

## LANGAR CUM BARNSTONE PARISH COUNCIL

Minutes of the Parish Council meeting held at Barnstone Village Hall, Main Road, Barnstone, commencing at 6.30pm on Thursday 21 April 2016

*Present: Cllrs A Bellamy, R Brooks, (Chairman), A Carter Davies, V Gell, T Simpson,  
In attendance – one member of the public*

### **4/16/1 Declaration of Interest:**

No Declarations of Interest received

### **4/16/2 Apologies for Absence:**

Apologies were received and accepted from Cllr R Whitehead  
Apologies also received from County Cllr R Butler, Borough Cllrs A Pell & T Combellack.

### **4/16/3 Approval of Minutes of the Meeting held on 17<sup>th</sup> March 2016:**

It was **RESOLVED** to approve the minutes of the above meeting which were duly signed by the Chairman as an accurate record.

### **4/16/4 Matters Arising:**

The Clerk reported that the new Village Hall heaters had been installed on Wednesday 20<sup>th</sup> April

### **4/16/5 Public Open Session:**

Standing Orders were suspended at 6.32pm and immediately reinstated as there were no representations from the public.

### **4/16/6 a) Police Reports**

PCSO J Heaps had reported an ASB incident of motorcycle riding on the Airfield during March

### **b) Borough & County Councillor reports**

There were no reports from County or Borough

### **4/16/7 Community Field including:**

No news to report regarding the field

### **4/16/8 Langar & Barnstone Village Hall including:**

#### **a) Rear Hall Boundary Access**

It was **RESOLVED** to seek the advice of NALC regarding issue over Hall & neighbours' boundaries.

#### **b) Purchase of new chairs**

It was **RESOLVED** to approve the purchase of 100 new chairs from Trent Furniture at a cost of £15.60 each, as per sample provided, plus a stacking trolley at a cost of £49.90.

### **4/16/9 Parish Warden reports**

There were no reports this month

## 4/16/10 Planning

### Planning Notifications received:

- 1 **REF: 16/00576/FUL** Notts County Council Unit 11, Coach Gap Lane, Langar  
Change of use of land for parking of buses and coaches and staff vehicles for a period of 6-12 months whilst their adjacent site (Unit6) is developed  
**GRANT PERMISSION**
- 2 **REF: 16/00162/LBC** Bottom House Farm, Cropwell Road, Langar  
Replace ground floor windows with new hardwood, single glazed windows  
**GRANT PERMISSION**

### Planning Application received:

- 1 **REF: 16/00810/AGRIC** The Old Sidings, Main Road, Barnstone  
Erection of steel framed barn for storage of farm machinery and animal feed

It was **RESOLVED** to submit a response of **NO OBJECTION** to the above application

## 4/16/11 Finance:

- a) **Financial Statement and bank reconciliation:** (*reports attached as Appendix 1 & 2 for information*)
- b) **Accounts Paid prior to meeting:**  
Appendix 3 attached
- c) **Accounts for Payment at meeting:**  
Appendix 4 attached

It was

**RESOLVED** to approve Accounts Paid and for Payment subject to the addition of the following invoices received too late for inclusion on the agenda:

DGC Slight – Internal Audit fee	£100.00
LcB Village Hall - Panto donation	£80.00
LcB Village Hall – Room Hire	£70.00
BT – Broadband Bill	£124.16
BT – monthly telephone bill	£21.23

- d) **Review of Internal Controls** (report attached at Appendix 5)  
It was **RESOLVED** to approve the current Internal Controls without amendment, noting that amendments would be due regarding Village hall accounts for year end 16/17
- e) **Annual Return 2015/2016 including:**
  - 1 **Approval of Annual Governance Statement**
  - 2 **Approval of Accounting Statements**
  - 3 **Internal Auditor's Report 2015/2016**

It was **RESOLVED** to approve the Annual Return statements which were duly signed by the Chairman and Clerk

**f) Report on Village Hall Accounts**

The Clerk reported that Accounting software had been installed for the Village Hall Accounts and that the first invoices had been issued to regular hirers.

**Matters for consideration:**

**4/16/12 Parish Lengthsman post vacancy:**

It was **RESOLVED** to approve the appointment of David Matthews subject to confirmation of Employment terms and conditions.

**4/16/13 Councillors' Reports:**

Cllr Simpson reported:

- that LAG meetings had become a victim of Police cutbacks and were unlikely to continue
- on a successful National Archery Tournament on the Community Field

Cllr Brooks reported on further problems with the drains adjacent to the old railway bridge in Barnstone. Refer to NCC

**4/16/14 Correspondence:**

**1 Stroom Dyke**

Concerns over potential flooding issues from a resident on Cropwell Road, Langar had prompted the Clerk to seek advice from Trent Valley Internal Drainage Board who had said they would be investigating the problem and reporting back in due course.

**2 Legacy of the late Roland Gale**

The Clerk reported receipt of a cheque in the sum of £25,000 from the solicitors of the late Roland Gale, in the form of a legacy for the benefit of Langar cum Barnstone Village Hall.

**4/16/15 Date of next meeting:**

**Thursday 19<sup>th</sup> May 2016 at 7.30pm**

There being no further business, the meeting closed at 7.10pm

Signed .....Chairman

Date .....

## Langar cum Barnstone Parish Council

**Bank Reconciliation at 31/03/2016**

Cash in Hand 01/04/2015			41,365.89
<b>ADD</b>			
Receipts 01/04/2015 - 31/03/2016			50,071.30
			91,437.19
<b>SUBTRACT</b>			
Payments 01/04/2015 - 31/03/2016			33,207.25
<b>A Cash in Hand 31/03/2016</b>			<b>58,229.94</b>
(per Cash Book)			
Cash in hand per Bank Statements			
Cash	31/03/2016	70.86	
TSB Current Account	31/03/2016	48,108.55	
TSB Deposit Account	31/03/2016	10,050.53	
			<b>58,229.94</b>
Less unrepresented cheques			0.00
As attached			
			58,229.94
Plus unrepresented receipts			0.00
As attached			
<b>B Adjusted Bank Balance</b>			<b>58,229.94</b>

**A = B Checks out OK**

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

Cost Centre Name

2 CHURCHYARD		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		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
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>600.00</b>	<b>£620.00</b>	<b>-20.00</b>

3 BARNSTONE VILLAGE HALL		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
30	VILLAGE HALL EXPENSES	0.00	0.00	0.00	1,740.00	2,928.53	-1,188.53
31	VILLAGE HALL EQUIP	0.00	0.00	0.00	1,000.00	1,299.41	-299.41
32	VILLAGE HALL UTILITIES	0.00	0.00	0.00	0.00	3,293.51	-3,293.51
910	VILLAGE HALL	0.00	0.00	0.00	1,460.00	1,465.74	-5.74
912	VILLAGE HALL INCOME	0.00	3,500.00	7,400.00	0.00	0.00	3,900.00
		<b>£0.00</b>	<b>3,500.00</b>	<b>£7,400.00</b>	<b>4,200.00</b>	<b>£8,987.19</b>	<b>-887.19</b>

4 VILLAGE AMENITIES		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
40	WAGES (LITTER PICKING)	0.00	0.00	0.00	1,460.00	1,319.34	140.66
41	LITTER PICK EQUIP	0.00	0.00	0.00	25.00	0.00	25.00
43	PARISH GROUNDS MAINT	0.00	0.00	355.08	600.00	980.00	-24.92
45	SPEEDWAY TCH	0.00	0.00	0.00	0.00	0.00	0.00
46	PARISH MAINTENANCE	0.00	0.00	0.00	540.00	935.06	-395.06
911	PARISH LENGTHSMAN	0.00	850.00	850.00	1,460.00	905.58	554.42
913	VILLAGES IMPROVEMENT	0.00	0.00	0.00	1,500.00	16.00	1,484.00
914	PARISH CRAFTSMAN	0.00	0.00	0.00	1,460.00	995.38	464.62
		<b>£0.00</b>	<b>850.00</b>	<b>£1,205.08</b>	<b>7,045.00</b>	<b>£5,151.36</b>	<b>2,248.72</b>

5 BARNSTONE PLAY AREA		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
50	PLAY EQUIP	0.00	0.00	0.00	200.00	249.50	-49.50
51	PLAY AREA GRASS	0.00	0.00	0.00	400.00	280.00	120.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>600.00</b>	<b>£529.50</b>	<b>70.50</b>

6 ADMINISTRATION		<u>Bal. B/Fwd.</u>	Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>		Budget	Actual	Budget	Actual	Budget
600	CLERK'S SALARY	0.00	0.00	0.00	9,000.00	10,026.15	-1,026.15
601	INSURANCE	0.00	0.00	0.00	1,100.00	505.44	594.56
602	SUBS/TRAINING	0.00	0.00	0.00	775.00	461.60	313.40
603	S137	0.00	0.00	0.00	1.00	25.00	-24.00
604	WEB SITE	0.00	0.00	0.00	250.00	273.31	-23.31
605	ROOM HIRE	0.00	0.00	0.00	200.00	193.00	7.00
606	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00
607	OFFICE EXPENSES	0.00	0.00	60.00	750.00	1,105.21	-295.21
608	TAXI VOUCHER SCHEME	0.00	0.00	0.00	300.00	695.00	-395.00
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	0.00	25.00
611	INVESTMENT INTEREST	0.00	0.00	4.06	0.00	0.00	4.06
612	PRECEPT	0.00	0.00	37,970.00	0.00	0.00	37,970.00
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	150.00	0.00	150.00
		<b>£0.00</b>	<b>0.00</b>	<b>£38,034.06</b>	<b>12,951.00</b>	<b>£13,684.71</b>	<b>37,300.35</b>

7 PROMOTIONAL ACTIVITIES			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fw d.</u>	Budget	Actual	Budget	Actual	Budget
70	NEWSLETTER	0.00	100.00	315.00	700.00	939.44	-24.44
71	LCB FESTIVAL	0.00	0.00	0.00	0.00	149.86	-149.86
72	COMMUNITY	0.00	0.00	200.00	50.00	267.13	-17.13
74	CUSHION CLUB	0.00	300.00	234.50	100.00	265.93	-231.43
		<b>£0.00</b>	<b>400.00</b>	<b>£749.50</b>	<b>850.00</b>	<b>£1,622.36</b>	<b>-422.86</b>
8 WORKS LANE FIELD			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fw d.</u>	Budget	Actual	Budget	Actual	Budget
80	FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00
81	EQUIPMENT/MAINT	0.00	0.00	0.00	500.00	90.00	410.00
83	FOOTBALL FIELD	0.00	0.00	0.00	500.00	560.00	-60.00
84	FIELD HIRE INCOME	0.00	780.00	780.00	0.00	0.00	0.00
		<b>£0.00</b>	<b>780.00</b>	<b>£780.00</b>	<b>1,000.00</b>	<b>£650.00</b>	<b>350.00</b>
9 EAR MARKED RESERVES			Receipts		Payments		Current Balance
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fw d.</u>	Budget	Actual	Budget	Actual	Budget
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
		<b>£20,159.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>20,159.00</b>
<b>NET TOTAL</b>		<b>£20,159.00</b>	<b>5,530.00</b>	<b>£48,168.64</b>	<b>27,246.00</b>	<b>£31,245.12</b>	<b>58,798.52</b>



**LANGAR CUM BARNSTONE PARISH COUNCIL  
INTERNAL CONTROLS  
ADOPTED APRIL 2011  
REVISED MARCH 2014  
REVIEWED MARCH 2015  
REVIEWED APRIL 2016**

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**INTERNAL CONTROL**

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