

LITTLE MARLOW PARISH COUNCIL

Minutes of the Budget/Finance Committee held on Tuesday 11th October 2022 held at the Pavilion starting at 13.08.

UNCONFIRMED

Present: Cllr K Acres – Chairman, Cllr S Kershaw, Cllr P Emmett – arrived 13.10, Cllr A Crabtree, Cllr J Downes, Mrs J Murray, Parish Clerk		
Mrs J Murray, Parish Clerk		No members of the public present
Minute Ref:	Agenda Item	Action
F250/22	1. To elect a chairman – Cllr A Crabtree was elected Chairman. The Committee RESOLVED to discuss COMMITTEE MEMBERSHIP 2022_23 at the next parish council meeting to include new parish councillors and review Environment Committee Chairman.	Clerk
F251/22	2. Apologies for absence: None	
F252/22	3. Declarations of interest – personal or prejudicial None	
F253/22	4. To agree Minutes of the Budget Committee Meeting on 26th July 2022 The Committee RESOLVED to accept the minutes and the Chairman duly signed the minutes.	
F254/22	5. Public participation – maximum 15 minutes None	
F255/22	6. To receive interim external auditor report from PKF Littlejohn The Committee RESOLVED the following: -to chase PKF Littlejohn for the final audit report -to feedback to BMKALC the parish council's dissatisfaction of the services PKF have presented for the external audit 2021/2022 -to contact Rialtas to arrange an early close down of the RBS accounts system next year -it was noted that PKF Littlejohn had received all necessary audit papers, as agreed in the LMPC end of year timetable, by 16 th June 2022. PKF Littlejohn contacted LMPC on Monday 26 th October 2022 with review questions, allowing only 5 days until the statutory publication of the external auditor's report was due. The Clerk responded on the same day and forwarded the query in relation to the internal auditor's report to the internal auditor. The internal auditor was out of the country but responded to the query in relation to boxes C and K, within his report, on Monday 3 rd October 2022.	
F256/22	7. To review expenditure in 2nd quarter 2022/23 The Committee RESOLVED to ask the Clerk to introduce new file numbers in Teams, to check the Rialtas charges (accounting software) and review the codes: 3959 and 3971, to report back to the committee.	
F257/22	8. To review utilities The Committee RESOLVED to: - Read the Chapel electricity meter at Fern Lane Cemetery and establish contract. - To carry out a wholesale review of meter readings. It is not known what the cap impact will be on the parish council. - To allocate a councillor to work with the Clerk on further utility review. Cllr S Kershaw agreed to a review of utilities to report back to committee as soon as possible. - A record of monthly meter readings would be established. - Water meter readings were discussed, and it was highlighted that Everflow state that meter readings are taken every six months. - It was agreed that an exercise would be carried out to establish the annual running costs of each parish council venue. - Each committee would conduct a cost/time benefit when asking the Clerk to carry out projects.	

	<p>Cllr S Kershaw gave a report on the findings he had gathered during street lighting research:</p> <ul style="list-style-type: none"> - FY22-23 electricity budget for Street Lights is £2,600 - FY22-23 electricity cost for Street Lights is estimated to be £11,100. If LMPC does not convert to LED bulbs then the FY23-24 cost will be £13,105 (assuming no further price increase) - If LMPC converts to LED bulbs then the FY23-24 cost for will be £4,485 (a saving of 65%) <p>The report highlighted the cost saving in introducing LED street lighting to LMPC.</p> <p>Cllr S Kershaw was in the process of writing an invitation to tender document to progress the introduction of LED street lighting to the parish. The tender would be submitted to three or more contractors.</p> <p>Cllr A Crabtree asked whether all lampposts within the parish were necessary and whether this could be factored into the tender process. Cllr S Kershaw agreed that this suggestion would be part of the tender process.</p> <p>Cllr P Emmett questioned whether the cost of implementing LED street lighting would be covered by the cost saving. Cllr S Kershaw replied stating that savings would be on reduced consumption of LED bulbs. Lamp posts are not metered, there is a dusk until dawn charge.</p> <p>Cllr S Kershaw would contact Chepping Wycombe Parish Council, who carried out a recent LED replacement street light project and ask them whether they have lights which turn off and work on proximity detection.</p> <p>Cllr S Kershaw reported that he had looked at solar powered devices but that they were not an option.</p> <p>It was RESOLVED that the Budget Committee would review tender documents received. A report would be delivered to full council for review.</p>	
F258/22	<p>9. To review bank balances</p> <p>The Committee RESOLVED to note the bank balances. Cllr A Crabtree suggested that a review was carried out of the bank balances to gain interest on the total.</p>	
F259/22	<p>10. To review Devolved Services Contract</p> <p>The Committee noted that the Devolved Services Contract with Buckinghamshire Council runs until 31 March 2023.</p>	
F260/22	<p>11. To consider Budget requests for 2023/2024</p> <p>The Committee RESOLVED to merge the budget proposal list with the projects list for the next Budget Committee meeting.</p>	Clerk
F261/22	<p>12. To review references received for RBS bookings & sales invoicing software</p> <p>The Committee RESOLVED to add to the budget proposal list for 2023/2024.</p>	
F262/22	<p>13. To consider draft budget for 2023/24</p> <p>The Committee RESOLVED to defer the detailed budget review until the next meeting on 28th November 2022, due to time constraints.</p>	
F263/22	<p>14. To consider precept</p> <p>The Committee RESOLVED to defer precept consideration until the next meeting on 28th November 2022.</p>	
F264/22	<p>15. To consider CIL report</p> <p>The Committee noted the CIL report, which had been uploaded to the parish council website.</p>	
F265/22	<p>16. To consider EMR report</p> <p>The Committee RESOLVED defer precept consideration until the next meeting on 28th November 2022.</p>	

F266/22	17. To consider BMKALC internal audit recommendation The Committee RESOLVED to follow BMKALC's recommendation to appoint a new internal auditor every two to three years and to approach an internal auditor from the list they had compiled.	
F267/22	18. Items of NOTE The Committee agreed that budget papers would be available 10 working days in advance of the next meeting: Monday 14 th November and that the committee would ask any relevant questions three working days in advance of the meeting: by Wednesday 23 rd November. Cllr A Crabtree and the Clerk would meet prior to the papers being distributed: date to be arranged.	
F268/22	19. Notice of next meeting: Monday 28th November 2022	
There being no further business to be transacted, the meeting was closed at 15.00.		

Abbreviations:

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

Signed:
Chairman

Date: