

**Draft Minutes**  
**Langham Parish Council**  
**Finance Committee**  
**Meeting 2<sup>nd</sup> November 2022**

**Present:** Cllr Bottwood, Cllr Armstrong, Cllr Brockman

**Attendee:** Carol Harbach Clerk  
0 Members of the public.

**22/055 Welcome and Apologies for absence**

Cllr Bottwood welcomed everyone to the meeting. No apologies.

**22/056 Declaration of Members Interests**

None arose. Any declaration of interests is to be declared as they come up in the meeting.

**22/057 Agree Minutes from the Finance Committee meeting held on 5<sup>th</sup> October 2022**

The minutes of the last meeting were agreed as true and accurate.

Proposed by Cllr Armstrong seconded Cllr Brockman.

**22/058 Matters arising from the Finance Committee meeting on 5<sup>th</sup> October 2022**

All on the agenda.

**22/059 Public Open Forum (maximum 10 minutes)**

Questions to be recorded and answered at the next meeting.

**22/060 Approve Expenditure and Income for sign off prior to the next parish council meeting in accordance with LPC Financial regulations.**

|  |         |
|--|---------|
| Clerk Salary for Oct 22                          | £833.65 |
| HMRC NI Contributions                            | 13.71   |
| M. Rich Invoice 10.22                            |         |
| James Todd & Co – payroll                        | 24.00   |
| Rural Community Council Essex (RCCE)             |         |
| Subscription                                     | 72.00   |
| C. Harbach – reimbursement for mastic for plaque | 9.99    |
| C. Harbach reimbursement for Land Registry       | 6.00    |
| J. Palmer – reimbursement for Glowsticks         |         |
| Bonfire event                                    | 308.72  |
| J. Palmer – reimbursement for sum-up             |         |
| Machines bonfire event                           | 299.90  |
| J. Palmer– reimbursement for Radio phones        |         |
| For bonfire event                                | 57.60   |
| Langham Community Centre –                       |         |
| Various hires for meetings/training and          |         |

|  |                 |
|--|-----------------|
| Bonfire event                                |                 |
| E. Ellis reimbursement for plants in village | 26.09           |
| Enovert Management Ltd – 10%                 |                 |
| To release grant for play area               | 5,000.00        |
| EALC – Budget & Precept Course Clerk         | 84.00           |
| EALC – Councillor basic training             |                 |
| x 2 councillors                              | 432.00          |
| EALC – Councillor training – planning        |                 |
| X 2 councillors                              | 168.00          |
| P. Dawson – reimbursement for                |                 |
| New pads for defibrillator                   | 132.00          |
| Royal British Legion – wreaths x3            | 60.00           |
| Wave Water – standpipe charge                | 14.60           |
| Adler Business Systems Ltd – stationery      | 22.20           |
| C. Harbach – reimbursement Norton security   | 13.99           |
|  | =====           |
|  | Total £8,264.45 |
|  | =====           |

As at 31/10/22 current account

|             |            |
|-------------|------------|
| Income      | £23,898.59 |
| Expenditure | 20,694.26  |

Balances

|          |            |                        |
|----------|------------|------------------------|
| 30553093 | 22,455.18  |                        |
| 30553085 | 51,164.49  |                        |
| 50634468 | 14,938.14  |                        |
| 40553182 | 1,627.95   | Bonfire income to date |
|          | -----      |                        |
| Total    | £90,185.76 |                        |

It was recommended to remove the Royal Mail license fee.

A request will go to Cllr Palmer to show a copy of his receipt for the Glowsticks or an invoice which is a pdf file.

Proposed Cllr Bottwood seconded Cllr Brockman all agreed.

**22/061**

**Preliminary budget discussions for next year's budget**

The Recreation Ground committee have not yet set their proposed budget and their meeting is on the 14<sup>th</sup> November.

Coronation event will be an extra cost probably around £3,000 as per the Jubilee event.

Payment for the Bookers Bonfire payment is a sale and return item and the final figure is not known but is likely to be over £1000. This was agreed by the Finance committee to avoid the need for an extraordinary meeting to sign the invoice off in December.

The welcome pack was discussed and whether the parish council are willing to take on the printing costs to cover this. The amount would likely to be about £200 -£300 pounds this was discussed and agreed in principle to go

ahead with this, which will be for new packs and a village directory . This will be put to the full council.

**22/062 Bank signatories' update**

This has now gone through and Cllr Armstrong can now access the bank account as a signatory to make payments.

Cllr Brockman will start this month's online payments and Cllr Armstrong will be the second signatory on this.

**22/063 Children's play area financial update**

The Recreation Ground committee now have a new quote after removing the pathway and the bench from the original quote. The new quote is now for:

Subtotal £102,442.38

Project Discount Amount -£14,389.86

Total GBP Excl. VAT £88,052.52

20% VAT £17,610.50

Total GBP Incl. VAT £105,663.02

As the budget has already been signed off by the main council a letter of intent now needs to be issued by the Recreation Ground committee to start the process.

**22/064 Bonfire Night financial update**

The Clerk had given everyone an updated finance sheet of the finances for the Bonfire night event, as of today. This was looked at with the papers provided and this showed that there is small amount left in the budget.

**22/065 Agree funding for a Christmas tree at the Shepherd & Dog corner**

The Clerk has looked into obtaining a Christmas Tree for the village again this year at a cost of £250. This would include delivery and disposal of the tree at the beginning of January. The tree will need to be picked out by a councillor before delivery. This was agreed by the committee to go ahead.

**22/066 S106 Funding**

- Current Status
- S106 Unilateral Undertaking contributions are now starting to come through
- VAT reclaim for LCC/Shop/Pre-school for funding released under S106 procedure
- If the Parish Council buy the product, then the Parish Council can claim back the VAT this had been checked by the Clerk with the VAT office directly.
- Settling of invoices for above bodies prior to receipt of funding
- This was too late for the current application that is going through but further invoices for the bodies will be raised as they arise.

**22/067 Request from First Responders**

There has been a request from the First responders for a donation towards setting up another group to be on call. They are requesting a donation to go towards uniforms and equipment so there is more cover in Langham and the

surrounding villages. This was discussed and decided this would be taken to the main council for agreement. It was asked by the clerk to contact them and clarify the catchment area that they cover. In principle the council are sympathetic to the fund. Clerk to follow up and update committee.

**22/068**

**Finance Regulations update re credit card for LPC events only**

Use of a credit card was mentioned to cover the 2 events in the year where items were needed to be purchased in advance e.g., bonfire night and the summer event in the village. This is to stop expenses being incurred by councillors for events that cannot be invoiced.

Currently the finance regulations state under 6.18;

“Any Debit Card issued for use will be specifically restricted to the Clerk (and the RFO) and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed. Currently no Debit card held by Langham Parish Council as of September 2019.”

If the main council agreed to having a Credit card it would be held by the RFO and only released after being signed for by the agreed person to purchase the items that are of an agreed amount. This is to be minuted at a full council meeting before purchases are made. The amount would also need to be authorised at the time, as some of the items are likely to be large amounts e.g., for the bonfire event. The agreed amounts of purchases will be paid off in full at the end of the month with the usual agreed payments by the Finance committee and full council so not to incur interest. The card is to be held by the RFO and signed off when returned.

The new wording for the finance regulations will be discussed and agreed by both the finance and full council if this is proposed and agreed. Agreed to investigate whether debit /credit card for future events are to be used and agreed.

**22/069**

**Items for next agenda**

Any items for the next agenda to be given to the Clerk.  
Above and debit/credit card  
First Responders

**22/070**

**Date and time of next meeting**

4<sup>th</sup> January 2023 6:30pm  
Subsequently moved to 11<sup>th</sup> January 2023

**22/071**

**Chairman’s closure of meeting**

The Chairman closed the meeting at 7:30pm.