

## LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Budget/Finance Committee held on Tuesday 11<sup>th</sup> July 2023 held at the Pavilion starting at 13.00.

CONFIRMED

<b>Present:</b> Cllr K Cook (KC), Cllr A Crabtree (AC), Cllr J Downes (JD), Cllr S Kershaw (SK), Cllr R Start (RS)		
Mrs J Murray, Parish Clerk		No members of the public present
Minute Ref:	Agenda Item	Action
F305/23	<b>1. To elect a Chairman</b> Cllr A Crabtree was elected as Chairman	
F306/23	<b>2. Apologies for absence</b> Cllr P Emmett (PE), Cllr S Goss (SG),	
F307/23	<b>3. Declarations of interest – personal or prejudicial</b> None	
F308/23	<b>4. To agree Minutes of the Budget Committee Meeting on 9th May 2023</b> The Committee <b>RESOLVED</b> to accept the minutes and the Chairman duly signed the minutes. The Clerk was asked to circulate the committee information to full council.	Clerk/ AC
F309/23	<b>5. Public participation – maximum 15 minutes</b> None	
F310/23	<b>6. To review income and expenditure for April, May &amp; June 2023</b> The Committee <b>RESOLVED</b> to approve the income and expenditure accounts for April, May & June 2023 The Clerk was asked to circulate a report on 1156 Bank Charges.	Clerk
F311/23	<b>7. To review bank balances</b> The Committee <b>RESOLVED</b> to note the bank balances.	
F312/23	<b>8. To review and agree upon CIL report to Buckinghamshire Council</b> The Committee <b>RESOLVED</b> that Cllr A Crabtree & Cllr K Acres would review the CIL report for Buckinghamshire Council due by December and the report the Clerk had created to track CIL received and spent.	Clerk/ AC/KA
F313/23	<b>9. To review Earmarked Reserves report</b> The Committee <b>RESOLVED</b> on each earmarked reserve: <b>Street Lighting project:</b> that Cllr S Kershaw and Cllr K Acres should sign the Sparx contract as soon as possible. Cllr S Kershaw & Cllr J Downes would visit the street lighting columns which have been queried for replacement and this topic would be handled separately to the contract. <b>Cricket Shed:</b> the Clerk was requested to email Cllr P Emmett to request an update at the next parish council meeting. <b>Chapel Roof:</b> that the Chapel Roof project should be escalated on the project list for works to be completed prior to Winter 2023 <b>Chapel windows:</b> that Cllr K Acres would make enquiries. <b>Pavilion Roof Paint:</b> that the funds should remain in situ before being reallocated at a later stage. The Committee noted that the parish council would require further resource to move projects forward to completion. It was <b>RESOLVED</b> to discuss this matter at the Employment & HR Committee. In the meantime Cllr K Cook would discuss maintenance list with a possible project management source.	SK/KA SK/JD Clerk  KA  Clerk KC
F314/23	<b>10. To consider Internal Auditor report and recommendations</b> The Committee <b>RESOLVED</b> <b>A1</b> A date to check all parish council minutes are signed has been added to the Clerk's calendar. The aim however is to sign meeting minutes as and when approved. <b>B1</b> Noted <b>C1&amp;2</b> Internal controls are included within the council's risk assessment and should also be included in the parish council manual. It was recognised that creating a parish manual from	

	<p>scratch us a big undertaking and the aim is to allow resource to complete by next Spring.</p> <p><b>C3</b> Clerk to research Fidelity insurance</p> <p><b>D1&amp;2</b> Budget committee assessed the parish council reserves and concluded that our un earmarked reserves equals 12 months operating expenditure being equal to about £110,000.</p> <p><b>E1&amp;2</b> It was agreed to draft an investment policy, which Cllr A Crabtree and the Clerk would draft and circulate to the committee.</p> <p><b>G1&amp;2</b> Members allowances to be referred and considered at the next Employment &amp; HR Committee</p> <p><b>G3</b> To refer the process of TOIL/Overtime to the Employment &amp; HR Committee next meeting.</p> <p><b>J1</b> Noted and would be handled at next RBS closedown</p> <p><b>M1</b> Noted</p> <p><b>N1</b> Noted</p>	<p><b>Clerk</b></p> <p><b>Clerk/AC</b></p> <p><b>Clerk</b></p>
<b>F315/23</b>	<p><b>11. To consider new Lloyds Bank interest baring account level</b></p> <p>The parish council bank accounts offer the following interest rates:</p> <p>1 0% interest</p> <p>2 0.8% interest</p> <p>3 2.3% 32 day</p> <p>Following the Internal Auditor’s recommendation to consider an investment strategy Cllr A Crabtree &amp; Cllr K Acres set up a 32 day notice Lloyds bank account. The Committee <b>RESOLVED</b> to recommend to full council that the Clerk would keep a quarterly check on cashflow. A calendar quarter of operating expenditure plus any significant expenditure would be held in the Treasurer’s account (approximately £58K) and the remainder would be transferred to the 32 day notice account. Transfers would be authorised as part of the regular payment run team authorisation process; in line with Financial regulations.</p>	<b>Clerk/AC/KA</b>
<b>F316/23</b>	<p><b>12. To consider Budget requests for 2024/2025</b></p> <p>Cllr K Acres put forward a budget request for installation of a Dog Waste Bin at Coldmoorholme Lane.</p> <p>Cllr A Crabtree put forward a request for further parish council resourcing to assist the Clerk to complete project list actions, as well as a budget request to consider the replacement of burial ground iron fencing.</p>	
<b>F317/23</b>	<b>13. Items of Note</b> To review Sheepridge Lane MVAS agreement	
<b>F318/22</b>	<b>14. Notice of next meeting:</b> 28 <sup>th</sup> November 2023. The committee requested a further meeting end Sep/beginning of October.	
There being no further business to be transacted, the meeting was closed at 14.50		

**Abbreviations:**

LMPC Little Marlow Parish Council  
BC Buckinghamshire Council TfB Transport for Bucks  
RBS (LMPC Accounts Software)

Signed: .....  
Chairman

Date: .....