

Minutes for Langham Parish Council (PC)
Finance Committee meeting 2nd February 2021
7pm via Zoom

Present: Cllr Ellis, Cllr Bottwood, and Cllr Thorpe
Clerk for minutes Carol Harbach
No members of the public

20/49 Welcome and explanation of how the remote meeting will run.

Cllr Ellis welcomed everyone to the remote meeting of the Parish Council (PC) and went on to explain the rules of the meeting. No Apologies.

20/50 Declaration of Members Interests

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

20/51 Agree Minutes from the last Finance meeting held 5th January 2021 and 19th January 2021

5th January 2021 – some alterations were suggested to the minutes.

These were then proposed by Cllr Bottwood and seconded by Cllr Thorpe. All agreed.
19th January 2021 – These are still to be amended and will be agreed at the next meeting.

20/52 Matters arising from these meetings.

5.1.2021 minutes

- Contractors invoices for annual maintenance – The Chairman and Clerk had discussed this and agreed that they would both keep dates of when these activities took place. The committee also recommended to the Recreation Ground committee that the work completed is visually checked and recorded via a form, and this then can be provided at the end of the year when the invoices are produced for payment.

This was also suggested the form could be used for the work that the contractor undertakes and for the work he is instructed to complete on behalf of the recreation ground committee. This can then be given to the finance committee when the contractor sends in his invoice.

Action Clerk to discuss with Chair of committee and report back to the finance committee.

The question was raised that why is the contractor marking out the football pitch when the country is in shutdown. It was understood why this is completed when the field is being regularly cut, but not during lockdown. Also, was this time and cost factored in to the hire charges of the football field.

Action Clerk to discuss with Chair of committee

- Confirmation from NALC/EALC for the changes to the Finance Regulation for payments in August and December, so extraordinary meetings are not needed. The recommendation from EALC was as long as this is approved by the Full council it can take place. This is on the agenda for March 2021. The Finance regulations will be looked at regarding this and an agreed draft will be taken to the Full council for approval.

19.1.21

Cllr Thorpe will look at the draft minutes and get back to the committee.

Action Cllr Thorpe

20/53 Public Open Forum (maximum 10 minutes)

Questions to be recorded and answered at the next meeting.
No public present

20/54 Approve Expenditure and Income for recommendation
Income None this month

Expenditure;	
Contractor Invoice 1	150.00
Mrs. C. Harbach – Clerk Salary	785.80
HMRC Employers – NI contributions	13.29
Mr. P. Dawson reimbursement for Noticeboard	1,609.55
Martin Bottwood – Business reply envelopes for survey	78.00
Wave Water – Recreation Ground standpipe	21.66

Total	£ 2,658.30
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When approved by the Council, these payments will be authorised by Cllr Ellis and Cllr Bottwood/Cllr Dawson but not for their own reimbursements.
Proposed Cllr Bottwood seconded Cllr Thorpe. All agreed

20/55 Discussion on the unreconciled accounts from 19/20.
These were discussed and it was agreed that the Clerk would contact the parties concerned to see if they are going to present cheques and do they still want payment.
Action Clerk to report back at the next meeting.

20/56 Items for the next Agenda
Any items for the agenda are to be given to the Clerk
Minutes of the 19th January to be amended and agreed
Matters arising for the recreation ground committee
Update on unreconciled cheques

20/57 Time and date of next meeting
Tuesday March 2nd 2021 7pm

20/58 Discussion of amount of money held in one bank (exceeds FSCS limit)

This was discussed and thought that with the projects that are coming through this year the balance is expected to be near or below the £85,000 limit. So the decision was made to leave the accounts in one place for the time being. Agreed by all.

Meeting finished at 8 pm

Signed

Cllr Ellis

Date