

# LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Budget / Finance Committee held on 12<sup>th</sup> May 2020 held remotely via Microsoft Teams starting at 10am.

CONFIRMED

<b>Present:</b> Cllr K Acres – Chairman, Cllr J Downes, Cllr P Emmett, Cllr V Brownridge, , Cllr V Morton		
Mrs J Murray, Parish Clerk		No Members of the public present
<b>Minute Ref:</b>	<b>Agenda Item</b>	<b>Action</b>
<b>F124/20</b>	<b>1. Apologies for absence</b> Apologies received and accepted from Cllr G Fitchew. Cllr P Emmett joined the meeting at 10.10am	
<b>F125/20</b>	<b>2. Declarations of interest – personal or prejudicial</b> None	
<b>F126/20</b>	<b>3. To take reports from the Minutes of the Budget Committee Meeting on 16<sup>th</sup> January 2020, approved by the Parish Council at its meeting on 28<sup>th</sup> January 2020</b> F120/19 It was confirmed that hire charges would be reviewed at the next Budget Committee Meeting in July 2020 as RESOLVED at the last Parish Council meeting. F129/20 Quotes to be established for new safes, chairs and curtains	<b>Clerk</b>
<b>F127/20</b>	<b>4. To review expenditure: 4<sup>th</sup> Quarter 2019/20</b> The review of the fourth quarter took place alongside the unaudited year end figures	
<b>F128/20</b>	<b>5. To review unaudited year end figures</b> Budget Committee members reviewed detailed year end figures prior to the meeting and explanations for budgeted figures over 20% were given. Cllr V Brownridge submitted further questions which were discussed one by one. It was RESOLVED: -All inclusive roundabout donation of £4,379 from WDC would be <b>added via</b> journal to 1580 -Expenditure on playground equipment allocated to 3973 to be amended to reflect full cost of all inclusive roundabout of £8,758 -Ear marked reserve report presented to full council on 21 <sup>st</sup> April 2020: 5a EMR CIL to Mar 2020, to be included in year end accounts -Review Techniclean charges with Cllr J Downes and Abbotsbrook Caretaker -Review allocations of a/c code 3114 Electricity to cost centres 201 and 309 as part of year end preparation to check whether expenditure has been allocated to the correct cost centre - Look into changing electricity supplier for the Burial Ground -Check annual & quarterly playground inspections are diarised and begin weekly visual inspection of playground: diarise inspection dates -Update Budget Committee following year end meeting on 19 <sup>th</sup> May 2020 with RBS	<b>Clerk</b>
<b>F129/20</b>	<b>6. To review specific subheads prior to roll over of accounts with RBS</b> Cllr V Morton asked how many vacant allotment plots available.: 3 were confirmed. Clerk to contact Allotments sub-committee to request splitting of 3 remaining plots and to report back to full council on 26 <sup>th</sup> May 2020. Cllr V Brownridge led the review and it was RESOLVED to amend: -Amend 123 nominal code 1120 to 1121 -Bucks C pension to be split between 1101/1102 -Payment to the following suppliers are attributed to the following subheads which do not have any funds allocated to them: 2137 Chubb Chapel 3572 Keith Heybourn 3937 PAT testing Pavilion	<b>Clerk</b>  <b>Clerk</b>

<b>F130/20</b>	<p><b>To consider potential loss of income due to hall closures &amp; hall hire rates</b></p> <p>-The committee RESOLVED to write, via email, to both preschools to ask how they propose to run each preschool once back in operation and using Abbotsbrook Hall and The Pavilion. Exclusive use of the halls could not be agreed upon and possible increased costs may have to be introduced if the Council incurs increased costs for eg cleaning.</p> <p>-Cllr J Downes and Clerk to work together and prepare an email to be sent to all hall users to keep in touch and confirm we are studying the latest Government advice and the implications for the use of our halls.</p> <p>-Cllr J Downes suggested setting up a sub-committee to consider and put in place plans, following governmental guidelines, to open up facilities for use again.</p> <p>-It was RESOLVED to approach BALC to ask for advice on Budget setting and whether the Budget can be amended in light of potential loss of income due to Coronavirus</p> <p>-It was NOTED that there will be a drop in income, below budget predictions due to Coronavirus.</p> <p>-Potential cost savings were discussed</p> <p>-It was confirmed that no refunds of hire fees had been made to date.</p>	
<b>F130/20</b>	<p><b>7. Items of NOTE</b></p> <p>Clerk to contact Bridge Club re uncleared cheque and work with Cllr P Emmett to collect repayment by end of week.</p>	
<b>F131/20</b>	<p><b>8. Notice of next meeting: 23<sup>rd</sup> July 2020</b></p>	
<p>There being no further business to be transacted the meeting was closed at 11am</p>		

**Abbreviations:**

LMPC	Little Marlow Parish Council	TfB	Transport for Bucks
BCC	Bucks County Council	RTR	RESOLVED to RECOMMEND
RBS	Rialtus Business Software (LMPC Accounts Software)	LAF	Local Area Forum –

Signed: .....

Chairman

Date: .....