

LITTLE MARLOW PARISH COUNCIL

Minutes of the Budget/Finance Committee held on Tuesday 7 May 2024
held at the Pavilion starting at 13.00.
CONFIRMED

Present: Chair Cllr A Crabtree (AC) Cllr J Downes (JD), Cllr S Kershaw (SK), Cllr R Start (RS), Cllr Kath Acres (KA),		
Clerk – Jennie Phenix	No members of the public present	
Minute Ref:	Agenda Item	Action
F371/24	1. Apologies for absence – Cllr Katic Cook (KC), Cllr P Emmett (PE)	
F372/24	2. Declarations of interest – personal or prejudicial None	
F373/24	3. To agree Minutes of the Budget Committee Meeting on 20 February 2024. The Committee RESOLVED to accept the minutes and the Chairman duly signed the minutes. The committee RESOLVED to review the previous tree survey report from November 2022, to determine whether one needs to be carried out this year. Report to be sent to SK for review.	AC JD SK
F374/24	4. Public participation – maximum 15 minutes None	
F375/24	5. To review income and expenditure for March 2024 The Committee noted the income was down on the Cemetery due to less burials and up on Abbotsbrook Hall due to efforts to fill available spaces. Due to investment funds being available, the Committee noted the intention to consider getting the tree survey done and to reconsider Wi-Fi for Abbotsbrook Hall. Quote for Wi-Fi installation at ABH to be obtained from ZEN and another provider.	SK CLERK
F376/24	6. To review expenditure: 4th Qtr 2023/2024 Included in F375/24 above	
F377/24	7. To review un-audited year-end figures 2023/2024 The Committee reviewed the un-audited yearend figures for 2023/24. The Committee RESOLVED to review where the council had previously got to with Zurich providing an assessment of the rebuild costs for buildings assets i.e. ABH, the Pavilion and Chapel, and consider whether to arrange.	Clerk
F378/24	8. To review CIL funds and Earmarked Reserves report The Committee reviewed the CIL fund and Earmarked Reserves report The Committee RESOLVED to refer the EPC rating review of ABH & Pavilion to the Environment Committee for consideration.	SK

Chairman initials]

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F379/24	9. To review Asset Register The Committee reviewed current Asset Register and noted the need for it be reviewed and updated, with the following actions:- <ul style="list-style-type: none"> To arrange a suitable time for training and review of the Asset Register To check cost of replacing Street Light so can be added to Asset Register 	JD CLERK SK
F380/24	10. To review current year budget The Committee reviewed the current year budget.	
F381/24	11. To consider quarterly spot checks and councilor rota The Committee RESOLVED to set up quarterly spot checks of accounting processes. To start with JD at Asset Register review meeting and rota through Cllrs quarterly thereafter.	JD CLERK
F382/24	12. Items of NOTE The Committee noted the need to identify current maintenance suppliers and agreements for Environment Committee. The Committee noted that once the shed is completed, it will review whether to allocate funds to a new piece of playground equipment.	SK CLERK
F383/24	13. Notice of next meetings: 7th July 2024	
There being no further business to be transacted, the meeting was closed at 14.30		

Signed:
Chairman

Date: