

Minutes of the FINANCE Committee Meeting on Friday 17 November 2023 at 10am in the Parish Council Office, Rear of Memorial Hall, Village Road, Denham UB9 5BN.

Members:	Cllr A Hans (AH) - Chairman	Cllr J Walsh (JW)
	Cllr M Heath (MH) – Vice-Chair	Cllr E Austin (EA)
	# Cllr A.W. Head (AWH)	# Cllr S Jefferys (SJ)
	Cllr S Williams (SW)	Cllr G Hollis
		# = Apologies Received ## = Apologies not Given
Clerk:	Derek Wilson	

Minutes were voice-recorded.

Agenda No	Minutes	Action
231117/01	Acceptance of Apologies Cllr AWH and Cllr SJ	
231117/02	Declaration of Interests No declarations of interest recorded	
231117/03	Minutes of the previous Finance Meeting 22 September 2023 - The previous minutes showed the title you are summoned to attend and should read Minutes of – Action: This will be corrected by the Clerk. - Proposed by Cllr AH Seconded by Cllr SW – Members agreed. - The Chair reiterated the issue raised previously that the minutes were too detailed and should be concise.	Clerk
231117/04	Review of Current Bank Balances The bank balances were reviewed, and balances have been brought down to £85K (protected by FSCS).	
231117/05	Transfer to Flagstone Discussion took place to transfer a further £200K over to Flagstone. Proposed by Cllr AH Seconded by Cllr JW – Members agreed.	Cllr AH
231117/06	Budget Heading Report (To Note) This is just to note as to the current situation.	
231117/07	Financial Comparison Reports (To Note) This can be referred to when the budget is discussed later on the agenda.	
231117/08	Office Furniture - Cllr MH referred to the current set-up of the office to make it more efficient by using of smaller conference table and chairs would enable everyone to use the office instead of hiring the Bowls Club for the Full Council meetings. A discussion took place. - It was agreed that the meetings should be brought back to the office to see how we cope with the furniture and the number of members attending. Recommendation: To bring back the Full Council meetings from January 2024 to the parish office. This will be placed as an item on the next Council agenda for consideration.	Clerk

231117/09	Lease rent for Denham Bowl Club - The lease of Denham Bowls Club was reviewed at Full Council on Monday 13 November. It was noted that there should be a seven-year rent review on 23 November 2023. - The lease also requires amending with a separate addendum to allow the Bowls Club to hold external functions (subject to written confirmation) to raise funds towards a replacement roof. - The lease arrangement should have similar clauses to those contained within the Cricket Club Lease, but to limit the time period for 12 months. - Lease rent agreement (market rate) every seven years, keep it the same rent based on whether CPI or RPI index should be used. Recommendation: To instruct the IBB lawyers John Mowbray to make the necessary changes.	Clerk
231117/10	Budget pre-planning Discussion - Cllr AH referred to the Financial Budget Comparison actuals for last year 2022/23, Budget for current year (includes Ear Marked Reserves – EMR), Actual to date, Balance of difference, and final right-hand columns new EMR/Budget 2024/25. - The Budget pipeline report expected income and expenditure for the following months up until end of financial year 2023/24. - Miscellaneous Income includes CIL and amounts that cannot be coded to specific cost centres. Cllr AH would like a breakdown of this Cost Centre code 1175 – Clerk to arrange. - Discussion then took place on the various expenditure codes. Staffing – Project Manager and additional person to organise events. Brought down by £30K. - Admin expenses for the office. Brought down by £20K. - Neighbourhood Plan – Brought down by £10K. - Subscriptions kept the same as this year. - Elections – No Change - Grants – Budget £24K for 2024/25 - Insurance costs have increased this year – Budget £8K - Communities – Festive Lights should be increased to £45K and other projects such as extending the dementia café. Budget £70K - General Services – Brought down to £150K, C/fwd from EMR Keep the same. Resolved: Cllr AH and Cllr MH to have a separate meeting on the budget breakdown. - Clerk instructed members about the increased budget in the pipeline for December 2023 £8K, as the electricity company had changed their IT system and they had not sent in their bill for the streetlights approximately £2.5K per month. - Allotments – Pipeline report to be updated to reflect for additional £5K amount for new pathway. Surplus £10K rather	Clerk Cllr AH/MH

	than £15K Budget 2024/5 £20K. Land behind KFC to potentially brought into the allotment site. • Way and Tillard land - £18K c/fwd. The lime trees pollarding will require extensive tree works and bring down the budget to £10K with a total of £28K. • River Misbourne is done on an ad-hoc basis. Budget remains the same. • Denham Village Green – Budget to remain the same EMR 0 Donation to the Denham Village Green Trust, Tree Maintenance – Budget £10K • Higher Denham Play Area – Grass cutting Budget £1K • Bungalow – EMR 0 Budget £10K • Martin Baker – C/fwd EMR £10K and with Budget £14K. No change to other budget line allocation under this heading. • Planning, Scout Hut, Project Phoenix and Youth Worker – No change. • Obsolete coding to be removed from the report. Further discussion on proposed projects to be discussed at a future strategy meeting. Select the key projects that will require future budget allocation for 2024-25.	
	Date and Time of Next Meeting Friday 15 December 2023 10am Denham Parish Office	

Meeting concluded at 11.06am

Derek Wilson

Executive Clerk and RFO

20 November 2023

Chairman _____

Date _____