



# Finance Committee Meeting | MINUTES

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10<sup>th</sup> November 2021 / 7.30pm | Virtual Meeting (Zoom)

## ATTENDEES

Cllr Anne Birkett (AB), Cllr John Drewery (JD), Cllr Chris Harris, Claire Leek (Clerk and RFO)

## AGENDA TOPICS

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### | 1 | Budget Considerations

The proposed budget for 2022-2023, previously circulated, was discussed line by line to agree how much should be allocated to each line item and if any changes from the proposed figure needed to be made.

The allocation for all line items was agreed.

Discussed the requirement of funds for the community speedwatch group – propose the PC fund the signage required at a cost of around £450. To be discussed for approval at the PC meeting.

The Beacon will be lit next year and will require full painting after the Jubilee celebrations.

Continue with the plan to replace up to 3 streetlights to LED as and when the need arises.

Subscriptions, insurance, audit, Councillor expenses, Chiltern Society donation, burial ground maintenance to remain as stated, based on contracts or previous known expenditure on these items.

The money allocated to Community Events takes into account the jubilee celebrations that will be planned on the common, the potential for a first aid course to be run and money towards a nativity installation at the beacon, to be discussed by the PC.

Discussed need for any money for the parish survey in 2022-2023. Decided that the timescales discussed would mean any projects off the back of the survey could be budgeted in 2023-2024 budget. Minimal costs required for carrying out the survey – enough in the budget.

An overall contingency will be added this year, rather than “General Costs” added to each budget section. This year this has been proposed to be £1000.

Plan has been to try and balance the budget over a two year period and would like to get as close to a balanced budget this year as possible. Do not want to increase the precept by too much, especially as last year we increased it by 7%. Balancing the budget will require a “no frills” budget year.

Budget to be presented to the parish council ahead of the at the next meeting on 30/11/21 prior to precept request from Buckinghamshire Council in January.

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## | 2 | Meetings

The Ley Hill Memorial Hall has been offered to the parish council for free to hold future PC meetings. Guidelines suggest free venues should be used as a preference to paid hall hire. Agreed we would discuss the idea of holding the majority of the meetings in Ley Hill next year.

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## | 3 | Contracts

Clerk to determine the clauses in the Clerk and Burial Ground Administrator contracts regarding annual pay reviews.

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## | 4 | Laptop

Clerk needs a new laptop and although the original plan was to budget for this cost in the 2022-2023 budget the laptop is unlikely to last 4 more months and it was agreed that the replacement needs to be purchased. Clerk to look at Black Friday deals for a new laptop. Approval given to purchase laptop in November.

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Meeting Closed at | 08.45pm |

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Claire Leek

RFO / Clerk

Latimer and Ley Hill Parish Council

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