



Thursday 9th July 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 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 16th July 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:

- 1) Please visit www.whitwickpc.org
- 2) Contact our office team for a copy on 01530 459527
- 3) Email clerk@whitwickparishcouncil.gov.uk
- 4) Use this QR code



Sharon Kaye
Parish Clerk

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

Phone: 01530 459527 Email: clerk@whitwickparishcouncil.gov.uk Website: www.whitwickpc.org.uk

AGENDA

26-293 APOLOGIES - To approve apologies for absence.

26-294 DECLARATIONS OF INTEREST - To receive any declarations of interest, regarding any agenda item.

26-295 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

26-296 PUBLIC PARTICIPATION SESSION - To receive representation and questions from the public in respect of items of business on the agenda.

26-297 COUNTY COUNCILLOR REPORT - To receive a report from the County Councillor, if any.

26-298 DISTRICT COUNCILLOR'S REPORT - To receive reports from District Councillors, if any.

26-299 PLANNING APPLICATIONS - To comment on the latest planning applications from NWLDC, received as a consultee, including any applications received up to the meeting date.

Application 1 - Reference: 26/00753/FUL **Location:** 1 Robinson Road Whitwick Coalville Leicestershire LE67 5EZ **Proposal:** Erection of a detached outbuilding (Retrospective Application)

Application 2 - Reference: 26/00488/FUL **Location:** Coalville Rugby Club Hall Lane Whitwick LE67 5PF **Proposal:** Retrospective change of use of car park to allow motorcycle lessons and training and the continued siting of 8 storage containers for storage use (B8)

Application 3 - Reference: 26/00630/FUL **Location:** 65A Church Lane Whitwick Coalville Leicestershire LE67 5DN **Proposal:** Erection of one detached dwelling (retrospective - amended scheme)

26-300 GRANT APPLICATION – WOODSTOCK IN WHITWICK - To approve a grant application from Woodstock in Whitwick for their summer music festival – **APPENDIX A**

26-301 FINANCE – BANK BALANCES - To approve the month end reconciled bank balance figures for quarter 1, April, May and June 2026. – **APPENDIX B**

26-302 FINANCE – INCOME – To receive and note the receipts reports for quarter 1 April, May and June 2026 – **APPENDIX C**

26-303 FINANCE – EXPENSES - To receive and note the payment reports for quarter 1 April, May and June 2026 – **APPENDIX D**

26-304 FINANCE – PAYMENTS TO APPROVE - To approve the payments to be made for July 2026 - **APPENDIX E**

26-305 FINANCE – YEAR TO DATE BUDGET AND SPEND REVIEW - To consider the quarter 1 budget vs actual spend report – **APPENDIX F**

26-306 FINANCE – STATEMENT OF INTERNAL MONITORING QUARTER 1 FINANCE CHECKS - To receive and note the report regarding the quarter 1 April to June financial checks.

26-307 POLICIES – CIVIC PROTOCOL POLICY - To approve the updated Civic Protocol Policy – **APPENDIX G**

26-308 POLICIES – MEMORIAL POLICY – To approve the Memorial Policy – **APPENDIX H**

26-309 COMMUNITY PROJECTS – VEHICLE ACTIVATED SIGNS (VAS) - To note the latest data has been published on <https://whitwickpc.org.uk/news/>.

26-310 COMMUNITY PROJECTS – CCTV - To receive an update from the Parish Clerk.

26-311 POLICIES – CCTV - To approve the mobile CCTV policy - **APPENDIX I**

26-312 CYBER SECURITY – To receive an update from the Parish Clerk about cyber security and training.

26-313 COMMUNITY OFFICE – To review and comment on Community Office options – **APPENDIX J**

26-314 LOCAL PLAN - To receive an update from the Parish about the public consultation event.

26-315 COMMUNITY GOVERNANCE REVIEW

To receive an update from the Parish Clerk about the unparished area of Thringstone and the public consultation event.

26-316 LEGACY GRANT FUND

To review and agree current Council initiatives that may be applicable for a Legacy Grant Fund application.

26-317 PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE MEETING MINUTES

To receive and note the Property Management and General Purposes Committee meeting minutes from 7th May, 4th June and 2nd July 2026.

26-318 STAFFING COMMITTEE MEETING MINUTES - To receive and note the Staffing Committee meeting minutes from 5th June and 29th June 2026.

26-319 COUNCIL MEETING MINUTES – To approve the minutes of the Council meetings held on 21st May, 9th June, 18th June, 25th June 2026.

26-320 EXCLUSION OF PUBLIC AND PRESS - To approve the exclusion of the public for the next agenda items:

As the following agenda item includes confidential information it is likely to be considered with members of the public excluded from the meeting in accordance with The Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972 sections 100 and 102 for the reason that the nature of the business of the Parish Council is of a confidential nature.

26-321 STAFFING MATTERS - To receive a staffing report.

26-322 DATE OF NEXT COUNCIL MEETING - Thursday 17th September 2026 7pm Full Council meeting at Whitwick Park Hall.

26-323 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.

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**WHITWICK PARISH COUNCIL
GRANT AID APPLICATION**

APPENDIX A

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

Name of organisation or group:	Woodstock in Whitwick
Contact name:	[REDACTED]
Position within organisation:	Secretary
Address:	[REDACTED] [REDACTED] [REDACTED]
Postcode:	[REDACTED]
Email:	[REDACTED]
Phone number:	[REDACTED]
What are the aims and objectives of your organisation or group? (Continue on separate sheet if necessary)	Fundraising for local good causes and delivering community events which are accessible to all to promote community cohesion
When was your organisation or group established?	2002
Is your organisation a Registered Charity? If so, please give the Charity Number	No
Does your organisation or group have a constitution? If so, please provide a copy	Yes
Does your organisation or group have a bank account? If so, please provide a copy of the latest bank statements?	Yes
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?	We would like to ask for a donation towards costs for our annual music festival. This will be on August 22 nd 2026

(Continue on separate sheet if necessary)	
Who will benefit?	It will be accessible to all residents of the village and surrounding area. The money we raise will all go to local good causes
What is the total cost of the project or activity?	£7,000
How much are you asking the Parish Council for? (Up to £250)	£250
How will you raise the difference?	Fundraising, however, we have already ringfenced sufficient funds to be able to deliver the event
When do you expect to complete your project or activity?	August 22nd 2026

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

Having previously delivered many community events and this being the 24 th year of our event, we are confident that we can deliver another successful community event.

Please sign and date the form

Signed



Date 4/7/26

Please return this form, together your organisation's constitution and bank statements (if you have them) to:

The Parish Manager, Whitwick Parish Council, Community Office, 3A Market Street, Whitwick, Leics LE67 5DT

Or email to clerk@whitwickpc.org.uk

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Whitwick Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/04/2026		
	Cash in Hand 01/04/2026		371,927.43
	ADD Receipts 01/04/2026 - 30/04/2026		168,564.94
	SUBTRACT Payments 01/04/2026 - 30/04/2026		540,492.37
			26,728.49
	Cash in Hand 30/04/2026 (per Cash Book)		513,763.88
B	Cash in hand per Bank Statements		
	Petty Cash 30/04/2026	0.00	
	Current Unity 30/04/2026	275,454.11	
	Deposit Unity 30/04/2026	13,309.77	
	Investment CCLA 30/04/2026	225,000.00	
			513,763.88
	Less unrepresented payments		
			513,763.88
	Plus unrepresented receipts		
	Adjusted Bank Balance		513,763.88
	A = B Checks out OK		

Whitwick Parish Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 31/05/2026		
	Cash in Hand 01/04/2026		371,927.43
	ADD Receipts 01/04/2026 - 31/05/2026		171,669.70
	SUBTRACT Payments 01/04/2026 - 31/05/2026		53,298.60
	Cash in Hand 31/05/2026 (per Cash Book)		490,298.53
B	Cash in hand per Bank Statements		
	Petty Cash 31/05/2026	0.00	
	Current Unity 31/05/2026	251,293.50	
	Deposit Unity 31/05/2026	13,309.77	
	Investment CCLA 31/05/2026	225,695.26	
			490,298.53
	Less unrepresented payments		
			490,298.53
	Plus unrepresented receipts		
	Adjusted Bank Balance		490,298.53
	A = B Checks out OK		

Whitwick Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/06/2026		
	Cash in Hand 01/04/2026		371,927.43
	ADD Receipts 01/04/2026 - 30/06/2026		173,907.16
	SUBTRACT Payments 01/04/2026 - 30/06/2026		86,430.92
	Cash in Hand 30/06/2026 (per Cash Book)		459,403.67
B	Cash in hand per Bank Statements		
	Petty Cash 30/06/2026	0.00	
	Current Unity 30/06/2026	219,606.68	
	Deposit Unity 30/06/2026	13,374.48	
	Investment CCLA 30/06/2026	226,422.51	
			459,403.67
	Less unrepresented payments		
			459,403.67
	Plus unrepresented receipts		
	Adjusted Bank Balance		459,403.67
	A = B Checks out OK		

WPC Bank Statements Summary

received month end date 2026- 2027	Current	Int Rate Int Rate	Deposit Deposit	Interest Interest	Int Rate Int Rate	Investment Investment	Interest Interest	Int Rate Int Rate	TOTAL TOTAL
30/04/26	£275,454.11	0.00%	£13,309.77	£0.00	1.95%	£225,000.00	£715.44	3.74%	£513,763.88
31/05/26	£251,293.50	0.00%	£13,309.77	£0.00	1.95%	£225,695.26	£695.26	3.79%	£490,298.53
30/06/26	£219,606.68	0.00%	£13,374.48	£64.71	1.95%	£226,422.51	£727.25	3.83%	£459,403.67
31/07/26		0.00%		£0.00					£0.00
31/08/26		0.00%		£0.00					£0.00
30/09/26		0.00%		£0.00					£0.00
31/10/26		0.00%		£0.00					£0.00
30/11/26		0.00%		£0.00					£0.00
31/12/26		0.00%		£0.00					£0.00
31/01/27		0.00%		£0.00					£0.00
28/02/27		0.00%		£0.00					£0.00
31/03/27		0.00%		£0.00					£0.00
Year End - Interest received									
				£64.71					£2,137.95

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Whitwick Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2026 and 30-06-2026)

APPENDIX C

10 July 2026 (2026-2027)

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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

Code Number 1076 1076 Precept

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
21	24/04/2026	24042026	Precept Payment	Current Unity	DD	24042026 Precept Payment	North West Leicestershire District Cou	E	165,231.50		165,231.50
Subtotal for Code: 1076 Precept									£165,231.50		£165,231.50

Code Number 1100 1100 Bank Interest

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
3	28/04/2026	Investment Income	26-200-26	Current Unity	DD	Investment Income Mar26	CCLA Investment Management Limited	E	715.44		715.44
22	05/05/2026	30apr-31may26	26-200	Investment CCLA	BACS	1100 Bank Interest	CCLA Investment Management Limited	E	695.26		695.26
23	30/06/2026	1-30june26	26-302	Deposit Unity	BACS	1100 Bank Interest	Unity Bank	E	64.71		64.71
24	02/06/2026	31may-30jun26	26-302	Investment CCLA	BACS	1100 Bank Interest	CCLA Investment Management Limited	E	727.25		727.25
Subtotal for Code: 1100 Bank Interest									£2,202.66		£2,202.66

Code Number 1250 1250 Bowling Green and Pavilion Hire

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
2	02/04/2026	WPCINV26001	26-200	Current Unity	BACS	WPBC Rent 1apr-30sep26	Whitwick Park Bowls Club	E	1,100.00		1,100.00
Subtotal for Code: 1250 Bowling Green and Pavilion Hire									£1,100.00		£1,100.00

Code Number 1300 1300 Whitwick Park Hall Hire

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Customer	Vat Type	Net	Vat	Total
1	01/04/2026	WPCINV26003	26-200	Current Unity	BACS	MBV April 2026 Hire	Meadow Barn View	E	1,302.00		1,302.00
4	08/04/2026	WPCINV26002	26-200	Current Unity	BACS	Lucas 9may26 Hall Hire	One Off Hirer	E	72.00		72.00
5	09/04/2026	WPCINV26004	26-200	Current Unity	BACS	Cohen 10may26 Hall Hire	One Off Hirer	E	72.00		72.00
6	23/04/2026	WPCINV26005	26-200	Current Unity	BACS	Owens 16may26 Hall Hire	One Off Hirer	E	72.00		72.00
7	01/05/2026	WPCINV26006	26-200	Current Unity	BACS	MBV June 2026 Hire	Meadow Barn View	E	1,302.00		1,302.00
8	05/05/2026	WPCINV26007	26-200	Current Unity	BACS	Zaki 7jun26 Hall Hire	One Off Hirer	E	72.00		72.00
9	05/05/2026	WPCINV26009	26-200	Current Unity	BACS	Clayson 27jun26 Hall Hire	One Off Hirer	E	54.00		54.00
10	08/05/2026	WPCINV26010	26-200	Current Unity	BACS	Fisher 26jul26 Hall Hire	One Off Hirer	E	72.00		72.00
11	15/05/2026	WPCINV26011	26-200	Current Unity	BACS	Kaye 30may26 Hall Hire	Whitwick Parish Council	E	63.00		63.00
12	16/05/2026	WPCINV26012	26-200	Current Unity	BACS	Bardill 12sep26 Hall Hire	One Off Hirer	E	72.00		72.00
13	19/05/2026	WPCINV26013	26-200	Current Unity	CHQ224	Art Group Jun-Aug26 Hall Hire	Friday Art Group	E	504.00		504.00
14	19/05/2026	WPCINV26014	26-200	Current Unity	BACS	MBV June additional date x 1	Meadow Barn View	E	108.50		108.50
15	21/05/2026	WPCINV26015	26-200	Current Unity	BACS	Quetzal June Hall Hire	Quetzal	E	162.00		162.00
16	01/06/2026	WPCINV26016	26-302	Current Unity	BACS	MBV July 2026 Hall Hire	Meadow Barn View	E	1,193.50		1,193.50
17	05/06/2026	WPCINV26008	26-302	Current Unity	BACS	LCC Flood Event 18may26 Hall Hire	Leicestershire County Council	E	108.00		108.00
18	15/06/2026	WPCINV26017	26-302	Current Unity	BACS	McKeown 20jun26 Hire	One Off Hirer	E	54.00		54.00
19	15/06/2026	WPCINV26018	26-302	Current Unity	BACS	Breeze 9Aug26 Hire	One Off Hirer	E	54.00		54.00
20	25/06/2026	WPCINV26019	26-302	Current Unity	BACS	WFAS 29jul26 Hall Hire	Walker Flats Allotments Society	E	36.00		36.00
Subtotal for Code: 1300 Whitwick Park Hall Hire									£5,373.00		£5,373.00
Subtotal for Cost Centre: 1 Income									173,907.16		173,907.16

Whitwick Parish Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2026 and 30-06-2026)

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.

TOTALS

£173,907.16

£173,907.16

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Whitwick Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2026 and 30-06-2026)

APPENDIX D

10 July 2026 (2026-2027)

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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

Code Number 2 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
Subtotal for Cost Centre: 2 Salaries									29,440.22		29,440.22

Cost Centre 3 Administration

Code Number 4110 4110 Stationery / Postage / Consumables

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
17	30/04/2026	EXP26002	26-200	Current Unity	BACS	Clerk Expenses Silicone Spray & Posta	Whitwick Parish Council	E	2.73		2.73
53	29/06/2026	EXP26007	26-252	Current Unity	BACS	Postage Stamps	Whitwick Parish Council	E	14.56		14.56
74	29/06/2026	8054521	26-252	Current Unity	BACS	Paper Towels	ESPO	S	35.45	7.09	42.54
76	29/06/2026	8060492	26-252	Current Unity	BACS	Cleaning Products	ESPO	S	49.55	9.91	59.46
77	29/06/2026	gb618eg6abey	26-252	Current Unity	BACS	Replacement Ink Pad	Amazon Business	S	12.39	2.48	14.87
79	29/06/2026	EXP26009	26-252	Current Unity	BACS	EXP26009 Refreshments	Whitwick Parish Council	E	1.65		1.65
79	29/06/2026	EXP26009	26-252	Current Unity	BACS	EXP26009 Refreshments	Whitwick Parish Council	E	1.85		1.85
Subtotal for Code: 4110 Stationery / Postage / Consumables									£118.18	£19.48	£137.66

Code Number 4120 4120 Printing

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
13	30/04/2026	64011591	26-200	Current Unity	BACS	Printing A3 Annual Posters	NWLDC	S	0.83	0.17	1.00
44	28/05/2026	64011714	26-200	Current Unity	BACS	Annual Parish Posters	NWLDC	S	12.36	2.47	14.83
50	28/05/2026	64011793	26-200	Current Unity	BACS	A1 Flood Resilience Posters	NWLDC	S	3.88	0.78	4.66
Subtotal for Code: 4120 Printing									£17.07	£3.42	£20.49

Code Number 4130 4130 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
20	30/04/2026	Statement 164	26-200	Current Unity	DD	Bank Charges Mar26	Unity Bank	E	13.00		13.00
40	31/05/2026	Statement 165	26-200	Current Unity	DD	Bank Charges Apr26	Unity Bank	E	12.25		12.25
81	30/06/2026	May Bank Cha	26-252	Current Unity	DD	Bank Charges May26	Unity Bank	E	12.85		12.85
94	30/06/2026	CHQ 224 Deposited		Current Unity	DD	Cheque Deposit Fee	Unity Bank	E	0.40		0.40
Subtotal for Code: 4130 Bank Charges									£38.50		£38.50

Code Number 4150 4150 Parish Website

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
12	30/04/2026	33256	26-200	Current Unity	BACS	Website Hosting 5apr-4oct26	Aqueous UK Ltd	S	150.00	30.00	180.00
41	28/05/2026	33278	26-200	Current Unity	BACS	SSL Cert 19May26-18May27	Aqueous UK Ltd	S	48.00	9.60	57.60
Subtotal for Code: 4150 Parish Website									£198.00	£39.60	£237.60

Code Number 4170 4170 Office Equipment

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
11	30/04/2026	12527	26-200	Current Unity	BACS	Annual PAT Testing	Excel PAT Solutions	X	86.33		86.33
Subtotal for Code: 4170 Office Equipment									£86.33		£86.33

Whitwick Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2026 and 30-06-2026)

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 4180 4180 Software Licenses/Support

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
1	01/04/2026	INV-17260	26-200	Current Unity	DD	Software Accounts	Starboard Systems Limited t/a Scribe	S	78.00	15.60	93.60
14	30/04/2026	EXP26001	26-200	Current Unity	BACS	EXP26001 15xEmail Software	Whitwick Parish Council	S	151.20	30.24	181.44
30	01/05/2026	INV-18259	26-200	Current Unity	DD	Software Accounts	Starboard Systems Limited t/a Scribe	S	78.00	15.60	93.60
46	28/05/2026	GB-TI2602351	26-200	Current Unity	BACS	EXP26006 15xEmail Software	Whitwick Parish Council	S	151.20	30.24	181.44
62	01/06/2026	INV-18956	26-252	Current Unity	DD	Software Accounts	Starboard Systems Limited t/a Scribe	S	78.00	15.60	93.60
71	29/06/2026	EXP26011	26-252	Current Unity	BACS	EXP26011 15xEmail Software	Whitwick Parish Council	S	151.20	30.24	181.44
72	29/06/2026	EXP26012	26-252	Current Unity	BACS	Clerk Expenses - PDF Sam Software	Whitwick Parish Council	S	72.45	14.50	86.95
Subtotal for Code: 4180 Software Licenses/Support									£760.05	£152.02	£912.07

Code Number 4250 4250 Internet/Phone

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
29	24/04/2026	1655830	26-200	Current Unity	DD	Mobile Phone Charges Mar26	SCG Connect Ltd	S	25.94	5.19	31.13
42	26/05/2026	1668399	26-200	Current Unity	DD	Mobile Phone Charges Apr26	SCG Connect Ltd	S	25.94	5.19	31.13
69	24/06/2026	1680864	26-252	Current Unity	DD	Mobile Phone Charges May26	SCG Connect Ltd	S	25.94	5.19	31.13
Subtotal for Code: 4250 Internet/Phone									£77.82	£15.57	£93.39

Code Number 4310 4310 Subscriptions and Memberships

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
43	28/05/2026	19/5450	26-200	Current Unity	BACS	Membership Fee 26-27	LRALC Limited	E	1,482.31		1,482.31
Subtotal for Code: 4310 Subscriptions and Membe									£1,482.31		£1,482.31

Code Number 4320 4320 Insurance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
10	30/04/2026	554610791	26-200	Current Unity	BACS	CC Insurance Mar26-Jun26	James Hallam Council Guard	E	288.86	34.66	323.52
83	29/06/2026	SINV103420	26-252	Current Unity	BACS	HR & H&S Insurance	WorkNest Limited	X	136.26		136.26
83	29/06/2026	SINV103420	26-252	Current Unity	BACS	HR & H&S Insurance	WorkNest Limited	S	65.00	13.00	78.00
Subtotal for Code: 4320 Insurance									£490.12	£47.66	£537.78

Code Number 4340 4340 Professional Fees

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
70	29/06/2026	EXP26010	26-252	Current Unity	BACS	Eye Test DSE Regulations	Whitwick Parish Council	Z	30.00		30.00
73	29/06/2026	EXP26008	26-252	Current Unity	BACS	Eye Test DSE Regulations	Whitwick Parish Council	Z	35.00		35.00
82	29/06/2026	SINV103419	26-252	Current Unity	BACS	HR & H&S Support	WorkNest Limited	S	2,400.00	480.00	2,880.00
Subtotal for Code: 4340 Professional Fees									£2,465.00	£480.00	£2,945.00

Code Number 4390 4390 Other Administration Costs

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
79	29/06/2026	EXP26009	26-252	Current Unity	BACS	EXP26009 Refreshments	Whitwick Parish Council	S	0.87	0.18	1.05
Subtotal for Code: 4390 Other Administration Cost									£0.87	£0.18	£1.05
Subtotal for Cost Centre: 3 Administration									5,734.25	757.93	6,492.18

Cost Centre 4 Community Initiatives

Whitwick Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2026 and 30-06-2026)

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 4513 4513 Flood Action Plan

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
37	28/05/2026	0236182658	26-200	Current Unity	BACS	Flood Event Posters	Whitwick Parish Council	S	77.32	15.46	92.78
38	28/05/2026	EXP26005	26-200	Current Unity	BACS	Flood Action Plan Equipment	Whitwick Parish Council	S	5.42	1.08	6.50
38	28/05/2026	EXP26005	26-200	Current Unity	BACS	Flood Action Plan Equipment	Whitwick Parish Council	E	1.14		1.14
38	28/05/2026	EXP26005	26-200	Current Unity	BACS	Flood Action Plan Equipment	Whitwick Parish Council	E	3.30		3.30
Subtotal for Code: 4513 Flood Action Plan									£87.18	£16.54	£103.72

Code Number 4530 4530 Newsletter and Media

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
33	28/05/2026	7801	26-200	Current Unity	BACS	Community Voice Apr26	Latitude Printing t/a Community Voice	S	151.00	30.20	181.20
34	28/05/2026	7954	26-200	Current Unity	BACS	Community Voice May26	Latitude Printing t/a Community Voice	S	151.00	30.20	181.20
66	29/06/2026	8098	26-252	Current Unity	BACS	Community Voice Jun26	Latitude Printing t/a Community Voice	S	151.00	30.20	181.20
Subtotal for Code: 4530 Newsletter and Media									£453.00	£90.60	£543.60

Code Number 4540 4540 Community Events and Partnersh

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
15	30/04/2026	73969	26-200	Current Unity	BACS	APM Banners x 2	One Stop Promotions Ltd	S	69.64	13.93	83.57
18	30/04/2026	EXP26003	26-200	Current Unity	BACS	EXP26003 APM	Whitwick Parish Council	S	11.67	2.33	14.00
18	30/04/2026	EXP26003	26-200	Current Unity	BACS	EXP26003 APM	Whitwick Parish Council	Z	14.39		14.39
18	30/04/2026	EXP26003	26-200	Current Unity	BACS	EXP26003 APM	Whitwick Parish Council	S	2.65	0.53	3.18
Subtotal for Code: 4540 Community Events and P:									£98.35	£16.79	£115.14
Subtotal for Cost Centre: 4 Community Initiatives									638.53	123.93	762.46

Cost Centre 5 Community Office

Code Number 4200 4200 Electricity

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
5	22/04/2026	IV04314461	26-200	Current Unity	DD	Electric Charges 1jan-31mar26	SSE Energy Solutions	L	733.69	36.68	770.37
Subtotal for Code: 4200 Electricity									£733.69	£36.68	£770.37

Code Number 4212 4212 Water Charges

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
92	22/06/2026	wp-INV125987		Current Unity	BACS	Water Charges 1mar-1jun26	Water Plus	X	351.94		351.94
Subtotal for Code: 4212 Water Charges									£351.94		£351.94

Code Number 4220 4220 Business Rates

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
2	01/04/2026	299003476382	26-200	Current Unity	DD	Business Rates Office	North West Leicestershire District Cou	E	82.55		82.55
31	01/05/2026	299003476382	26-200	Current Unity	DD	Business Rates Office	NWLDC	E	78.00		78.00
63	01/06/2026	299003476382	26-252	Current Unity	DD	Business Rates Office	NWLDC	X	78.00		78.00
Subtotal for Code: 4220 Business Rates									£238.55		£238.55

Code Number 4251 4251 Internet/Phone

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
19	30/04/2026	256723614	26-200	Current Unity	DD	Phone& Broadband Mar26	Utility Warehouse	S	46.87	9.37	56.24

Whitwick Parish Council

10 July 2026 (2026-2027)

Listing of Payments in each Code for All Cost Centres**(Between 01-04-2026 and 30-06-2026)***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.*

52	29/05/2026	258786229	26-200	Current Unity	DD	Phone & Broadband Apr26	Utility Warehouse	S	45.60	9.12	54.72
80	30/06/2026	260860001	26-252	Current Unity	DD	Phone & Broadband May26	Utility Warehouse	S	44.21	8.84	53.05
Subtotal for Code: 4251 Internet/Phone									£136.68	£27.33	£164.01
Subtotal for Cost Centre: 5 Community Office									1,460.86	64.01	1,524.87

Cost Centre 6 Park Hall**Code Number 4201 4201 Electricity**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
4	21/04/2026	IV04308202	26-200	Current Unity	DD	Electric Charges 1jan-31mar26	SSE Energy Solutions	L	1,149.04	57.45	1,206.49
Subtotal for Code: 4201 Electricity									£1,149.04	£57.45	£1,206.49

Code Number 4210 4210 Water Charges

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
65	15/06/2026	wp-INV125691	26-252	Current Unity	DD	Water Charges 27feb-27may26	Water Plus	X	916.14		916.14
Subtotal for Code: 4210 Water Charges									£916.14		£916.14

Code Number 4221 4221 Business Rates

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
3	01/04/2026	299003758695	26-200	Current Unity	DD	Business Rates Park Hall	North West Leicestershire District Cou	E	115.60		115.60
32	01/05/2026	299003758695	26-200	Current Unity	DD	Business Rates Park Hall	NWLDC	E	120.00		120.00
64	01/06/2026	299003758695	26-252	Current Unity	DD	Business Rates Park Hall	NWLDC	X	120.00		120.00
Subtotal for Code: 4221 Business Rates									£355.60		£355.60

Code Number 4252 4252 Internet/Phone

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
29	24/04/2026	1655830	26-200	Current Unity	DD	Mobile Phone Charges Mar26	SCG Connect Ltd	S	12.97	2.59	15.56
42	26/05/2026	1668399	26-200	Current Unity	DD	Mobile Phone Charges Apr26	SCG Connect Ltd	S	12.97	2.59	15.56
69	24/06/2026	1680864	26-252	Current Unity	DD	Mobile Phone Charges May26	SCG Connect Ltd	S	12.97	2.59	15.56
Subtotal for Code: 4252 Internet/Phone									£38.91	£7.77	£46.68

Code Number 4311 4311 Subscriptions and Memberships

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
48	28/05/2026	64011767	26-200	Current Unity	BACS	Premises Licence Fee	NWLDC	X	70.00		70.00
51	28/05/2026	SIN3357977	26-200	Current Unity	BACS	PPL PRS Music License	PPL PRS Ltd	S	346.80	69.36	416.16
Subtotal for Code: 4311 Subscriptions and Membe									£416.80	£69.36	£486.16

Code Number 4420 4420 Consumables

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
9	30/04/2026	8006538	26-200	Current Unity	BACS	WPH Cleaning Supplies	ESPO	S	60.80	12.16	72.96
45	28/05/2026	GB602174XH1	26-200	Current Unity	BACS	Ant Traps for Park Hall	Amazon Business	S	11.91	2.38	14.29
75	29/06/2026	8054480	26-252	Current Unity	BACS	WPH Replacement Hand Towels	ESPO	S	47.90	9.58	57.48
Subtotal for Code: 4420 Consumables									£120.61	£24.12	£144.73

Code Number 4450 4450 Boiler Servicing

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
36	28/05/2026	92332	26-200	Current Unity	BACS	Annual Heat Pump Service	Rudkin & Herbert Ltd	S	200.00	40.00	240.00

Whitwick Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2026 and 30-06-2026)

10 July 2026 (2026-2027)

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Subtotal for Code:	4450 Boiler Servicing	£200.00	£40.00	£240.00
Subtotal for Cost Centre:	6 Park Hall	3,197.10	198.70	3,395.80

Cost Centre 7 Pavilion and Other Buildings

Code Number 4202 4202 Electricity

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
6	22/04/2026	IV04315258	26-200	Current Unity	DD	Electric Charges 1jan-31mar26	SSE Energy Solutions	L	608.67	30.43	639.10
Subtotal for Code: 4202 Electricity									£608.67	£30.43	£639.10

Code Number 4462 4462 Repairs and Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
8	30/04/2026	33066	26-200	Current Unity	BACS	Whitwick Park Toilet Locks	Locks2U Locksmiths	S	616.92	123.38	740.30
78	29/06/2026	10319	26-252	Current Unity	BACS	Bowling Green Electric Works	Leisure Electrical Services	C	344.22		344.22
Subtotal for Code: 4462 Repairs and Maintenance									£961.14	£123.38	£1,084.52
Subtotal for Cost Centre: 7 Pavilion and Other Buildings									1,569.81	153.81	1,723.62

Cost Centre 9 Allotments

Code Number 4470 4470 Annual Lease

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
39	28/05/2026	36200119	26-200	Current Unity	BACS	TRAS Rent 25mar26-28sep26	Wyggeston Hospital	E	300.00		300.00
Subtotal for Code: 4470 Annual Lease									£300.00		£300.00
Subtotal for Cost Centre: 9 Allotments									300.00		300.00

Cost Centre 10 Grounds Maintenance

Code Number 4710 4710 Grounds Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
16	30/04/2026	1420	26-200	Current Unity	BACS	March Grounds Maintenance	JR Landscaping & Grounds Maintenan	S	10,968.05	2,193.61	13,161.66
35	28/05/2026	1426	26-200	Current Unity	BACS	April Grounds Maintenance	JR Landscaping & Grounds Maintenan	S	10,968.05	2,193.61	13,161.66
67	29/06/2026	1427	26-252	Current Unity	BACS	Mays Ground Maintenance	JR Landscaping & Grounds Maintenan	S	10,967.50	2,193.50	13,161.00
93	29/06/2026	1427		Current Unity	BACS	INVOICE 1427 ADDITIONAL	JR Landscaping & Grounds Maintenan	S	0.55	0.11	0.66
Subtotal for Code: 4710 Grounds Maintenance									£32,904.15	£6,580.83	£39,484.98

Code Number 4740 4740 Tree Inspection / Surveys

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
68	29/06/2026	100446113	26-252	Current Unity	BACS	Tree Survey 2026	Leicestershire County Council	S	3,215.00	643.00	3,858.00
Subtotal for Code: 4740 Tree Inspection / Surveys									£3,215.00	£643.00	£3,858.00
Subtotal for Cost Centre: 10 Grounds Maintenance									36,119.15	7,223.83	43,342.98

Cost Centre 12 Land

Code Number 4465 4465 Repairs and Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
17	30/04/2026	EXP26002	26-200	Current Unity	BACS	Clerk Expenses Silicone Spray & Posta	Whitwick Parish Council	S	5.65	1.13	6.78

Whitwick Parish Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2026 and 30-06-2026)

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49	28/05/2026	75311	26-200	Current Unity	BACS	Replacement Flag	One Stop Promotions Ltd	S	85.00	17.00	102.00	
							Subtotal for Code:	4465 Repairs and Maintenance	£90.65	£18.13	£108.78	
							Subtotal for Cost Centre:	12 Land	90.65	18.13	108.78	
									TOTALS	£78,550.57	£8,540.34	£87,090.91

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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
		29/06/2026 - 29/06/2026				Confidential			10,293.46		10,293.46
92		22/06/2026	26-304	Current Unity	BACS	Water Charges 1mar-1jun26	Water Plus		351.94		351.94
93		29/06/2026	26-304	Current Unity	BACS	INVOICE 1427 ADDITIONAL	JR Landscaping & Grounds Maintenance		0.55	0.11	0.66
94		30/06/2026	26-304	Current Unity	DD	Cheque Deposit Fee	Unity Bank		0.40		0.40
95		01/07/2026	26-304	Current Unity	DD	Software Accounts	Starboard Systems Limited t/a Scribe accounts		78.00	15.60	93.60
96		01/07/2026	26-304	Current Unity	DD	Business Rates Park Hall	NWLDC		120.00		120.00
97		01/07/2026	26-304	Current Unity	DD	Business Rates Office	NWLDC		78.00		78.00
98		01/07/2026	26-304	Current Unity	BACS	Stationery	ESPO		58.10	11.62	69.72
99		09/07/2026	26-304	Current Unity	BACS	Lease Legal Fees	Crane and Walton Solicitors		166.67	33.33	200.00
100		01/07/2026	26-304	Current Unity	BACS	June Ground Maintenance	JR Landscaping & Grounds Maintenance		10,968.05	2,193.61	13,161.66
101		17/07/2026	26-304	Current Unity	BACS	Summer Planter Scheme	G Burley & Sons Ltd		9,986.00	1,997.20	11,983.20
102		03/07/2026	26-304	Current Unity	BACS	Laptop Repairs	The Coalville Computer Nerd		66.67	13.33	80.00
103		09/07/2026	26-304	Current Unity	BACS	Replacement Laptop	Whitwick Parish Council		514.16	102.83	616.99
104		06/07/2026	26-304	Current Unity	BACS	Postage Charge	Whitwick Parish Council		3.80		3.80
105		21/07/2026	26-304	Current Unity	DD	Electric Charges 1apr-30jun26	SSE Energy Solutions		755.93	37.80	793.73
106		17/07/2026	26-304	Current Unity	BACS	July 26 Community Voice Ad	Latitude Printing t/a Community Voice		151.00	30.20	181.20
107		22/07/2026	26-304	Current Unity	DD	Electricity 1apr-30jun26	SSE Energy Solutions		807.78	40.39	848.17
108		22/07/2026	26-304	Current Unity	DD	Electricity 1apr-30jun26	SSE Energy Solutions		544.05	27.20	571.25
109		17/07/2026	26-304	Current Unity	BACS	Minute Taking Online Course	Hampshire Association of Local Councils Ltd		30.00	6.00	36.00
110		31/07/2026	26-304	Current Unity	DD	Phone & Broadband Jul26	Utility Warehouse		47.14	9.43	56.57
111		17/07/2026	26-304	Current Unity	BACS	Redeployable CCTV Camera	Rapid Vision Systems Ltd		6,865.00	1,373.00	8,238.00
112		24/07/2026	26-304	Current Unity	DD	Mobile phone charges July26	SCG Connect Ltd		38.91	7.78	46.69
113		13/07/2026	26-304	Current Unity	BACS	Door handle, gutters, window cle	Screwfix		34.59	6.93	41.52
114		17/07/2026	26-304	Current Unity	BACS	Paint brush and paint	Screwfix		35.48	7.10	42.58
115		17/07/2026	26-304	Current Unity	BACS	Anti Climb Paint Signs	Screwfix		8.32	1.66	9.98
116		17/07/2026	26-304	Current Unity	BACS	CCTV Signs	Screwfix		23.30	4.66	27.96
117		17/07/2026	26-304	Current Unity	BACS	2 x Staple Removers	Amazon Business		3.06	0.62	3.68
118		17/07/2026	26-304	Current Unity	BACS	Ant Killer Bait Stations	Amazon Business		15.82	3.16	18.98
119		31/07/2026	26-304	Current Unity	DD	Bank Charges Jun26	Unity Bank		12.55		12.55
120		17/07/2026	26-304	Current Unity	BACS	A1 Poster Board With Base	Amazon Business		65.41	13.08	78.49
121		17/07/2026	26-304	Current Unity	BACS	A1 Poster Board A Frame	Amazon Business		45.00	9.00	54.00
122		17/07/2026	26-304	Current Unity	BACS	EXP26017 15 x Email Software M	Whitwick Parish Council		151.20	30.24	181.44
123		17/07/2026	26-304	Current Unity	BACS	Remembrance Day Wool	LoveCrafts Group Limited		34.67	6.93	41.60

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
Total									42,355.01	5,982.81	48,337.82

Prepared by:

Date:

Name and Role

Approved by:

Date:

Name and Role

Approved by:

Date:

Name and Role

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Whitwick Parish Council
Summary of Receipts and Payments

16 July 2026 (2026-2027)

APPENDIX F-1

All Cost Centres and Codes (Between 01/04/2026 and 30/06/2026)

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

1 Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1050	1050 VAT Refund							(N/A)
1076	1076 Precept	330,463.00	165,231.50	-165,231.50				-165,231.50 (-50%)
1090	1090 Grants/Donations Received							(N/A)
1100	1100 Bank Interest	9,000.00	2,202.66	-6,797.34				-6,797.34 (-75%)
1200	1200 Allotment Income / Thornb	1,040.00		-1,040.00				-1,040.00 (-100%)
1205	1205 Allotment Inc / Walkers Flats	572.00		-572.00				-572.00 (-100%)
1250	1250 Bowling Green and Pavilion Hire	1,100.00	1,100.00					(0%)
1300	1300 Whitwick Park Hall Hire	18,000.00	5,373.00	-12,627.00				-12,627.00 (-70%)
1350	1350 Other Income							(N/A)
SUB TOTAL		360,175.00	173,907.16	-186,267.84				-186,267.84 (-51%)

2 Salaries

Salaries		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
SUB TOTAL					130,870.00	29,440.22	101,429.78	101,429.78 (77%)

3 Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4110	4110 Stationery / Postage / Consumables				1,000.00	118.18	881.82	881.82 (88%)
4120	4120 Printing				250.00	17.07	232.93	232.93 (93%)
4130	4130 Bank Charges				200.00	38.50	161.50	161.50 (80%)
4150	4150 Parish Website				400.00	198.00	202.00	202.00 (50%)
4160	4160 Mapping Software (Parish Online)				200.00		200.00	200.00 (100%)
4170	4170 Office Equipment				2,000.00	86.33	1,913.67	1,913.67 (95%)
4180	4180 Software Licenses/Support				4,000.00	760.05	3,239.95	3,239.95 (81%)
4250	4250 Internet/Phone				1,200.00	77.82	1,122.18	1,122.18 (93%)
4310	4310 Subscriptions and Memberships				1,950.00	1,482.31	467.69	467.69 (23%)
4320	4320 Insurance				14,000.00	490.12	13,509.88	13,509.88 (96%)
4330	4330 Audit				2,000.00		2,000.00	2,000.00 (100%)
4335	4335 GDPR				1,000.00		1,000.00	1,000.00 (100%)
4340	4340 Professional Fees				2,000.00	2,465.00	-465.00	-465.00 (-23%)
4350	4350 Staff Training				2,000.00		2,000.00	2,000.00 (100%)
4360	4360 Councillors Training				750.00		750.00	750.00 (100%)
4370	4370 Staff Recruitment				200.00		200.00	200.00 (100%)
4380	4380 Election Costs							(N/A)
4390	4390 Other Administration Costs					0.87	-0.87	-0.87 (N/A)
SUB TOTAL					33,150.00	5,734.25	27,415.75	27,415.75 (82%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/06/2026)

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4 Community Initiatives

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4510	4510 VAS Scheme					-550.00	550.00	550.00 (N/A)
4511	4511 VAS Compliance				250.00		250.00	250.00 (100%)
4512	4512 Defibrillators				2,500.00		2,500.00	2,500.00 (100%)
4513	4513 Flood Action Plan				500.00	87.18	412.82	412.82 (82%)
4514	4514 CCTV				4,000.00		4,000.00	4,000.00 (100%)
4515	4515 Air Quality Monitoring							(N/A)
4520	4520 Grit Bin Provision							(N/A)
4525	4525 Benches							(N/A)
4530	4530 Newsletter and Media				2,000.00	453.00	1,547.00	1,547.00 (77%)
4540	4540 Community Events and Pa					98.35	-98.35	-98.35 (N/A)
4541	4541 Remembrance Event				1,000.00		1,000.00	1,000.00 (100%)
4542	4542 Christmas Lights				3,000.00		3,000.00	3,000.00 (100%)
4550	4550 Community Grant Scheme				2,000.00		2,000.00	2,000.00 (100%)
4560	4560 Other Community Projects							(N/A)
SUB TOTAL					15,250.00	88.53	15,161.47	15,161.47 (99%)

5 Community Office

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4200	4200 Electricity				3,000.00	733.69	2,266.31	2,266.31 (75%)
4212	4212 Water Charges				750.00	351.94	398.06	398.06 (53%)
4220	4220 Business Rates				1,100.00	238.55	861.45	861.45 (78%)
4251	4251 Internet/Phone				1,100.00	136.68	963.32	963.32 (87%)
4260	4260 Fire Extinguisher Servicing				200.00		200.00	200.00 (100%)
4270	4270 Security Servicing				200.00		200.00	200.00 (100%)
4280	4280 PAT Testing				100.00		100.00	100.00 (100%)
4460	4460 Repairs and Maintenance				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					7,450.00	1,460.86	5,989.14	5,989.14 (80%)

6 Park Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4201	4201 Electricity				4,000.00	1,149.04	2,850.96	2,850.96 (71%)
4210	4210 Water Charges				2,000.00	916.14	1,083.86	1,083.86 (54%)
4221	4221 Business Rates				1,500.00	355.60	1,144.40	1,144.40 (76%)
4252	4252 Internet/Phone				600.00	38.91	561.09	561.09 (93%)
4261	4261 Fire Extinguisher Servicing				200.00		200.00	200.00 (100%)
4271	4271 Security Servicing				100.00		100.00	100.00 (100%)
4281	4281 PAT Testing				50.00		50.00	50.00 (100%)
4311	4311 Subscriptions and Member				100.00	416.80	-316.80	-316.80 (-316%)
4410	4410 Waste Collection							(N/A)
4420	4420 Consumables				700.00	120.61	579.39	579.39 (82%)
4430	4430 Electrical Certificate							(N/A)
4440	4440 Sewer Pump Servicing				500.00		500.00	500.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/06/2026)

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

4450	4450 Boiler Servicing	250.00	200.00	50.00	50.00 (20%)
4461	4461 Repairs and Maintenance	1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL		11,500.00	3,197.10	8,302.90	8,302.90 (72%)

7 Pavilion and Other Buildings

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4202	4202 Electricity				3,000.00	608.67	2,391.33	2,391.33 (79%)
4211	4211 Water Charges				2,500.00		2,500.00	2,500.00 (100%)
4262	4262 Fire Extinguisher Servicing				50.00		50.00	50.00 (100%)
4282	4282 PAT Testing				50.00		50.00	50.00 (100%)
4462	4462 Repairs and Maintenance				2,500.00	961.14	1,538.86	1,538.86 (61%)
4480	4480 Other Running Costs							(N/A)
SUB TOTAL					8,100.00	1,569.81	6,530.19	6,530.19 (80%)

8 Railway Station Building

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4283	4283 PAT Testing				20.00		20.00	20.00 (100%)
4451	4451 Boiler Servicing				100.00		100.00	100.00 (100%)
4463	4463 Repairs and Maintenance				1,000.00		1,000.00	1,000.00 (100%)
4490	4490 Repairs and Renewals Fur							(N/A)
SUB TOTAL					1,120.00		1,120.00	1,120.00 (100%)

9 Allotments

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4464	4464 Repairs and Maintenance							(N/A)
4470	4470 Annual Lease				600.00	300.00	300.00	300.00 (50%)
4570	4570 Grants Paid Th Road				520.00		520.00	520.00 (100%)
4575	4575 Grants Paid W Flats				300.00		300.00	300.00 (100%)
SUB TOTAL					1,420.00	300.00	1,120.00	1,120.00 (78%)

10 Grounds Maintenance

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4312	4312 Subscriptions and Member							(N/A)
4710	4710 Grounds Maintenance				132,000.00	32,904.15	99,095.85	99,095.85 (75%)
4715	4715 Grass Cutting/Strimming							(N/A)
4720	4720 Litter Pick/Bin Emptying							(N/A)
4725	4725 Shrubs / Flower Displays							(N/A)
4730	4730 Park Ranger Service							(N/A)
4735	4735 Playground Insp / Mainten							(N/A)
4736	4736 Bowling Green							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 30/06/2026)

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

4737	4737 Other Grounds Maintenance				(N/A)
4740	4740 Tree Inspection / Surveys	3,215.00	3,215.00		(0%)
4741	4741 Tree Maintenance	5,000.00		5,000.00	5,000.00 (100%)
4743	4743 Tree Planting				(N/A)
SUB TOTAL		140,215.00	36,119.15	104,095.85	104,095.85 (74%)

12 Land

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4465	4465 Repairs and Maintenance				1,000.00	90.65	909.35	909.35 (90%)
4600	4600 Play Equipment				7,000.00		7,000.00	7,000.00 (100%)
SUB TOTAL					8,000.00	90.65	7,909.35	7,909.35 (98%)

13 Parish Projects

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
4610	4610 Open Spaces Signage							(N/A)
4620	4620 Park Entrance Improvement				2,000.00		2,000.00	2,000.00 (100%)
4630	4630 New Projects				4,000.00		4,000.00	4,000.00 (100%)
4631	4631 Remembrance Garden							(N/A)
4632	4632 Planters Scheme				8,000.00		8,000.00	8,000.00 (100%)
4633	4633 Community Building				20,000.00		20,000.00	20,000.00 (100%)
4635	4635 Climate Change Action Fund							(N/A)
4640	4640 Fencing - New and repairs				500.00		500.00	500.00 (100%)
4650	4650 Projects with Grants/Donations							(N/A)
4660	4660 Match Funding				10,000.00		10,000.00	10,000.00 (100%)
SUB TOTAL					44,500.00		44,500.00	44,500.00 (100%)

14 Earmarked Reserves

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
330	330 EMR Elections							(N/A)
331	331 EMR Casual Elections							(N/A)
332	332 EMR Capital Projects							(N/A)
333	333 EMR Community Benches							(N/A)
334	334 EMR Whitwick Park Improvement							(N/A)
335	335 EMR Grit Bins							(N/A)
336	336 EMR Community Initiatives							(N/A)
337	337 EMR Park Hall Renewal & Improvement							(N/A)
338	338 EMR Railway Station Building							(N/A)
339	339 EMR Land Repair & Renewal							(N/A)
340	340 EMR Fencing							(N/A)
341	341 EMR Poppies on Lampposts							(N/A)
342	342 EMR Pavilion Repair & Renewal							(N/A)
343	343 EMR Community Office							(N/A)
344	344 EMR Community Projects							(N/A)

Whitwick Parish Council
Summary of Receipts and Payments

16 July 2026 (2026-2027) **30**

All Cost Centres and Codes (Between 01/04/2026 and 30/06/2026)

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

345	345 EMR GDPR/Website	(N/A)
346	346 EMR Professional Fees	(N/A)
347	347 EMR Trees	(N/A)
348	348 EMR Open Spaces Signage	(N/A)
349	349 EMR Christmas Lights	(N/A)
350	350 EMR Allotments Repairs & F	(N/A)
351	351 EMR Riparian OS Flood Ris	(N/A)
352	352 EMR Climate Change Actior	(N/A)
353	353 EMR Defibrillators	(N/A)
SUB TOTAL		(N/A)

Summary

NET TOTAL	360,175.00	173,907.16	-186,267.84	401,575.00	78,000.57	323,574.43	137,306.59
V.A.T.					8,430.34		
GROSS TOTAL		173,907.16			86,430.91		

Whitwick Parish Council - Quarter 1
(01/04/2026 to 30/06/2026 - All Cost Centres and Codes)

APPENDIX F-2

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
1 Income						
1050 1050 VAT Refund			(N/A)			(N/A)
1076 1076 Precept	165,231.50	165,231.50	(0%)			(N/A)
1090 1090 Grants/Donations Received			(N/A)			(N/A)
1100 1100 Bank Interest	2,250.00	2,202.66	-47.34 (-2%)			(N/A)
1200 1200 Allotment Income / Thornbor	259.97		-259.97 (N/A)			(N/A)
1205 1205 Allotment Inc / Walkers Flats	142.97		-142.97 (N/A)			(N/A)
1250 1250 Bowling Green and Pavilion Hire	1,100.00	1,100.00	(0%)			(N/A)
1300 1300 Whitwick Park Hall Hire	4,500.00	5,373.00	873.00 (19%)			(N/A)
1350 1350 Other Income			(N/A)			(N/A)
Sub Total for 1 Income	173,484.44	173,907.16	422.72 (0%)			(N/A)
10 Grounds Maintenance						
4312 4312 Subscriptions and Memberships			(N/A)			(N/A)
4710 4710 Grounds Maintenance			(N/A)	33,000.00	32,904.15	95.85 (0%)
4715 4715 Grass Cutting/Strimming			(N/A)			(N/A)
4720 4720 Litter Pick/Bin Emptying			(N/A)			(N/A)
4725 4725 Shrubs / Flower Displays			(N/A)			(N/A)
4730 4730 Park Ranger Service			(N/A)			(N/A)
4735 4735 Playground Insp / Maintenance / Sw			(N/A)			(N/A)
4736 4736 Bowling Green			(N/A)			(N/A)
4737 4737 Other Grounds Maintenance Works			(N/A)			(N/A)
4740 4740 Tree Inspection / Surveys			(N/A)	3,215.00	3,215.00	(0%)
4741 4741 Tree Maintenance			(N/A)	1,249.97		1,249.97 (N/A)
4743 4743 Tree Planting			(N/A)			(N/A)
Sub Total for 10 Grounds Maintenance			(N/A)	37,464.97	36,119.15	1,345.82 (3%)
12 Land						
4465 4465 Repairs and Maintenance			(N/A)	250.03	90.65	159.38 (63%)
4600 4600 Play Equipment			(N/A)	1,750.03		1,750.03 (N/A)
Sub Total for 12 Land			(N/A)	2,000.06	90.65	1,909.41 (95%)
13 Parish Projects						
4610 4610 Open Spaces Signage			(N/A)			(N/A)
4620 4620 Park Entrance Improvements			(N/A)	499.97		499.97 (N/A)
4630 4630 New Projects			(N/A)	1,000.03		1,000.03 (N/A)
4631 4631 Remembrance Garden			(N/A)			(N/A)
4632 4632 Planters Scheme			(N/A)	7,000.00		7,000.00 (N/A)
4633 4633 Community Building			(N/A)			(N/A)
4635 4635 Climate Change Action Fund			(N/A)			(N/A)
4640 4640 Fencing - New and repairs			(N/A)	124.97		124.97 (N/A)
4650 4650 Projects with Grants/Donations			(N/A)			(N/A)
4660 4660 Match Funding			(N/A)			(N/A)
Sub Total for 13 Parish Projects			(N/A)	8,624.97		8,624.97 (N/A)
14 Earmarked Reserves						
330 330 EMR Elections			(N/A)			(N/A)
331 331 EMR Casual Elections			(N/A)			(N/A)
332 332 EMR Capital Projects			(N/A)			(N/A)
333 333 EMR Community Benches			(N/A)			(N/A)
334 334 EMR Whitwick Park Improvements			(N/A)			(N/A)
335 335 EMR Grit Bins			(N/A)			(N/A)
336 336 EMR Community Initiatives			(N/A)			(N/A)
337 337 EMR Park Hall Renewal & Repair			(N/A)			(N/A)
338 338 EMR Railway Station Building			(N/A)			(N/A)
339 339 EMR Land Repair & Renewal			(N/A)			(N/A)
340 340 EMR Fencing			(N/A)			(N/A)
341 341 EMR Poppies on Lampposts			(N/A)			(N/A)
342 342 EMR Pavilion Repair & Renewals			(N/A)			(N/A)
343 343 EMR Community Office			(N/A)			(N/A)

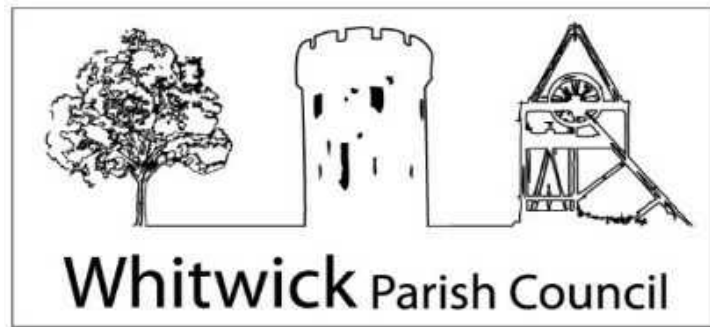
Whitwick Parish Council - Quarter 1
(01/04/2026 to 30/06/2026 - All Cost Centres and Codes)

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
344 344 EMR Community Projects			(N/A)			(N/A)
345 345 EMR GDPR/Website			(N/A)			(N/A)
346 346 EMR Professional Fees			(N/A)			(N/A)
347 347 EMR Trees			(N/A)			(N/A)
348 348 EMR Open Spaces Signage			(N/A)			(N/A)
349 349 EMR Christmas Lights			(N/A)			(N/A)
350 350 EMR Allotments Repairs & Re			(N/A)			(N/A)
351 351 EMR Riparian OS Flood Risk			(N/A)			(N/A)
352 352 EMR Climate Change Action I			(N/A)			(N/A)
353 353 EMR Defibrillators			(N/A)			(N/A)
Sub Total for 14 Earmarked Reserves			(N/A)			(N/A)
2 Salaries						
4000 4000 Staff Salaries			(N/A)	25,801.22	19,156.30	6,644.92(25%)
4040 4040 NI & Tax			(N/A)	2,947.97	6,384.29	-3,436.32(-116%)
4050 4050 Pension			(N/A)	3,218.25	3,789.63	-571.38(-17%)
4055 4055 Other Employment Costs			(N/A)	750.00	110.00	640.00(85%)
Sub Total for 2 Salaries			(N/A)	32,717.44	29,440.22	3,277.22(10%)
3 Administration						
4110 4110 Stationery / Postage / Consu			(N/A)	250.03	118.18	131.85(52%)
4120 4120 Printing			(N/A)	62.53	17.07	45.46(72%)
4130 4130 Bank Charges			(N/A)	49.97	38.50	11.47(22%)
4150 4150 Parish Website			(N/A)	100.03	198.00	-97.97(-97%)
4160 4160 Mapping Software (Parish O			(N/A)	49.97		49.97(N/A)
4170 4170 Office Equipment			(N/A)	499.97	86.33	413.64(82%)
4180 4180 Software Licenses/Support			(N/A)	1,000.03	760.05	239.98(24%)
4250 4250 Internet/Phone			(N/A)	300.00	77.82	222.18(74%)
4310 4310 Subscriptions and Members			(N/A)	487.50	1,482.31	-994.81(-204%)
4320 4320 Insurance			(N/A)	3,499.97	490.12	3,009.85(86%)
4330 4330 Audit			(N/A)	499.97		499.97(N/A)
4335 4335 GDPR			(N/A)	250.03		250.03(N/A)
4340 4340 Professional Fees			(N/A)	499.97	2,465.00	-1,965.03(-393%)
4350 4350 Staff Training			(N/A)	499.97		499.97(N/A)
4360 4360 Councillors Training			(N/A)	187.50		187.50(N/A)
4370 4370 Staff Recruitment			(N/A)	49.97		49.97(N/A)
4380 4380 Election Costs			(N/A)			(N/A)
4390 4390 Other Administration Costs			(N/A)		0.87	-0.87(N/A)
Sub Total for 3 Administration			(N/A)	8,287.41	5,734.25	2,553.16(30%)
4 Community Initiatives						
4510 4510 VAS SCheme			(N/A)		-550.00	550.00(N/A)
4511 4511 VAS Compliance			(N/A)	62.53		62.53(N/A)
4512 4512 Defibrillators			(N/A)	625.03		625.03(N/A)
4513 4513 Flood Action Plan			(N/A)	124.97	87.18	37.79(30%)
4514 4514 CCTV			(N/A)	1,000.03		1,000.03(N/A)
4515 4515 Air Quality Monitoring			(N/A)			(N/A)
4520 4520 Grit Bin Provision			(N/A)			(N/A)
4525 4525 Benches			(N/A)			(N/A)
4530 4530 Newsletter and Media			(N/A)	499.97	453.00	46.97(9%)
4540 4540 Community Events and Part			(N/A)		98.35	-98.35(N/A)
4541 4541 Remembrance Event			(N/A)	250.03		250.03(N/A)
4542 4542 Christmas Lights			(N/A)	750.00		750.00(N/A)
4550 4550 Community Grant Scheme			(N/A)	499.97		499.97(N/A)
4560 4560 Other Community Projects			(N/A)			(N/A)
Sub Total for 4 Community Initiatives			(N/A)	3,812.53	88.53	3,724.00(97%)
5 Community Office						
4200 4200 Electricity			(N/A)	750.00	733.69	16.31(2%)
4212 4212 Water Charges			(N/A)	187.50	351.94	-164.44(-87%)
4220 4220 Business Rates			(N/A)	274.97	238.55	36.42(13%)

Whitwick Parish Council - Quarter 1
(01/04/2026 to 30/06/2026 - All Cost Centres and Codes)

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
4251 4251 Internet/Phone			(N/A)	274.97	136.68	138.29(50%)
4260 4260 Fire Extinguisher Servicing			(N/A)	49.97		49.97(N/A)
4270 4270 Security Servicing			(N/A)	49.97		49.97(N/A)
4280 4280 PAT Testing			(N/A)	25.03		25.03(N/A)
4460 4460 Repairs and Maintenance			(N/A)	250.03		250.03(N/A)
Sub Total for 5 Community Office			(N/A)	1,862.44	1,460.86	401.58(21%)
6 Park Hall						
4201 4201 Electricity			(N/A)	1,000.03	1,149.04	-149.01(-14%)
4210 4210 Water Charges			(N/A)	499.97	916.14	-416.17(-83%)
4221 4221 Business Rates			(N/A)	375.00	355.60	19.40(5%)
4252 4252 Internet/Phone			(N/A)	150.00	38.91	111.09(74%)
4261 4261 Fire Extinguisher Servicing			(N/A)	49.97		49.97(N/A)
4271 4271 Security Servicing			(N/A)	25.03		25.03(N/A)
4281 4281 PAT Testing			(N/A)	12.47		12.47(N/A)
4311 4311 Subscriptions and Membersh			(N/A)	25.03	416.80	-391.77(-1565%)
4410 4410 Waste Collection			(N/A)			(N/A)
4420 4420 Consumables			(N/A)	175.03	120.61	54.42(31%)
4430 4430 Electrical Certificate			(N/A)			(N/A)
4440 4440 Sewer Pump Servicing			(N/A)	124.97		124.97(N/A)
4450 4450 Boiler Servicing			(N/A)	62.53	200.00	-137.47(-219%)
4461 4461 Repairs and Maintenance			(N/A)	375.00		375.00(N/A)
Sub Total for 6 Park Hall			(N/A)	2,875.03	3,197.10	-322.07(-11%)
7 Pavilion and Other Buildings						
4202 4202 Electricity			(N/A)	750.00	608.67	141.33(18%)
4211 4211 Water Charges			(N/A)	625.03		625.03(N/A)
4262 4262 Fire Extinguisher Servicing			(N/A)	12.47		12.47(N/A)
4282 4282 PAT Testing			(N/A)	12.47		12.47(N/A)
4462 4462 Repairs and Maintenance			(N/A)	625.03	961.14	-336.11(-53%)
4480 4480 Other Running Costs			(N/A)			(N/A)
Sub Total for 7 Pavilion and Other Buildin			(N/A)	2,025.00	1,569.81	455.19(22%)
8 Railway Station Building						
4283 4283 PAT Testing			(N/A)	4.97		4.97(N/A)
4451 4451 Boiler Servicing			(N/A)	25.03		25.03(N/A)
4463 4463 Repairs and Maintenance			(N/A)	250.03		250.03(N/A)
4490 4490 Repairs and Renewals Fund			(N/A)			(N/A)
Sub Total for 8 Railway Station Building			(N/A)	280.03		280.03(N/A)
9 Allotments						
4464 4464 Repairs and Maintenance			(N/A)			(N/A)
4470 4470 Annual Lease			(N/A)	150.00	300.00	-150.00(-100%)
4570 4570 Grants Paid Th Road			(N/A)	130.03		130.03(N/A)
4575 4575 Grants Paid W Flats			(N/A)	75.00		75.00(N/A)
Sub Total for 9 Allotments			(N/A)	355.03	300.00	55.03(15%)
TOTALS.....	173,484.44	173,907.16	422.72(0%)	100,304.91	78,000.57	22,304.34(22%)
NET Variance Quarter 1						22,727.06

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3A Market Place, Whitwick, Coalville, Leicestershire, LE67 5DT
www.whitwickpc.org Tel: 01530 459527 Parish Clerk: Sharon Kaye
Email: clerk@whitwickparishcouncil.gov.uk

CIVIC PROTOCOL POLICY 2026

This policy was approved by the council at its meeting held on 15th January 2026,
minute number 26-017

1. INTRODUCTION

This Civic Protocol has been produced to assist the Chairman of the Parish Council and Vice Chairman to understand their roles and responsibilities and provide some useful information, which may be of assistance when undertaking the civic role.

The Civic Role is also included, which assists the Chairman and Council staff to apply a consistent approach when dealing with issues connected to the civic function.

The object of the information is to try and ensure that your civic year runs as smoothly as possible.

Not all eventualities will be covered by this booklet but remember that assistance is always available at the Parish Community Office.

2. CIVIC ROLE OF THE PARISH COUNCIL CHAIRMAN

During the Civic year, the Parish Council Chairman acts as the civic figurehead of the Parish Council; first citizen of Whitwick, and primary representative of the Parish Council at any event, to which the Parish Council is invited to send a representative.

Duties which the Parish Council Chairman may carry out include:

- Organising events to raise funds for the council's or Chairman's chosen charity.
- Acting as host on behalf of the Parish Council at functions organised by the Parish Council.
- Attending functions within Whitwick, or on occasions outside the village, as a ceremonial representative of the Parish Council.
- Undertaking official openings or presentations within Whitwick on behalf of the Parish Council.
- Representing the Parish Council during the royal visits to the village.

When representing the Parish Council, the Parish Council Chairman will normally wear the Official Chain of Office. The Chain of Office will normally be worn at all official functions within the village, including when chairing full council meetings. The Chain of Office is also usually worn at functions outside of the village when invited in an official capacity, although there are some exceptions to this which are usually specified in the official invitations.

The Parish Council Chairman also has a number of statutory functions as set out below:

- If present at the Parish Council meeting, the Parish Council Chairman must chair the meeting.
- The Parish Council Chairman has a casting vote in the event of a tie.
- The Parish Council Chairman should ensure, together with the Parish Clerk, that the Council makes legal decisions.
- The Parish Council Chairman has a duty to ensure the agenda is followed correctly.

3. APPROPRIATE DRESS

As the figurehead of Whitwick, the Parish Council Chairman maintains appropriate dress when representing the Parish Council.

The Parish Council Chairman is expected to wear smart clothing when undertaking duties on behalf of the Parish Council, unless doing so would be patently absurd. However, the parish council members should adhere to smart casual where possible at meetings.

A recommended rule of thumb is that; if the Parish Council Chairman is expected to wear their Ribbon of Office, then smart attire would be appropriate.

4. THE PARISH COUNCIL CHAIRMAN'S CHARITY

The Parish Council Chairman may nominate a charity to raise funds for during the Civic Year if they wish. The Parish Council Chairman may choose one main charity to support. A charity is only eligible to be the Parish Council Chairman's chosen charity once in each four-year election cycle.

The Parish Council Chairman should announce their chosen charity at the Annual Council Meeting of the Whitwick Parish Council or as soon as possible practicable thereafter.

Events and fundraisers for the Parish Council Chairman's chosen charity will be organised by the Parish Council Chairman with any voluntary support from fellow councillors or residents they may wish to encourage.

The Parish Council Chairman may normally expect the assistance of the Vice Chairman in organising fundraising events.

Funds raised for the Parish Council Chairman's charity will be accounted for by the Parish Clerk and disbursed to the chosen charity in one payment at the end of the civic year. Advice on financial procedures will be given by the Parish Clerk and need to be followed for transparency and scrutiny.

5. SUPPORT BY THE VICE CHAIRMAN

The Parish Councillor elected as Vice Chairman will support the Parish Council Chairman throughout the year by representing the Council if the Parish Council Chairman is unable to do so.

If the Parish Council Chairman is not present at a Council Meeting, the Vice Chairman must preside.

The Vice Chairman has no standing when the Chairman is present but assumes the precedence and standing of the Parish Council when they are deputising for the Parish Council Chairman.

Invitation to functions should not be sent to (or solicited by) a Vice Chairman.

All invitations should be sent for consideration by the Parish Council Chairman as first citizen, and, if the Parish Council Chairman cannot attend, it may be appropriate to 'pass down' an invitation. However, this should be by no means automatic or desirable. This will be handled by the Parish Clerk.

The Vice Chairman does not wear a civic insignia dedicated to that role.

6. REMEMBRANCE SUNDAY

Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day, which is on November 11th at 11am.

The Parish Council Chairman will, alongside the Member of Parliament and the Chairman of North West Leicestershire District Council (as appropriate), lead the civic party in any ceremony of Remembrance.

The Parish Council Chairman will wear their Chain of Office.

The Parish Council Chairman will present a red poppy remembrance wreath, on behalf of the Parish Council, at Remembrance Sunday events taking place within the environs of Whitwick Parish.

The Vice Chairman will attend the event as an ordinary Parish Councillor.

7. PURDAH

At the end of each four-year cycle the Parish Council's functioning moves into a period known as 'Purdah' when the council must act in a politically neutral fashion.

Where a Parish Council Chairman has expressly stated that they will not be standing for re-election they may continue to represent the Parish Council at any civic event falling within the purdah period.

Where a Parish Council Chairman intends to submit their nomination for election then they must cease attending civic events from the published date on which purdah commences (although they will be expected to continue to preside over Parish Council meetings).

Where an invitation is received for an event during the purdah period, the Parish Clerk may delegate the longest standing parish councillor who is not standing for election to deputise for the Parish Council Chairman.

Where all parish councillors have stated they will re-stand for election then all invitations to events should be declined by the Parish Clerk on behalf of the Parish Council.

8. BOOK OF CONDOLENCE

From time to time, predominantly at times of national loss, the Parish Council may be asked by an upper tier local authority (or at their own volition) to open a book of condolences which residents may sign.

Where a book of condolence is to be considered an appropriate location for its opening will be determined jointly by the Parish Council Chairman and Parish Clerk, this is likely to be Park Hall. Similarly, the Parish Council Chairman and Parish Clerk will agree times for opening when local residents may be able to sign the book. The times for opening will likely be 9am-1pm each day of the mourning period- allowing for some evenings and weekends.

The Parish Manager will publish the location and opening times for signing of the Book of Condolence on both social media and parish noticeboards.

Where a Book of Condolence has been opened it must be accompanied by a Parish Councillor, or other responsible persons, at all times. It will be the responsibility of the Parish Council Chairman to seek volunteers to accompany the Book of Condolence throughout the duration of opening hours.

Where appropriate help cannot be sourced, the Parish Council Chairman must accompany the Book of Condolence.

9. FLAG FLYING



Flying the Flag

As stated in this Civic Protocol Policy, the **St. George Flag** will be flown permanently from the parish council flagpole at the City of Dan, with the following exceptions:

- The **Union Flag** is flown at half mast on days of national mourning (normally the death of a principal member of the Royal Family), from the day of the announcement to the day of the funeral.
- The Union Flag is NOT flown at half mast on Remembrance Sunday.

For 2026:

- The **Union Flag** will be flown at full mast **from morning to dusk [REMOVE]** on:

9 th March	Commonwealth Day (2 nd Monday in March)
9 th April	His Majesty The King's Wedding Anniversary (2005)
23 rd April	St George's Day (England)
6 th May	Coronation Day (2023)
13 th June	Official Birthday of His Majesty The King
21 st June	Birthday of HRH Prince of Wales (1982)
17 th July	Birthday of Her Majesty The Queen (1947)
8 th September	His Majesty The King's Accession (2022)
8 th November	Remembrance Day (2 nd Sunday in November)
11 th November	Armistice Day (not an official govt building flag flying day)
14 th November	Birthday of His Majesty The King (1948)

The **Parish Council Flag** will be flown on other civic events of special significance, as delegated to the Parish Clerk and notified to staff, **and any Link Councillor.**

30 th April	Annual Parish Meeting (PARISH COUNCIL FLAG)
21 st May	Annual Meeting of the Parish Council (PARISH COUNCIL FLAG) (3 rd Thursday in May)
22 nd -28 th June	Armed Forces Week (ARMED FORCES FLAG) NB Flown for the whole week (4 th week in June)

The **Parish Council Flag** will be flown at Half Mast as follows:

- Death of a serving Councillor, Past Chairman or Honorary Freeman of the Parish – On the day of the announcement of the death and on the day of the funeral.
- Death of present Chairman or Parish Clerk – From the day of the announcement of the death to the day of the funeral.

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3A Market Place, Whitwick, Coalville, Leicestershire, LE67 5DT
www.whitwickpc.org Tel: 01530 459527 Parish Clerk: Sharon Kaye
Email: clerk@whitwickparishcouncil.gov.uk

MEMORIAL BENCH POLICY 2026

This policy was approved by the council at its meeting held on 16th July 2026 , minute number 26-308.

Purpose

This policy sets out a fair, consistent, and respectful approach for the donation, placement, and management of memorial benches on land owned or managed by Whitwick Parish Council. Memorial benches provide a valued public amenity and an opportunity for families and friends to commemorate loved ones in a way that benefits the whole community.

Scope

This policy applies to all benches, seats, and picnic tables installed on land owned or maintained by Whitwick Parish Council, including parks, open spaces, playing fields, and community areas. Private landowners are responsible for granting permission for memorials on their land and are not covered by this policy.

Application Process

1. Interested applicants must contact the council office to request an application form.
2. The applicant must complete the memorial bench application form providing:
 - Applicants contact details
 - Proposed inscription wording
 - Preferred location for the siting of the bench
 - Details of the person being remembered and their connection to the parish
3. Applications are reviewed by the Clerk against criteria including community connection and availability of suitable sites.
4. Recommendations are presented to the Council or Committee for approval.
5. All decisions (including the bench material) are final and made at the Council's discretion.

Bench Design, Materials & Plaques

- Benches must conform to the Council's approved style list (Appendix 1) to ensure consistency, durability, and ease of maintenance.
- Materials will typically be hardwood or recycled composite with stainless-steel fittings.
- One plaque per bench is permitted. The maximum plaque size is 175 mm x 75 mm, fixed with non-return screws.
- Plaque inscriptions must be approved by the council before production and must remain tasteful and non-commercial.
- No additional decorations, ornaments, or flowers are permitted on or around the bench.

Fees and Lease Period

- The standard lease period for a memorial bench is 10 years from the date of installation.
- A renewal option may be offered at the end of the period, subject to condition and payment of the current renewal fee.
- The fee (see Appendix 2) covers:
 - Purchase, plaque, delivery, and installation
 - Routine maintenance and cleaning for 10 years
- All payments must be made in full prior to ordering the bench.

Installation and Ownership

- The Council will purchase and install benches through its approved suppliers to ensure quality and compliance with safety standards.
- Once installed, the bench becomes the property of the Council.
- Applicants may express a preferred location, but the Council will determine the final siting based on space, accessibility, and aesthetic balance.

Maintenance, Damage, and Renewal

- The Council will maintain benches in a serviceable and clean condition during the lease period, including removal of graffiti or minor repairs.
- The Council accepts no liability for vandalism, theft, or accidental damage caused by third parties.
- If a bench becomes unsafe or beyond economical repair, the Council will attempt to contact the applicant using the details provided.
- After 10 years, the bench and plaque may be removed unless the applicant renews the agreement. The applicant will have first refusal for renewal or replacement at the same site.

Rules and Restrictions

- Scattering or burial of ashes is not permitted near memorial benches.
- No additional plaques or decorations may be added.
- Maintenance by third parties is not allowed without Council approval.
- The bench is for public use; private reservation or naming rights are not permitted.
- Applicants must keep their contact information up to date with the Council.

Relocation or Removal

The Council reserves the right to relocate or remove a memorial bench if:

- It becomes unsafe, damaged, or deteriorated.
- The area is redeveloped or re-landscaped; or
- The bench is not renewed after the lease period.

Where possible, the Council will notify the applicant and offer the bench for return.

Liability

The Council accepts no liability for any injury or damage arising from the use or condition of memorial benches, whether caused by vandalism, environmental conditions, or third-party actions.

Records and Review

A photograph of each memorial bench will be retained on the Council's asset register, alongside applicants contact details and expiry date. This policy will be reviewed every three years or sooner if required.

Photo Specifications



Memorial Bench Scheme

Parks & Green Spaces
September 2022



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Version Control

Version	Description of version	Effective Date
1		Sept 2022
1.1	Update to bench prices	April 2024
1.2	Update to contact details	Nov 2024
1.3	Updated to include new location (Rosliston Forestry Centre)	Dec 2024

Approvals

Approved by	Date
Housing & Community Services Committee	17 th Nov 2022

Associated Documentation

Description of documentation



1.0 Introduction

South Derbyshire District Council understands and respects the wishes of its residents to remember loved ones through memorial seats and benches.

With the number of enquiries regarding memorial benches increasing, it has become necessary for the District Council to put into place a scheme outlining the permitted locations and the styles/types of suitable memorial benches for our parks and open spaces.

2.0 Content

This document contains information relevant to the process of purchasing and installing a new memorial bench on land managed by the District Council. Although this scheme applies to the installation of new memorial benches, where existing benches are deemed past their lifespan and are not repairable, they will be removed and the new policy for consistency will apply.

3.0 Scope

3.1 All new and replacement memorial benches can now only be purchased through the District Council; families are no longer permitted to supply their own benches and/or plaques. The description and cost will depend on the location and the permitted style of bench.

3.2 Sites suitable for bench installations:

Parks & Recreation Grounds	Cemeteries & Remembrance Areas	Open Spaces
Maurice Lea Memorial Park	Church Gresley Cemetery	Swadlincote Woodlands
Eureka Park	Newhall Cemetery	The Sandholes, Midway
Newhall Park	Marston on Dove Cemetery	Princess Diana Memorial Garden
Cadley Urban Park	Findern Cemetery	Midway Fishponds
Oversetts Recreation Ground	Etwall Cemetery	
Woodhouse Recreation Ground, Swadlincote	Church Gresley War Memorial Garden **	Other
		Rosliston Forestry Centre

Other recreation grounds and open space areas may be considered on application.

** Benches for siting within Church Gresley War Memorial Garden will only be considered where it can be demonstrated the deceased had a military/forces background.

3.3 Each request will be considered on an individual basis.

- 3.4 The District Council retains the right to refuse or limit the number of benches at a site.
- 3.5 The exact location for the siting of a bench will be selected in consultation with the applicant. Locations will be chosen to minimise maintenance and vandalism. Remote locations with poor access for maintenance and repairs will not be considered.

4.0 Procedure

- 4.1 All applications must be made on the form at the end of this document.
- 4.2 Benches will be purchased by the District Council from their approved suppliers. Orders will be placed twice per year – 1st September and 1st March (or nearest working day).
- 4.3 The type of bench is limited to the approved designs detailed in this document.
- 4.4 All benches should be paid for by the applicant before the bench is ordered from the approved supplier. This fee will include an additional fee to cover maintenance for a 5-year period.
- 4.5 Where appropriate the bench will be fitted with a slabbed area under and directly in front of the bench to allow for ease of use by the public.
- 4.6 Memorial plaques fitted to benches must be provided by the bench supplier. Wording for the customisable stainless steel memorial plaque will be provided to the Council before the bench is ordered. The inscription must be agreed with the Council.
- 4.7 No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation shall be permitted on or around the bench.
- 4.8 The Council accepts no liability for damage to any benches from vandalism, third parties or whilst the Council carries out routine maintenance around the bench.
- 4.9 The Council reserves the right to remove any memorial benches that have been damaged and deemed by the District Council to be beyond economical repair.
- 4.10 The Council will maintain the bench in line with the manufacturers recommended maintenance regime for the bench.
- 4.11 The Council accepts no replacement liability for the plaque or the bench at the end of its useful life. Any replacements of benches or plaques will be the responsibility of the original applicant.
- 4.12 Any maintenance carried out by a third party will be in strict agreement with the Council.
- 4.13 The applicant should ensure at all times that the Facilities Officer within the Parks and Green Spaces Team at South Derbyshire District Council is in possession of current contact details. It is important that we are able to contact you should there be a need to.



Bench types:

Heavy duty Georgian with Polyboard Slats (can come in RAL4004, Eureka at additional cost) - suitable for cemeteries, parks and some open spaces



Georgian with Iroko Slats (can come in RAL4004, Eureka at additional cost) - suitable for some cemeteries, parks and open spaces



Cavendish in Iroko - suitable for some cemeteries and natural sites (including Rosliston Forestry Centre)



Hawthorn in Iroko – suitable for woodland and natural sites



Clarendon Seat in Green, with feet not shown (can come in RAL 4004, Eureka at additional cost)
- suitable for some parks



Carlisle with Iroko Slats - suitable for some parks and open spaces



PRICE LIST

Cost per bench (as at 19th April 2024)

Name of Bench	Cost of bench (inc. fixings)	Plaque	Delivery	Installation	Maintenance (5 year period)	TOTAL
Heavy duty Georgian with polyboard slats	£775.00	£115.00	£85.00	£495.00 *	£250.00	£1720.00
Heavy duty Georgian with polyboard slats (Eureka – RAL 4004)	£835.00	£115.00	£85.00	£495.00 *	£250.00	£1780.00
Georgian with Iroko Slats	£559.00	£115.00	£85.00	£495.00 *	£375.00	£1629.00
Georgian with Iroko Slats (Eureka) RAL4004	£619.00	£115.00	£85.00	£495.00 *	£375.00	£1689.00
Cavendish in Iroko	£539.00	£115.00	£85.00	£495.00 *	£375.00	£1609.00
Hawthorn in Iroko	£593.00	£115.00	£75.00	£495.00 *	£375.00	£1653.00
Clarendon in Green	£645.75	£115.00	£85.00	£495.00 *	£375.00	£1715.75
Clarendon (Eureka - RAL4004)	£705.75	£115.00	£85.00	£495.00 *	£375.00	£1775.75
Carlisle with Iroko Slats	£559.00	£115.00	£57.00	£495.00 *	£375.00	£1601.00

* Installation costs will be reduced by £330 where a bench is to be sited on an existing base or hardstanding.

5.0 Review of scheme

This scheme will be reviewed annually especially with regards to the updating of costs associated with the scheme.

Application Form

Applicant details:

Name:	
Address:	
Postcode:	
Telephone Number:	
Email address:	
Name of site:	
Preferred location within site:	
Preferred style of bench:	
Name of Deceased:	

Once completed, please return your form to:

Parks & Green Spaces
 South Derbyshire District Council
 Civic Offices
 Civic Way
 Swadlincote
 Derbyshire
 DE11 0AH

Or email to: parksandgreenspaces@southderbyshire.gov.uk

Plaque Inscription:

Please write your inscription below, inserting one letter in each square of the grid. Please remember to include a space after a comma, apostrophe or full stop. (Maximum 5 lines of 36 letters/spaces).

Please check the inscription before submission.

A proof of the plaque will be provided by the supplier for approval by yourself prior to an official order being placed.

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KEGWORTH PARISH COUNCIL

CCTV Policy



Approved by:	Full Council	Date: 1/8/22
Last reviewed:	August 2022	
Next review due:	August 2023	

KEGWORTH PARISH COUNCIL

CCTV POLICY

Introduction

This Policy is to control the management, operation, use and confidentiality of the Mobile CCTV system in the Parish of Kegworth and owned by Kegworth Parish Council.

It was prepared after taking due account of the Code of Practice (2013). This policy will be subject to periodic review by Kegworth Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

Kegworth Parish Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed
- processed for limited purposes and not in any manner incompatible with those purposes
- adequate, relevant and not excessive
- accurate
- not kept for longer than is necessary
- processed in accordance with individuals' rights
- secure

Statement of Purpose

It is important that everyone likely to be affected by the deployment of the CCTV cameras should be aware of their use. Deployments will only be considered where at least one of the following key objectives have been met:

- To improve economic, social and environmental wellbeing by preventing and detecting crime including environmental crime
- Support the aims of the Community Safety Partnership and Joint Action Group.
- Assisting in the identification of offenders leading to their arrest and successful prosecution
- Reducing anti-social behaviour
- Reducing the fear of crime

Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at a Parish

Council meetings. All agendas are posted on the Parish Council notice board at least 3 clear days (excluding Sundays and Bank Holidays) before Council meetings.

Responsibilities of the Owners of the Scheme

Kegworth Parish Council retains overall responsibility for the scheme, but has delegated the operation and management of the system to North West Leicestershire District Council. Kegworth Parish Council will comply with the policy of North West Leicestershire District Council. Kegworth Parish Council has a Process document that shows this process, including the use of Privacy Impact assessments.

A service level agreement Between Kegworth Parish Council and North West Leicestershire District Council formalises this agreement.

Access to Images

In accordance with people's right to access images of themselves, we will conform the North West Leicestershire District Council policy on Subject access.

Loaning our Camera

Kegworth Parish Council owns 2 cameras. This Policy only covers the use of cameras within the boundaries of the Parish of Kegworth. If other Councils benefited from the use of these cameras, they would need to have their own policies in place.

Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as are any reports that are submitted to Kegworth Parish Council providing it does not breach security needs.

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

Any written concerns or complaints regarding the use of the system will be considered by Kegworth Parish Council, in line with the existing complaints policy.

This policy will be reviewed annually.

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WELLS MCFARLANE
Chartered Surveyors and Property Consultants

01455 559030 ⁵⁹

Eden House, 8 St. John's Business Park, Rugby Road, Lutterworth LE17 4HB



TO LET

£7,000 Per annum

UNIT 4 ENTERPRISE HOUSE
COALVILLE | LE67 3LA

- Ground floor office
- Self-contained with kitchen and WC
- Individual Offices
- Suspended ceilings

LOCATION

Enterprise House is located on Ashby Road within easy walking distance of Coalville Town Centre and its many amenities. Coalville is located on the A511 between Leicester and Burton upon Trent, approximately 4 miles from the M1 Junction 22 and less than 4 miles from Ashby-de-la-Zouch.

DESCRIPTION

Enterprise House is an office complex containing a number of self-contained office suites. Office 4 is a self-contained single storey office located within the courtyard entrance to the complex. The office benefits from suspended ceilings, CAT 2 lighting, gas fired central heating, a reception area with an office to the rear, kitchen area and disabled WC. The office benefits from 2 allocated car parking spaces.

ACCOMMODATION

The offices have been measured in accordance with the RICS Code of Measuring Practice and provide a total NIA of 71.07 Sq m (765 Sq ft).

SERVICE CHARGE INFORMATION

There is a service charge payable, quarterly and in advance, that covers the following items: Water rates, Heating, Refuse collection, Caretaker services, Grounds maintenance, Landscaping, Common parts electricity, Buildings insurance.

BUSINESS RATES

As of April 2026 the office has a Rateable Value of £6,100. According to the Valuation Office Agency website if this is your only business premises you may be exempt from paying Business Rates. Please contact North West Leicestershire District Council for more information.

EPC

The EPC is currently being reassessed.

TERMS

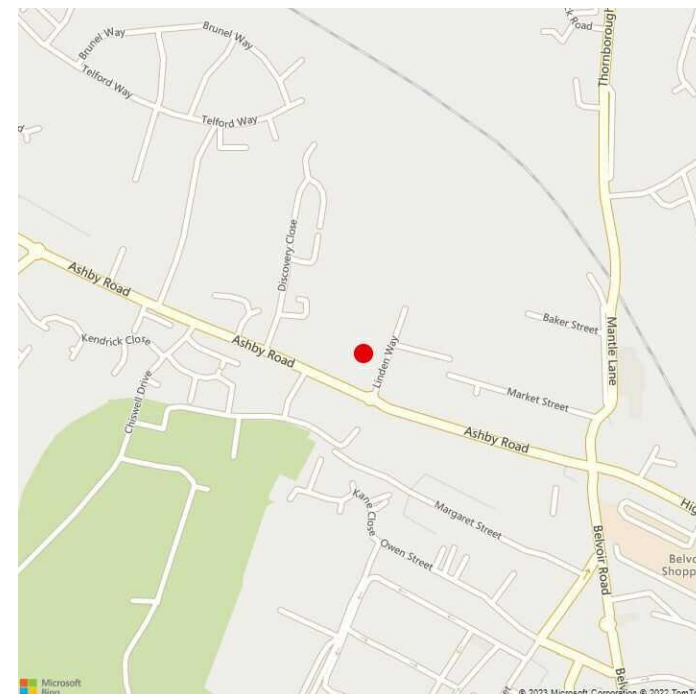
The property is available on a new lease on terms to be agreed. The quoting rent is £7,000.00 Per annum plus VAT.

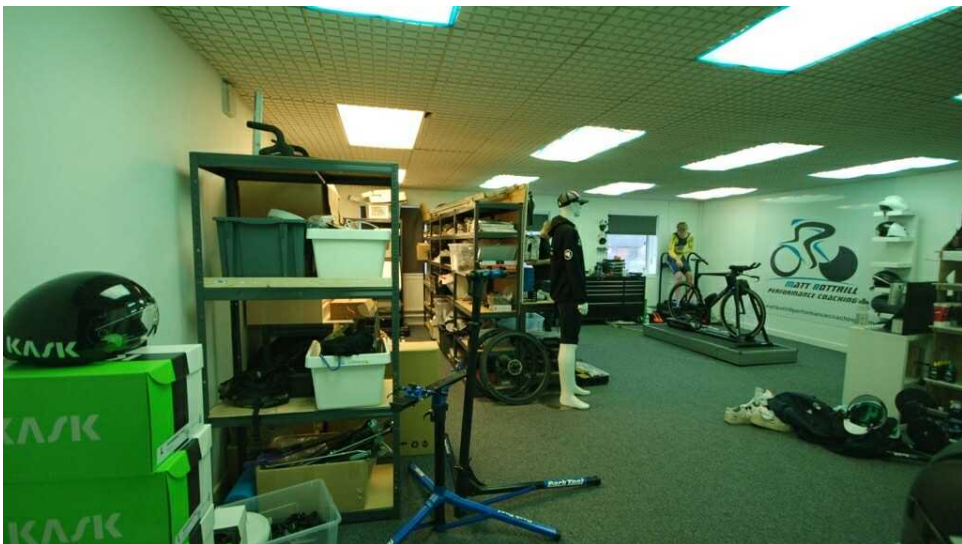
LEGAL COSTS

Each party are to bear their own legal fees.

OFFER PROCEDURE

The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 requires us to verify the identity our clients to satisfy our Anti-Money Laundering compliance. It will therefore be necessary for to you carry out a 'ProID' check through our provider, Creditsafe Business Solutions Limited. Full details will be sent to you should you wish to proceed with the purchase or rental of a property and will need to be completed prior to an acceptance of an offer by the vendor or landlord.





Wells McFarlane Limited and its Joint Agents give notice that: 1. They have no authority to make or give any representation or warranty on any property whether on their own behalf or on behalf of their clients or otherwise. 2. They do not owe any duty of care to you and assume no responsibility for any statements, representations, warranties or otherwise made in the particulars and you should not rely on those in the particulars. 3. The particulars are produced in good faith are set out as a general guide only and do not constitute or form an offer or a contract or part thereof. 4. Any photographs, descriptions, plans, measurements, distances and any other details in the particulars are approximate estimates only taken as the property appeared at the time and should not be relied upon as factually accurate. 5. Wells McFarlane Limited assumes prospective purchasers/tenants have carried out inspections to satisfy themselves that the information in the particulars is correct.

Memorial Workspace

Coalville, Leicestershire

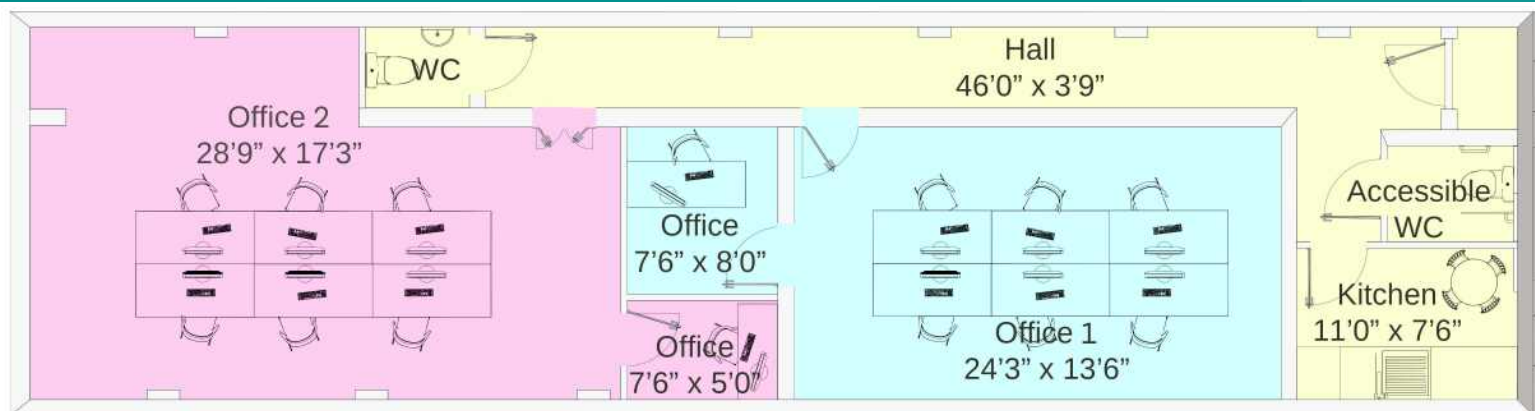
Brand-new business workspaces located right in the heart of Coalville near the clock tower at Memorial Square.





Created through the careful restoration and repurposing of a 1920s public convenience building, the workspaces benefit from ample nearby on-street car parking whilst being only 75 metres from the town bus station.

- Two lettable units - can be leased individually or combined
- Unit 1: 387 sqft (total)
- Unit 2: 486 sqft (total)
- Main office area with an adjacent smaller manager office in each unit
- Shared facilities: toilets and kitchenette
- Suited to business uses falling within use classes E (c) or E (g) (i)
- New six or fifteen year leases from local authority landlord
- Rent and other charges payable available on request.



© David Granger Architectural Design Limited

For more information please contact pservices@nwleicestershire.gov.uk | 01530 454872

These particulars are a general guide to the property and are not to be relied on as statements or representations of fact. Prospective tenants should instruct professional advisers and rely on their own searches, enquiries and inspections regarding the property and any associated business. NWLDC gives notice that: (a) these particulars are made without responsibility and do not constitute any part of an offer or contract; (b) any dimensions, floor plans and photographs provided are for indicative purposes only.

Sharon Kaye, Parish Clerk

From: CHRIS REID <CHRIS.REID@nwleicestershire.gov.uk>
Sent: 14 July 2026 16:41
To: Sharon Kaye, Parish Clerk
Subject: Memorial Workspace Offices
Attachments: Memorial Workspace Particulars.pdf

Hi Sharon,

Many thanks for our conversation just now.

Further to this, I am happy to provide the costings of the two offices. I suspect from your requirements that the smaller one would be better suited to your small team of 3. Also attached are the brochure particulars.

Office 1: 387sqft
 £4837 Rent
 £483 Maintenance Charge
 £1200 Service Charge

Office 2: 486sqft
 £6075 Rent
 £607 Maintenance Charge
 £1500 Service Charge

If you would be interested in a viewing, please can you let me know your availability on W/C 27th July, this will enable me to get this scheduled in for my manager Tash who oversees this site.

Look forward to hearing back from you in due course.

Kind Regards,

Chris Reid

Property Officer

Estates and Facilities

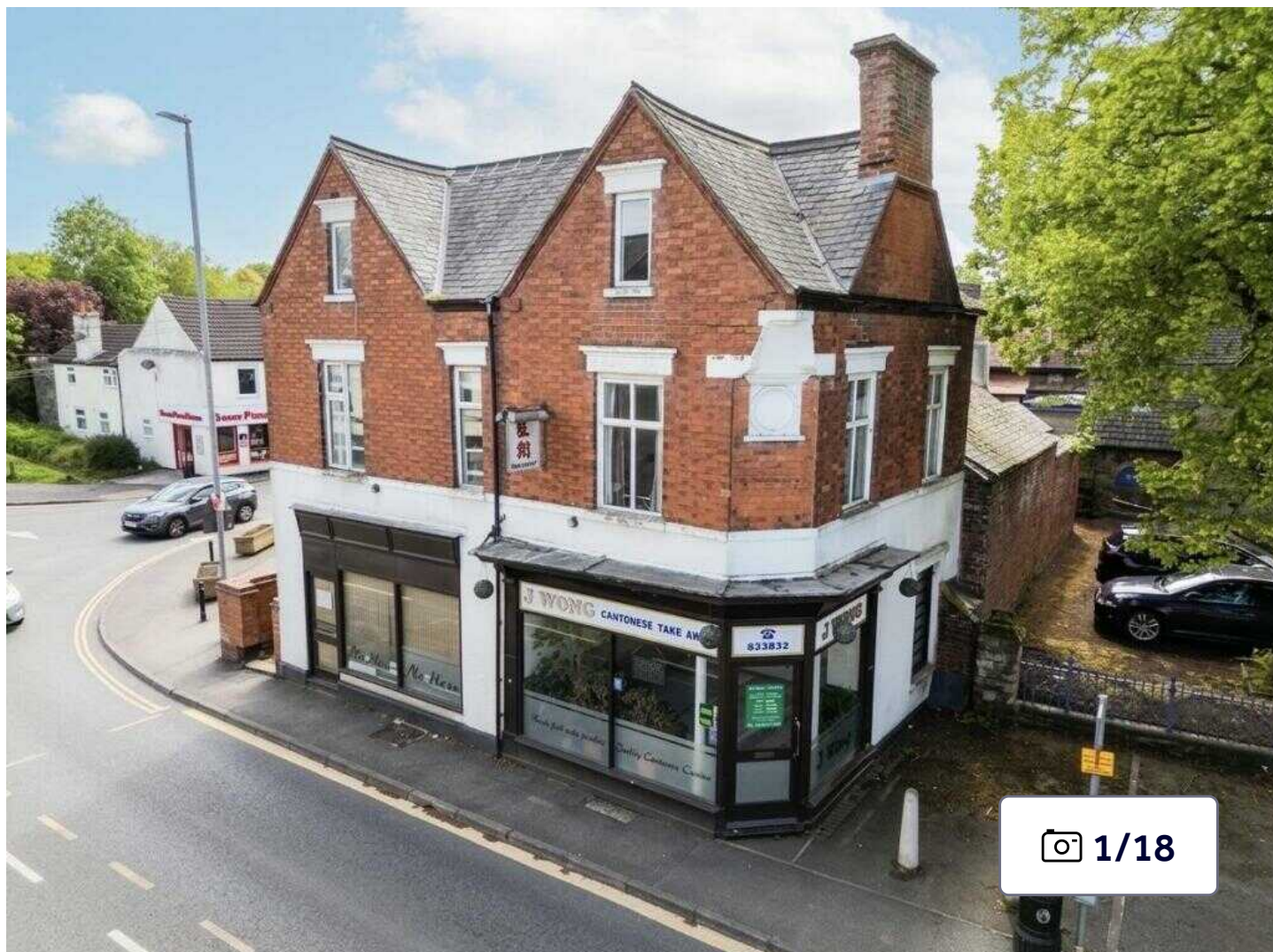
01530 454624 | 07971 349426 | chris.reid@nwleicestershire.gov.uk



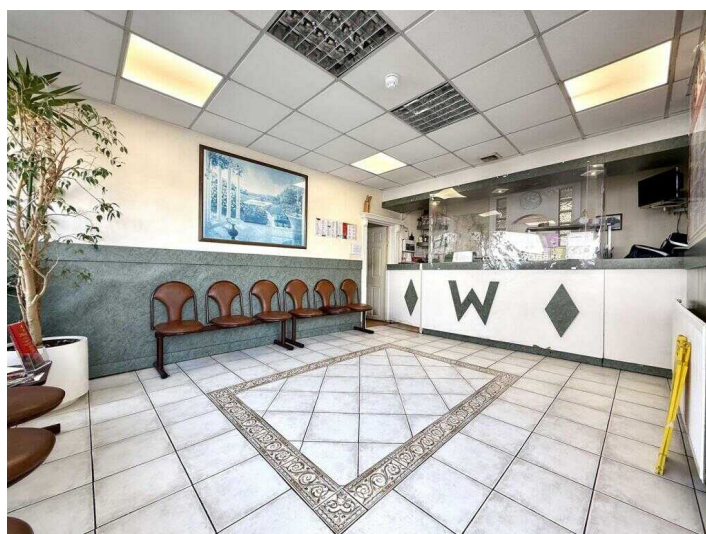
Twitter @NWLeics | Facebook This is NWLeics | www.nwleics.gov.uk

Typical Working Hours: 0900-1645 Mon – Fri. This can be earlier if I'm working from home.

I work for an agile organisation so may respond to messages outside of normal office hours. I do not expect a reply from you during those times – please reply when convenient for you.



1/18



COMMERCIAL

£345,000

MARKETED BY

**Holders
Estate****Holders**
A Modern Estate Agent

Agents,
Shepshed

1 Field Street,
Shepshed,
LE12 9AL

PROPERTY TYPE	BEDROOMS
 Commercial Property	 6

 **Call agent**

**Request
details**



+12

Description

Situated in the heart of Whitwick village, this substantial mixed-use property comprises a ground floor Chinese takeaway (Property is being sold with the business unaffected) with spacious residential accommodation arranged over the upper floors. The first floor offers three bedrooms and a shower room, while the second floor provides a further three bedrooms, making it an ideal opportunity for investors or business owners seeking versatile accommodation.

Summary - An excellent opportunity to acquire a substantial mixed-use property situated in the heart of the popular village of Whitwick. Occupying a prominent position on Market Place, this versatile property combines a well-established commercial premises with extensive residential accommodation above, offering significant potential for investors, business owners or those seeking a live/work opportunity.

The ground floor is currently occupied as a Chinese takeaway, benefitting

from a visible double shop frontage in a busy village centre location with strong passing footfall and convenient access to surrounding residential areas. The commercial space offers excellent potential for continued business use or alternative opportunities, subject to the necessary consents.

The residential accommodation is arranged over the first and second floors and provides spacious and flexible living accommodation throughout. To the first floor there are three well-proportioned bedrooms together with a shower room. The second floor offers three further bedrooms, creating ample accommodation suitable for larger families, shared living arrangements or potential rental investment. Outside there is a secure substantial area for parking.

The property is ideally positioned within easy reach of local amenities, schools, transport links and nearby countryside walks, whilst also offering convenient access to Coalville and surrounding commuter routes. This is a rare opportunity to purchase a sizeable property with both commercial and residential appeal in a sought-after village location.

Disclaimer - 1. Intending purchasers will be asked to produce identification documentation.

2. While we endeavour to make our sales particulars fair, accurate, and reliable, they are only a general guide to the property.

3. The measurements indicated are supplied for guidance only and, as such, must be considered incorrect.

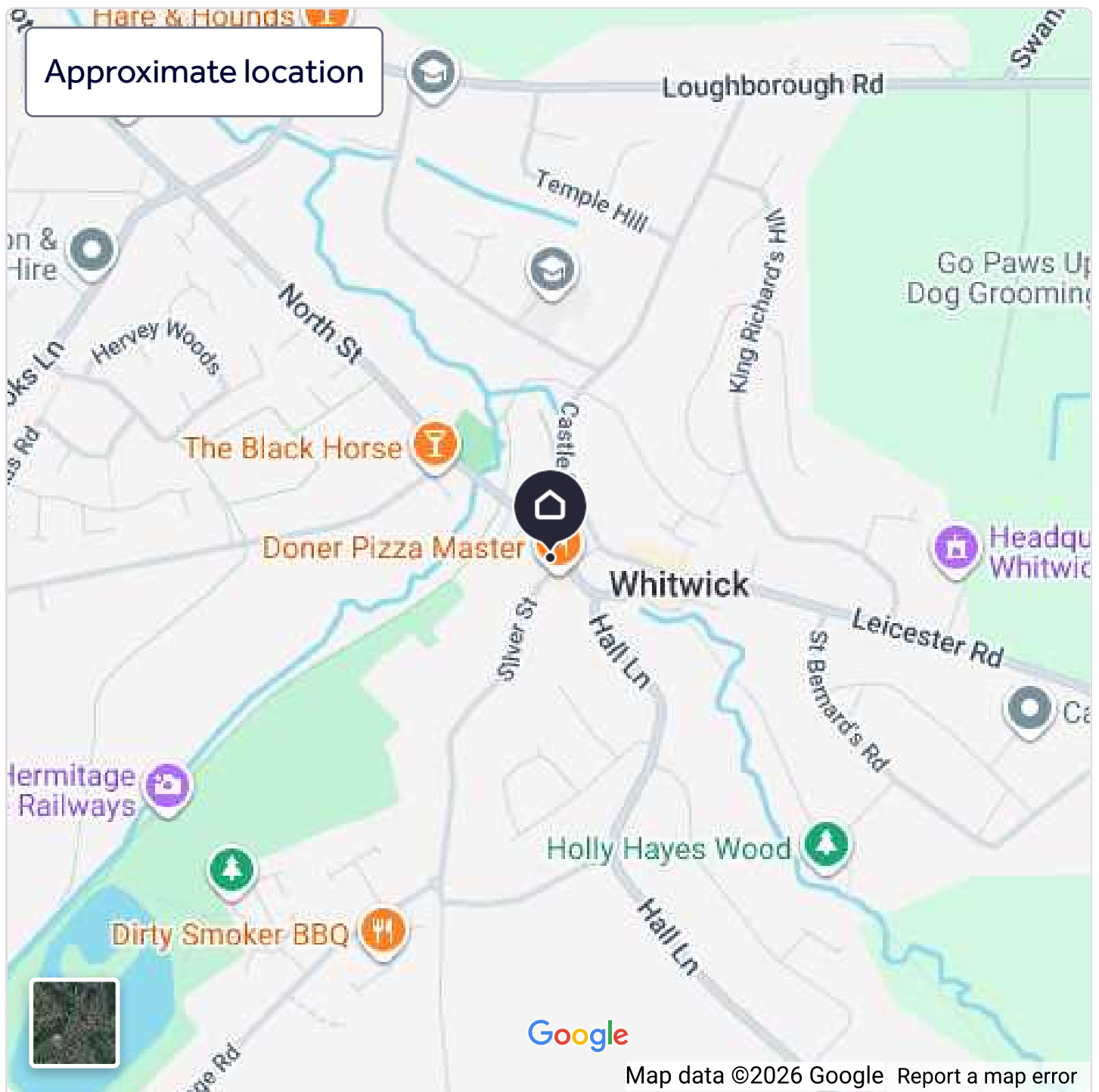
4. Please note we have not tested the services or any of the equipment or appliances in this property; accordingly, we strongly advise prospective buyers to commission their survey or service reports before finalising their offer to purchase.

5. These particulars are issued in good faith but do not constitute representations of fact or form part of any offer or contract. The matters referred to in these particulars should be independently verified by prospective buyers. Neither Holders Estate Agents nor its agents have

any authority to make or give any representation or warranty concerning this property.

Extra Information - To check Internet and Mobile Availability please use the following link: checker.ofcom.org.uk/en-gb/broadband-coverage To check Flood Risk please use the following link: check-long-term-flood-risk.service.gov.uk/postcode

Market Place, Whitwick, Coalville



About Holders Estate Agents, Shepshed

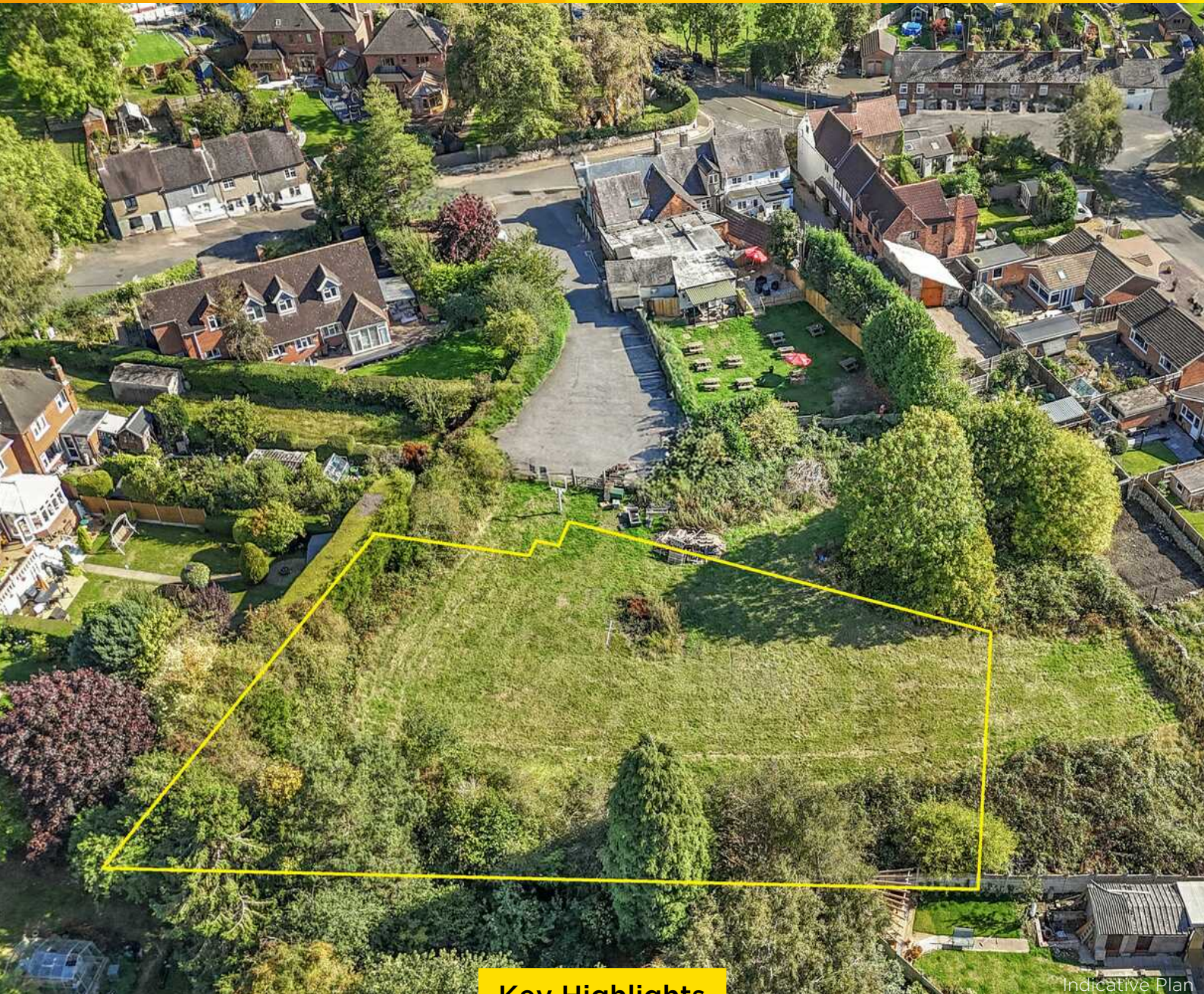
Holders
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1 Field Street, Shepshed, LE12 9AL

At Holders, we pride ourselves on providing a tailored and personalised approach to selling properties in the Charnwood and

Land to the North of The Hare and Hounds

City of Three Waters, Whitwick, Coalville, LE67 5AH



Indicative Plan

Key Highlights

- Site area of 0.27 acres (0.11 ha)
- Land surplus to pub requirements
- Opportunity for various uses (STP)
- Potential for four detached houses (STP)
- Freehold unconditional and conditional offers invited (STP)

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Mountbatten House Grosvenor
Square Southampton SO15 2BZ

023 8071 3900

[savills.co.uk](https://www.savills.co.uk)

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Location

The property comprises land situated to the north of The Hare and Hounds, a public house located within the City of Three Waters in Whitwick, near Coalville. The surrounding area is semi-rural with a mix of residential housing, open countryside, and local amenities, offering an attractive yet accessible setting.

Whitwick is a large village in Leicestershire, positioned approximately 2 miles (3.2 km) north of Coalville and 14 miles (22.5 km) northwest of Leicester. The property benefits from good road access via the A511 and A50, linking Coalville to Leicester, Ashby-de-la-Zouch, and the wider Midlands region. Junction 22 of the M1 motorway is approximately 5 miles (8 km) to the southeast, providing direct connections to Nottingham, Derby, and Birmingham. The nearest railway services are available from Loughborough station, located around 8 miles (12.8 km) to the northeast, which offers regular services to Leicester, Nottingham, Derby, and London St Pancras International.

Location Map

Streetview

What3words



Site boundary for indicative purposes only

Description

The potential development site to the north of Hare and Hounds covers about 0.27 acres (0.11 ha) of surplus land that is no longer required for the pub's operation. The site is level, surfaced with grass. The site is bounded with immature foliage and trees.

Tenure

Freehold subject to vacant possession.

Planning

The site is not adjacent to a listed building and is not located within a Conservation Area. It also lies outside a prohibitive flood zone.

Local Authority

North West Leicestershire District Council

www.nwleics.gov.uk



SAVILLS SOUTHAMPTON
Mountbatten House
Grosvenor Square
Southampton SO15 2BZ

023 8071 3900

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Indicative scheme only for a four detached dwelling scheme.

Services & Rights

All parties are advised to make their own enquiries regarding the serviceability of the land.

Full rights of ingress and egress will be provided to the subject site via the pub car park.

Guide Price

Offers are invited on an unconditional and conditional basis (STP).

VAT

VAT may be applicable at the prevailing rate.

Viewing

Where appropriate, we recommend interested parties carry out a discreet inspection of the site. We kindly request that no approaches are made to the publican, staff or the business directly, where applicable.

AML

Regulations require Savills to conduct various checks on purchasers and tenants. Further details are available upon request.

CONTACTS

For further information please contact:

Ab **u** **s** **M** **R** **S**
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abullas savills.com

rr **e** **er**
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arry.heffer savills.com

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168 Hermitage Road, Coalville, LE67 5EH

Offers in excess of £400,000

An exciting opportunity to purchase a circa 0.36 acre potential development site, backing onto Hermitage Lake in Whitwick. The site has been used historically as a storage yard and is now available on the market due to the current owners retiring.

The site lends itself to residential development and in our view, would be suitable for multiple residential dwellings subject to planning permission. The site itself is primarily hardstanding currently with a detached workshop/garage. There are no services connected to the property but all mains are available in the highway immediately adjacent to the site frontage.

Offers will be considered on an unconditional or conditional, subject to planning basis.

Maynard Estates have an inhouse design and planning team, that would be able to assist and support with any potential planning application if required.

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