

**Finance Committee Meeting
Langham Community Centre
12th May 2022 6:30pm**

Attendees: Cllr Bottwood, Cllr Armstrong and Cllr Brockman

22/001 - Welcome & Apologies for absence

The Clerk conveyed her apologies for absence

22/002 - Declaration of Member's interests

No declaration of interest

22/008 - Clerks contract/back pay

Cllr Bottwood circulated information on the NALC pay scales prior to the meeting and explained that he favoured a recommendation of an increase by one point on the pay scale which amounted to 24p an hour and takes the hourly rate from £12.21/hour to £12.45/hour. The number of weekly hours worked would remain at 15 hours. He also advised the committee that there was a back pay element due to the Clerk because NALC were almost a year late issuing the 2021 pay scales. It was accepted that this pay increase would be put forward to the main committee for ratification. All agreed

22/003 - Agree the Minutes from the meeting on 6th January 2022

The minutes of the meeting on 5th January 2022 were agreed with no amendments

22/004 - Matters arising from the meeting 5th January 2022

Item 20/155 on the minutes concerning the sign off process for spending against the Jubilee budget was considered. This stated that once a reference number was obtained by Cllr Brockman from the Clerk, Cllr Brockman would start the payment and Cllr Mansel-Thomas would then authorise the process. Following the resignation of Cllr Mansel-Thomas this was duly amended so that Cllr Bottwood provided the authorisation. All Agreed

22/005 Public Open Forum

There were no members of the public in attendance

22/006 Approve Expenditure and Income for sign off at the next PC meeting

All Items on the List circulated by the Clerk were accepted by the committee apart from the invoice from Allied Landscaping Services Ltd. Cllr Brockman reported that the sum of £100 for taking down and replacing the Village Sign was verbally quoted for doing this work. The PC have already paid an invoice of £120 covering the taking down of the sign. The work to complete this job became more complex and resulted in Allied Landscaping having to cut the retaining bolts to remove the sign. A further invoice was received in February to provide new bolts, plus the cost of paint for the frame and labour to put it back. The latest invoice now amounts to £364.50. This amounts to a total of £484.50 against a verbal quote of £100. Cllr Brockman had emailed Allied Landscaping about this

mater in February and agreed to follow this up as there is concern about this disparity. Action Cllr Brockman

22/007 Bank Signatories

It was agreed that following the resignation of Cllr Mansel-Thomas, Cllr Armstrong would be provided bank account access and signatory capability. Cllr Bottwood to discuss this with the Clerk. Action Cllr Bottwood

22/009 To agree AGAR paperwork

The Clerk had circulated the required paper work prior to the meeting.

The information was considered by the committee who were happy with the content subject to a couple of minor observations that needed addressing:

- The need for a review of the amounts in the assets lists so that we can be confident the list reflects the current values.
- The income figure on the AGAR form was shown as £26,492.01 but the income on the statement of accounts is shown as £26,485.42.
- The statement of accounts showed a Sundry item of £1,261.90 which should be clarified
- The Bank balances on the Statement of Accounts seemed to have the wrong years shown. Community Account Year end balance should be 2022 but shown as 2021.

Business Premium Account opening balance should be 2021 shown as 2020.

Business Premium account (Tennis Club) Opening balance should be 2021 shown as 2020. End of year balance shown as 2021 should be 2022.

LPCC Investment Fund Account End of year balance shown as 2021 should be 2022.

- The comments on the explanation of “high reserves” were discussed and it was agreed the Cllr Bottwood would provide some alternative wording to the Clerk.

22/010 Items for next meeting

No additional items added at the meeting

22/011 Date & time of next meeting

4th July 2022 6.00pm

Signed

Cllr Bottwood

Date