

**Langham Parish Council (PC)**  
**Finance Committee Meeting**  
**Langham Community Centre 4<sup>th</sup> October 2023 6:00pm**

**Attendees:** Cllr Bottwood, Cllr Brockman, Cllr Armstrong

**Present:** Cllr Thorpe (Minutes in lieu of Clerk)

**23/57 Welcome and Apologies for absence**

Cllr Bottwood welcomed everyone to the meeting.  
Carol Harbach offered her apologies as she was unwell. Cllr Thorpe would take minutes on this occasion.

**23/58 Declaration of Members Interests**

Any declaration of interests is to be declared as they arise.

**23/59 Agree Minutes from the Finance Committee meeting held on 21st September 2023**

These were thought to be a true and accurate account and were agreed.  
Proposed Cllr Armstrong seconded Cllr Brockman. All agreed.

**23/60 Matters arising from the Finance Committee meeting on 21st September 2023**

Rubbish bins in Recreation Ground – the committee agreed to renew the contract until the end of the financial year after agreement with the Council.  
Credit card – an application has been made and the paperwork is going through. The PC is waiting for the card to arrive.  
Long term plan – was missed off this agenda to be placed on the next agenda for discussion.

**23/61 Public Open Forum (maximum 10 minutes) Questions to be recorded and answered at the next meeting.**

No public present

**23/62 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 Invoice 09/23	120.00
James Todd & Co Payroll invoice 65321	26.40
Langham Community Centre hire invoice SI-5620	135.00
C. Harbach reimbursement for antivirus for laptop	17.49
Karzees Ltd hire for bonfire event	540.00
James Burrage – singer for bonfire night	300.00
JackRabbit Brewing Co 50% deposit for bonfire event beer	696.40
Langham Oaks for Coronation afternoon tea Inv LASI 185	135.00
Langham Oaks for Coronation afternoon tea Inv. LASI 181	350.00
C. Harbach Reimbursement for TENS License for Bonfire	21.00
C. Harbach Reimbursement for flowers to resident	45.00
Colchester City Council bin license to end of fin. Year For Recreation Ground bins	696.40
P. Armstrong reimbursement for fireworks tickets	66.57

Agrovista Uk Ltd paint for Football pitch	195.00
	=====
Total	£4,145.66

<u>Balance as at 30/9/23</u>		<u>Current account Sept 23</u>	
Community Account 30553093	£ 44,418.01	Income	£ 123,903.18
Savings account 30553085	114.10	Expenditure	£ 93,531.66
Tennis account 50634468	15,036.57		
Bonfire account 40553182	2.53		
	=====		
Total	£ 59,571.21		
Income this month			
Precept	£ 11,985		
Football hires	£ 378		
Car park hire	30		
	=====		
	£12,393		

All payments were agreed and accepted. The elements related to the bonfire night would be discussed further under the Bonfire night item 23/63 on the agenda.

Proposed Cllr Armstrong, Seconded Cllr Brockman. All agreed.

Cllr Bottwood requested that Cllr Armstrong initiated the payments with Cllr Brockman authorising them.

## 23/63

### **Bonfire Night - Review budget for 2023 event for recommendation to main committee - Agree any deposit payments on goods and services - Agree Credit Card acquisition for recommendation to main committee .**

**Bonfire Budget** – The budget had been submitted to the Finance Committee for approval. Discussions were held to clarify as to why some payments were being paid in advance others in arrears. The explanations given were acceptable and a vote taken to accept the bonfire budget.

Cllr Brockman proposed the acceptance of the bonfire budget, Cllr Armstrong seconded. All in agreement.

#### **Agree deposit payments on good and services.**

Committee discussed the individual component elements of the deposits for the bonfire event. Some needed to be paid in advance rather than arrears which is LPC's normal financial protocol. As this was covered by the vote to pay, no further vote was taken on this matter.

#### **Agreed Credit Card recommendation.**

Discussions took place around the need for LPC to have a credit card for events such as the fireworks. Otherwise purchase of goods/items to deliver the event fall on individual Councillors and the need for reimbursement. A detailed discussion was held around the financial limits for such a card and the need to limit the transaction amount. It was agreed that this should be £500 maximum by the Clerk/RFO with any increase requiring advance written authorisation.

Proposed Cllr Brockman, Seconded Cllr Armstrong. All agreed.

Cllr Armstrong raised a query regarding quarterly bank reconciliations being a requirement of our governance and he felt these were not being done.

Cllr Armstrong raised the subject of the need to do a rolling 3-year forecast. Cllr Bottwood queried the practicality of doing such things in the current economic climate.

Cllr Armstrong also raised that LPC had an obligation to review budgets by the end of December each year, therefore this needed to be completed.

As the above were clauses within our Financial Regulations, it was agreed that these matters would be checked with NALC to see if these clauses were mandatory or whether they could be amended. Action Cllr Bottwood

**23/64**

**S106 Matters**

S106 payments. Colchester City Council has now released the funds to reimburse for the stairlift for the Community Centre. Everything had been signed off apart from the 'making good'. The Clerk was in contact with Carol Lloyd to obtain an invoice to cover the outstanding action.

**Payment of Labosport ball striking assessment**

The above relates to the ball striking assessment necessary before any progress is made with reintroducing cricket to Langham. Cllr Bottwood updated on the latest developments with this. Subsequent to the update briefing a vote was taken to pay the bill for the ball striking report. Proposed by Cllr Bottwood, seconded by Cllr Armstrong. All agreed.

**Order goals for football activities**

Discussion was held as to which option of goals LPC wished to order. Whilst the goals themselves were a standard product, (FA compliant), the wheels had two variants.

Cllr Bottwood asked Cllr Thorpe to seek guidance as to what the actual difference was to then procure the most suitable product.

Vote to recommend to main council to purchase goals with a budget figure of £4k on the understanding that this would be recovered from forthcoming S106 funds.

Proposed Cllr Armstrong, Seconded Cllr Brockman. All agreed.

**23/65**

**Items for the next agenda**

Long term plan  
Financial Regs carried over from this meeting.

**23/66**

**Date of next meeting**

1/11/23 6.00pm

**23/67**

**Chairman's closure of meeting**

Chairman closed the meeting at 7.20pm

Signed .....

Clr Bottwood

Date .....