

**Minutes of Langham Parish Council
Finance Committee meeting
Langham Community Centre
8th March 2023**

Attendees: Cllr Bottwood, Cllr Brockman, Cllr Armstrong

Present: Carol Harbach Clerk
0 members of the public

22/107 Welcome and Apologies for absence
Cllr Bottwood welcomed everyone to the meeting.
No apologies arose.

22/108 Declaration of Members Interests
None arose. Any declaration of interests is to be declared as they come up in the meeting.

22/109 Agree Minutes from the Finance Committee meeting held on 8th February 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 Brockman all agreed.

22/110 Matters arising from the Finance Committee meeting on 8th February 2023
The LPC will not be running a bar at the coronation at the moment.
Sum up machines have been located and will be returned to Cllr Ogawa.
Shop tickets for bonfire night next year ongoing.
Insurance for SIDS -This is covered under street furniture and has been confirmed.

22/111 Public Open Forum (maximum 10 minutes)
Questions to be recorded and answered at the next meeting.
No members of the public present.

22/112 Approve Expenditure and Income for sign off prior to the next parish council meeting in accordance with LPC Financial regulations.

Langham Community Centre Hall hire	£92.00
Clerk Salary	885.56
HMRC – NI Insurance	34.84
Contractor invoice 2/23	178.00
James Todd & Co payroll provider	60.00
Mrs. S. Dawson – bulbs community garden	15.60
Mr. D. Gill – weedkiller for community garden	19.99
The Community Heartbeat Trust – phone line for defibrillator	120.00
J & EP Brewer Ltd – Tree guard for jubilee tree	252.00
J & EP Brewer Ltd – Repair to telephone box	468.00
Sage Maintenance – trim trees at play area	325.00
Sage Maintenance – take down rotten tree	350.00
Fox, Wiggle & Sass deposit for band for Kings Coronation	150.00

Total	£2,938.99

Kompan Ltd – play equipment £60,000.00

Balance as at 28/2/23

Community Account 30553093	£4,330.56
Savings account 30553085	£51,193.02
Tennis account 50634468	£14,946.47
Bonfire account 40553182	£18,329.98
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Total	£88,800.03
Current account	
Income	£29,127.13
Expenditure	£41,143.92

Tennis club benches payment will be deferred until next month when they are due.

Clerk will check with Cllr Thorpe if work on telephone box completed if not will defer payment until next month. Clerk to check with Cllr Thorpe.

Cllr Brockman to start payment run Cllr Armstrong to countersign payments.

22/113

Kings coronation invoice update and potential revenue streams

Invoices for Band, singer and lights have been received but are still being discussed. The LPC will not be running a bar and it will be all outsourced. There will be a pamphlet in the middle of the local newsletter so people can pull this out for information relating to the day.

22/114

Children's play area financial update

First invoice for the playground has been received and is on the payment list. The kit has been delivered and the fencing is here. The payment will be for the equipment delivered and will be paid from the current account once the money in the savings account and the bonfire night account has been transferred.

Enovert and Colchester City Council (CCC) will be contacted for their agreed contributions for the project.

LPC will be paying the first invoice of £50,000 plus £10,000 VAT and then monies received from the grant and S106 developer contributions. The LPC can then claim back any VAT due on the invoices.

22/115

Bonfire Night financial update

There is still one site pitch to come in and the hours charged for clearing the bonfire site has been added into the expenses of the event. Access to the SumUP account has now been obtained and the SumUp reports will now be reviewed. Some clarity is still required on why one reader seemed to take the majority of the revenue.

22/116

S106 Funding

Vistry S106 developer contributions had been received by Colchester City Council (CCC) and the project lists issued by LPC for spending this money will be reviewed by them.

Updates will be given as known.

22/117

Proposal for credit card for annual event expenditure e.g., Bonfire event

Cllr Armstrong had looked at this and found there is legislation in place regarding credit cards and LPC will need a policy in place for this to go ahead. Barclaycard was one of the top 2 recommended to use when researched. A policy will be written/adopted by LPC to clarify the procedures for using the card. Cllr Armstrong will look in to this and bring back some more information.

Finance regulations and standing orders will also need to be updated and agreed before the card is obtained.

22/118

Breakdown of VAS expenditure

The breakdown costs were given to the council at the last PC meeting and the final budget will be around £3500 including the underground search of utilities. Regarding the survey there are two options either for a desktop version or an actual site visit to check. This needs to be agreed as to which option to use by the full council.

The various survey options were discussed and the cheaper desktop survey was thought to be looked into further.

22/119

Funding request for contribution to North east Essex Parking Partnership (NEPP)

This had arisen following a request via Cllr Lewis Barber to LPC to ask whether LPC would consider contributing some funding for red lining at Turnpike Close. LPC were informed that NEPP did not have a budget to complete this project. It was understood by LPC that NEPP is a partnership between Essex County Council (the lead Highway's authority) and the 6 District/Borough/City Councils including Colchester. CBC (assumed now CCC) is the lead authority and employs the operational staff + comms & marketing services. It was therefore decided that it would be inappropriate to provide precept funding back to a local government authority (even though it is a partnership). NEPP should maintain a reserve fund built from surpluses (fines etc) that accumulate from its operation. This fund should be used to deliver small parking schemes.

22/120

Items for next agenda

Update on credit card for events
As above

22/121

Date and time of next meeting

Before the next LPC meeting at 6pm on Wednesday 5th April 2023.

22/122

Chairman's closure of meeting

Meeting was closed at 7:20pm

Signed

Cllr Bottwood

Date