



Langar cum Barnstone Parish Council

Clerk:
Mrs Claire Pegg
6 Park Road
Barnstone
Nottingham
NG13 9JG

Tel: 01949 860123
Email: langarbarnstoneclerk@gmail.com
Website: www.langarbarnstone.co.uk

Dear Councillor,

You are hereby summoned to attend the Parish Council meeting to be held on **Thursday 16th March 2017 commencing at 7.30pm at Barnstone Village Hall, Main Road, Barnstone**

CJ Pegg

Claire Pegg Parish Clerk Dated: Thursday 9th March 2017

A G E N D A

- 1 Declaration of Interests
- 2 Apologies for absence
- 3 Approval of Minutes of the Meeting held on 16th February 2017
- 4 Matters Arising (*for information only*)
- 5 Councillor vacancy – consideration of co-option of new councillor
- 6 Public Open Session
- 7
 - a) Police reports –
 - b) Borough/County Councillor Reports
- 8 Village Hall – report from Village Hall Cttee meeting 23.2.17
- 9 Community Field:
 - a) WC facilities
- 10 Parish Warden reports
- 10 **PLANNING**
 - a) Planning Notifications received:
 - 1 16/02962/FUL Naturescape Wildflower Farm, Coachgap Lane, Langar
Polythene tunnels for growing plants and naturally dry wildflower seeds
GRANT PERMISSION
 - 2 16/02060/FUL Northfield Farm, Bingham Road, Langar
Extensions and alterations to existing approved scheme for the change of
use of redundant farm buildings
GRANT PERMISSION
 - b) Planning applications received:
 - 1 17/00322/FUL Naturescape Wildflower Farm, Coachgap Lane, Langar
Polythene tunnels for growing wildflower plants

- 2 17/00321/FUL Naturescape Wildflower Farm, Coachgap Lane, Langar
Polythene tunnels for naturally drying wildflower seed
- 3 17/00364/FUL Northfield Farm, Bingham Road, Langar
Construct timber framed 3 bay car port.

11 **FINANCE**

- a) **Financial Statement and bank reconciliation:** (*reports attached at Appendix 1 & 2 for information*)
- b) **Accounts Paid prior to meeting:**
Appendix 3 attached
- c) **Accounts for Payment at meeting:**
Appendix 4 attached
- d) **Village Hall accounts, including:**
 - a) External Audit requirements
 - b) Balance of accounts to 28 February 2017
- e) **Risk Management Scheme:**
- f) **Review of Internal Controls** (*document attached at Appendix 5*):
- g) **Grant application from Festival Committee:**

Matters for consideration

- 12 Annual Parish Meeting 20th April – Guest speaker- Lesley Taylor, Veolia
Recycling & Education Officer
- 13 Pruning of Highway hedges
- 14 Bingham Road C28: including:
 - a) Traffic count
- 15 Councillors' reports:
- 16 Correspondence including:
 - a) Letter from Vale Arts Group
 - b) Letter from Post Office
- 17 Date of next meeting:

In accordance with Section 1(2) of the Public Bodies Admissions to Meetings Act 1960 it is resolved that, due to the confidential nature of the business to be transacted, the public and press are asked to leave the meeting during consideration of:

18 Private & Confidential Matters **Assisted Taxi Scheme application**

Members of the public are welcome to attend all Parish Council meetings. There is a 15 minute Open Session at the start of each meeting, for residents to raise items of interest or ask questions.

A full set of meeting papers is available on application to the Clerk, above, or at www.langarbarnstone.co.uk

Langar cum Barnstone Parish Council

Bank Reconciliation at 28/02/2017

Cash in Hand 01/04/2016

58,229.94

ADD

Receipts 01/04/2016 - 28/02/2017

49,633.52

107,863.46

SUBTRACT

Payments 01/04/2016 - 28/02/2017

42,521.29

A Cash in Hand 28/02/2017
(per Cash Book)

65,342.17

Cash in hand per Bank Statements

Cash	28/02/2017	13.79
TSB Current Account	28/02/2017	15,373.63
TSB Deposit Account	28/02/2017	50,054.75

65,442.17

Less unrepresented cheques

As attached

40,100.00

25,342.17

Plus unrepresented receipts

As attached

40,000.00

B Adjusted Bank Balance**65,342.17****A = B Checks out OK**

Langar cum Barnstone Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

2 CHURCHYARD			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
20	CHURCHYARD	0.00	0.00	0.00	500.00	500.00	0.00
21	CHURCH CLOCK	0.00	0.00	0.00	100.00	120.00	-20.00
		£0.00	0.00	£0.00	600.00	£620.00	-20.00

3 BARNSTONE VILLAGE HALL			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
30	VILLAGE HALL EXPENSES	0.00	0.00	9.20	1,500.00	1,074.82	434.38
31	VILLAGE HALL EQUIP	0.00	0.00	0.00	1,600.00	3,505.64	-1,905.64
32	VILLAGE HALL UTILITIES	0.00	0.00	86.98	2,080.00	2,085.30	81.68
910	VILLAGE HALL	0.00	0.00	0.00	1,500.00	1,372.80	127.20
912	VILLAGE HALL INCOME	0.00	3,000.00	5,000.00	0.00	0.00	2,000.00
		£0.00	3,000.00	£5,096.18	6,680.00	£8,038.56	737.62

4 VILLAGE AMENITIES			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
40	WAGES (LITTER PICKING)	0.00	0.00	0.00	1,500.00	1,323.00	177.00
41	LITTER PICK EQUIP	0.00	0.00	0.00	25.00	11.66	13.34
43	PARISH GROUNDS MAINT	0.00	0.00	88.75	300.00	180.00	208.75
45	SPEEDWATCH	0.00	0.00	0.00	0.00	0.00	0.00
46	PARISH MAINTENANCE	0.00	0.00	0.00	0.00	93.43	-93.43
911	PARISH LENGTHSMAN	0.00	0.00	850.00	1,500.00	1,044.16	1,305.84
913	VILLAGES IMPROVEMENT	0.00	0.00	0.00	0.00	0.00	0.00
914	PARISH CRAFTSMAN	0.00	0.00	0.00	1,500.00	1,372.80	127.20
		£0.00	0.00	£938.75	4,825.00	£4,025.05	1,738.70

5 BARNSTONE PLAY AREA			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
50	PLAY EQUIP	0.00	0.00	0.00	350.00	90.00	260.00
51	PLAY AREA GRASS	0.00	0.00	0.00	600.00	560.00	40.00
		£0.00	0.00	£0.00	950.00	£650.00	300.00

6 ADMINISTRATION			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
600	CLERK'S SALARY	0.00	0.00	927.27	9,000.00	9,598.85	328.42
601	INSURANCE	0.00	0.00	0.00	580.00	574.44	5.56
602	SUBS/TRAINING	0.00	0.00	0.00	625.00	355.36	269.64
603	S137	0.00	0.00	0.00	25.00	25.00	0.00
604	WEB SITE	0.00	0.00	0.00	300.00	176.78	123.22
605	ROOM HIRE	0.00	0.00	0.00	200.00	150.00	50.00
606	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00
607	OFFICE EXPENSES	0.00	0.00	0.00	750.00	1,210.61	-460.61
608	TAXI VOUCHER SCHEME	0.00	0.00	0.00	700.00	195.00	505.00
609	AUDIT FEES	0.00	0.00	0.00	400.00	400.00	0.00
610	CHAIRMAN'S ALLOWANCE	0.00	0.00	0.00	25.00	20.00	5.00
611	INVESTMENT INTEREST	0.00	0.00	4.22	0.00	0.00	4.22
612	PRECEPT	0.00	0.00	35,791.50	0.00	0.00	35,791.50
613	VAT REFUND	0.00	0.00	0.00	0.00	0.00	0.00
614	BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
615	LOAN REPAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00
616	DONATIONS	0.00	0.00	0.00	300.00	180.00	120.00
		£0.00	0.00	£36,722.99	12,905.00	£12,886.04	36,741.95

7 PROMOTIONAL ACTIVITIES

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
70	NEWSLETTER	0.00	0.00	15.00	800.00	689.30	125.70
71	LCB FESTIVAL	0.00	0.00	0.00	0.00	92.57	-92.57
72	COMMUNITY	0.00	0.00	841.60	100.00	807.53	134.07
74	CUSHION CLUB	0.00	0.00	184.00	200.00	244.01	139.99
		£0.00	0.00	£1,040.60	1,100.00	£1,833.41	307.19

8 WORKS LANE FIELD

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
80	FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00
81	EQUIPMENT/MAINT	0.00	0.00	0.00	0.00	151.33	-151.33
83	FOOTBALL FIELD	0.00	0.00	0.00	500.00	783.00	-283.00
84	FIELD HIRE INCOME	0.00	900.00	835.00	0.00	0.00	-65.00
		£0.00	900.00	£835.00	500.00	£934.33	-499.33

9 EARMARKED RESERVES

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
901	ELECTION FUND	0.00	0.00	0.00	0.00	0.00	0.00
902	TRANSPORT FUND	3,000.00	0.00	0.00	0.00	0.00	3,000.00
905	YOUTH PROVISION	0.00	0.00	0.00	0.00	0.00	0.00
907	TAXI VOUCHER SCHEME	897.00	0.00	0.00	0.00	0.00	897.00
908	GENERAL RESERVE	16,262.00	0.00	0.00	0.00	0.00	16,262.00
909	BARNSTONE GYM	10,000.00	0.00	5,000.00	0.00	9,995.00	5,005.00
915	LANGAR GYM EQUIPMENT	10,000.00	0.00	0.00	0.00	0.00	10,000.00
916	VILLAGE	3,000.00	0.00	0.00	0.00	0.00	3,000.00
917	VILLAGE INTERPRETATION	1,000.00	0.00	0.00	0.00	0.00	1,000.00
		£44,159.00	0.00	£5,000.00	0.00	£9,995.00	39,164.00

NET TOTAL

£44,159.00	3,900.00	£49,633.52	27,560.00	£38,982.39	78,470.13
-------------------	-----------------	-------------------	------------------	-------------------	------------------

APPENDIX 3

ACCOUNTS PAID 16 MARCH 2017

FPO	J A KENT SERVICES - GROUNDCARE FEB	£	171.60
DD	BT PHONE BILL FEBRUARY	£	16.09

		£	187.69
--	--	----------	---------------

APPENDIX 4

ACCOUNTS FOR PAYMENT 16 MARCH 2017

	WAGES	£	1,146.86
	NCC PENSION FUND SUPERANN M12	£	188.29
	HMRC PAYE JAN-MAR 17	£	108.43
	J HARPER - NEWSLETTER DELIVERY	£	30.00
	NALC SUBS	£	168.95
	HANDICENTRE BINGHAM - REPAIR & MAINT MATERIALS	£	38.48
	TOOT HILL SCHOOL - NEWSLETTER PRINTING	£	162.25
	EON - V HALL ELECTRICITY BILL	£	191.34
	PETTY CASH	£	86.22
	CURRYS - V HALL FREEZER	£	119.00

		£	2,239.82
--	--	----------	-----------------

**LANGAR CUM BARNSTONE PARISH COUNCIL
INTERNAL CONTROLS**

The Parish Council to carry out a regular review of its Internal Controls and their effectiveness as follows:

- Financial records to be kept in accordance with statutory requirements including:
 - a) Financial Regulations – to be reviewed regularly by Council
 - b) Petty cash system - Clerk to reconcile monthly, all claims supported by receipts
 - c) monthly bank reconciliations - Clerk to copy Scribe report to all members before each meeting
 - d) budget monitoring - Clerk & Chairman to review regularly, Clerk to copy Scribe report to all members before each meeting
 - e) payment controls – every payment to be approved by Resolution, in accordance with legal powers and Financial Regulations, cheques & electronic payments to be signed/authorised by two signatories
 - f) VAT returns submitted annually by Clerk
 - g) HM Revenue & Customs returns to be submitted quarterly, and reconciled at year end
 - h) Minutes to be properly maintained, recording expenditure by Resolution
- Internal Auditor appointed to prevent and detect fraud and corruption, duties to include:
 - a) review of internal controls
 - b) testing and review of income & expenditure using Minutes, bank statements, cashbook
 - i) carry out interim check between September – November each year, producing report to Council.
 - j) Internal auditor to be appointed annually, by letter, stating terms of reference
- Insurance review to be carried out annually

**ADOPTED APRIL 2011
REVISED MARCH 2014
REVIEWED MARCH 2015
REVIEWED APRIL 2016**
