

LITTLE MARLOW PARISH COUNCIL

Minutes of the Budget/Finance Committee held on Tuesday 3rd October 2023
held at the Pavilion starting at 13.00.

CONFIRMED

Present: Cllr K Acres, (KA), Cllr K Cook (KC), Cllr A Crabtree (AC), Cllr J Downes (JD), Cllr S Kershaw (SK), Mrs J Murray, Parish Clerk		
		No members of the public present
Minute Ref:	Agenda Item	Action
F332/23	1. Apologies for absence Cllr R Start (RS), Cllr P Emmett (PE),	
F333/23	2. Declarations of interest – personal or prejudicial None	
F334/23	3. To agree Minutes of the Budget Committee Meeting on 11th July 2023 The Committee RESOLVED to accept the minutes and the Chairman duly signed the minutes. The Clerk was asked to set up a separate meeting, to include Cllr A Crabtree and Cllr K Acres, to discuss the CIL report and to draft the parish council investment policy. No progress had been made on the parish council manual to date due to workload.	Clerk
F335/23	4. Public participation – maximum 15 minutes None	
F336/23	5. To note external auditor report from PKF Littlejohn The Committee noted the auditor’s report and the Clerk confirmed that the conclusion of audit had been posted to the website and noticeboard.	
F337/23	6. To review expenditure Jul–Aug 2023/24 The Committee RESOLVED to email queries a week in advance of a Budget Committee meeting to enable the Clerk to respond at each meeting. Cllr A Crabtree made the following queries: -Clarification required on interest bearing account balance at August month end -Print reports on 1. Salaries & pensions 2. Town Bus 3. Bank charges: LMRINC £50 refund 4. Green paths: Chiltern society (add to Clerk’s calendar) 5. Dog bins 6. Miscellaneous: check charge card posting 7. Maintenance/General maintenance 2136 2137 ABH 8. Pavilion Income 9. Water charges: Allotment & Pavilion 10. Utilities report 10. ABH fixtures and Fittings 11. EMR transfers: bike racks 2140 grant income, £100 Wild Wycombe 3573 12. Cleaning materials Abbotsbrook & Pavilion Clerk to assist Cllr A Crabtree to set up a filter to forward Lloyds bank emails to parish clerk’s email address. Clerk to contact Newleaf rearding tree works.	Cmte Clerk Clerk Clerk
F338/23	7. To review bank balances The Committee RESOLVED to monitor cashflow as part of the bi-weekly payment run.	Clerk
F339/23	8. To consider cashflow Cashflow was noted.	

F340/23	9. To consider EMR report The Committee RESOLVED to recommend to full council the transfer of: 331 EMR - CIL Pavilion Roof Paint £6,773.56 to 330 EMR - CIL Replacement St Light to pay for new street lighting columns.	Clerk
F341/23	10. To consider CIL report The Committee RESOLVED to reallocate the heading 325 EMR - CIL 21/22 to CIL 22/23 and allocate the £18,396.76 received on 10th May 2023 to this EMR heading.	Clerk
F342/23	11. To review Devolved Services contract The Committee RESOLVED to ask the Clerk to keep abreast of discussions with Buckinghamshire Council regarding future Devolved Services Contracts and noted the Devolution Agreement Variation details below: Subject: Local Council (LC) Devolution Agreement Variation I am pleased to enclose your Agreement of Variation in respect of your Local Council Devolution Scheme Agreement for the continuation of Devolved Transportation activities from 1st April 2023 to 31st March 2024. This Agreement varies the funding arrangements to include an uplift of 9% for the year in line with Buckinghamshire Council's inflationary figure. This equates to your 23/24 payment being £1,983.79	Clerk
F343/23	12. To consider budget requests for 2023/24 The following are to be considered when setting the draft budget at the next meeting: Election costs, Neighbourhood plan funding – budget head 105 Grants, Fern Lane Cemetery iron fence	Cmte
F344/23	13. To consider draft budget for 2023/24 The Committee RESOLVED to request Cllr S Kershaw carry out a review of hall hire rates and burial rates for the Budget Committee Meeting at the beginning of November. As well as maintenance estimates. The Clerk is querying Cloudy IT costs and would include Cllr S Kershaw on queries. The Committee asked the Clerk to list subscriptions and memberships. The following items would be added to the next parish council meeting for discussion: -Recreation Ground Rabbits	SK Clerk/ SK
F345/23	14. To consider precept The Committee RESOLVED that precept was to pay for operational not capital costs and to include a 3% increase on last year.	
F346/23	15. To confirm internal auditor 2023/2024 The Committee noted that a contract had been signed with IAC for a three year period and that IAC would perform the internal audit for 2023/2024, which is the second year of the contracted period.	
F348/22	14. Notice of next meetings: 6 th November & 28th November 2023 at 1pm Future Agenda items: Sheepridge Lane MVAS, Chapel roof,	
There being no further business to be transacted, the meeting was closed at 14.38		

Abbreviations:

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

Signed:
Chairman

Date: