

LITTLE MARLOW PARISH COUNCIL

Minutes of the Budget/Finance Committee held on Tuesday 28th February 2023 held at the Pavilion starting at 13.10.

CONFIRMED

Present: Cllr A Crabtree – Chairman, Cllr S Kershaw, Cllr P Emmett, Mrs J Murray, Parish Clerk			No members of the public present
Minute Ref:	Agenda Item	Action	
F280/23	1. Apologies for absence: Cllr K Acres, Cllr J Downes		
F281/23	2. Declarations of interest – personal or prejudicial None		
F282/23	3. To agree Minutes of the Budget Committee Meeting on 28th November 2022 The Committee RESOLVED to accept the minutes and the Chairman duly signed the minutes.		
F283/23	4. Public participation – maximum 15 minutes None		
F284/23	5. To review and evaluate Open Spaces and Burial Ground Tenders The Committee RESOLVED to ask the Clerk to call contractor 1 to query fixed contract fee and report back to committee. The Clerk would update the evaluation spreadsheet with contractor 1 and contractor 2 details.	AC/ Clerk	
F285/23	6. To review expenditure in 3rd quarter 2022/23 and January 2023 Cllr S Kershaw & Cllr A Crabtree requested further information on specific cost codes which the Clerk would respond to via email following the meeting. The Clerk agreed to email the financial reports to the Budget Committee a week prior to future meetings and Councillor’s agreed to email Clerk with queries prior to the meeting to be answered at the meeting. The Clerk would email Cllr S Kershaw with the recent SSE maintenance invoice for information and make contact with SSE daily to chase report of faulty Abbotsbrook Hall meter.	Clerk Clerk	
F286/23	7. To review cost centre codes & DD/SO list for 2023/2024 The cost centre codes were noted and the following list would be considered by the payments team to include for 23_24: Cloudy IT, D M Payroll Services, TBS Hygiene, Yorkshire Cleaning		
F287/23	8. To review bank balances & interest account The balances were noted. Cllr Anna Crabtree and the Clerk would consider bank balance & interest account balance to ensure maximum interest gained and report to full council.	Clerk	
F288/23	9. To review earmarked reserves report The Committee RESOLVED to chase installation of the bike racks, to include full CIL report to Budget Committee regular agenda and to invoice for cemetery bulbs. Once invoiced the amount would be reallocated to EMR.		
F289/23	10. To consider accounting reporting template for Budget Committee and Full Council The Committee RESOLVED to recommend to full council removal of payments and receipts report as it doubles up on the bank statement, otherwise the report would remain the same. It was noted that the allotment payment had been made.	Clerk	
F290/23	11. To consider year end timetable Internal Auditor IAC have confirmed date of 12 th May 2023, RBS to confirm closedown and information to be received by PKF Littlejohn in relation to External Auditor timings.		
F291/23	12. To review draft Financial Regulations The draft was reviewed and would be recommended to full council.		
	13. To consider LMPC charges 2023-2024: Hall Hire, Burial Ground, Recreation Ground The Committee reviewed the report from the Clerk and RESOLVED that LMPC should compare rates to other local facilities. Cllr S Kershaw agreed to complete an extensive review of rates prior to September and in the meantime Cllr A Crabtree would standardise the calculations for hall hire for full council to		

	review at March meeting.	
F292/22	14. Notice of next meeting: 9th May 2023	
There being no further business to be transacted, the meeting was closed at 14.55.		

Abbreviations:

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

Signed:
 Chairman

Date: