

Minutes for Langham Parish Council (PC)

Finance Committee meeting

6th October 2021 6:30pm

Present: Cllr Bottwood, Cllr Mansel-Thomas and Cllr Brockman
Clerk for minutes Carol Harbach
0 member of the public.

20/115 Welcome and Apologies for absence

Cllr Bottwood welcomed everyone to the meeting of the Parish Council (PC). No Apologies.

20/116 Declaration of Members Interests

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

20/117 Agree Minutes from the last Finance meeting held 1st September 2021

These were taken to be a true and accurate account.

These were proposed by Cllr Brockman and seconded by Cllr Bottwood. All agreed.

20/118 Matters arising from these meetings.

Increased budgets for Hall hire and courses. Completed and discharged.

Clerk laptop – later on agenda.

20/119 Public Open Forum (maximum 10 minutes)

Questions to be recorded and answered at the next meeting.

No members of the public present.

20/120 Approve Expenditure and Income for recommendation at the next Parish Council Meeting for 2020/2021

Income

Precept and Grant payment from ECC £ 10,439.00

Expenditure for approval

Langham Community Centre – council meetings £ 63.00

Agrovista UK Ltd – white line marking paint £ 150.00

Bowman & Sons – 2x hedge trimming and ditch clearance in recreation ground. £ 1,699.20

Clerk Salary £ 810.00

HMRC NI payment £ 6.21

Contractor invoice 9-21 £ 126.00

Mr. R. Schofield reimbursement for lock and key £ 25.97

Essex Association of Local Councils – Clerk course £ 30.00

Essex Association of Local Councils – CiLCA course £ 690.00

James Todd & Co – payroll £ 72.00

PKF External Auditors – Auditor fee £ 240.00

Royal Mail Group Ltd – postage on survey envelope £ 0.53

Wicksteed Leisure Ltd – Repairs to play ground equipment £ 2,673.26

Xenace - exchanged hosted email service for 7 months £ 33.10

Essex Association of Local Councils – Clerk course £ 84.00

Essex Association of Local Councils – CiLCA course £ 84.00

Topline Pest control £ 85.00

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£ 6,872.27

The Clerk stated that the total had £963.30 of VAT in it which will be reclaimed and the cost of the courses equalled £740 excl. VAT which 75% of that amount can be claimed back through a bursary.

Current balances held by the council including the Bond money and Tennis slush fund are;

Current account:	£ 38,438.48
Savings account	£ 51,142.31
LPC/Tennis maintenance fund	£ 14,931.67
Bond (held on behalf of LCC)	£ 26,000.00
LPCC old bond account	£ 0.01

Total as of Sept 30th 21 £ 130,512.46

These totals included £26,000 Bond money held by the LPC as custodian trustees of the LCC and the joint account for the Tennis maintenance fund which equals £14,931.67.

When these two amounts are removed it leaves a current balance of £89,580.79 available in the accounts.

It was agreed to transfer the 0.01 and 0.67 pence into the savings account.

Proposed Cllr Bottwood seconded Cllr Brockman. All agreed.

These will be taken to the Full council for approval then they will be paid by Cllr Bottwood and Cllr Mansel-Thomas.

20/121

External Auditor report

The external auditor requested more details of 2 refund payments that had been made from Wave Water and from Springolds. This was returned to the auditor who then signed off the account and added the following statement;

Information received from the smaller authority indicates £76.79 of refunds have been included as income in Section 2, Box 3. These items should have been netted off from the relevant expenditure rather than shown as income. Box 3 for the current year should therefore read £10,558 and Box 6 should read £25,288. Information received from the smaller authority also indicates £33 of refunds have been included as income in Section 2, Box 3 for the prior year. Box 3 for the prior year should therefore read £27,006 and Box 6 should read £17,726.

I will also be raising the following ‘other’ matters (qualifications) on your AGAR Part 3, **subject to sign off by an engagement lead:**

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has raised some recommendations. The smaller authority must ensure that action is taken to address these recommendations in a timely manner.

The Clerk did contact the external auditor again and queried with them, if these items related to the previous year why hadn't the internal auditor (Jan Stobart) of PKF (the current auditors) picked this information up then as they had both signed these audits off the previous year. There has been no response to date.

The Internal auditors comments have been followed up in an earlier meeting and now have been discharged.

The signed documentation of the signed off accounts have been posted

- 20/122 Replacement councillor for the Finance Committee**
 This was discussed by the committee and until there is a full complement of councillors things will stay as they are for the moment.
 The last list of candidates that were interviewed will be looked at again to see if there is anyone who can be contacted regarding joining the council. This would also help spread the load of the other committees.
- 20/123 Finance regulations review and update**
 These have been circulated to all councillors and although they have been recently updated these were discussed and reviewed again and it was decided to leave as they are at the moment and take them to the full council for agreement.
- 20/124 Recreation Ground committee requirements**
 The Recreation Ground committee are due to meet on the 11th October 2021 so the details of the requirements are not currently known. Cllr Brockman also sits on this committee and informed the finance committee of the discussions that are taking place around the new playground equipment and the rough estimate currently for this is looking to be in the region of £80,000 as a rough figure. The Finance Committee will have more details after the Recreation Ground meeting has taken place.
- 20/125 Laptop computer for Clerk**
 3 quotes for laptops have been circulated by the clerk to the committee. The amount for this has already been agreed by the full council.
 These were discussed and it was agreed that the first option on the quotes was to be purchased for the Clerk. The clerk was requested to look on line to see if there are any better price options for that model. These were to be circulated to the finance committee.
Action Clerk.
- 20/126 Preliminary look at precept and next years budget**
 Last years precept and latest budget have been circulated to the councillors so they can start to look at what will be needed for the precept and budget for next year.
 This will also need to take into account the amount of money the Recreation Ground committee are likely to request for the new play ground equipment.
 Councillors were asked to bring their comments to next months meeting after the amounts are updated. Last years increase was 2.6%.
 The precept needs to be agreed at the December meeting as it needs to go to CBC mid January 21 for the following year. **Action committee.**
- 20/127 Items for the next Agenda**
 Recreation ground quotes for budgetary and precept calculations. These are to be for both maintenance and capital funding.
 Any further items are to be given to the Clerk
- 20/128 Time and date of next meeting**
 To be confirmed.

Signed

Cllr Bottwood

Date