

**Minutes of Langham Parish Council
Finance Committee meeting
Langham Community Centre
8th February 2023 6pm.**

Attendees: Cllr Bottwood, Cllr Brockman, Cllr Armstrong

Present: Carol Harbach Clerk
0 members of the public

22/88 Welcome and Apologies for absence.
Cllr Bottwood welcomed everyone to the meeting.
No apologies were received.

22/89 Declaration of Members Interests
None arose. Any declaration of interests is to be declared as they come up in the meeting.

22/90 Agree Minutes from the Finance Committee meeting held on 11th January 2023
These had previously been circulated to the committee and were agreed to be a true and accurate account of events.
Proposed Cllr Armstrong seconded Cllr Bottwood all agreed.

22/91 Matters arising from the Finance Committee meeting on 11th January 2023
Financial Regulations and credit card to be on next agenda.
5-year plan suggested by Clerk to be worked on after Audit process. Ongoing Children's play area - we are now having staggered invoices. Closed and discharged.
Bonfire event still waiting for two site fees to come in. Ongoing
Rest of items are on this agenda.

22/92 Public Open Forum (maximum 10 minutes)
Questions to be recorded and answered at the next meeting.
None present

22/93 Approve Expenditure and Income for sign off prior to the next parish council meeting in accordance with LPC Financial regulations.

Langham Community Centre – Jan 23 hires	£101.00
Clerk Salary Jan 23	£885.56
HMRC – NI	£34.64
Contractor Inv 01/23 Dec 22/Jan 23	£234.00
James Todd & Co – payroll	£60.00
J. Palmer bonfire refund for tombola	£157.97
Wave Water – bill for standpipe	£14.60

Total	£1,487.77

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<u>Income to date</u>	
Craft fair hire for car park	£30.00
HMRC VAT Refund	2,280.04

Total	£2,310.04

Proposed Cllr Armstrong and seconded Cllr Brockman
Cllr Armstrong to start payment run.

- 22/94 Follow up discussions on a budget for the King's Coronation event**
- Agree Recreation Ground Committee recommendation
The budget for £3000 was proposed by the Recreation Ground and this will be taken to main council for approval.
 - Review any offset income
It was thought that it may be worth making some money from the coronation event from the bar. This will be suggested to the Recreation Ground committee to consider.
- 22/95 Proposed figures for next year's budget to take to full council meeting.**
These have been circulated and slightly amended. A proposed budget was agreed to take to the full council.
- 22/96 Children's play area financial update**
The final quotation has now been agreed including the breakdown of the funds for the Grant and S106 contributions. The supplier will issue invoices separately for the three sections.
- 22/97 Bonfire Night financial update**
Cllr Palmer is still chasing two payments that are due to come in from suppliers.
Sum up machines etc need to be returned to the main council the Recreation Ground committee will follow this up.
- 22/98 Review of cash handling for future events**
The PC may be able to request that the shop processes the payments for the bonfire event in a separate section on the till and then process a BACS payment to the PC for any payments made. Cllr Armstrong will follow this up with the treasurer.
- 22/99 Basque children blue plaque cost figures**
The quote is for £616 pounds and there is a donation for £100 and a possibility of more to come in, so an amount of about £400 was put forward to be agreed by the PC.
- 22/100 S106 Funding**
There is a unilateral understanding form which has been seen and basically lists the projects that the PC wish to be considered. These contributions are much less than the developer S106 contributions. This form will be useful in the future.

- 22/101 Donation Request from First Responders**
There had been a request from the First Responders for a donation towards new equipment to supply a second unit to cover the local area. This was discussed and agreed by the committee and a donation of £400 was agreed to be put forward to main council.
- 22/102 Donation request for the Bosted Bridge campaign**
Although the committee support the bridge campaign, the committee it did not think it would recommend to spend the village precept money on another council.
- 22/103 Review insurance cover for SID street sign**
Clerk to check street furniture on the insurance policy.
- 22/104 Items for next agenda**
See above
Coronation – bar
VAS breakdown
- 22/105 Date and time of next meeting**

8th March 2023 6pm
- 22/106 Chairman’s closure of meeting**

Meeting closed at 19:25pm

Signed

CLlr Bottwood

Date