

**Finance Committee**  
**MINUTES OF MEETING**

**Date:** Tuesday 14<sup>th</sup> May 2024 @ 4.00pm

**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 £5,000. Any amount over that value will be reported to the Full Parish Council meeting for full council approval.*

**28/24 Conduct a Public Session (Duration and content at Chairman's discretion)**

None Required

**29/24 Record Attendance, Apologies, Absence**

Councillors (Parish): Cllr Paul (GP), Cllr Aarons (DA), Cllr Swallow (YS),  
Cllr Moss (GM)

**Public:** None

**Apologies:** Cllr S Fehnert (SF) work commitments

**30/24 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

**31/24 Accept Minutes of Finance Committee Meeting held on 26<sup>th</sup> February 2024**

It was **resolved** to accept the minutes of the Finance Committee held on 26<sup>th</sup> February 2024.

**32/24 Report on Previous Agenda Items**

None

**33/24 Review of Internal Audit Report for recommendation for approval by Full Council**

It was **resolved** to recommend the Internal Audit Report be approved by Full Council.

The EO confirmed that Moulton Parish Council use Barclays Bank for all banking which includes substantial reserves. Measures have been taken to ensure that banking with Barclays Bank is a tolerable risk.

It was **resolved** to review the level of General Reserves and Higher Earning Bank Accounts during the next financial year.

**34/24 Review of Annual Governance and Accountability Return Form 3 year ended 31<sup>st</sup> March 2024 for recommendation for approval by Full Council**

It was **resolved** to recommend the Annual Governance and Accountability Return Form 3 year ended 31<sup>st</sup> March 2024 be approved by Full Council.

**35/24 Review of Section 1 Annual Governance Review Section 1 for recommendation for approval by Full Council**

It was **resolved** to recommend the Annual Governance Review Section 1 year ended 31<sup>st</sup> March 2024 be approved by Full Council.

**36/24 Review of Section 2 Accounting Statements, Annual Governance and Accountability Return 2023/24 Form 3 for recommendation for approval by Full Council**

It was **resolved** to recommend Section 2 Accounting Statements, Annual Governance and Accountability Return 2023/24 Form 3 be approved by Full Council.

**37/24 Review of Explanation of Significant Variances for approval by Full Council**

It was **resolved** to recommend the Explanation of Significant Variances be approved by Full Council.

**38/24 Review of End of Year Accounts Year Ended 31<sup>st</sup> March 2024 for recommendation for approval by Full Council**

All councillors had received a copy of the following information including an explanation of variances from budget code:

Detailed Income and Expenditure Account year ended March 31<sup>st</sup> 2024.

Bank Reconciliation Statements year ended March 31<sup>st</sup> 2024.

Ear Marked Reserves year ended March 31<sup>st</sup> 2024.

Public Works Loan Board Loans Summary as at 1<sup>st</sup> May 2024.

It was **resolved** to recommend approval of the above information by Full Council.

The EO reported the following:

- First half of the precept amount (£228,742) had been received on 1<sup>st</sup> May.
- £51,047 CIL payment had been received on 3<sup>rd</sup> May.
- No reduction is levied against the Business Rates charge on MCC due to the installation of solar panels.
- Cllr Paul Carried out the internal audit on 15<sup>th</sup> April 2024.
- New Financial Regulations have been published

**39/24 Review Level of General Reserves and Recommend for approval by Full Council**

It was **resolved** to recommend for approval by Full Council the sum of £87563 be held in General Reserves.

**40/24 Moulton Village Hall Trust: Review of End of Year Documentation for recommendation for approval by Full Council**

All councillors had received a copy of the following Documents:

- Moulton Village Hall Trust Receipts and Payments Summary year ended March 31<sup>st</sup> 2024.
- Moulton Village Hall Trust Financial Statement year ended March 31<sup>st</sup> 2024.

It was **resolved** to recommend that the end of year documentation be approved by Full Council.

**41/24 Robert Eady Trust: Review of End of Year Documentation for recommendation for approval by Full Council**

All councillors had received a copy of the following Documents:

- Robert Eady Trust Receipts and Payments Summary year ended March 31<sup>st</sup> 2024.
- Robert Eady Trust Financial Statement year ended March 31<sup>st</sup> 2024.

It was **resolved** to recommend that the end of year documentation be approved by Full Council.

It was **resolved** for the EO to speak to Moulton History Society regarding the Bob Eady Collection.

**42/24 Approve List of Annual Council Subscriptions. Resolution to Approve**

It was **resolved** to approve the following Annual Subscriptions:

Northants Calc

Society Local Council Clerks

Association of Local Council Clerks

Northants ACRE

Campaign to Protect Rural England

Information Commissioner's Office

**43/24 Appointment of Internal and External Auditors. Recommendation for Approval by Full Council**

It was **resolved** to recommend the appointment of Ncalc Internal Audit Service as Internal Auditors to full council.

It was **resolved** to recommend the appointment of PKF Littlejohn as External Auditors to full council.

**44/24 Review of:**

- a. Income and Expenditure Accounts for April 2024
- b. Bank Reconciliation Statements April 2024
- c. Ear Marked Reserves

All councillors have received a copy of the following information including an explanation of variances from budget code:

Bank Reconciliation Statements for April 2024

Ear Marked Reserves year for April 2024

**45/24 Review of Moulton Village Hall Finances April 2024**

- a) Moulton Village Hall Receipts and Payments April 2024
- b) Moulton Village Hall Financial Statement April 2024

All councillors have received a copy of the following Documents:

- Moulton Village Hall Trust Receipts and Payments Summary year for April 2024
- Moulton Village Hall Trust Financial Statements for April 2024

**46/24 Review Community Centre Charges 2025. Resolution to Approve**

It was **resolved** to approve the Community Centre charges as detailed.

**47/24 Review Quote received for Replacement of Village Centre Oak Bollards. Resolution to Agree Actions.**

It was **resolved** to accept the quote for replacement of village centre oak bollards.

It was **resolved** to delegate powers to the EO to proceed with the staining of the oak bollards once all quotes had been received and reviewed.

**48/24 Review Cemetery Testing Process. Resolution to Agree Actions.**

It was **resolved** to request a new quote for Sections 1 and 2 and proceed.

**49/24 Review Manfield Hall Position**

It was **resolved** to progress with the Schedule of Dilapidations.

**50/24 Public Gardens Stream Clearance**

- a. Public Gardens Stream Clearance – The EO reported that emergency works had been carried out on the stream.
- b. Attenuation Basin Remedial Works – The EO reported that minor remedial works required following the Annual Safety Report were underway.
- c. Treeworks – The EO reported that all the remedial works as identified in the Bi-Annual Tree Report have been approved and will be carried out at the end of the summer.

**51/24 Consider Quote for New Dishwasher Main Kitchen. Resolution to Approve**

It was **resolved** to accept the quote for the new dishwasher and delegate powers to the EO to replace as and when necessary.

**52/24 Dates of Scheduled Meetings 2024:**

Tuesday 28<sup>th</sup> May @ 4pm

Monday 24<sup>th</sup> June @ 4pm

Monday 29<sup>th</sup> July @ 4pm

Tuesday 27<sup>th</sup> August @ 4pm

Monday 23<sup>rd</sup> September @ 4pm

Monday 28<sup>th</sup> October @ 4pm

Monday 25<sup>th</sup> November @ 4pm

Meeting Closed at 4.45pm

**Chairman's Acceptance Signature..... Date.....**