

# LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Budget/Finance Committee held on Tuesday 2 July 2024  
held at the Pavilion starting at 13.00.  
**CONFIRMED**

<b>Present:</b> Chair Cllr J Downes (JD), Cllr S Kershaw (SK), Cllr Kath Acres (KA),		
Clerk – Jennie Phenix	No members of the public present	
Minute Ref:	Agenda Item	Action
F384/24	<b>1. To elect a Chair</b> The committee voted to elect KA as chair for this meeting only and will defer the election of the permanent Chair until the next meeting in October.	
F385/24	<b>2. Apologies for absence</b> Cllr Katic Cook (KC) Cllr Anna Crabtree (AC), Cllr Rose Start (RS)	
F386/24	<b>3. Declarations of interest – personal or prejudicial</b> None	
F387/24	<b>4. To agree Minutes of the Budget Committee Meeting on 7<sup>th</sup> May 2024.</b>  The Committee <b>RESOLVED</b> to accept the minutes and the Chairman duly signed the minutes.  It was noted that the clerk has received 2 quotes for EPC Certificate inspections, the cheapest being £150 + vat for each building. The committee <b>RESOLVED</b> to go ahead with the cheaper quote.  It was noted that a desk valuation of the three properties is currently underway, which should be completed within the next 2 weeks, at a cost of £250 per property including VAT.  It was noted that the website needs updating with the latest committee members following the ACM in May.  It was noted that the Council still needs to start the sport check process. Clerk will locate form and invite a councillor for the first spot check soon	<b>KA</b>  <b>Clerk</b>     <b>Clerk</b>  <b>Clerk</b>
F388/24	<b>5. Public participation – maximum 15 minutes</b> None	
F389/24	<b>6.To review income and expenditure for April, May and June 2024</b>  The Committee reviews the expenditure for April and May and are happy with how the accounts look.  It was noted that it is too soon for June accounts to be ready, however it is noted that £20,000 has been moved out of the 32 day account and will arrive in instant access account during July.  The Committee discussed the energy rates tariffs and noted that the SSE electricity is out of contract for ABH and the Pavilion. As rates look like they could be on the way down the committee <b>RESOLVED</b> to stay on the out of contract variable rate for another month to see what happens. Clerk to let SSE know of this decision.  It was noted that water rates will renew in July and the committee <b>RESOLVED</b> allow this to happen while there is the issue of the missing water meter and credit on the account.  It was noted that the current Gas contract will expire in February 2025.	         <b>Clerk</b>

Chairman initials]

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	<p>It was noted that an extra bin was required for the burial ground, which has now been received and added to the monthly direct debit.</p> <p>It was noted that the burial committee needs to budget and plan for the next phase of development to include the iron railings and hedges and also how the layout will work and the aesthetics of the design.</p>	
<b>F390/24</b>	<p><b>7. To review bank balances</b></p> <p>The Committee reviewed the bank balances and noted £20k for the ESS is currently in transit. It was noted that to meet the contract requirements the council would need 85% of the total project cost of £55K to be available in the next few weeks. Clerk to request AC transfer the remaining 35K asap.</p> <p>The committee noted the need to speak to Ted about the timescale for the shed clearance</p>	<p><b>AC/ Clerk</b></p> <p><b>JD</b></p>
<b>F391/24</b>	<p><b>8. To review Asset Register</b></p> <p>The Committee reviewed the Asset register and noted that it was looking good. JD updated the list during the meeting with the costs for the Streetlights.</p> <p>Clerk to add the new dogbins at ABH and Coldmoorhouse Lane carpark to the asset register</p>	<p><b>Clerk</b></p>
<b>F392/24</b>	<p><b>9. To review current year budget and consider budget proposals for 2025/26</b></p> <p>The committee discussed the current year budget and considered the quotes for the chapel roof and the tree survey.</p> <p>The Committee <b>RESOLVED</b> accept the chapel roof quote and the tree works quotes (subject to references and insurance details) for the work required within 1-6 months over ABH, Cemetery and REC.</p> <p>It was noted the Cllr PE suggested the following budget proposals for 2025/26.  Tree surgery needs about 3k pa  Playground equipment circa 1k pa  Building maintenance 2 halls 3 k pa</p> <p>It was noted that proposed budget items need to be tabled to the next A&amp;E meeting for discussion</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<b>F393/24</b>	<p><b>10. Items of NOTE</b></p> <p>It was noted one of the poles outside the Pavilion urgently need replacing and others painting and repairing. The need for a general maintenance/odd job man was noted and the Clerk to look for one.</p>	<p><b>CLERK</b></p>
	<b>11. Notice of next meetings: 1<sup>st</sup> October 2024</b>	
There being no further business to be transacted the meeting was closed at 14.28pm		

Signed: .....  
Chairman

Date: .....

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