

**Minutes for Langham Parish Council (PC)**

**Finance Committee meeting**

**7<sup>th</sup> June 2021 6:30pm**

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

**20/77 Welcome and explanation of how the meeting will run.  
Apologies for absence**

Cllr Ellis welcomed the new committee members to the meeting of the Parish Council (PC) and went on to explain the rules of the meeting. No Apologies.

**20/78 Declaration of Members Interests**

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

**20/79 Agree Minutes from the last Finance meeting held 6<sup>th</sup> April 2021**

These were then proposed by Cllr Ellis and noted by the Clerk a true account. The other councillors who are new to the committee had previously read these minutes. All agreed for these to be signed.

**20/80 Matters arising from these meetings.**

White lining paint has been purchased and paid for and the pavilion has been repainted.

**Completed and discharged.**

Bank mandate for Cllr Thorpe was cancelled as she chose not to stand again at the election. The Bank mandate for Cllr Mansel-Thomas has been applied for and should be approved by the bank shortly. **Completed and discharged.**

**20/81 Public Open Forum (maximum 10 minutes)**

Questions to be recorded and answered at the next meeting.

None present.

**20/82 Approve Expenditure and Income for recommendation at the next Parish Council Meeting for 2020/2021**

Income for May as reported last Full council meeting

Langham Lodgers – pitch hire £54.00

HMRC VAT Refund 3,209.69

-----  
£ 3,263.69

Expenditure:

It was noted that the payment to Cllr. Emms last month had not yet been reconciled. There was also an underpayment of £1.10 to HMRC for NI Contribution in May for the clerk. (£6.21 instead of £7.31 which went through)

Contractor invoice 5-21 144.00

Clerk Salary due June 30<sup>th</sup> 2021 810.00

HMRC NI Contributions June 2021 6.21

Mrs. C. Harbach – reimbursement for covid-19 supplies 11.10

HMRC – underpayment from last month May 21 1.10

Topline – Pest control 85.00

BHIB Ltd – Parish Council Insurance for year 895.12

Langham Community Centre Hire – Inv 4721, 4724, 4725 total 105.00

Total £ 2,057.53

=====

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

Proposed Cllr Brockman seconded Cllr Mansel-Thomas. All agreed.

The cost of the hall hire was raised and will be taken to the Full council for discussion.

**20/83 Matters arising for the Recreation Ground committee**

Contractors invoices for annual maintenance /football pitch maintenance-

There has been a form compiled between the new Chair and Clerk which will become a working document for contractors in the future. Moving forward this will be authorised by the Chair of the Recreation Ground committee monthly, and proposed for recommendation of payment to the finance committee when the invoiced completed work has been authorised by the Recreation Ground Committee. **Discharged.**

**20/84 Tennis Club “sinking Fund”**

Cllr Ellis explained this to the new councillors including its history and present situation. The new contract needs to be issued by the Recreation Ground committee stating the new terms and conditions for both parties. Once this has been completed the agreed funding deposits from both the Tennis Club and the PC will start being paid into this account again. The current balance of this account is £14,730.93.

The Clerk suggested that now the HMRC VAT refund had been obtained it was suggested that the VAT payment that was taken out for the refurbishment of the court be transferred back into this account. The amount suggested for transfer is £ 200 (ETC Sports Surfaces Invoice 6710—27/11/20). It was proposed to take this to the full council meeting for agreement. Proposed to take to the council. Proposed Cllr Ellis Seconded Cllr Brockman. All agreed.

**20/85 Items for the next Agenda**

Any items for the agenda are to be given to the Clerk  
Budget review – looking at the hire and training amounts in the budget.

**20/86 Time and date of next meeting**

To be confirmed after the Full council meeting on the 17<sup>th</sup> July 2021.

Meeting finished at 7:20 pm.

Signed .....

Cllr Ellis

Date .....