: 4340 Professional Fees									£98.00	£19.60	£117.60

Whitwick Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-01-2026 and 31-01-2026)

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Cost Centre		4 Community Initiatives		3 Administration		Total
		Subtotal for Cost Centre:		1,166.95		1,300.47
Code Number	4530	4530	4530	4530	4530	Total
Vchr.	Date	Invoice No	Minute	Bank	Supplier	Vat Type
303	30/01/2026	7392	26-064	Current Unity	Latitude Printing t/a Community Voice	S
313	23/01/2026	7262		Current Unity	Latitude Printing t/a Community Voice	S
					Subtotal for Code: 4530 Newsletter and Media	£302.00
Code Number	4541	4541	4541	4541	4541	Total
Vchr.	Date	Invoice No	Minute	Bank	Supplier	Vat Type
318	23/01/2026	2025 14x4 Res		Current Unity	Whitwick Parish Council	X
					Subtotal for Code: 4541 Remembrance Event	£200.00
Code Number	4542	4542	4542	4542	4542	Total
Vchr.	Date	Invoice No	Minute	Bank	Supplier	Vat Type
321	23/01/2026	INV0638		Current Unity	Euan Sharpe	S
					Subtotal for Code: 4542 Christmas Lights	£185.40
Code Number	4560	4560	4560	4560	4560	Total
Vchr.	Date	Invoice No	Minute	Bank	Supplier	Vat Type
312	23/01/2026	14016287		Current Unity	G Burley & Sons Ltd	S
					Subtotal for Code: 4560 Other Community Projects	£695.00
					Subtotal for Cost Centre: 4 Community Initiatives	£2,124.00
Code Number	4200	4200	4200	4200	4200	Total
Vchr.	Date	Invoice No	Minute	Bank	Supplier	Vat Type
296	05/01/2026	INV03887465		Current Unity	SSE Energy Solutions	L
					Subtotal for Code: 4200 Electricity	£548.68
Code Number	4251	4251	4251	4251	4251	Total
Vchr.	Date	Invoice No	Minute	Bank	Supplier	Vat Type
333	30/01/2026	250643054		Current Unity	Utility Warehouse	S
					Subtotal for Code: 4251 Internet/Phone	£44.87
					Subtotal for Cost Centre: 5 Community Office	£593.55
Code Number	4201	4201	4201	4201	4201	Total
Vchr.	Date	Invoice No	Minute	Bank	Supplier	Vat Type
297	05/01/2026	INV03887352		Current Unity	SSE Energy Solutions	L
					Subtotal for Code: 4201 Electricity	£946.02
Code Number	4221	4221	4221	4221	4221	Total
Vchr.	Date	Invoice No	Minute	Bank	Supplier	Vat Type
					Subtotal for Code: 4221 Business Rates	£47.30
					Subtotal for Cost Centre: 6 Park Hall	£629.95

Whitwick Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-01-2026 and 31-01-2026)

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291	02/01/2026	2001207474	Current Unity	DD	Business Rates Park Hall	North West Leicestershire District Cou	X	130.00		130.00
292	02/01/2026	2001205271	Current Unity	DD	Business Rates Community Office	North West Leicestershire District Cou	X	84.00		84.00
Subtotal for Code: 4221 Business Rates										
									£214.00	£214.00

Code Number Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
301	26/01/2026	1616556	26-064	Current Unity	DD	Mobile Phone Charges December 2025	SCG Connect Ltd	S	12.00	2.40	14.40
Subtotal for Code: 4252 Internet/Phone										£12.00	£14.40

Code Number Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
305	30/01/2026	7931234	26-064	Current Unity	BACS	Consumables and cleaning materials	ESPO	S	102.55	20.51	123.06
307	30/01/2026	7937811	26-064	Current Unity	BACS	Consumables	ESPO	S	47.90	9.58	57.48
315	23/01/2026	7937810		Current Unity	BACS	Consumables & Cleaning Equipment	ESPO	S	32.68	6.53	39.21
Subtotal for Code: 4420 Consumables										£183.13	£219.75

Code Number Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
310	30/01/2026	INV0301788	26-064	Current Unity	BACS	Sewer pump servicing	T-T Pumps Ltd	S	320.98	64.20	385.18
Subtotal for Code: 4440 Sewer Pump Servicing										£320.98	£385.18
									1,676.13	150.52	1,826.65

Code Number Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
295	05/01/2026	INV03886899		Current Unity	DD	Electric Charges 15sept-14dec25	SSE Energy Solutions	L	647.76	32.39	680.15
Subtotal for Code: 4202 Electricity										£647.76	£680.15
									647.76	32.39	680.15

Code Number Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
320	23/01/2026	67		Current Unity	BACS	Boiler service	Phoenix Plumbing and Heating	X	90.00		90.00
Subtotal for Code: 4451 Boiler Servicing										£90.00	£90.00
									90.00		90.00

Code Number Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
308	30/01/2026	1407	26-064	Current Unity	BACS	January ground maintenance	JR Landscaping & Grounds Maintena	S	10,968.05	2,193.61	13,161.66	
316	23/01/2026	1405		Current Unity	BACS	December ground maintenance	JR Landscaping & Grounds Maintena	S	10,968.05	2,193.61	13,161.66	
Subtotal for Code: 4710 Grounds Maintenance										£21,936.10	£4,387.22	£26,323.32

Whitwick Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-01-2026 and 31-01-2026)

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4741	23/01/2026	3103		Current Unity	BACS	WPC.006 Thomas Road arborist tree w	Tindle Tree Care	S	1,552.00	310.40	1,862.40
							4741 Tree Maintenance		£1,552.00	£310.40	£1,862.40
							Subtotal for Cost Centre: 10 Grounds Maintenance		23,488.10	4,697.62	28,185.72

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4465	23/01/2026	1406		Current Unity	BACS	HHayes play surface repairs, 2xbins ins	JR Landscaping & Grounds Maintenan	S	150.00	30.00	180.00
							4465 Repairs and Maintenance		£150.00	£30.00	£180.00
							Subtotal for Cost Centre: 12 Land		380.00	76.00	456.00

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4600	23/01/2026	1406		Current Unity	BACS	HHayes play surface repairs, 2xbins ins	JR Landscaping & Grounds Maintenan	S	230.00	46.00	276.00
							4600 Play Equipment		£230.00	£46.00	£276.00
							Subtotal for Cost Centre: 13 Parish Projects		492.16		492.16

Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4610	08/01/2026	0001811		Current Unity	BACS	Installation of 3 x noticeboards	Teresma Property & Garden Maintena	X	492.16		492.16
							4610 Open Spaces Signage		£492.16		£492.16
							Subtotal for Cost Centre: 13 Parish Projects		492.16		492.16

TOTALS											£45,390.05	
										£39,876.80	£5,511.25	£45,390.05

PAYMENTS (AWAITING AUTHORISATION) LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
334	4180 Software Licenses/Support	02/02/2026		Current Unity	DD	Software Accounts	Starboard Systems Limited t/a Scribe accounts		78.00	15.60	93.60
											93.60
335	4180 Software Licenses/Support	02/02/2026		Current Unity	DD	Software Bookings	Starboard Systems Limited t/a Scribe accounts		40.00	8.00	48.00
											48.00
336	4451 Boiler Servicing	06/02/2026		Current Unity	BACS	Boiler service	Phoenix Plumbing and Hea	X	90.00		90.00
											90.00
337	4202 Electricity	16/02/2026		Current Unity	DD	Electric Charges 15dec-31dec25	SSE Energy Solutions	L	95.74	4.79	100.53
											100.53
338	4201 Electricity	16/02/2026		Current Unity	DD	Electric Charges 15dec-31dec25	SSE Energy Solutions	L	212.56	10.63	223.19
											223.19
339	4200 Electricity	16/02/2026		Current Unity	DD	Electric Charges 15dec-31dec25	SSE Energy Solutions	L	124.62	6.23	130.85
											130.85
340	4520 Grit Bin Provision	26/02/2026		Current Unity	BACS	28x25kg Rock Salt	ESPO	S	194.90	38.98	233.88
											233.88
341	4710 Grounds Maintenance	26/02/2026		Current Unity	BACS	February Ground Maintenance Co	R Landscaping & Grounds	S	10,968.05	2,193.61	13,161.66
											13,161.66
342	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Dec Expenses Xmas Lights	Whitwick Parish Council	S	2.57	0.52	3.09
342	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Dec Expenses Xmas Lights	Whitwick Parish Council	X	1.55		1.55
342	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Dec Expenses Xmas Lights	Whitwick Parish Council	S	1.48	0.30	1.78
342	4542 Christmas Lights	26/02/2026		Current Unity	BACS	Clerk Dec Expenses Xmas Lights	Whitwick Parish Council	S	19.79	3.95	23.74
342	4542 Christmas Lights	26/02/2026		Current Unity	BACS	Clerk Dec Expenses Xmas Lights	Whitwick Parish Council	S	27.46	5.49	32.95
342	4542 Christmas Lights	26/02/2026		Current Unity	BACS	Clerk Dec Expenses Xmas Lights	Whitwick Parish Council	S	12.50	2.50	15.00
											78.11
343	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Apr Expenses VEDAY Event	Whitwick Parish Council	X	1.59		1.59
343	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Apr Expenses VEDAY Event	Whitwick Parish Council	S	4.54	0.91	5.45
343	4170 Office Equipment	26/02/2026		Current Unity	BACS	Clerk Apr Expenses VEDAY Event	Whitwick Parish Council	S	10.62	2.12	12.74
343	4540 Community Events and P	26/02/2026		Current Unity	BACS	Clerk Apr Expenses VEDAY Event	Whitwick Parish Council	S	33.28	6.68	39.96
343	4540 Community Events and P	26/02/2026		Current Unity	BACS	Clerk Apr Expenses VEDAY Event	Whitwick Parish Council	S	24.92	4.98	29.90
343	4540 Community Events and P	26/02/2026		Current Unity	BACS	Clerk Apr Expenses VEDAY Event	Whitwick Parish Council	S	6.66	1.34	8.00
343	4540 Community Events and P	26/02/2026		Current Unity	BACS	Clerk Apr Expenses VEDAY Event	Whitwick Parish Council	S	11.58	2.32	13.90
											111.54
344	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Land	& Whitwick Parish Council	S	8.33	1.67	10.00
344	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Land	& Whitwick Parish Council	S	1.01	0.20	1.21
344	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Land	& Whitwick Parish Council	S	5.62	1.13	6.75
344	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Land	& Whitwick Parish Council	X	1.55		1.55
344	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Land	& Whitwick Parish Council	X	1.55		1.55
344	4170 Office Equipment	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Land	& Whitwick Parish Council	S	88.00	21.99	109.99
344	4180 Software Licenses/Support	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Land	& Whitwick Parish Council	S	0.66	0.13	0.79

PAYMENTS (AWAITING AUTHORISATION) LIST

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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
344	4340 Professional Fees	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Lan	Whitwick Parish Council	X	70.00		70.00
344	4350 Staff Training	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Lan	Whitwick Parish Council	X	102.00		102.00
344	4540 Community Events and P	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Lan	Whitwick Parish Council	S	26.53	5.30	31.83
344	4540 Community Events and P	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Lan	Whitwick Parish Council	S	7.49	1.50	8.99
344	4540 Community Events and P	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Lan	Whitwick Parish Council	S	30.32	7.58	37.90
344	4540 Community Events and P	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Lan	Whitwick Parish Council	S	20.82	4.17	24.99
344	4540 Community Events and P	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Lan	Whitwick Parish Council	S	40.21	8.10	48.31
344	4540 Community Events and P	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Lan	Whitwick Parish Council	S	10.39	2.60	12.99
344	4540 Community Events and P	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Lan	Whitwick Parish Council	S			
344	4540 Community Events and P	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Lan	Whitwick Parish Council	S			
344	4541 Remembrance Event	26/02/2026		Current Unity	BACS	Clerk May Expenses VE80, Lan	Whitwick Parish Council	S	19.99	4.50	24.49
											493.34
345	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Jun Expenses Office Equi	Whitwick Parish Council	X	1.55		1.55
345	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Jun Expenses Office Equi	Whitwick Parish Council	S	15.78	3.16	18.94
345	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Jun Expenses Office Equi	Whitwick Parish Council	S	31.00	6.20	37.20
345	4170 Office Equipment	26/02/2026		Current Unity	BACS	Clerk Jun Expenses Office Equi	Whitwick Parish Council	S	12.48	2.50	14.98
345	4180 Software Licenses/Suppoi	26/02/2026		Current Unity	BACS	Clerk Jun Expenses Office Equi	Whitwick Parish Council	S	35.79	7.16	42.95
345	4560 Other Community Project	26/02/2026		Current Unity	BACS	Clerk Jun Expenses Office Equi	Whitwick Parish Council	X	19.00		19.00
											134.62
346	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Jul Expenses Office Suppl	Whitwick Parish Council	X	4.90		4.90
											4.90
347	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Aug Expenses Office Stat	Whitwick Parish Council	X	1.65		1.65
347	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Aug Expenses Office Stat	Whitwick Parish Council	X	10.10		10.10
347	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Aug Expenses Office Stat	Whitwick Parish Council	S	79.90	15.98	95.88
347	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Aug Expenses Office Stat	Whitwick Parish Council	S	26.17	5.24	31.41
347	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Aug Expenses Office Stat	Whitwick Parish Council	S	3.62	0.73	4.35
347	4180 Software Licenses/Suppoi	26/02/2026		Current Unity	BACS	Clerk Aug Expenses Office Stat	Whitwick Parish Council	S	65.69	13.14	78.83
											222.22
348	4390 Other Administration Cost	26/02/2026		Current Unity	BACS	Clerk Sept Expenses NWLDC M	Whitwick Parish Council	X	1.05		1.05
											1.05
349	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Oct Expenses Office Sup	Whitwick Parish Council	X	1.45		1.45
349	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Oct Expenses Office Sup	Whitwick Parish Council	X	3.60		3.60
349	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Oct Expenses Office Sup	Whitwick Parish Council	X	1.85		1.85
349	4170 Office Equipment	26/02/2026		Current Unity	BACS	Clerk Oct Expenses Office Sup	Whitwick Parish Council	S	21.10	4.22	25.32
											32.22
350	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Nov Expenses Office Supj	Whitwick Parish Council	S	8.17	1.63	9.80
350	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Nov Expenses Office Supj	Whitwick Parish Council	X	1.85		1.85
350	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Nov Expenses Office Supj	Whitwick Parish Council	X	8.75		8.75
350	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Nov Expenses Office Supj	Whitwick Parish Council	X	1.85		1.85

Whitwick Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
											22.25
351	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Dec Expenses Xmas Light	Whitwick Parish Council	X	1.85		1.85
351	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Dec Expenses Xmas Light	Whitwick Parish Council	X	1.85		1.85
351	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Dec Expenses Xmas Light	Whitwick Parish Council	S	14.61	2.93	17.54
351	4390 Other Administration Cost	26/02/2026		Current Unity	BACS	Clerk Dec Expenses Xmas Light	Whitwick Parish Council	X	1.60		1.60
351	4542 Christmas Lights	26/02/2026		Current Unity	BACS	Clerk Dec Expenses Xmas Light	Whitwick Parish Council	S	1.74	0.35	2.09
351	4542 Christmas Lights	26/02/2026		Current Unity	BACS	Clerk Dec Expenses Xmas Light	Whitwick Parish Council	S	0.82	0.17	0.99
											25.92
352	4110 Stationery / Postage / Co	26/02/2026		Current Unity	BACS	Clerk Jan Expenses WPH Maint	Whitwick Parish Council	X	1.85		1.85
352	4461 Repairs and Maintenance	26/02/2026		Current Unity	BACS	Clerk Jan Expenses WPH Maint	Whitwick Parish Council	S	41.25	8.25	49.50
											51.35
353	4170 Office Equipment	26/02/2026		Current Unity	BACS	2 x USB C Plugs	Amazon Business	E	8.48		8.48
											8.48
354	4170 Office Equipment	26/02/2026		Current Unity	BACS	Adaptor and replacement door	Amazon Business	S	49.99	10.00	59.99
354	4170 Office Equipment	26/02/2026		Current Unity	BACS	Adaptor and replacement door	Amazon Business	S	15.74	3.15	18.89
											78.88
356	4460 Repairs and Maintenance	26/02/2026		Current Unity	BACS	Replacement water heater	Premier Mechanical Service	E	250.00		250.00
											250.00
357	4530 Newsletter and Media	26/02/2026		Current Unity	BACS	Community Voice February 202	Latitude Printing t/a Comm	S	151.00	30.20	181.20
											181.20
358	4250 Internet/Phone	26/02/2026		Current Unity	DD	Mobile phone charges January	SCG Connect Ltd	S	24.00	4.80	28.80
358	4252 Internet/Phone	26/02/2026		Current Unity	DD	Mobile phone charges January	SCG Connect Ltd	S	12.00	2.40	14.40
											43.20
359	4360 Councillors Training	26/02/2026		Current Unity	BACS	Code of Conduct Training - Clr	LRALC Limited	E	40.00		40.00
											40.00
360	4735 Playground Insp / Mainte	26/02/2026		Current Unity	BACS	Play areas annual inspection	The Play Inspection Compe	S	450.00	90.00	540.00
											540.00
361	4170 Office Equipment	26/02/2026		Current Unity	BACS	Clerk Expenses Office Equipme	Whitwick Parish Council	S	26.24	5.25	31.49
											31.49
Total									13,847.20	2,585.28	16,432.48

Whitwick Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

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Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
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Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

APPENDIX D

Cost Code	Cost Centre	FINAL		FINAL		Reserves as at 31/12/25	2025-2026	
		<u>2026-2027</u>	<u>Year on</u>	<u>2026-2027</u>	<u>Year on</u>		<u>Payment</u>	<u>Receipt</u>
		<u>Payment</u>	<u>Year</u>	<u>Receipt</u>	<u>Year</u>		<u>Budget</u>	<u>Budget</u>
		<u>Budget</u>	<u>Difference</u>	<u>Budget</u>	<u>Difference</u>			
1050 VAT Refund	1 Income						£0	£0
1076 Precept	1 Income						£0	£331,925
1090 Grants/Donations Received	1 Income						£0	£0
1100 Bank Interest	1 Income			£9,000	£-1,000		£0	£10,000
1200 Allotment Income / Thornboro	1 Income			£1,040	£0		£0	£1,040
1205 Allotment Inc / Walkers Flats	1 Income			£572	£-11		£0	£583
1250 Bowling Green and Pavilion Hii	1 Income			£1,100	£100		£0	£1,000
1300 Whitwick Park Hall Hire	1 Income			£18,000	£6,000		£0	£12,000
1350 Other Income	1 Income			£0	£0		£0	£0
4000 Staff Salaries	2 Salaries	£103,205.00	£14,743.00				£88,462	£0
4040 Employers NI	2 Salaries	£11,792.00	£2,607.00				£9,185	£0
4050 Employers Pension	2 Salaries	£12,873.00	£5,873.00				£7,000	£0
4055 Other Employment Costs	2 Salaries	£3,000.00	£0.00				£3,000	£0
4110 Stationery / Postage / Consum	3 Administration	£1,000.00	£200.00				£800	£0
4120 Printing	3 Administration	£250.00	£-500.00				£750	£0
4130 Bank Charges	3 Administration	£200.00	£60.00				£140	£0
4150 Parish Website	3 Administration	£400.00	£-160.00			£4,895.24	£560	£0
4160 Mapping Software (Parish Onli	3 Administration	£200.00	£0.00				£200	£0
4170 Office Equipment	3 Administration	£2,000.00	£500.00				£1,500	£0
4180 Software Licenses/Support	3 Administration	£4,000.00	£2,300.00				£1,700	£0
4250 Internet/Phone	3 Administration	£1,200.00	£1,050.00				£150	£0
4310 Subscriptions and Membershi	3 Administration	£1,950.00	£78.00				£1,872	£0
4320 Insurance	3 Administration	£14,000.00	£-1,800.00				£15,800	£0
4330 Audit	3 Administration	£2,000.00	£500.00				£1,500	£0
4335 GDPR	3 Administration	£1,000.00	£-1,030.00				£2,030	£0
4340 Professional Fees	3 Administration	£2,000.00	£0.00			£12,744.67	£2,000	£0
4350 Staff Training	3 Administration	£2,000.00	£0.00				£2,000	£0
4360 Councillors Training	3 Administration	£750.00	£-1,250.00				£2,000	£0
4370 Staff Recruitment	3 Administration	£200.00	£0.00				£200	£0
4380 Election Costs	3 Administration	£0.00	£0.00			£8,000.00	£0	£0
4390 Other Administration Costs	3 Administration	£0.00	£-2,500.00				£2,500	£0
4510 VAS SCheme	4 Community Initiatives	£0.00	£-1,000.00				£1,000	£0
4511 VAS Compliance	4 Community Initiatives	£250.00	£-250.00				£500	£0
4512 Defibrillators	4 Community Initiatives	£2,500.00	£2,500.00				£0	£0
4513 Flood Action Plan	4 Community Initiatives	£500.00	£0.00			£10,000.00	£500	£0
4514 CCTV	4 Community Initiatives	£4,000.00	£4,000.00				£0	£0
4515 Air Quality Monitoring	4 Community Initiatives	£0.00	£0.00				£0	£0
4520 Grit Bin Provision	4 Community Initiatives	£0.00	£-1,272.00			£2,000.00	£1,272	£0
4525 Benches	4 Community Initiatives	£0.00	£0.00				£0	£0
4530 Newsletter and Media	4 Community Initiatives	£2,000.00	£0.00				£2,000	£0
4540 Community Events and Partne	4 Community Initiatives	£0.00	£-1,000.00			£2,000.00	£1,000	£0
4541 Remembrance Event	4 Community Initiatives	£1,000.00	£-500.00			£500.00	£1,500	£0

<u>Cost Code</u>	<u>Cost Centre</u>	FINAL		FINAL		Reserves as at 31/12/25	2025-2026	2025-2026
		<u>2026-2027</u>	<u>Year on</u>	<u>2026-2027</u>	<u>Year on</u>		<u>Payment</u>	<u>Receipt</u>
		<u>Payment</u>	<u>Year</u>	<u>Receipt</u>	<u>Year</u>		<u>Budget</u>	<u>Budget</u>
		<u>Budget</u>	<u>Difference</u>	<u>Budget</u>	<u>Difference</u>			
4542 Christmas Lights	4 Community Initiatives	£3,000.00	-£7,000.00			£3,000.00	£10,000	£0
4550 Community Grant Scheme	4 Community Initiatives	£2,000.00	-£250.00				£2,250	£0
4560 Other Community Projects	4 Community Initiatives		£0.00				£0	£0
Community building		£20,000.00	£20,000.00			£20,000.00		
Planting Scheme		£8,000.00	£8,000.00					
4200 Electricity	5 Community Office	£3,000.00	-£1,000.00				£4,000	£0
4212 Water Charges	5 Community Office	£750.00	£400.00				£350	£0
4220 Business Rates	5 Community Office	£1,100.00	£0.00				£1,100	£0
4251 Internet/Phone	5 Community Office	£1,100.00	£0.00				£1,100	£0
4260 Fire Extinguisher Servicing	5 Community Office	£200.00	£0.00				£200	£0
4270 Security Servicing	5 Community Office	£200.00	£0.00				£200	£0
4280 PAT Testing	5 Community Office	£100.00	£0.00				£100	£0
4460 Repairs and Maintenance	5 Community Office	£1,000.00	£0.00				£1,000	£0
4201 Electricity	6 Park Hall	£4,000.00	-£4,000.00				£8,000	£0
4210 Water Charges	6 Park Hall	£2,000.00	£1,100.00				£900	£0
4221 Business Rates	6 Park Hall	£1,500.00	£0.00				£1,500	£0
4252 Internet/Phone	6 Park Hall	£600.00	£600.00				£0	£0
4261 Fire Extinguisher Servicing	6 Park Hall	£200.00	£0.00				£200	£0
4271 Security Servicing	6 Park Hall	£100	£100.00				£0	£0
4281 PAT Testing	6 Park Hall	£50	£0.00				£50	£0
4311 Subscriptions and Membership	6 Park Hall	£100	£100.00				£0	£0
4410 Waste Collection	6 Park Hall	£0	£0.00				£0	£0
4420 Consumables	6 Park Hall	£700	£0.00				£700	£0
4430 Electrical Certificate	6 Park Hall	£0	£0.00				£0	£0
4440 Sewer Pump Servicing	6 Park Hall	£500.00	-£500.00				£1,000	£0
4450 Boiler Servicing	6 Park Hall	£250.00	£0.00				£250	£0
4461 Repairs and Maintenance	6 Park Hall	£1,500.00	-£1,500.00				£3,000	£0
4202 Electricity	7 Pavilion and Other Building	£3,000.00	£0.00				£3,000	£0
4211 Water Charges	7 Pavilion and Other Building	£2,500.00	£0.00				£2,500	£0
4262 Fire Extinguisher Servicing	7 Pavilion and Other Building	£50.00	£50.00				£0	£0
4282 PAT Testing	7 Pavilion and Other Building	£50.00	£23.00				£27	£0
4462 Repairs and Maintenance	7 Pavilion and Other Building	£2,500.00	-£1,500.00				£4,000	£0
4480 Other Running Costs	7 Pavilion and Other Building	£0	£0.00				£0	£0
4283 PAT Testing	8 Railway Station Building	£20	£0.00				£20	£0
4451 Boiler Servicing	8 Railway Station Building	£100	£0.00				£100	£0
4463 Repairs and Maintenance	8 Railway Station Building	£1,000.00	-£1,000.00				£2,000	£0
4490 Repairs and Renewals Fund	8 Railway Station Building	£0.00	£0.00				£0	£0
4464 Repairs and Maintenance	9 Allotments	£0.00	£0.00				£0	£0
4470 Annual Lease	9 Allotments	£600.00	£0.00				£600	£0
4570 Grants Paid Th Road	9 Allotments	£520.00	£0.00				£520	£0
4575 Grants Paid W Flats	9 Allotments	£300.00	£0.00				£300	£0
4312 Subscriptions and Membership	10 Grounds Maintenance	£0.00	£0.00				£0	£0
4710 Grounds Maintenance	10 Grounds Maintenance	£132,000.00	£121,000.00				£11,000	£0
4715 Grass Cutting/Strimming	10 Grounds Maintenance	£0	-£18,500.00				£18,500	£0
4720 Litter Pick/Bin Emptying	10 Grounds Maintenance	£0	-£1,000.00				£1,000	£0
4725 Shrubs / Flower Displays	10 Grounds Maintenance	£0	-£27,000.00				£27,000	£0
4730 Park Ranger Service	10 Grounds Maintenance	£0	-£49,300.00				£49,300	£0
4735 Playground Insp / Maintenance	10 Grounds Maintenance	£0	-£9,350.00				£9,350	£0
4736 Bowling Green	10 Grounds Maintenance	£0	-£7,810.00				£7,810	£0
4737 Other Grounds Maintenance	10 Grounds Maintenance	£0	£10,000.00				-£10,000	£0
4740 Tree Inspection / Surveys	10 Grounds Maintenance	£3,215.00	£3,215.00				£0	£0
4741 Tree Maintenance	10 Grounds Maintenance	£5,000.00	£0.00			£10,000.00	£5,000	£0
4743 Tree Planting	10 Grounds Maintenance	£0.00	£0.00				£0	£0

Cost Code	Cost Centre	FINAL 2026-2027		FINAL 2026-2027		Reserves as at 31/12/25	2025-2026	
		Payment Budget	Year on Year Difference	Receipt Budget	Year on Year Difference		Payment Budget	Receipt Budget
	11 Other Running Costs	£0.00	£0.00					
4465 Repairs and Maintenance	12 Land	£1,000	£1,000.00				£0	£0
4600 Play Equipment	12 Land	£7,000	-£13,000.00				£20,000	£0
4610 Open Spaces Signage	13 Parish Projects	£0	£0.00			£9,064.00	£0	£0
4620 Park Entrance Improvements	13 Parish Projects	£2,000	£1,000.00				£1,000	£0
4630 New Projects TOILET REPAIR	13 Parish Projects	£4,000	-£12,000.00				£16,000	£0
4631 Remembrance Garden	13 Parish Projects	£0.00	£0.00			£10,000.00	£0	£0
4635 Climate Change Action Fund	13 Parish Projects	£0.00	£0.00			£3,000.00	£0	£0
4640 Fencing - New and repairs	13 Parish Projects	£500.00	£0.00			£3,000.00	£500	£0
4650 Projects with Grants/Donation	13 Parish Projects	£0.00	£0.00				£0	£0
Capital Projects - Match Funding	13 Parish Projects	£10,000.00	£10,000.00			£20,000.00		
330 EMR Elections	14 Earmarked Reserves						£0	£0
331 EMR Casual Elections	14 Earmarked Reserves						£0	£0
332 EMR Capital Projects	14 Earmarked Reserves						£0	£0
333 EMR Community Benches	14 Earmarked Reserves						£0	£0
334 EMR Whitwick Park Improveme	14 Earmarked Reserves						£0	£0
335 EMR Grit Bins	14 Earmarked Reserves						£0	£0
336 EMR Community Initiatives	14 Earmarked Reserves						£0	£0
337 EMR Park Hall Renewal & Repa	14 Earmarked Reserves						£0	£0
338 EMR Railway Station Building	14 Earmarked Reserves						£0	£0
339 EMR Fund Land Repair & Renew	14 Earmarked Reserves						£0	£0
340 EMR Fencing	14 Earmarked Reserves						£0	£0
341 EMR Poppies on Lampposts	14 Earmarked Reserves						£0	£0
342 EMR Pavilion Repair & Renewal	14 Earmarked Reserves						£0	£0
343 EMR Community Office	14 Earmarked Reserves						£0	£0
344 EMR Community Projects	14 Earmarked Reserves						£0	£0
345 EMR GDPR/Website	14 Earmarked Reserves						£0	£0
346 EMR Professional Fees	14 Earmarked Reserves						£0	£0
347 EMR Trees	14 Earmarked Reserves						£0	£0
348 EMR Open Spaces Signage	14 Earmarked Reserves						£0	£0
349 EMR Christmas Lights	14 Earmarked Reserves						£0	£0
350 EMR Allotments Repairs & Rene	14 Earmarked Reserves						£0	£0
351 EMR Riparian OS Flood Risk	14 Earmarked Reserves						£0	£0
352 EMR Climate Change Action Fur	14 Earmarked Reserves						£0	£0
		£401,575.00	£45,027.00	£29,712.00	£5,089.00	£118,203.91	£356,548.00	£24,623.00
		Expenses		Income		Reserves	Expenses	Income
Total Expenditure		£401,575.00					£356,548.00	
Allocated Expenditure - Earmarked Reserves*		£118,203.91					£101,851.00	
Less income to offset		£20,712.00					£14,623.00	
Less interest		£9,000.00					£10,000.00	
Total Income		£29,712.00					£24,623.00	
Less Reserves/Balances to fund expenditure		£41,400.00					0	
Less from Earmarked Reserves*		£0.00					0	
Net Expenditure		£330,463.00					£331,925.00	
Gross Budget Requirement (Precept)		£330,463.00					£331,925.00	
Less Council Tax Support Grant		£0.00					£0.00	
Precept requested		£330,463.00					£331,925.00	
Council Tax Base of Parish	Decrease of 12 properties		2743				2755	
Precept for a Band D Property (per annum)		£120.48					£120.48	
Precept cost per week per Band D property		£2.32					£2.32	
Pence per week increase		-£0.01					14.71	
Percentage increase %		0.00%					6.78%	

Cost Code	Cost Centre	FINAL	FINAL	Reserves as at 31/12/25	Notes
		2026-2027 Payment Budget	2026-2027 Receipt Budget		
		1050 VAT Refund	1 Income		
1076 Precept	1 Income				
1090 Grants/Donations Received	1 Income				
1100 Bank Interest	1 Income		£9,000		Lower interest rates this year than forecasted. 3.91% to 4.46% CCLA. Est 12 x 750
1200 Allotment Income / Thornborc	1 Income		£1,040		No change. No income been received so if resolved, figure could be £3000 approx.
1205 Allotment Inc / Walkers Flats	1 Income		£572		No change - based on income received January 2024 for 2024-2025 accounts.
1250 Bowling Green and Pavilion Hill	1 Income		£1,100		PMGP agreed fees increase of 10% to £1100 on 22/1/26. Small increase in hirer fees agreed for 2026, to include installation of broadband
1300 Whitwick Park Hall Hire	1 Income		£18,000		
1350 Other Income	1 Income		£0		
4000 Staff Salaries	2 Salaries	£103,205.00			Includes contracted scale point increases and estimated NJC pay award of 5%
4040 Employers NI	2 Salaries	£11,792.00			Increases automatically with pay increases.
4050 Employers Pension	2 Salaries	£12,873.00			Includes 2.5% pension increase 1/4/26 and 2.5% pension increase 1/10/26
4055 Other Employment Costs	2 Salaries	£3,000.00			No change
4110 Stationery / Postage / Consum	3 Administration	£1,000.00			
4120 Printing	3 Administration	£250.00			
4130 Bank Charges	3 Administration	£200.00			
4150 Parish Website	3 Administration	£400.00		£4,895.24	Unity increased monthly fee and transaction fees.
4160 Mapping Software (Parish Onli	3 Administration	£200.00			
4170 Office Equipment	3 Administration	£2,000.00			Replaced printer. Laptop needs replacing. PCs now 2 years old. Email licenses weren't budgeted for. Save £480 on Scribe bookings software by cancelling.
4180 Software Licenses/Support	3 Administration	£4,000.00			Actual 25-26 costs
4250 Internet/Phone	3 Administration	£1,200.00			
4310 Subscriptions and Membershi	3 Administration	£1,950.00			
4320 Insurance	3 Administration	£14,000.00			£10,592 this year, Cyber insurance to add plus properties revalued
4330 Audit	3 Administration	£2,000.00			Costs increased. Resident enquiry increased cost this year.
4335 GDPR	3 Administration	£1,000.00			Assertion 10 is coming in in 2026-2027 .
4340 Professional Fees	3 Administration	£2,000.00		£12,744.67	Solicitor is £400 an hour
4350 Staff Training	3 Administration	£2,000.00			SLCC conferences £1000, SLCC bootcamp, Staff training GDPR,
4360 Councillors Training	3 Administration	£750.00			
4370 Staff Recruitment	3 Administration	£200.00			Election - need councillor training £100 per cllr at current rates.
4380 Election Costs	3 Administration	£0.00		£8,000.00	2027 due elections but could be delayed because of LGR.
4390 Other Administration Costs	3 Administration	£0.00			
4510 VAS Scheme	4 Community Initiatives	£0.00			Camera repairs/replacement - £1000 REMOVED. No budget for repairs.
4511 VAS Compliance	4 Community Initiatives	£250.00			
4512 Defibrillators	4 Community Initiatives	£2,500.00			Approximately £1250 a defib. 2 for this year. 1 agreed to purchase already but no funds.
4513 Flood Action Plan	4 Community Initiatives	£500.00		£10,000.00	Holding an event in 2026. £10k is in EMR Riparian OS Flood Risk, not the flood plan.
4514 CCTV	4 Community Initiatives	£4,000.00			Ccl agreed £4k, £2k grant been received NWLDC, £600 approx for broadband. Figure in reduction column of £400 should have been £1000.00
4515 Air Quality Monitoring	4 Community Initiatives	£0.00			
4520 Grit Bin Provision	4 Community Initiatives	£0.00		£2,000.00	Had residents request more grit bins during recent snow fall, and the church for the path. £1000 REMOVED - use reserve.
4525 Benches	4 Community Initiatives	£0.00			Next year project picnic benches.
4530 Newsletter and Media	4 Community Initiatives	£2,000.00			Cost for Community Voice adverts.
4540 Community Events and Partne	4 Community Initiatives	£0.00		£2,000.00	REMOVED £5000 - have to use reserve if there is any events this year. £2000 in EMR Community Initiatives. Needs to be increased as too under reasourced at VE Day.
4541 Remembrance Event	4 Community Initiatives	£1,000.00		£500.00	Increased cost this year as had to pay for band. REDUCED by £500.00 £500. Not buying any more poppies.

Cost Code	Cost Centre	FINAL	FINAL	Reserves as at 31/12/25	Notes
		2026-2027	2026-2027		
		Payment Budget	Receipt Budget		
4542 Christmas Lights	4 Community Initiatives	£3,000.00		£3,000.00	REDUCED to £3000 for 2026-2027, to just buy the 10 lamp post lights. Phase 2. Additional £5k to be added to EMR
4550 Community Grant Scheme	4 Community Initiatives	£2,000.00			Christmas Lights from General Reserve 18/9/25 TO DO.
4560 Other Community Projects	4 Community Initiatives				REDUCED by £250 for 2026-2027.
Community building		£20,000.00		£20,000.00	Spent £6k in this code on summer and winter planters
Planting Scheme		£8,000.00			£20k EMR Community Office - put this in it's own code
4200 Electricity	5 Community Office	£3,000.00			Usage lower
4212 Water Charges	5 Community Office	£750.00			Prices increased
4220 Business Rates	5 Community Office	£1,100.00			
4251 Internet/Phone	5 Community Office	£1,100.00			
4260 Fire Extinguisher Servicing	5 Community Office	£200.00			
4270 Security Servicing	5 Community Office	£200.00			
4280 PAT Testing	5 Community Office	£100.00			
4460 Repairs and Maintenance	5 Community Office	£1,000.00			
4201 Electricity	6 Park Hall	£4,000.00			Spending less
					Large bill December 2025 to investigate, £1000 a quarter.
4210 Water Charges	6 Park Hall	£2,000.00			Pavilion costs in here.
4221 Business Rates	6 Park Hall	£1,500.00			
4252 Internet/Phone	6 Park Hall	£600.00			£100 caretaker mobile. £500 broadband.
4261 Fire Extinguisher Servicing	6 Park Hall	£200.00			
4271 Security Servicing	6 Park Hall	£100			
4281 PAT Testing	6 Park Hall	£50			
4311 Subscriptions and Memberships	6 Park Hall	£100			
4410 Waste Collection	6 Park Hall	£0			
4420 Consumables	6 Park Hall	£700			
4430 Electrical Certificate	6 Park Hall	£0			
4440 Sewer Pump Servicing	6 Park Hall	£500.00			REDUCED by £500. Agreed to revert back to annual servicing.
4450 Boiler Servicing	6 Park Hall	£250.00			
4461 Repairs and Maintenance	6 Park Hall	£1,500.00			REDUCED by £1500. Building in good order and been redecorated this year.
4202 Electricity	7 Pavilion and Other Building	£3,000.00			Cost in with Park Hall? Large bill December 2025 to investigate, £1000 a quarter. Pavilion and Park Hall costs together 50% each
4211 Water Charges	7 Pavilion and Other Building	£2,500.00			
4262 Fire Extinguisher Servicing	7 Pavilion and Other Building	£50.00			
4282 PAT Testing	7 Pavilion and Other Building	£50.00			
4462 Repairs and Maintenance	7 Pavilion and Other Building	£2,500.00			REDUCED BY £1500. Kept budget in for Windows, doors. Heating to be reviewed at the same time as possibility of renting it over the winter months.
4480 Other Running Costs	7 Pavilion and Other Building	£0			
4283 PAT Testing	8 Railway Station Building	£20			
4451 Boiler Servicing	8 Railway Station Building	£100			
4463 Repairs and Maintenance	8 Railway Station Building	£1,000.00			Reduce by £1000. Roof repairs completed last year. No current issues in progress.
4490 Repairs and Renewals Fund	8 Railway Station Building	£0.00			
4464 Repairs and Maintenance	9 Allotments	£0.00			
4470 Annual Lease	9 Allotments	£600.00			Annual rent payment to Andrew Granger/Hospital Trust
4570 Grants Paid Th Road	9 Allotments	£520.00			Kept in on the presumption the accounts and income issue is resolved.
4575 Grants Paid W Flats	9 Allotments	£300.00			
4312 Subscriptions and Memberships	10 Grounds Maintenance	£0.00			
4710 Grounds Maintenance	10 Grounds Maintenance	£132,000.00			12 x £10,968.05 per month is £131,616.60. CONTRACT UP FOR RENEWAL LATER THIS YEAR
4715 Grass Cutting/Strimming	10 Grounds Maintenance	£0			£118,960 allocated last year
4720 Litter Pick/Bin Emptying	10 Grounds Maintenance	£0			
4725 Shrubs / Flower Displays	10 Grounds Maintenance	£0			
4730 Park Ranger Service	10 Grounds Maintenance	£0			
4735 Playground Insp / Maintenance	10 Grounds Maintenance	£0			
4736 Bowling Green	10 Grounds Maintenance	£0			
4737 Other Grounds Maintenance	10 Grounds Maintenance	£0			Entered as a negative instead of a positive 23-24 budget, not spotted in 24-25 budget so £20k adrift
4740 Tree Inspection / Surveys	10 Grounds Maintenance	£3,215.00			9/9/25 quote £3215 LCC
4741 Tree Maintenance	10 Grounds Maintenance	£5,000.00		£10,000.00	Removed £5000. £5k budget, reserves to fund the rest.
4743 Tree Planting	10 Grounds Maintenance	£0.00			Estimate for work to be carried out after tree survey.
	11 Other Running Costs	£0.00			

Cost Code	Cost Centre	FINAL	FINAL	Reserves as at 31/12/25	Notes
		2026-2027 Payment Budget	2026-2027 Receipt Budget		
		4465 Repairs and Maintenance	12 Land		
4600 Play Equipment	12 Land	£7,000			Toddler slide, repainting and repairing existing equipment. Play surface repairs due to be done 2024-2025
4610 Open Spaces Signage	13 Parish Projects	£0		£9,064.00	Entrance to village signs - not done yet.
4620 Park Entrance Improvements	13 Parish Projects	£2,000			Not done yet. Recomposting and replanting driveway. Need a plan from PMGP
4630 New Projects TOILET REPAIR	13 Parish Projects	£4,000			Quote received £20k for 1 stainless steel toilet REMOVED £20,000. £10k in EMR Whitwick Park Improvements - Specify it. Groundworkds quotes £64390. Project deemed too expensive.
4631 Remembrance Garden	13 Parish Projects	£0.00		£10,000.00	
4635 Climate Change Action Fund	13 Parish Projects	£0.00		£3,000.00	
4640 Fencing - New and repairs	13 Parish Projects	£500.00		£3,000.00	Fencing at Parsonwood Hill - moving the gate?
4650 Projects with Grants/Donation	13 Parish Projects	£0.00			Build up fund to be able to match fund grants for larger projects.
Capital Projects - Match Funding	13 Parish Projects	£10,000.00		£20,000.00	
330 EMR Elections	14 Earmarked Reserves				
331 EMR Casual Elections	14 Earmarked Reserves				
332 EMR Capital Projects	14 Earmarked Reserves				
333 EMR Community Benches	14 Earmarked Reserves				
334 EMR Whitwick Park Improveme	14 Earmarked Reserves				
335 EMR Grit Bins	14 Earmarked Reserves				
336 EMR Community Initiatives	14 Earmarked Reserves				
337 EMR Park Hall Renewal & Repa	14 Earmarked Reserves				
338 EMR Railway Station Building	14 Earmarked Reserves				
339 EMR Fund Land Repair & Renew	14 Earmarked Reserves				
340 EMR Fencing	14 Earmarked Reserves				
341 EMR Poppies on Lampposts	14 Earmarked Reserves				
342 EMR Pavilion Repair & Renewal	14 Earmarked Reserves				
343 EMR Community Office	14 Earmarked Reserves				
344 EMR Community Projects	14 Earmarked Reserves				
345 EMR GDPR/Website	14 Earmarked Reserves				
346 EMR Professional Fees	14 Earmarked Reserves				
347 EMR Trees	14 Earmarked Reserves				
348 EMR Open Spaces Signage	14 Earmarked Reserves				
349 EMR Christmas Lights	14 Earmarked Reserves				
350 EMR Allotments Repairs & Rene	14 Earmarked Reserves				
351 EMR Riparian OS Flood Risk	14 Earmarked Reserves				
352 EMR Climate Change Action Fur	14 Earmarked Reserves				
		£401,575.00	£29,712.00	£118,203.91	
		Expenses	Income	Reserves	
Total Expenditure		£401,575.00			
Allocated Expenditure - Earmarked Reserves*		£118,203.91			
Less income to offset		£20,712.00			
Less interest		£9,000.00			
Total Income		£29,712.00			
Less Reserves/Balances to fund expenditure		£41,400.00			
Less from Earmarked Reserves*		£0.00			
Net Expenditure		£330,463.00			
Gross Budget Requirement (Precept)		£330,463.00			
Less Council Tax Support Grant		£0.00			
Precept requested		£330,463.00			
Council Tax Base of Parish	Decrease of 12 properties		2743		
Precept for a Band D Property (per annum)		£120.48			
Precept cost per week per Band D property		£2.32			
Pence per week increase		-£0.01			
Percentage increase %		0.00%			

Local Parish Precept**APPENDIX E**

Whitwick Parish Council

Date of Parish Meeting the budget and precept approved:

29/01/2026

Link to minutes:<https://whitwickpc.org.uk/parish-council/agendas-and-minutes/>

For all services administered	2026-2027	2025/26	2024/25	2023/24	
	Budget	Budget	Budget	Budget	
	£	£	£	£	
Expenditure					
Estimated Gross Expenditure	401,575.00	356,548.00	328,393.00	310,780.00	
Total Expenditure	401,575.00	356,548.00	328,393.00	310,780.00	Budget
Income					
Income	-20,712.00	-14,623.00	-9,123.00	-9,123.00	
Interest	-9,000.00	-10,000.00	-4,500.00	-1,000.00	
Grants	-0.00	-0.00	-0.00		
Total Income	-29,712.00	-24,623.00	-13,623.00	-10,123.00	Budget
Use of Reserves/Balances to fund expenditure	-41,400.00				
Net Expenditure	330,463.00	331,925.00	314,770.00	300,657.00	
Gross Budget Requirement (Precept)	330,463.00	331,925.00	311,190.00	282,900.00	Expenditure less income
Council Tax Base of Parish	2,743	2,755	2,758	2,741	
Precept for a Band D Property	120.48	120.48	112.83	103.21	
Percentage Increase %	0.00%	6.78%	9.32%		
Pence per week increase	-0.01	14.71	18.50		
Reserves	31st Dec 25				
Earmarked reserves	118,203.91	101,851.00	101,851.00	97,227.00	
General Fund	318,320.76	223,464.48	223,464.48	210,034.51	
Total Funds	436,524.67	325,315.48	325,315.48	307,261.51	

Sharon Kaye, Parish Clerk and RFO of Whitwick Parish Council

clerk@whitwickparishcouncil.gov.uk

Contact Details:

(in case of queries)

Cllr Sue Colledge, Chair of Whitwick Parish Council

cldr.sue.colledge@whitwickparishcouncil.gov.uk

Contact Details:

(in case of queries)

Yes

Permission to share with Leicestershire &
Rutland Association of Local Councils Limited:

Please complete the grey boxes

APPENDIX F

GRANT AID APPLICATION

WHITWICK PARISH COUNCIL

Please allow at least 6 weeks for your application to be considered.

Name of organisation or group:	WHITWICK ST JOHN THE BAPTIST CHURCH
What are the aims and objectives of your organisation or group?	To provide regular services as a church of England. The church is also 'open' to the general public on a Wednesday morning in Spring & Summer. We hold a 'Muddy' Church once a month to get young families involved.
When was your organisation or group established?	2nd Half 14 Century, major restoration 1848-1850
Is your organisation a Registered Charity?	Yes (Reg.No.) <input checked="" type="radio"/> NO
Does your organisation or group have a constitution? If so, please provide a copy.	<input checked="" type="radio"/> Yes No
Does your organisation or group have a bank account? If so, please provide a copy of the latest bank statement?	<input checked="" type="radio"/> Yes No
If your organisation or group doesn't have a constitution or bank account, please explain why (eg you are a new organisation or group being formed).	
Briefly explain what you want to use the grant for? (Continue on separate sheet if necessary)	The first quote was for planned masonry work but when the work was started, the masons found significant and dangerous areas of stone that needed immediate attention. The second quote was accepted and work started early November 2025. See attached documents and photos.
Who will benefit? Will this include residents of Whitwick?	The work ensures the church building is in a fit state of repair for residents of Whitwick
What is the total cost of the project or activity?	£8,250 + £13,581 = £21,831
How much are you asking the Parish Council for? (Up to £250)	£250

GRANT AID APPLICATION

WHITWICK PARISH COUNCIL

How will you raise the difference?	From Grants that we have applied for and from our own funds!
When do you expect to complete your project or activity?	December 2025 once signed off by our architect
Contact name:	[Redacted]
Position within organisation:	Treasurer
Address:	[Redacted]
Postcode:	[Redacted]
Email:	[Redacted]
Phone number:	[Redacted]
If you are successful – please provide your bank details:	[Redacted]

If you wish, please include any additional comments in support of your application.

We did get a grant of £250 earlier this year for work done outside the church, mainly repointing. The first grant was work done in December 2024 which we are most grateful for.

Please sign and date the form

Signed [Redacted]

Date ✓ 8/12/25

When complete please return (with your constitution and bank statement) to Whitwick Parish Community Office, 3a Market Place, Whitwick, LE67 5DT or email to: clerk@whitwickparishcouncil.gov.uk

GRANT AID APPLICATION APPENDIX G WHITWICK PARISH COUNCIL

Please allow at least 6 weeks for your application to be considered.

Name of organisation or group:	Choices Allorment Club.
What are the aims and objectives of your organisation or group?	The Allorment club started in 2022, for adults with learning disabilities. Whitwick Council gave us a grant of £500 to get started! The club has been a huge success that thanks to addition grants from Seven Trees, Carly council and National Lottery and we now have a pond, classroom and Wellness Centre. We are keen to develop the club further particularly in terms of environmental improve ment s.
When was your organisation or group established?	2022
Is your organisation a Registered Charity?	Yes (Reg.No.) <input checked="" type="radio"/> No
Does your organisation or group have a constitution? If so, please provide a copy.	<input checked="" type="radio"/> Yes No Copy to be emailed.
Does your organisation or group have a bank account? If so, please provide a copy of the latest bank statement?	<input checked="" type="radio"/> Yes No Copy to be emailed.
If your organisation or group doesn't have a constitution or bank account, please explain why (eg you are a new organisation or group being formed).	N/A.
Briefly explain what you want to use the grant for?	Please see separate sheet outlining proposed purchases.
(Continue on separate sheet if necessary)	
Who will benefit? Will this include residents of Whitwick?	50+ Adults with learning disabilities their family and volunteers (Kings Trust) participants.
What is the total cost of the project or activity?	£249.73.
How much are you asking the Parish Council for? (Up to £250)	£249.73.

GRANT AID APPLICATION

WHITWICK PARISH COUNCIL

How will you raise the difference?	N/A
When do you expect to complete your project or activity?	It is expected that this part of the project will be completed within a month of raising the money.
Contact name:	[REDACTED]
Position within organisation:	Volunteer fund raiser.
Address:	[REDACTED]
Postcode:	[REDACTED]
Email:	[REDACTED]
Phone number:	[REDACTED]
If you are successful who should the cheque be payable to?	Choices Allorment Club.

If you wish, please include any additional comments in support of your application.

I'll send further information and photographs via email.
 I'm sorry I couldn't fill in the form on-line.
 We are keen to involve the community and have also contacted the social prescribing team.

Please sign and date the form

Signed [REDACTED]

Date 2/2/26

When complete please return (with your constitution and bank statement) to Whitwick Parish Community Office, 3a Market Place, Whitwick, LE67 5DT or email to clerk@whitwickpc.org

The Maxwell files

How Ghislaine's pictures exposed

Choices Allotment Club - Grant application

What we will buy with £250 of funding from Whitwick council grant.

This is for the perennial/ fruit orchard/ B-Line area

ASPARAGUS 'CONTINUITY COLLECTION- 15 CROWNS	£19.99
Jerusalem Artichoke 'Fuseau'- 10 tubers	£13.99
Globe Artichoke 'Purple Globe' 2 x 2 Litre Peat-Free Potted Plants-	£19.99
Horseradish Root	£16.99
5 horseradish thongs	
Fruit Tree Orchard Duo	£19.99 £59.98 Save 66%
2 Bare Root Trees (Height 1.2m, 1 of each variety)	
From www.suttons.co.uk	Total £90.95

Compost	20 bags £100
Ordering from the allotment committee £5 a bag	
Seed potatoes 2 x2kg bags	£15.00
	Total- £115

Edible hedging	22 Bareroot plants
From Buckingham Nurseries	
£1.99 EACH	Total £43.78

Grand total	£249.73
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APPENDIX H



3A Market Place, Whitwick, Coalville, Leicestershire, LE67 5DT

www.whitwickpc.org Tel: 01530 459527 Parish Clerk: Sharon Kaye

Email: clerk@whitwickparishcouncil.gov.uk

DATA PROTECTION POLICY 2026

This Data Protection Policy were adopted by the council at its meeting held on

19th February 2026.

Whitwick Parish Council registered on 8 August 2011 under the Data Protection Act as a Data Controller, registration number Z2743425, and at all times use our best endeavours to comply with the terms of the Act in all our dealings with your personal data. As a local authority Whitwick Parish Council has a number of procedures in place to ensure that it complies with The Data Protection Act 1998 and General Data Protection Regulation 2016. In 2026 it has re-assessed what data is held, the sources of data, how and where it is stored and who it is shared with. It has assessed what action might improve the strict procedures already in operation and will develop procedures accordingly as new guidance becomes available. The council has a Retention of Documents and Records Policy which is also regularly reviewed.

Whitwick Parish Council recognises its responsibility to comply with regulations on the use of personal data. This does not have to be sensitive data; it can be as little as a name and address. Whitwick Parish Council does not sell data or operate mailing lists for commercial gain. It does not endeavour to capture personal data from its website activities as the primary aim is to make council information available to the widest possible audience.

The above Acts set out how to handle personal information and protect individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The Data Protection Act applies to anyone holding personal information about people electronically or on paper.

1. This Privacy Policy is available to you because Whitwick Parish Council is the data controller for your data.
2. Personal data is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other local legislation relating to personal data and rights such as the Human Rights Act.
3. The council will process some or all of the following personal data where necessary to perform its tasks:
 - Names, titles, and aliases, photographs.
 - Contact details such as telephone numbers, addresses, and email addresses.

Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history:

- academic/professional qualifications, hobbies, family composition, and dependants.

- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
 - The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning sexual life or orientation.
4. Whitwick Parish Council will comply with data protection law and recognises its responsibility to be open with people when taking personal details from them. This means that councillors and staff must be honest about why they want a particular piece of personal information. If, for example, a member of the public gives their phone number to staff or a member of Whitwick Parish Council, this will only be used for the purpose it has been given and will only be disclosed as described to you e.g. with the relevant authority (often another tier of local government or the local police). Personal data we hold about you must be:
- Used lawfully, fairly and in a transparent way.
 - Collected only for valid purposes that staff and councillors have clearly explained to you in an open and honest manner and not used in any way that is incompatible with those purposes.
 - Relevant to the purposes we have told you about and limited only to those purposes.
 - Accurate and kept up to date.
 - Kept only as long as necessary for the purposes we have told you about.
 - Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.
5. This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is possible that we will need to share your data with some or all of the following (but only where necessary):
- Our agents, suppliers and contractors. For example, we may in future ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software.
 - On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.
6. You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- The right to access personal data we hold on you
- The right to correct and update the personal data we hold on you
- The right to have your personal data erased
- The right to object to processing of your personal data or to restrict it to certain purposes only
- The right to data portability
- The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained.
- The right to lodge a complaint with the Information Commissioner's Office.

For more information, the council will follow ICO guidance when considering Subject Access Requests.

7. Transfer of data abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. We keep this Privacy Policy under regular review, as indicated at the bottom of the page.

10. Please contact the Parish Clerk if you have any questions about this Privacy Policy or the personal data, we hold about you or to exercise all relevant rights, queries or complaints.

Disclosure of personal information

If an elected member of the council, for example a Councillor needs to access personal information to help carry out their duties, this is acceptable. They are only able to access as much personal information as necessary, and it should only be used for that

specific purpose. If, for instance, someone has made a complaint about over hanging bushes in a garden, a Councillor may access an address and telephone number of the person who has made the complaint so they can help with the enquiry. They can only do this providing they represent the area that the subject lives in. However, before they access any sensitive personal information about a person, they would need consent to do this from the Parish Clerk. Data should never be used for political reasons unless the data subjects have consented.

Confidentiality

Whitwick Parish Council councillors and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

DATA BREACH PROCEDURE

A personal data breach is one that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.

1. Notifying the Information Commissioners Office (ICO)

Currently, data breaches do not have to be routinely notified to the ICO or others although the ICO recommends that it is good practice so to do. However, guidance states that organisations should notify the Information Commissioners Office of a breach where it is likely to result in a risk to the rights and freedoms of individuals or if it could result in discrimination, damage to reputation, financial loss, loss of confidentiality or any other significant economic or social disadvantage.

Data Breaches will be recorded using the ICO's online system: <https://ico.org.uk/for-organisations/report-a-breach/> and the following information should be provided:

- The potential scope and cause of the breach
- Mitigation actions the council plans to take
- Details of how the council plans to address the problem

2. Notifying the Individual concerned

If a breach is likely to result in a high risk to the rights and freedoms of individuals (such as through identity theft) the council will notify those concerned.

3. Timescales

Under the GDPR, we are required to report a personal data breach, which meets the reporting criteria, and this will be the responsibility of the Parish Clerk within 72 hours (of being made aware of the breach) to the Information Commissioner.

In line with the accountability requirements, all data breaches must be recorded by the parish council along with details of actions taken. This record will help to identify system failures and should be used to improve the security of personal data.

4. Notifying the council

If anyone (including a third party such as a payroll provider or bank) suspects that a data breach has occurred details of the alleged breach should be submitted immediately in writing to the Parish Clerk.

Whitwick Parish Council receives professional advice to help it fulfil its legal responsibilities. Valuable sources of information and advice have contributed to this extended policy –the Information Commissioners Office, Leicestershire and Rutland Association of Local Councils, National Association of Local Councils and the Society of Local Council Clerks.

APPENDIX I



3A Market Place, Whitwick, Coalville, Leicestershire, LE67 5DT
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ENVIRONMENTAL POLICY 2026

This Environmental Policy Statement was adopted by the council at its meeting held on
19th February 2026

Whitwick Parish Council recognises that day-to-day operations can impact both directly and indirectly on the environment. We aim to protect and improve the environment through good management and by adopting best practice wherever possible. We will work to integrate environmental considerations into our business decisions and adopt greener alternatives wherever possible, throughout our operations.

In order to discharge its responsibilities the **Parish Council** will:

- bring this Environmental Policy to the attention of all stakeholders
- carry out regular audits of the environmental management system
- comply fully with all relevant legal requirements, codes of practice and regulations at international, national and local levels
- eliminate risks to the environment, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- ensure that emergency procedures are in place at all locations for dealing with environmental issues
- establish targets to measure the continuous improvement in our environmental performance
- identify and manage environmental risks and hazards
- improve the environmental efficiency of our transport and travel
- involve customers, partners, clients, suppliers and subcontractors in the implementation of our objectives
- minimise waste and increase recycling within the framework of our waste management procedures
- only engage contractors who are able to demonstrate due regard to environmental matters
- prevent pollution to land, air and water
- promote environmentally responsible purchasing
- provide adequate resources to control environmental risks arising from our work activities
- provide suitable training to enable employees to deal with their specific areas of environmental control
- reduce the use of water, energy and any other natural resources
- source materials from sustainable supply, when practicable

This Environmental Policy will be reviewed annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all stakeholders.

APPENDIX J



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EQUALITY AND DIVERSITY POLICY 2026

This Equality & Diversity Policy were adopted by the council at its meeting held on

19th February 2026.

Whitwick Parish Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity in the community.

1. INTRODUCTION

- 1.1 The Equality Act 2010 bans unfair treatment and helps achieve equal opportunities in the workplace and in wider society. Whitwick Parish Council is committed to providing the highest quality of provision and service and recognises that the implementation of an effective Equality & Diversity Policy is an integral part of such an approach.
- 1.2 The Council, as a corporate body, has responsibilities as an employer, a service provider and a public authority, but both members and employees as individuals also have responsibilities as well as rights.
- 1.3 The Council will treat all its employees, partners and customers with dignity and respect, free from discrimination, victimisation and harassment.

2. LEGAL POSITION

- 2.1 Under the Equality Act 2010 it is unlawful to discriminate against an individual on the following grounds known as “protected characteristics” in section 4 of the 2010 Act:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race
 - religion or belief
 - sex
 - sexual orientation
- 2.2 Section 149 of the 2010 Act imposes a duty on public authorities to have due regard to the need to:
 - (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act.
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

3. OUR COMMITMENT

- 3.1 Whitwick Parish Council understands its obligations under the Equality Act 2010 and is fully committed to its duty imposed by the 2010 Act.
- 3.2 Whitwick Parish Council is committed to the principle of equal opportunities and declares its opposition to any form of less favourable treatment, whether through direct or indirect discrimination, on the grounds of the protected characteristics as specified in the Equality Act 2010.
- 3.3 The Council is an Equal Opportunities employer, provider of services and contractor. It is committed to the promotion, maintenance and protection of the rights of individuals. The Council is committed to making full use of the talents and resources of its employees.
- 3.4 The Council will ensure that all recipients of the services delivered directly by the Council are guaranteed the same opportunity.
- 3.5 All policies of the Council will be designed to support the principles and practices of equal opportunity, to foster a fully integrated community and maintain racial harmony.
- 3.6 The Equality & Diversity Policy has the commitment of the Council and the Parish Clerk.

4. THE COUNCIL AS AN EMPLOYER

- 4.1 The Purpose of this policy is to provide equal opportunities to all employees or prospective employees, irrespective of their characteristics (unless there are genuine qualifications or objectively justified reasons for a different approach to be taken). The Council opposes all forms of unlawful and unfair discrimination, victimisation or harassment on the grounds of any protected characteristics defined in the Equality Act 2010.
- 4.2 All employees, whether full-time, part-time, fixed contract, agency workers or temporary, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential, and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.
- 4.3 Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

- 4.4 The Council will encourage and develop all employees to support and carry out the requirements of the Equality & Diversity Policy. Breaches of the Equality & Diversity Policy will be regarded as misconduct and could lead to disciplinary proceedings.
- 4.5 The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

5. THE COUNCIL AS A DIRECT SERVICE DELIVERER

- 5.1 The Council's clients have the right to expect fair and non-discriminatory treatment whilst participating in or receiving any of the Council's services or activities.
- 5.2 All aspects of the Council's Equality & Diversity Policy impact on the manner in which it directly delivers services to and for its residents.
- 5.3 The Council will endeavour to ensure that reasonable adjustments are made to deliver equal opportunities for all service users who have protected characteristics.

The above requirements apply to all services and activities of the Council.

APPENDIX K



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FINANCIAL RESERVES POLICY 2026

This Financial Reserves Policy was adopted by the council at its meeting held on
19th February 2026.

PURPOSE

Whitwick Parish Council is required to maintain adequate Financial Reserves to meet the needs of the Parish Council. The purpose of this policy is to set out how the Council will determine and review the level of Reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of Reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of Reserves that an authority should hold, and it is the responsibility of the Parish Clerk/Responsible Finance Officer to advise the Council about the level of Reserves and to ensure that there are procedures for their establishment and use.

TYPES OF RESERVES

Reserves may be categorised as General or Earmarked. Earmarked Reserves can be held for several reasons and are intended to be restricted for that agreed use. General Reserves are funds that do not have any restrictions as to their use. These Reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement, if necessary, or can be held in case of unexpected events or emergencies.

Earmarked Reserves – Earmarked Reserves will be established on a ‘needs’ basis, in line with anticipated requirements. Any decision to set up a Reserve must be given by the Parish Council. Expenditure from Reserves can only be authorised by the Parish Council.

Reserves will not be held to fund ongoing expenditure. This would be unsustainable as, at some point, the Reserves would be exhausted. To the extent that Reserves are used to meet short term funding gaps, they must be replenished in the following year. However, Earmarked Reserves that have been used to meet a specific liability (or project) would not need to be replenished, having served the purpose for which they were originally established.

General Reserves – the level of General Reserves is a matter of judgment and so this policy does not attempt to prescribe an overall level. However, the current level of General Reserves to be held by the council is targeted to be a minimum of 50% of the annual expenditure figure.

The primary means of building General Reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish Reserves that have been consumed in the previous year.

The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its Risk Assessment & Management Schedule, which is reviewed annually in May.

If, in extreme circumstances, General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its Earmarked Reserves to provide short-term resources. The

Council is increasingly responsible for management of buildings, land (including play equipment and trees) and employment of staff.

Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance, sufficient to pay three month's salaries to staff, in General Reserves at all times.

Opportunity costs of holding Reserves

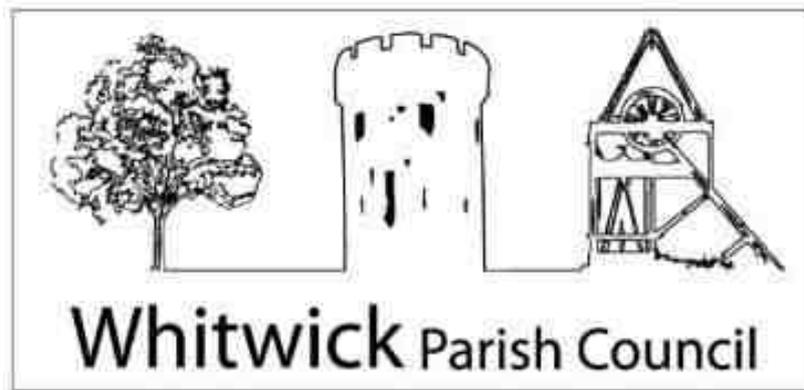
In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding Reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy. However, there is an "opportunity cost" of holding funds in Reserves, in that these funds cannot then be spent on anything else. Given the opportunity costs of holding Reserves, it is critical that Reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

Policy in Practice

The Council will hold Reserves for these three main purposes: -

- ❖ A working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing – this forms part of the General Reserves
- ❖ A contingency to cushion the impact of unexpected events or emergencies – this also forms part of the General Reserves
- ❖ A means of building up funds (Earmarked Reserves), to meet known or predicted requirements.

APPENDIX L



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HEALTH AND SAFETY POLICY 2026

This Health and Safety Policy were adopted by the council at its meeting held on

19th February 2026.

1. GENERAL STATEMENT

Whitwick Parish Council recognises and accepts its duty as an employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees and any members of the public likely to be affected by its activities as a local authority.

2. THE COUNCIL

The Council will take all reasonable and practicable measures to meet this responsibility, paying particular attention to: -

- a. Provision and maintenance of premises, plant and equipment and systems of work that are safe.
- b. Providing sufficient information, instruction, training and supervision to enable all employees to identify and avoid hazards and to be able to contribute positively to their own safety and health at work, and that of others.
- c. Obtaining as and when appropriate expert technical advice on Health and Safety to assist the Parish **Clerk** in fulfilling the Council's responsibilities for ensuring safe working conditions.
- d. Ensuring that regular risk assessments are carried out, with subsequent consideration and review of any necessary corrective and/or protective measures.

3. ALL EMPLOYEES

It shall be the duty of every employee while at work: -

- a. To take reasonable care for their own health and safety and of other persons who may be affected by their activities.
- b. To comply with any duty or requirement imposed the Council or under any of the relevant statutory provision.
- c. To ensure Council equipment in their charge is properly maintained and correctly used.
- d. To identify and report hazards so that we can all contribute towards improving safety.

4. THE PARISH CLERK

It shall be the duty of the Parish Clerk to:

- a. Maintain a central record of notified accidents
- b. When an accident or hazardous incident occurs, to take any necessary immediate action to prevent a recurrence or further accident.
- c. To submit an accident report as soon as practicable to the Chairman and to the next meeting of the Council

5. CONTRACTORS

Contractors are required to have their own Health & Safety Policy and to carry out a risk assessment prior to the commencement of work.

APPENDIX M



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RETENTION OF DOCUMENTS POLICY 2026

This Retention of Documents Policy was adopted by the council at its meeting held on

19th February 2026.

1. Introduction

The Parish Council is required to retain paper and electronic data for a variety of reasons. There is a need to retain documentation for audit purposes, staff management, tax liabilities, and the eventuality of legal disputes and legal proceedings. Subject to these reasons for retaining documents, and as a basic starting point, papers and records will be securely destroyed if they are no longer of use or relevant.

2. Data Protection Act 1998

The Act gives individuals a general right of access to the personal data, which is held about them, either on computer or in a manual filing system. Whitwick Parish Council is a registered data controller with the Information Commissioner's Office.

3. Freedom of Information Act 2000

The 'FOI' Act gives a general right of access to information that is held by various public authorities – including local councils. This Council has adopted a Freedom of Information Publication Scheme.

4. Planning papers

North West Leicestershire District Council is the local planning authority and retains all planning documents in the Planning Register. All applications can be inspected at their offices or online at www.nwleics.gov.uk

Any copies of Local Plans and similar policy documents will be retained as long as they are in force.

5. Insurance policies.

All insurance policies will be kept for as long as it is possible for a claim to be made under them. Irrespective of how long policies and correspondence are retained, the Parish Council will keep a permanent record of insurance company names and policy numbers for all insured risks. Local councils, as employers, are required to retain certificates of insurance against liability for injury or disease to their employees arising out of their employment for a period of 40 years from the date on which the insurance is commenced or renewed.

6. Correspondence.

If related to audit matters, correspondence will be kept for the period specified in Annex A. Other correspondence will be retained for as long as it is useful and relevant.

7. Documentation relating to staff.

This will be kept securely and in accordance with the eight data protection principles contained in the Data Protection Act 1998. The principles provide that personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. However, even after an employment relationship has ended, the Parish Council will retain and access records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.

The time limits within which a claim (and any appeal) may be lodged against an employer at an employment tribunal are set out in the legislation that contains the employment right in question. The time for lodging a claim at an employment tribunal is usually measured from the date that the employment relationship ended, or the date of the act complained of. The most common time limit for lodging a claim at an employment tribunal is 3 months (for example a claim for unfair dismissal must be lodged at an employment tribunal within 3 months of the date of the termination of the employment contract) although 6 months applies in redundancy and equal pay claims.

8. Local/historical information.

The Local Government (Records) Act 1962 provides that parish councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use of such records.

9. Arrangements for the deposit, storage and management of documents.

Documents of local and or historical importance, if not retained and stored by the Parish Council, will be offered first to the Leicestershire County Record Office.

The Parish Council will implement a system of paper and electronic records management (including those records retained for audit purposes reviewed annually by a council's internal auditor). Such systems will ensure the storage and security of, access to and disposal of, both paper and electronic records.

10. Retention of documents for legal purposes.

Most legal proceedings are governed by the Limitation Act 1980 (as amended). The Act provides that legal claims may not be commenced after a specified period. The specified period varies, depending on the type of claim in question. The table below sets out the limitation periods for the different categories of claim. The reference to 'category' in the table refers to claims brought in respect of that category.

Category	Limitation Period
Negligence (and other 'Torts')	6 years
Defamation	1 year
Contract	6 years
Leases	12 years
Sums recoverable by statute	6 years
Personal Injury	3 years
To Recover Land	12 years
Rent	6 years

Where the limitation periods above are longer than other periods specified above, the documentation will be kept for the longer period specified. Regard should be had that some types of legal proceedings may fall within two or more categories.

In the case of playground inspections, the written records should be retained for at least 25 years in case of a claim following an incident involving a person who at the time of the incident was a minor.

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
▪ Minute books	Indefinite	Archive
▪ Scales of fees and charges	6 years	Management
▪ Receipt and payment account(s)	Indefinite	Archive
▪ Receipt books of all kinds	6 years	VAT and Audit
▪ Bank statements, including deposit/savings accounts	Last completed audit year	Audit
▪ Bank paying-in books	Last completed audit year	Audit
▪ Cheque book stubs	Last completed audit year	Audit
▪ Quotations and tenders	6 years	Limitation Act 1980 (as amended)
▪ Paid invoices	6 years	VAT
▪ Paid cheques	6 years	Limitation Act 1980 (as amended)
▪ VAT records	6 years	VAT
▪ Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
▪ Timesheets	Last completed audit year	Audit
▪ Salary details	12 years	Superannuation
▪ Insurance policies	While valid	Management

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
<ul style="list-style-type: none"> ▪ Certificates for Insurance against liability for employees 	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
<ul style="list-style-type: none"> ▪ Investments 	Indefinite	Audit, Management
<ul style="list-style-type: none"> ▪ Title deeds, leases, agreements, contracts 	Indefinite	Audit, Management
<ul style="list-style-type: none"> ▪ Members allowances register 	6 years	Tax, Limitation Act 1980 (as amended)
For Land, Property and Recreation Grounds		
<ul style="list-style-type: none"> ▪ application to hire ▪ lettings diaries ▪ copies of bills to hirers ▪ Licences for use of land 	6 years	VAT, Audit and Limitation Act 1980 (as amended)
<ul style="list-style-type: none"> ▪ Written records of playground inspections 	25 years	Limitation Act 1980 (as amended)
<ul style="list-style-type: none"> ▪ public liability insurance certificate 	25 years	Limitation Act 1980 (as amended)
For Allotments		
<ul style="list-style-type: none"> ▪ register and plans 	Indefinite	Audit, Management



*DRAFT MINUTES - These minutes are draft only, until approved by the next meeting of the Parish Council.

Property Management and General Purposes Meeting **Thursday 6th November 2025 7pm**

Meeting Date: 6th Nov 2025

Meeting Location: Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville, Leics LE67 5HB

Meeting Start Time: 7:04 PM

Meeting Close Time: 7.56 PM

Councillors Present:

- Cllr Anthony Barker (Chair), Cllr Audrey Barker, Cllr Andy Roach, Cllr Ray Woodward, Cllr P Casson.

Officers Present:

- Hollie Seager, Deputy Clerk

Public Attendees:

- 1 member of the public

25-329 APOLOGIES

Two apologies received:

Jacqui McNeice - illness.

Cllr P Moulton – District Councillor meeting.

RESOLVED: All members accepted and approved the apologies.

25-330 DECLARATIONS OF INTEREST

Cllr Anthony Barker declared a **registerable interest** in

- all matters relating to North West Leicestershire District Council as a District Councillor

Cllr Audrey Barker declared a **registerable interest**

- as a member of Whitwick Historical Group

Cllr Roach had nothing to declare.

Cllr Woodward declared a **registerable interest** as

- a member of Whitwick Historical Group
- in the Quarry Liaison Group
- Cllr R Woodward asked for a registerable interest as Director of Holly Hayes Wood to be removed as he has stepped down.

Cllr P Casson had nothing to declare.

25-331 PUBLIC PARTICIPATION SESSION

No comments from the public.

25-332 MINUTES – APPENDIX A

To approve and sign the minutes of the Property Maintenance and General Purposes Committee meeting held on Thursday 4th Sept 2025.

RESOLVED: Members resolved to accept the minutes as a true and accurate record.

Cllr R Woodward proposed. Cllr P Casson seconded. All voted. Carried.

LAND MATTERS UPDATE – King George’s Field

N.B. When acting as a charity trustee, it must always put the interest of the charity before the interests of the Parish Council

To receive and note the Deputy Clerk’s report for items below:

25-333 BIRD MOUTH FENCING – APPENDIX B

To approve the listed actions for the bird mouths fencing in the following areas:

1. Whitwick Park
2. Bridle Road
3. Walker Flats Allotments

RESOLVED: Members resolved to remove the bird mouth fencing at Whitwick Park. Retain and repair the bird mouth fencing at Bridle Road, using the good materials from Whitwick Park and to agree with Walkers Flats for them to maintain the bird mouth fencing at the allotments and add this into their management agreement as their maintenance cost.

Proposed Cllr Anthony Barker. Seconded Cllr R Woodward. All in favour. Carried.

25-334 WHITWICK PARK MEMORIAL GARDEN FENCING – APPENDIX C

To approve the installation of fencing on the left side of the memorial garden backing onto the toilet/tennis court area.

RESOLVED: Members resolved to install the security fencing to the left side of the memorial garden and plant holly bushes in front of them to mature to secure off the area.

Cllr Anthony Barker proposed. Cllr A Roach seconded. All voted. Carried.

25-335 TREE SURVEY - 2026

Upcoming tree survey Jan 2026.

Deputy clerk informed members that remedial works at priority level 2 needed to be completed within 12 months of the tree survey. As a PMGP committee we need to recommend to full council a yearly amount to put into the budget to create a Tree Maintenance fund.

RESOLVED: Members resolved to recommend to Full Council £3000 per year into a tree maintenance fund.

Cllr A Roach proposed. Cllr Audrey Barker seconded. All in favour. Carried.

25-336 TREES – WPC 005/006 ASHFORD ROAD/THOMAS ROAD OPEN SPACE – APPENDIX D

Members were presented the Deputy Clerk report based on the arborist report. On the back of the arborist advice, members agreed to follow the arborist advice.

Tindle tree care advice per tree on land WPC 005 & 006.

- Tree 2 – Goat Willow – REMOVE – too close to property boundary
- Tree 4 – Goat Willow – REMOVE
- Tree 6 - REMOVE – goat willow, boxed in, bordering neighbouring garages and not good specimen (directly next to 7)
- Tree 7 – REMOVE – goat willow, boxed in, bordering neighbouring garages and not good specimen (directly next to 6)
- Tree 8 – wild cherry, root heaved into oak tree – REMOVE
- Tree 9 – Goat Willow – reduce to 50%

5 trees to be removed and one to be reduced as per the above overview.

RESOLVED: Members resolved to follow the arborist advice as per the report.

Cllr A Roach proposed. Cllr R Woodward seconded. Cllr Anthony Barker abstained. Carried.

25-337 WINTER PLANTING SCHEME – APPENDIX E

To approve a small winter planting scheme.

With such good feedback from the summer one, we feel it is quite bare at the roundabout and at the mining wheel. A small winter planting scheme to be added. Will be in situ end November to April. Summer ones will then come end of May to October.

RESOLVED: Members resolved to install a small winter planting scheme.

Cllr R Woodward proposed. Cllr P Casson seconded. All voted. Carried.

25-338 BUDGET 2025 REVIEW – APPENDIX F

To receive and review Deputy Clerk report on projects that were added to this year's budget recommendations to full council to complete / start.

Received and noted by members.

25-339 BUDGET 2026

To discuss proposed maintenance and project budget and ideas for PMGP Committee for 2026, for the Deputy Clerk to obtain quotes and potential costs to bring to the January meeting for final approval and recommendation to Full Council.

- Picnic benches
- History boards – City of Dan, Memorial Garden
- Bowling green specialists
- Playground equipment – Whitwick Park and Holly Hayes
- Wooden entrance signs to village – there is currently no welcome to Whitwick sign on Spring Lane.
- Parish council branding / ownership signs
- Sign cleaning
- Painting of external park metal works
- Carr Hill Rock – play equipment
- Historical blue plaques around the village

25-340 DATE OF NEXT MEETING

Thursday 20th November 2025 7pm – FULL COUNCIL MEETING

Thursday 8th January 2026 7pm – PMGP MEETING – Cllr R Woodward has gave his apologies in advance of this meeting due to holiday.

25-341 FUTURE AGENDA ITEMS

To note that all future agenda items should be raised with the Parish Clerk for consideration.

Deputy Clerk informed members grounds maintenance contract will be coming up for renewal. Please bring to January meeting notes / ideas / improvements etc to add to the next contract.

Meeting closed 19.56pm.

Chairman's Signature:

Chairman Name:

Date Signed: