



## GRENDON UNDERWOOD PARISH COUNCIL

All correspondence to the Parish Clerk on [clerk.gupc@outlook.com](mailto:clerk.gupc@outlook.com)  
Tel: 0787 368 3043 Web Site: <https://www.gupc.org.uk/>

### **Annual Report for the Responsible Financial Officer (RFO) 2023/24** Dated May 2024

Hello, I'm Liz Maker and I have a varied role as the Clerk and Responsible Finance Officer of Grendon Underwood Parish Council. I accepted this post from November 2023, and have developed a better understanding of the post since then!

I am obliged to deal with all members of the public, involving dealing with very current issues, like flooding, to people wanting to book the Village Hall, and people just wanting information. For example, I received an enquiry from an elderly lady who had left the Parish many years ago, asking about the Methodist church, which formerly was housed here.

I also attend County Council Meetings and become abreast of the political climate, and proposed changes – most contentiously street trading.

And of course, I am responsible for forming the agendas and minutes each month of our Parish Council Meetings.

Every day I receive a plethora of emails from Buckinghamshire Council and others. I read each email and decide which, and to whom, they are to be passed on to. (Or deleted). I am learning how to deal with much – too much – red tape.

I oversee the Council's website, ensuring that it is kept updated with minutes, notices and relevant information. I have recently updated some pages, which include local events and relevant community contact details. There is still more work to be done and over the next few months I will be updating further pages with new photos and more information.

I have spent time researching and applying for grants but, unfortunately, Grendon Underwood hasn't received fulfilment of any as yet.

I was Clerk to the Parish Council when the Budget was prepared in December 23. Our precept which is in excess of £20K is received in two instalments. The Annual Internal Audit has been submitted; the external auditor has until September 24 to complete it.

The council has spent £32,472 statutory spend (to include personnel, loan repayment, office overheads, professional services, environment, waste management, lights, insurances and meetings).

The Council VAT reclaim was £2,922. There was no 106-money received this year.

The total fixed assets have declined from £288K to £258K because dilapidated play equipment has had to be removed.

### **Reserves Management**

I am very proud to be part of a Parish Council that has had zero increase for at least the last nine years, not matched with any other council in Buckinghamshire. Effectively this benefits the residents of Grendon Underwood. Of course this is only achievable by the goodwill of volunteers, tight budgetary control and continual monitoring of the village purse.



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### Contracts and Agreements

A five-year agreement Liability and Asset Insurance is continuing from May 23.  
We have renewed our energy contract for street lighting and fixed the price until March 2025.  
Agreed subscriptions consist of: ICO, B&MKALC (NALC), NBPPC, BPFA.  
The street lighting loan agreement at zero interest of £1,000 p a will end this year.

I am pleased to tell you that I've managed to secure free internet with Giggaclear for the Village Hall for a further twelve months. This has necessarily involved promoting Giggaclear on the Website, and within the Village Hall. Part of our submission was to undertake community workshops for the elderly. This will be arranged over the next twelve months in conjunction with the Village Hall.

**Spend Breakdown** This is in the public domain and can be accessed through our Council Minutes which are published on our Web site.

Our opening balance in April 2023 was £17,607 and closed with reserves of £13,272 in March 2024.

### The larger expenditures were thus:

Upgrade of the toddler playground in July £3,360.

Zurich Insurance (annual expenditure) £2,572.

MVAS in July, £1,647.

Dog waste collection (an annual expenditure) £694.

Purchase of 2 planters £526.

Purchase of bulbs £617.

War Memorial has been cleaned for £300.

The Bank is overseen by the Chairman – it requires three councillors to sign, Cllr Moloney, Cllr Jackson and Cllr Benfield. Everything is done through internet banking and therefore is accountable.

All 106 reserves as at last year remain at zero.