# Finance Committee MINUTES OF MEETING

**Date**: Monday 23<sup>rd</sup> March 2020 **Venue**: Moulton Community Centre

The Finance Committee exercises responsibility to work with the RFO in the management of the Council's financial resources and to consider and recommend strategy and action on policy and operational matters concerned with Council's finances, property and resources. The Finance Committee has delegated powers to spend up to £2,000. Any amount over that value will be reported to the Full Parish Council meeting for full council approval.

### 23/20 Conduct a Public Session (Duration and content at Chairman's discretion)

None Required

# 24/20 Record Attendance, Apologies, Absence

Councillors (Parish): Cllr Fehnert (SF), Cllr Paul (GP), Cllr Aarons (DA).

Public: None

<u>Apologies:</u> Cllr Bennett (holiday)

#### 25/20 Record any Declarations of Interest on subjects included on this agenda

Councillors are reminded that if they have either a Disclosable Pecuniary Interest or other interest in any of the agenda items then they should declare the interest and withdraw from the debate or meeting as appropriate.

None

## 26/20 Accept Minutes of Finance Committee Meeting held on 25<sup>th</sup> February 2020

It was **resolved** to accept the minutes of the Finance Committee held on 25<sup>th</sup> February 2020.

#### 27/20 Report on Previous Agenda Items

Report on Previous Agenda Items:

None

# 28/20 Review April Exception Payments to Date

None

#### 29/20 Review of February Financial Documents:

- a. Detailed Income and Expenditure by Account for February
- b. Bank Reconciliation Statement

All councillors had received a copy of the above information including an explanation of variances from budget code. Information reviewed and approved.

- All councillors had received a copy of the insurance policy to take effect from April 1<sup>st</sup>. Cllr Fehnert recommended adding 'Terrorism' to the policy. It was resolved for the EO to obtain a quote to include terrorism in the new policy and renew prior to 1<sup>st</sup> April to ensure continuity.
- A refund for hall hire of £49.50 had been requested in cheque form. It was **resolved** for all councillors present to sign the cheque in order to process the refund.

- The EO had contacted the Public Works Loan Board re: PWLB loans to enquire if any loan payments due this year would be delayed. The PWLB had advised that the loan repayments would continue as normal.
- The EO advised that the first half of the precept would be paid as usual on 23<sup>rd</sup> April.
- Donations had been received towards the summer planting and hanging baskets this year. It was resolved to continue with this initiative.
- The EO discussed a quote from Countywide Catering for replacement parts for kitchen and bar equipment. It was **resolved** to accept the quote and proceed with the repairs once the community centre reopened.
- VE Day Celebrations on 8<sup>th</sup> May had been officially cancelled and a suggested date of 15<sup>th</sup>/16<sup>th</sup> August given as an alternative. Gig in the Gardens was scheduled for 11<sup>th</sup>/12<sup>th</sup> July. It was **resolved** to reregister our VE Day event for 15<sup>th</sup>/16<sup>th</sup> August and await further guidance from the Government re: GITG.
- The Admin Team are busy dealing with cancellations and rescheduling of bookings at the community centre. It was **resolved** to delegate powers to the EO and Asst Clerk to process any refunds necessary for 'one-off bookings.

#### 30/20 Review Moulton Village Hall Accounts Month 11

All councillors had received a copy of the Receipts and Payments Accounts up to Month 11 for the village hall.

Information reviewed and approved.

#### **EXCLUSION OF PRESS AND PUBLIC**

It is recommended that in view of the confidential nature of the following items, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972.

### 31/20 Discuss Plans for Community Centre

The EO confirmed that the Community Centre had closed to the public at 2pm on Friday 20<sup>th</sup> March in line with Government instruction. Little Acorns Pre School would remain open to support key workers.

It was **resolved** to suspend the caretaking/cleaning contract for the centre and village. It was **resolved** to delegate powers to the EO to authorise up to 21 hours per week to facilitate buildings and village taking into account Government directives on use of community buildings and green open spaces.

It was **resolved** to delegate powers to the EO and Asst Clerk to continue to make scheduled payments on the scheduled day of the council meeting. No payments to be made outside of the budget or existing contract without approval from the Finance Committee.

# 32/20 Date of Next Meeting

Meeting Closed at 5.00pm

<b>Next Finance Committee Meeting Dates</b>
Monday 27 <sup>th</sup> April 2020 @ 4pm

Chairman's Acceptance Signature	Date