

**Minutes for Langham Parish Council (PC)**  
**Finance Committee meeting 2<sup>nd</sup> March 2021**  
**7pm via Zoom**

Present: Cllr Ellis, Cllr Bottwood, and Cllr Thorpe  
Clerk for minutes Carol Harbach  
2 members of the public.

**20/59 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.

**20/60 Declaration of Members Interests**

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

**20/61 Agree Minutes from the last Finance meeting held 19th January 2021 and 2<sup>nd</sup> February 2021.**

These were then proposed by Cllr Thorpe and seconded by Cllr Bottwood All agreed.

**20/62 Matters arising from these meetings.**

Contractors invoices for annual maintenance and football pitch maintenance – later on agenda.

Un-reconciled cheques – The Clerk had contacted the three parties concerned and they all would like these previous un-reconciled amounts to be paid again as per the expenditure sheet circulated. **Ongoing**

Finance Regs suggestion to be put to full council

It is suggested to put this in as a separate paragraph under **4.1 Budgetary control and authority to spend new 4.1a.**

During the months of August and December (when the council do not meet) the Clerk/RFO, in conjunction with the Chairman of the Council, can agree items due for payment below £1000 and subject to 4.5. These items can be authorised and paid when agreed by both parties. These payments are to be made by the usual two signatures system and should only be made in circumstances when it would be unreasonable for the recipient of the payment to wait until the next meeting. These payments are to be reported to all councillors and reported at the next full council meeting. For any item which is over £1000 an extraordinary meeting will be called for the full council to agree payment. Committee all agreed.

**20/33 Public Open Forum (maximum 10 minutes)**

Questions to be recorded and answered at the next meeting.

A resident stated that they have sent a response to Cllr Emms about the joint activity between LCC and CC.

**20/64 Approve Expenditure and Income for recommendation**

Income Football pitch hire from Langham Lodgers due from Oct 2020 54.00

Expenditure;

Contractor Invoice 2-21 132.00

Mrs. C. Harbach – Clerk Salary February 2021 785.60

HMRC Employers – NI contributions 13.49

Bowman & Sons – Hedge cutting at Community Centre 300.00

Previous un-reconciled Cheque Q102756 24.4.2019

Langham Community Centre room hire

74.50

Previous un-reconciled Cheque Q102751 24.4.2019

	Essex Playing Field competition	30.00
	Previous un-reconciled Cheque Q102773 3.7.2019	
	Spingold – Via PCC Boxted and Langham Newsletter	45.00
	The Community Heartbeat Trust Ltd – telephone system	120.00
	Springold Design & Print Ltd – envelopes for survey	102.00
	Mrs. C. Harbach – Clerk Salary March 2021 pd 28 <sup>th</sup> March 21	
785.60	HMRC Employers – NI contributions March 2021 to be paid 28 <sup>th</sup> March 21	
13.49	Contractor Invoice 3-21 to be paid 28 <sup>th</sup> March 2021	
168.00		
<hr/>		
	Total	£ 2,569.68
		=====

When approved by the Council, these payments will be authorised by Cllr Dawson and Cllr Bottwood.

Proposed Cllr Bottwood seconded Cllr Ellis. All agreed

**20/65**

**Matters arising for the Recreation Ground committee**

Contractors invoices for annual maintenance /football pitch maintenance- Clerk to discuss with Chair of committee who are due to meet and then report back to the finance committee. **Ongoing**

Budget for questionnaires, envelopes etc will need to be increased due to the recent questionnaire for Williamsons resident responses which has been sent out.

The council needs another batch of envelopes for surveys of residents so this years budget will need to be increased so the council can start the other surveys shortly. This will be raised at the main council meeting tomorrow these surveys are for the Traffic and the Recreation Ground survey.

The Finance committee agreed for Cllr Bottwood to take this to the full council tomorrow. The council has had a good response with replies back from the previous survey regarding the Williamsons site, currently 85 households have replied and approx 150 individuals.

Clerk's pay recommendation – for tomorrows full council meeting – The committee were happy with proposal circulated and agreed to put this to the full council.

**20/66**

**Items for the next Agenda**

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

**20/67**

**Time and date of next meeting**

Tuesday April 6<sup>th</sup> April 2021 7pm

Meeting finished at 7:25 pm

Signed .....

Cllr Ellis

Date .....