

Minutes for Langham Parish Council (PC)

Finance Committee meeting

1st September 2021 6:30pm

Present: Cllr Bottwood, Cllr Mansel-Thomas and Cllr Brockman
Clerk for minutes Carol Harbach
0 member of the public.

20/101 Welcome and Apologies for absence

Cllr Bottwood welcomed everyone to the meeting of the Parish Council (PC). No Apologies.

20/102 Declaration of Members Interests

Any declarations of interest will be brought up and declared as they arise on the agenda.

20/103 Agree Minutes from the last Finance meeting held 15th July 2021

These were proposed by Cllr Bottwood and seconded by Cllr Mansel-Thomas. All agreed.

20/104 Matters arising from these meetings.

Tennis Club meeting – A meeting is to take place between the PC and Dr Rudge.

Ongoing

Bank signatory – Cllr Brockman the paperwork has been completed and now awaiting confirmation from the bank. **Ongoing**

No confirmation as yet to the amount of expenditure for the new playground from the recreation ground committee. **Ongoing**

The agreed and amended Finance Regulations have been circulated to the council.

Complete and discharged.

Increase the budget of Hall hire at the LCC to £1163. **Action Clerk**

20/105 Public Open Forum (maximum 10 minutes)

Questions to be recorded and answered at the next meeting.

No members of the public present.

20/106 Approve Expenditure and Income for recommendation at the next Parish Council Meeting for 2020/2021

Income after 15th July 2021

Craft Fair at Community Centre	£30.00
Jo Bartholemew Keep fit on field	£15.00
Christopher Jones Bouncy castle field hire	£15.00

£ 60.00

Expenditure from 15th July 2021

Contractor Inv 7-21 Padlock	4.50
Employer NI Contribution	6.21
Anglian Water Bill for water on field	14.45
Local Council Awards Scheme fee	60.00
Contractor invoice 7-21	222.00
Clerk Salary Sept	810.00

Total £ 1,117.16
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Expenditure for recommendation to Full councillor	
Langham Community Centre	35.00
Tony Emms reimbursement for new white line marker	243.94
Tony Emms reimbursement for new signs at recreation field	21.54
Clerk Salary not due 31st September	810.00
HMRC NI contributions	6.21
Martin Bottwood reimbursement for printing of envelopes for survey	78.00
M. Rich contractor invoice 8-21	270.00
M. Rich Invoice 8-21 consumables for beacon refurbishment	16.30
Total	<hr/> £1,480.99

Proposed Cllr Mansel-Thomas seconded Cllr Brockman. All agreed.

20/107 Budget review – Hall hire and training amounts.

The increase of the hire budget from £400 to £1163 to cover the addition costs of hall hire is on the agenda for tonight's LPC meeting.

CILCA training – the Clerk has been offered a chance to register for this years Cilca training which did not take place last year due to the pandemic.

The clerk can obtain a bursary for this which will pay for 75% towards the cost of the course/s attended.

The advantages of the course were outlined and is a recognised qualification of Clerks.

Vote for the clerk to go on the Cilca course.

Proposed Cllr seconded Cllr all agreed.

Clerk to make the necessary arrangements to obtain the training **Action Clerk**

Cilca Course £575 Certificate in Local Council Administration

SLCC £410 Society of Local Council Clerks

Courses x 6 £402 (I have already attended the 7th course)

= £1387

VAT is added to this but can be claimed back by the council so the overall cost of

£1387 – 75% = £ 1040.25.

£1387 – £1040.25 = £326.75 which would be the cost to the council plus mileage to the courses

Increase in budget for course once this has been agreed by the full council.

20/108 External Auditor report

The external auditor requested 2 questions to be answered.

1) Section 2: since the total reserves figure (Box 7) is more than twice the annual precept value (Box 2), a breakdown of reserves is required.

Please could you send me a breakdown of reserves with sufficient numerical detail – the explanation provided is insufficient.

This was not unexpected and the finance committee replied with the below figures

Earmarked Reserves

Reserve 1	39380	Twice the precept of £19,690
Reserve 2	14730	Tennis Court maintenance account reserves
Reserve 3	7143	Push Energy grant not budgeted for at the beginning of the year. Pre-School floor.
Reserve 4	28487	Excess reserves expected to reduce with the next budget cycle due to Children's play area plans
General Reserve	0	
Total Reserves	89740	

(must agree to Box 7)

The second question asked was;

Section 2, Box 3, 4 and 6: please provide an explanation (both narrative and numerical) for each of the significant variances. The explanations provided do not provide a numerical breakdown of differences between the years so we cannot account for the variance.

This was answered with the statement of accounts being sent for both of the 19/20 and 20/21 year so the comparisons could be made.

The reply from the auditor then came back as a "no need to respond to the email" and stated this was to be sent to the engagement lead to be signed off.

A typo was noted on the form in section 2 box 2 of the AGAR for which should have read £19,193 and not £19,198.

It was also recommended that the council follows the recommendations made by the internal auditor.

The final sign off has not yet been received from the auditors.

20/109 Replacement councillor for the Finance Committee

After Cllr. Ellis' retirement it is proposed to ask a new Councillor to become part of the Finance team in the future. Cllr Bottwood will be Chair of this committee for the time being until suitable training has taken place for a member of the committee to become chair.

20/110 Bank signatory for Bank account

Cllr Brockman has completed the paperwork required by the bank for bank signatory and the PC is waiting confirmation from the bank that this has gone through.

20/111 Recreation Ground committee requirements

No requirements have been received yet from the Recreation Ground committee they are meeting on the 13th September.

20/112 Laptop computer for Clerk

It has come to light that the Clerk is using her own computer for Council business and has not yet been given one to use from the council. A laptop is to be purchased for an amount of £500 and is to also have the relevant virus protection and updates available. This will be taken to the full council for agreement.

Proposed Cllr Bottwood seconded Cllr Brockman. Agreed by all.

Action Clerk to obtain quotes

20/113

Items for the next Agenda

Any items for the agenda are to be given to the Clerk

20/114

Time and date of next meeting

6th October 2021 6:30pm

Meeting finished at 7:15 pm.

Signed

Cllr Bottwood

Date