

LITTLE MARLOW PARISH COUNCIL

Minutes of the Budget/Finance Committee held on 26th August 2021 held at the Pavilion starting at 12 midday.

CONFIRMED

Present: Cllr K Acres – Chairman, Cllr A Crabtree, Cllr J Downes, Cllr P Emmett -joined at 12.38pm, Cllr G Fitchew, Cllr V Morton,		
Mrs J Murray, Parish Clerk		No Members of the public present
Minute Ref:	Agenda Item	Action
F180/21	1. Apologies for absence [Cllr V Brownridge]	
F181/21	2. Declarations of interest – personal or prejudicial None	
F182/21	3. To take reports from the Minutes of the Budget Committee Meeting on the 10th May 2021, approved at the Parish Council meeting on 18th May 2021 Clerk to report separately on ABH car park licences Gang mower posting to be addressed in next set of accounts	Clerk
F183/21	4. To review expenditure: 1st Qtr 2021/2022 1132 Newsletter/Website The Committee RESOLVED to digitise future newsletters and produce paper copies 3536 Cemetery Maintenance The Committee RESOLVED to transfer costs of cemetery tap to 3511 Cemetery works & expansion. Topple testing would remain within 3536 3114 Electricity regular meter readings are taking place to ensure SSE Electricity invoicing is correct 3112 Water Charges Clerk was requested to carry out water meter readings to ensure accurate invoicing by Everflow Water 3584 Income Memorial Fee Out of Parish it was noted that income was down on budget forecast 2111 Rates Cemetery Move £53 from 101 to 305 5554 Footpaths – ensure Chilterns costs allocated to correct cost centre SSE Lights project would be considered for the next parish council meeting The Committee RESOLVED to consider hall booking software to reduce manual processes and tie in with invoicing	Clerk
F184/21	5. To consider hall hire rates & cleaning costs The Committee RESOLVED to carry on with touch point cleaning and a regular weekly clean at the Pavilion, working with Yorkshire Cleaning	Clerk
F185/21	6. To review the asset register and de minimis level The Committee RESOLVED that the de minimis level should be set at £100	Clerk
F186/21	7. To review and agree Terms of Reference The Committee RESOLVED that the Terms of Reference should state 4-6 members, with a quorum of three members. Terms of Reference to be resolved upon at the next parish council meeting	Full Council
F187/21	8. Public participation – 15 minutes No public present	
F188/21	9. Items of NOTE The Committee RESOLVED to discuss the speed limit on A4155 at 28 th September 2021 Parish Council meeting	
F189/21	10. Notice of next meeting: Thursday 21st October 2021 at 1pm	Clerk
There being no further business to be transacted the meeting was closed at 12.42		

Abbreviations:

LMPC Little Marlow Parish Council
BC Buckinghamshire Council
RBS (LMPC Accounts Software)

TfB Transport for Bucks

Signed:
Chairman

Date: