

## LITTLE MARLOW PARISH COUNCIL

**Minutes** of the Budget/Finance Committee held on Tuesday 9<sup>th</sup> May 2023 held at the Pavilion starting at 13.00.

UNCONFIRMED

<b>Present:</b> Cllr A Crabtree – Chairman, Cllr K Acres, Cllr J Downes, Cllr P Emmett, Cllr S Kershaw, Mrs J Murray, Parish Clerk		
		No members of the public present
Minute Ref:	Agenda Item	Action
F293/23	<b>1. Apologies for absence:</b> None	
F294/23	<b>2. Declarations of interest – personal or prejudicial</b> None	
F295/23	<b>3. To agree Minutes of the Budget Committee Meeting on 28th February 2023</b> The Committee <b>RESOLVED</b> to accept the minutes and the Chairman duly signed the minutes.	Clerk/ AC
F296/23	<b>4. Public participation – maximum 15 minutes</b> None	
F297/23	<b>5. To review income and expenditure for March 2023</b> The Committee noted the March income and expenditure report which was resolved upon and agreed at the April parish council meeting.	
F298/23	<b>6. To review expenditure: 4th Qtr 2022/2023</b> The historical peppercorn rent was discussed, which was paid in relation to a permissive path around Spade Oak Lake, and councillors confirmed that it should be removed from the budget as it was no longer relevant.  The Committee <b>RESOLVED</b> to ask the Clerk to contact Lloyds Bank to check rates and payment limits,  The Committee <b>RESOLVED</b> to invite LMCC to meet Cllr P Emmett and Cllr K Acres in September to discuss the ongoing LMCC agreement with LMPC, and annual fees. The Clerk was asked to send an email to LMCC notifying the club that fees would increase in September in line with inflation. The Clerk would circulate the current LMCC/LMPC agreement to the Budget Committee.  The Committee noted that in the last year all burials were of out of parish residents; there were no in parish burials.  The Committee will recommend to full council that the Abbotsbrook Hall car park maintenance invoice and both halls chairs and trollies invoices are charged to Ear Marked Reserves.	Clerk  Clerk  Clerk
F299/23	<b>7. To review un-audited year end figures 2022/2023</b> The Committee <b>RESOLVED</b> to review the MVAS agreement on Sheepridge Lane and to remove the cost of the MVAS equipment as appropriate. It was noted that Ear Marked Reserves had been made for parish sign cleaning and future election costs.  The Annual Return would be updated with the revised Asset Register value. The cost of the parish council safes were required to be added to the Asset Register and it would be determined whether the cost of the Defibrillator’s included the cost of the Defibrillator cabinet. Report Header Changes required.	Clerk  Clerk
F300/23	<b>8. To review CIL funds and Earmarked Reserves report</b> The Committee <b>RESOLVED</b> to develop the excel CIL report to track income received, income receipt date, income spent and when the income was to be spent by.  The Committee <b>RESOLVED</b> to recommend to full council that £1,000 be ear marked to repair	Clerk

	the chapel windows.  The Committee <b>RESOLVED</b> to invite Roger Wilding, Wycombe Wildlife Group, to the next Burial Ground Committee meeting to discuss further donations to the planting at the Burial Ground.	<b>Clerk</b>
<b>F301/23</b>	<b>9. To review final Asset Register</b> The Committee <b>RESOLVED</b> to pay up to a limit of £300 to work with Zurich to review insured values. The Clerk was requested to contact Zurich.	<b>Clerk</b>
<b>F302/23</b>	<b>10.To consider quarterly spot checks and councillor rota</b> The Committee <b>RESOLVED</b> that the following councillors would carry out accounting spot checks throughout the year: May Cllr S Kershaw, Aug Cllr K Acres, Nov Cllr J Downes, Jan 2024 Cllr A Crabtree The Clerk was requested to make diary arrangements.	<b>Clerk</b>
<b>F303/23</b>	<b>11.Items of Note</b> None	
<b>F304/22</b>	<b>12. Notice of next meeting: 11th July 2023</b>	
There being no further business to be transacted, the meeting was closed at 14.45		

**Abbreviations:**

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

Signed: .....  
 Chairman

Date: .....