

Minutes for Langham Parish Council (PC)

Finance Committee meeting

5th January 2022 5:30pm

Present: Cllr Bottwood, Cllr Mansel-Thomas and Cllr Brockman
Clerk for minutes Carol Harbach

20/149 Welcome and Apologies for absence

Cllr Bottwood welcomed everyone to the meeting of the Parish Council (PC) Finance Committee.

No Apologies.

20/150 Declaration of Members Interests

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

20/151 Agree Minutes from the last Finance meeting held 6th December 2021

These were taken to be a true and accurate account.

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

20/152 Matters arising from these meetings.

On line signatories will be followed up by Cllr Bottwood. Ongoing.

December payments made by Cllr Bottwood and Cllr Mansel-Thomas.

20/153 Public Open Forum (maximum 10 minutes)

Questions to be recorded and answered at the next meeting.

No members of the public present.

20/154 Approve Expenditure and Income for recommendation at the next Parish Council Meeting for 2021/2022

Income

Langham Craft Fair – car park November £ 30.00

Vespa Club for Scooter event December £ 219.80

£ 249.80

Expenditure

Langham Community Centre £ 35.00

Clerk Salary – January 22 £ 810.00

HMRC – NI Contributions £ 6.21

Contractor – works around village £ 150.00

Mr. T. Emms – flowers for village tubs £ 19.96

Mr. T. Emms – Artificial turf for Xmas tree £ 22.00

Mr. T. Emms – New tubs for Pub corner £ 95.50

Community Heartbeat Trust – telephone system for defibrillator £ 120.00

Royal Mail Group Ltd Traffic Survey £ 38.02

Agrovista Amenity – paint for field £ 195.00

Topline – pest control £ 85.00

James Todd & Co – payroll £ 24.00

Troggys Grass Maintenance Annual grass cutting of verges £ 900.00

J & EP Brewer Ltd – repair of container £ 180.00

=====

Total £2,662.72

These payments were proposed to be taken to the full council by Cllr Bottwood and seconded by Cllr Mansel-Thomas.

All agreed.

If approved then they will be paid by BACS by Cllr Bottwood and Cllr Mansel-Thomas.

20/155

Agree budget and precept for forthcoming year.

The draft budget and precept had been circulated by the Clerk and were discussed in detail and to get agreement of these to take to the full council for agreement.

A proposed budget had been produced and circulated by the Recreation Ground Committee.

Individual budget lines were reviewed and one double entry was removed from the draft and the council added an income line into the proposed budget for the bonfire event to offset the expenditure.

The capital budget put forward for the play equipment was £50,000 any other money needed for this project would be obtained by funding from grants when the final figure had been agreed.

Jubilee Event – the amount of £3,000 was agreed as stated in the draft budget.

After discussions it was agreed to alter the finance regulations to allow a sentence for a one-off event such as the Jubilee or Bonfire event to start a payment system which would be used to manage this event. This would be started (with regard to the Jubilee event) by Cllr Brockman, the Clerk (who would be managing the budget expenditure) would then give her a reference number. Cllr Brockman would then start the payment and Cllr Mansel-Thomas would be the second authorisation on this payment. This would allow for things to be purchased and paid for without the restrictions of waiting for the next council meeting for approval as things in these events usually have a quick turnaround for payments/deposits etc. This would enable the management of the event to proceed quickly. All expenditure would be reported in the usual way at the next full council meeting.

Agreement for this to be added to the Finance Regulations and taken to full council for agreement.

Proposed Cllr Bottwood and seconded Cllr Brockman all agreed.

The budget put forward would greatly reduce the reserves of the council but would allow the large projects that were put forward through the village survey to be completed.

The budget and precept were discussed and this was proposed to take to the full council for agreement.

These figures had been taken in to consideration to produce the precept figures which was in line with CBC recommendations and would be set to propose to the council for precept approval of £20,425 for the forth coming year.

20/156

Items for the next Agenda

Any items to be given to the Clerk.

20/157

Time and date of next meeting

Wednesday 2nd February 6:30pm.

Meeting finished at 7:30pm

Signed

Clr Bottwood

Date