

Minutes for Langham Parish Council (PC)
Finance Committee meeting 6th April 2021
7pm via Zoom

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

20/68 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.

20/69 Declaration of Members Interests

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

20/70 Agree Minutes from the last Finance meeting held 2nd March 2021

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

20/71 Matters arising from these meetings.

Contractors invoices for annual maintenance and football pitch maintenance – ongoing
There has been some progress made.

Un-reconciled cheques – Have been paid and reconciled. **Completed and discharged.**

New unreconciled amounts have been presented to the Finance committee from CC and these were discussed. It was agreed to pay for the two invoice for hall hire that had not previously been received when the PC was without a clerk. These are on the expenditure list below for recommendation for payment. Unanimously agreed to pay.

Recreation ground – later on agenda

Bank mandate- Cllr Thorpe will be given paper copies and scans will also be sent to her to complete.

Bank accounts – these were discussed and the Recreation Ground committee will be asked to say on what and when spending will take place so the Finance committee are aware of how much is likely to be spent over the next few months. Once this is known it will enable the Finance Committee to decide on either moving bank accounts or money to keep the amount in the bank to the FSA limit.

20/72 Public Open Forum (maximum 10 minutes)

Questions to be recorded and answered at the next meeting.

No questions from the public.

20/73 Approve Expenditure and Income for recommendation

Income from CBC Precept and Grant paid £10,439.50

Expenditure:

Noted that the second order for envelope printing for surveys has been reimbursed to M. Bottwood and was made in last years budget. £78.00
Not previously reported.

Mrs. S. Dawson – plants for Community Garden	9.99
Essex Association of Local Councils – EALC subscription fees	323.96
Royal Mail Group Ltd – postage for village surveys sent out	38.02

Topline – Pest control	85.00
James Todd & Co – payroll	72.00
Langham Community Centre previously un-presented cheques for Hall hire 2019	65.00
Total	£ <u>593.97</u> =====

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

Proposed Cllr Bottwood seconded Cllr Ellis. All agreed

Pre-Audit Figures for 2020/2021

The Clerk had sent these papers prior to the committee meeting today. To all committee members.

These were discussed in detail and answers given by the Clerk.

Due to covid-19 regulations and conditions income and expenditure figures were not as they would have been usually.

The overall finance report is as follows;

Total Income for 2020 2021 is	£30,252.42
Total Expenditure for 2020 2021 is	£37,461.71
Total balances held by LPC =	£89,740.19

Overall Reduction in capital	£7,209.29
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Main areas of expenditure are at the Recreation Field with repairs and purchases of £11,354.11 and maintenance of the recreation field of £4,552.65 = total of £15,906.76.

Certain issues are still being discussed at committee level and have to be agreed through the usual budget setting process.

20/74

Matters arising for the Recreation Ground committee

Contractors invoices for annual maintenance /football pitch maintenance-

There has been some progress made on this and as there is a new Chair of this committee the Chair and Clerk will continue with the discussions. **Ongoing**

Football pitch – there were some injuries at the last match played on the field and the grass is due to be cut this week on an ad-hoc basis. The new contracts for works at the field are to be discussed and decided at the next Recreation Ground Meeting. An amount of money for ad-hoc cutting of the field had been agreed in the Recreation Ground budget.

Between the changing of Chairman there have been some new items that have arisen which will need to be agreed. The white lining paint is due to be ordered at a cost of around the usual £150, also the quote for the repainting of the pavilion has now come in and will also be discussed at the next meeting. Both these items are in the Recreation Ground agreed budget.

20/75

Items for the next Agenda

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

Recreation Ground meeting
“Sinking fund” for Tennis Club

20/76

Time and date of next meeting

To be confirmed when government legislation comes through.

Meeting finished at 5:10 pm

Signed

Cllr Ellis

Date