

# LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Budget/Finance Committee held on Tuesday 13<sup>th</sup> May 2025  
held at the Pavilion starting at 13.00.  
**CONFIRMED**

<b>Present:</b> Chair Cllr A Crabtree (AC), Cllr K Acres (KA), Cllr K Cook (KC), Cllr J Downes (JD), Cllr S Kershaw (SK)		
Clerk – Jennie Phenix		Public Attendance: - See attendance sheet
Minute Ref:	Agenda Item	Action
F424/25	<b>1. Apologies for absence</b> Cllr R Start	
F425/25	<b>2. Declarations of interest – personal or prejudicial</b> None	
F426/25	<b>3. To agree Minutes of the Budget Committee Meeting on 14<sup>th</sup> January 2025.</b>  The Committee <b>RESOLVED</b> to accept the minutes of the previous meeting on 14 <sup>th</sup> January 2025 and the Chairman duly signed the minutes.	
F427/25	<b>4. Public participation – maximum 15 minutes</b> none	
F428/25	<b>5. To review un-audited year end figures for 2024/25 including I&amp;E for March 2025</b>  The Committee reviewed unaudited year end figures. It was noted that there was a discrepancy with the EMR reserves figures not being reflected correctly in the income and expenditure figures, which the Clerk will discuss with Rialtas. The Committee <b>RESOLVED</b> that subject to EMR amendments it recommends the year end figures go to next week's Parish Council meeting for approval.  <b>The Clerk to discuss the EMR with Rialtas before next weeks council meeting and Year end figures to go to council for approval</b>	<b>Clerk</b>
F429/25	<b>6. To review the final Assets Register</b>  The Committee reviewed the final Assets register. It was noted that URN didn't need to be on it as it was below £100 and the old shed needs to come off the list.  <b>The Clerk to amend the Assets Register before the next internal audit in 2026.</b>	<b>Clerk</b>
F430/25	<b>7. To review internal audit report and recommendations</b>  The Committee reviewed the internal auditor's report and recommendations which it takes on board and will incorporate and act upon. It was noted that it is pleased with the Clerk's performance and it was noted that the auditor is satisfied the LMPC internal controls that are in place for 2024/25 are effective.	
F431/25	<b>8. To review income and expenditure for April 2025</b>  The committee reviewed and approved the income and expenditure for April 2025.  It was noted that electrical work at the Pavilion has now been completed.	
F432/25	<b>9. To review CIL funds</b>  It was noted that CIL funding of £16, 353.67 has been received.  The need for a Community bus to extend to Bourne End was discussed and the committee <b>RESOLVED</b> to reach out to Marlow, Marlow Bottom and Bourne End Parish Councils about coordinating services. This is to be referred to the agenda for the next A&E meeting.  <b>Add Community bus to the A&amp;E agenda for end of June 2025</b>	<b>Clerk</b>

Chairman initials]

.....

	<b>Discuss possible extensions to local transport with Marlow Town Council</b>	<b>AC</b>
<b>F433/25</b>	<b>10. To review the current bank balance.</b>  The Committee reviewed the current bank balance as of 8 <sup>th</sup> May 2025. It was noted that there is £26,312.92 in the current account, £41,115.11 in the instant savings account and £61,077.99 in the 32 day access account. It was noted that £20k has been previously agreed to be the right amount of money to keep in instantly accessible funds and that £50k can now be moved to the 32 day account.  <b>AC to transfer £50k to the 32 day access account</b>	<b>AC</b>
<b>F434/25</b>	<b>11. To consider creating an investment policy</b> It was noted that since the CIL money has been received the reserve funds are over the recommended amount of £100,000 where an investment policy is required. The committee considered a draft investment policy that AC had amended from one provided by the internal auditor. The Committee <b>RESOLVED</b> to take this policy for approval to the next full council meeting.  The Committee discussed the possibility holding some reserves with an alternative bank as a security measure and the clerk to investigate options.  <b>Clerk to look into alternative building Society and CCLA account options</b>  <b>Add Investment policy for approval to full council agenda</b>	<b>Clerk</b>  <b>Clerk</b>
<b>F435/25</b>	<b>12. To review the current year budget and earmarked reserves report</b>  The committee reviewed the current year budget. It was noted that it was happy with it and continue to monitor.  The committee reviewed the earmarked reserves report which records the EMR correctly but the need for the accounting to be investigated further as noted in minute F428/24 above.	
<b>F436/25</b>	<b>13. To review the Zurich renewal quote</b>  The committee reviewed Zurich's renewal quote for public liability and buildings insurance. It was noted that the Equipment Storage shed is now included in the policy and the policy has increased by approximately £300 since last year. The committee <b>RESOLVED</b> to take this to the full council meeting for approval.  <b>Add Zurich renewal approval to the agenda for the full council meeting</b>	<b>Clerk</b>
<b>F437/25</b>	<b>14. To review the VAS repair quote</b>  The committee reviewed the repair quote including traffic management costs from SWARCO to repair the VAS on Sheepridge Rd. It was noted since the traffic management costs make it expensive it may make sense to just install a new one and that CIL funds could possibly be used for this.  <b>Get quote from local contractor to install a new one</b>  <b>Look out previous quotes for new VAS</b>	<b>Clerk</b>  <b>KA</b>
<b>F438/25</b>	<b>15. To consider requesting Everflow water refund</b>  It was noted that there is a credit of £3377.06 on the Everflow water account due to a refund given a couple of years ago when they couldn't find the Pavilion water meter. The committee <b>RESOLVED</b> to request the refund.  <b>Refund to be requested from Everflow</b>	<b>Clerk</b>
<b>F439/25</b>	<b>16. Items of NOTE - None</b>	

There being no further business to be transacted the meeting was closed at 14.30 pm		

Signed: .....  
Chairman

Date: .....