

Langham Parish Council (PC)
Finance Committee Meeting
Langham Community Centre 10th January 2024 6:00pm

Attendees: Cllr Bottwood, Cllr Brockman, Cllr Armstrong

Present: Carol Harbach Clerk

23/68 Welcome and Apologies for absence

Cllr Bottwood welcomed everyone to the meeting.
No apologies for absence were given.

23/69 Declaration of Members Interests

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

23/70 Agree minutes from the last Finance Committee last meeting held on 4th October

- November/December 23 meetings not quorate
These were thought to be a true and accurate account and were agreed.
Proposed Cllr Armstrong seconded Cllr Brockman. All agreed.

23/71 Matters arising from the Finance Committee meeting 4th October 2023

- November/December meetings not quorate
All Items are on this agenda.

23/72 Public Open Forum (maximum 10 minutes)

Questions to be recorded and answered at the next meeting
No members of the public present.

23/73 Review Expenditure and Income for sign-off at the next Parish Council meeting in accordance with LPC Financial Regulations

The following were recommended for payment to the full council.

Troggys grass cutting 2023 invoice 0325 paid Dec 23	£900.00
Clerk Salary Dec 23	£982.56
HMRC Dec 23	£48.93
Contractors Invoice 12/23 agreed by Cllr Thorpe	£150.00
James Todd & Co Dec 23 payroll invoice 67585	£26.40
Agrovista white line marking for pitch Invoice CD971657254	£195.00
C. Harbach – RG sign reimbursements	£58.30
M. Bottwood – reimbursement for mulled wine Carol Service	£58.98
CALC – subscription 23/24	£35.00
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Total	£ 2,455.17

Proposed Cllr Brockman seconded Cllr Armstrong All agreed.
Cllr Armstrong will start the Bank authorisation and Cllr Brockman will countersign once agreed by full council.

23/74 2024/25 Budget and Precept proposals for review by full council

Further discussions had taken place regarding these documents which conveyed an increase for next year budget of 5% making the 2024/25 Precept

£24,148. Further dialogue and clarification took place and questions were answered.

It was then recommended that the Precept figures were presented to then the main council for agreement.

Proposed Cllr Bottwood seconded Cllr Brockman, all agreed.

It was acknowledged that the budget could be subject to further changes to the Recreation Ground budget following a meeting the previous day.

However, following further discussion a final set of figures were agreed and they would be presented to the main committee for agreement. it was

Proposed by Cllr Armstrong and seconded Cllr Brockman, all agreed.

23/75

Bonfire Night

- Review of final accounts for 2023 event for consideration by the main committee

These are nearly completed with a few amendments – it looks like the profit will be just under £5,000. Ongoing.

Cllr Ogawa to clarify the shop donation.

Debrief session with Dynamic Fireworks will be arranged and issues discussed. The Recreation Ground committee will follow this up.

- Update on credit card

The credit card has still not arrived and Cllr Brockman was asked to follow this up with the bank. Action Cllr Brockman.

A revised wording for the Financial Regulations, to cover the introduction and use of a credit card by the council, was discussed and agreed. This would be presented to the main council for approval. Proposed Cllr Bottwood and seconded Cllr Armstrong, all agreed.

23/76

Clerks pay scale review

Confirmation of agreement by main council at 6th December 23 meeting.

This is on this agenda as the last meeting was not quorate. This was agreed by all.

23/77

S106 Matters

- Current status of CCC S106 Grant sign off for payment of LCC Stairlift and Acoustic Panels

These have now all been completed and the invoices have been paid. As the deposit payments were made by LPC before the S106 contribution was released there was a surplus of the money in the LCC S106 account. It was agreed that this would be transferred to the LPC Community Account to settle the deposit payments. The VAT will be reimbursed to the LCC when this is claimed and received by the LPC at the end of the year.

- Update on the S106 payment for the Tennis Club Benches

These have now been purchased and paid for and the S106 contributions have been received from CCC.

- Update following the meetings with Karen Syrett

A further meeting with Karen Syrett (CCC head of planning) took place on 7th December. LPC outlined the problems with their existing master list as a number of projects seemed to be maintenance requirements. Some maintenance projects would be considered if it increased capacity (e.g. roof damage meant that accommodation could not be used). The issue with the lack of transparency with the sign off process and the clarity of the process itself was again mentioned. The PC were told to use the

consultation expiry date as the deadline for submitting projects for each application. LPC agreed to submit a list of all of our requirements for discussion at the next meeting which is on 14th February.

- Payment of invoice for Labosport ball striking assessment
This has been paid and the survey report findings have been passed on to the council.
- Ordering of portable goals for football activities
The order is ready to be placed and the requirement for 360-degree wheels is to be confirmed by the Recreation Ground committee. Once this is agreed the order can be placed and payment made. Payment is required before delivery.

23/78 Quarterly Bank reconciliations

A quarterly bank reconciliation summary was produced by the clerk and distributed to the committee. The Clerk wanted to reiterate to the finance committee that they receive these monthly and also the report shows the standing of the current budget status as a percentage for the council to see what has and hasn't been spent to date.

23/79 3-year forecast by end of December each year

This will need to be a separate meeting as there is a lot of discussions to be had before the council's requirements can be obtained to produce the report. This needs to be completed by the end of the financial year.

23/80 Items for the next agenda

Bonfire statement
Please let the Clerk know of any other items.

23/81 Date of next meeting

Monday 5th February 2024 6pm

23/82 Chairmans closure of meeting

The meeting was closed at 7:25pm.

Signed

Cllr Bottwood

Date.....