

**Langham Parish Council (PC)
Finance Committee Meeting
Langham Community Centre 3rd May 7pm.**

Attendees: Cllr Bottwood, Cllr Brockman, Cllr Armstrong

Present: Clerk – Carol Harbach
No Members of the public.

23/16 **Welcome and Apologies for absence**
Cllr Bottwood welcomed everyone to the meeting.

23/17 **Declaration of Members Interests**
Cllr Armstrong declared an interest in one of the payments being made this evening.

23/18 **Agree Minutes from the Finance Committee meeting held on 5th April 2023**
These were taken as a true and accurate copy of the events.
Proposed Cllr Brockman seconded Cllr Armstrong. All agreed

23/19 **Matters arising from the Finance Committee meeting on 5th April 2023**
These are on the agenda.
Credit card on going for next meeting.

23/20 **Public Open Forum (maximum 10 minutes) Questions to be recorded and answered at the next meeting.**
No public present

23/21 **Approve Expenditure and Income for sign off prior to the next Parish Council meeting in accordance with LPC Financial regulations.**

Cllr Armstrong declared an interest in one of the payments.

East Essex Event Hire Ltd – Marquees Coronation event	£245.00
Clerk Salary March 23	885.66
Heelis & Lodge Internal Audit fee	320.00
Contractors Invoice 04/23	108.00
James Todd & Co payroll provider	26.40
BHIB Insurance for 23/24	1,030.75
Mr. Burrage – singer coronation event	300.00
Beeline Bouncers – fun rides coronation event	600.00
M. Bottwood – Pylon flyers and leaflets	74.29
L. Winter – Donation for Managers of LCC leaving present	100.00
Fox, Wiggle & Sass – singers coronation event	500.00
Wave Water bill – standpipe for field	18.18
C. Harbach – reimbursement for Pylons meeting refreshments	28.30
Kompan payments for play equipment	50,000.00
Kompan payments for play equipment	13,054.74

Essex Playing Field association – competition	42.00
Langham Community Centre – Hall hire	264.00
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Total	£67,333.32

The Kompan invoices were discussed and agreed for payment to go through as this is now overdue. The chair of the Recreation Ground committee is also happy for this payment to be made.

Cllr Armstrong will start the payments and Cllr Brockman will be the second authorisation. The payment that had a declared interest will be paid by Cllr Bottwood.

The annual interest on the NS&I income bonds statements is £392.21 which has gone to the Langham Community Centre (LCC) directly.

23/22 Kings Coronation update

This had been discussed during the payment section and everything appears to be going well. The budget spent is within limits agreed.

23/23 Play area invoices update

These had already been discussed previously and were agreed to be paid.

23/24 Bonfire Night update

23/24a SumUp machines latest position

This was discussed and Cllr Armstrong had found out what the details were on the machines and if there were any concerns for the machines having a second account on them. After investigation it appears that there was no problem with this. The reports on the machines were looked at in more detail and there are no concerns with the reports, but these will be looked at in more detail in the future to see if they can be broken down further.

23/24b Financial matters for Nov 2023 event

Lessons have been learned from this year's event and will be taken into account for this year. There was about a 10% fail on the sum up machines on the day due to the signal but it was not a large amount on the night overall. The committee will ask Michelle Perivale if there were any difficulties that occurred on the night on the entrance gates with the machines.

23/25 Request for Loan of SumUP machines from running event organisers

Boxted Runners have requested to borrow the SumUp machines for their event. This will be looked at further but it does look like that this would be possible. The machines are neutral and they will need to set up with a separate SumUp business account, for this account to work it would need bank details, email address with a password and a mobile phone number for them to work. The committee agreed for the Boxted Runners to borrow the

machines for the event. Clerk to contact the sender of the email to see how many they need.

23/26

S106 Matters

23/26a VAT settlements to support LCC

There has been emails between the VAT office and the PC and the PC have now received an email back stating that it is possible to purchase equipment for other bodies regarding the S106 developer's contributions.

These S106 contributions are being managed by PC and the money will be received from Colchester City Council (CCC) who have agreed that the PC can distribute the funds from one central place for the other bodies involved in these payments. It was agreed with the VAT office that if the Parish Council order and pay the invoice for the equipment for the other bodies then the council can claim the VAT back for the S106 contributions section. The equipment that is purchased can then be gifted to the LCC from the S106 monies.

23/26b Financial implications of managing the S106 process on behalf of other bodies

As above - Community Shop – there was a problem previously with the S106 money being released to the Shop in error by CCC as they had agreed that the monies were to be released to the PC to distribute to the other bodies involved. CCC will now be making payment to the PC for the S106 development payments to be released, as and when claimed.

23/26c Cashflow issues caused by delayed S106 payment

The issue here is the Unilateral Undertakings (UU) money which is earmarked against projects that are delayed to either build or permission granted by CCC, and sometimes it takes time to get the money released.

Tennis benches UU money has been claimed back and will now be chased.

23/27

Items for the next agenda

Credit cards and items above.

23/28

Date of next meeting

14th June 2023 6:30pm before main meeting.

23/29

Chairmans closure of meeting

Meeting closed at 8:40pm

Signed

Cllr Bottwood

Date