

Langham Parish Council (PC)
Finance Committee Meeting
Langham Community Centre 21st September 2023 6:30pm

Attendees: Cllr Bottwood, Cllr Brockman, Cllr Armstrong

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

23/44 **Welcome and Apologies for absence**
Cllr Bottwood welcomed everyone to the meeting.

23/45 **Declaration of Members Interests**
None arose. Any declaration of interests is to be declared as they come up in the meeting.

23/46 **Agree Minutes from the Finance Committee meeting held on 14th June 2023**
The meeting was not quorate so was cancelled and replaced with this meeting.

23/47 **Matters arising from the Finance Committee meeting on 14th June 2023**
No meeting held.

23/48 **Public Open Forum (maximum 10 minutes)**
Questions to be recorded and answered at the next meeting.
No public present

23/49 **Review Expenditure and Income for sign off at the next Parish Council meeting in accordance with LPC Financial regulations.**

Clerk salary Sept 23	£904.26
NI Payment	16.04
Contractor's invoice	120.00
James Todd & Co payroll providers – Inv 65321	26.40
LCC – Inv SI-5620	135.00
Karzees Ltd – bonfire event toilet hire	540.00
James Burgess – singer for Bonfire night	300.00
JackRabbit beer payment 50%	696.40
Langham Oaks – Coronation tea event	350.00
Langham Oaks – Coronation tea event	135.00
C. Harbach – reimbursement for flowers	45.00
C. Harbach – reimbursement for Norton Security	17.49
C. Harbach – reimbursement TENS Licence Fireworks	21.00
P. Armstrong reimbursement for Fireworks tickets	66.57
Colchester City Council Bin contract to end March 23	577.50
Agrovista UK Ltd – white lining paint	195.00
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Total	£ 4,145.66

Discussions were had and the list was agreed to date. The final list will be circulated when figures are known before the council meeting by the clerk.

23/50

VAT payment

The Clerk was asked to check whether there needs to be VAT added to the tickets for the bonfire event.

The Clerk received a phone call from the VAT Officer who said that we cannot charge VAT on the tickets as the PC are not registered to do this, (as we thought) the officer also stated that as the entrance tickets are being charged for, we cannot claim back VAT on purchases such as fireworks, and all related goods bought for the event. This will obviously have an effect on the profit in the future.

23/51

Rubbish Bins in Recreation Ground contract

Since the last meeting LCC have stated did not want us to hire their rubbish bin for the Recreation Ground bin bags anymore. This left the PC with a possible H&S problem during August, bearing in mind it was the summer holidays and the rubbish needed to be collected. The short-term solution was to have a 3-month contract with CCC to collect the bins weekly in this area. The 3-month contract to get these emptied comes to an end in October and this is on the Recreation Ground agenda for next Monday. The cost of this was £367.50 (£1,470 per year). Once this has been discussed by the recreation ground committee, they will come back to the finance committee with recommendations.

23/52

Bonfire Night

Financial matters for Nov 2023 event including Credit Card requirement
Credit card –

The use of a credit card was mentioned to cover the 2 events in the year where items were needed to be purchased in advance e.g. bonfire night and the summer event in the village. This is to stop expenses being incurred by councillors for items that cannot be invoiced.

Currently the finance regulations state under 6.18;

“Any Debit Card issued for use will be specifically restricted to the Clerk (and the RFO) and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed. Currently no Debit card held by Langham Parish Council as of September 2019.”

If the committee agreed to having a Credit card it would be held by the RFO and only released to the nominated person after being signed for by that person. Purchases can then be made in accordance with limits stated in the financial regulations and budget item limitations. This is to be minuted at a full council meeting before the procedure is introduced. The amount would also need to be authorised at the time, if the items are large amounts e.g., for the bonfire event. The agreed amounts of purchases will be paid off in full at

the end of the month, with the usual agreed payments, by the Finance and full council so not to incur interest. The card is to be held by the RFO and signed off when returned.

Proposed to take to the full council meeting in October; £1000 limit on any one transaction with a card limit of £3000. Any statements are to be paid in full through the normal signing off payment agreements by councillors and full council.

Proposed Cllr Armstrong seconded Cllr Brockman All agreed.

A proposed draft Budget was available to the committee but this had to be finalised by the Recreation Ground committee who have a meeting next week.

This was discussed and Cllr Armstrong will be contacting Spingold regarding the possibility of QR codes on tickets.

23/53

S106 Matters

The new agreement for the S106 LCC section for the project has been received and will be sent back to CCC so the funds can be released and the PC can be reimbursed for the payments already made on LCC's behalf once the funds have been cleared.

Clerk to contact signatories to transfer amount paid by PC when funding is received.

CCC - there are still funds that have not been released for S106 money for Parks and Recreation for payment of the tennis club benches. There is a S106 (in person) meeting planned with Karen Syrett and her team to discuss S106 issue. The PC will continue to push for this funding to be paid soon.

23/54

Items for the next agenda

Above and Long-term plan.

23/55

Date of next meeting

Finance at 6pm and LPC 7:30pm 4th October 2023

23/56

Chairmans closure of meeting

Chairman closed the meeting at 8:10pm

Signed

Cllr Bottwood

Date