

Finance Committee
MINUTES OF MEETING

Date: Monday 26th February 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.

16/24 Conduct a Public Session (Duration and content at Chairman's discretion)

None Required

17/24 Record Attendance, Apologies, Absence

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

Public: None

Apologies: Cllr Moss (GM)

18/24 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

19/24 Accept Minutes of Finance Committee Meeting held on 26th February 2024

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

20/24 Report on Previous Agenda Items

None

21/24 Review of:

- a. Income and Expenditure Accounts for December 2023 and January 2024
- b. Bank Reconciliation Statements December 2023 and January 2024
- c. Ear Marked Reserves

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

Detailed Income and Expenditure Account and Budget Discrepancy Document for December 2023 and January 2024

Bank Reconciliation Statements for December 2023 and January 2024

Ear Marked Reserves year for December 2023 and January 2024

22/24 2023/24 Audit Timetable

All councillors have received the following end of year Audit Timetable:

- All March entries to be entered and any outstanding queries finalized. Hand over to accountant on 18th April 2024.
- Accountant to undertake all the year-end work and fill out the relevant sections of our AGAR (with completed section 2 figures) and all relevant info to be sent to Internal Auditor w/c 29th April.
- Internal Audit date set for 7th May 2024.
- Auditor to complete Internal Audit and send report and signed page to MPC by 9th May 2024.
- End of year figures/audit report/docs reviewed at Finance Committee Meeting on 13th May 2024.
- Recommendation from Finance Committee to approve all end of year documents at full council meeting to be held on 21st May 2024.
- Finance Manager to submit all documents to External Auditor, PKF Littlejohn end May/early June following full council meeting.

23/24 Review of Moulton Village Hall Finances December 2023 and January 2024

- a) Moulton Village Hall Receipts and Payments December 2023 and January 2024
- b) Moulton Village Hall Financial Statement December 2023 and January 2024

All councillors have received a copy of the following Documents:

- Moulton Village Hall Trust Receipts and Payments Summary year for December 2023 and January 2024
- Moulton Village Hall Trust Financial Statements for December 2023 and January 2024

24/24 Consider Quote Received for Works to Library Kitchen Resolution to Approve.

It was **resolved** to accept the quote for works to the Library Kitchen.

25/24 Update on Manfield Hall. Resolution to Approve Actions.

It was **resolved** to request a review of the lease agreement.

26/24 Consider Grant Applications Received

The EO confirmed one grant application had been withdrawn and the second one was awaited. It was **resolved** to use some of this year's budget underspend (one off events) budget to support Moulton Village Festival this year and supply 2 x toilets and 2 x bins as per grant request.

27/24 Date of Scheduled Meetings 2024:

Monday 25th March @ 4pm

Monday 13th May @ 4pm, Tuesday 28th May @ 4pm

Monday 24th June @ 4pm, Monday 29th July @ 4pm

Tuesday 27th August @ 4pm, Monday 23rd September @ 4pm

Monday 28th October @ 4pm, Monday 25th November @ 4pm

Meeting Closed at 4.30pm

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