

Finance Committee
MINUTES OF MEETING

Date: Tuesday 29th August 2023 @ 4.30pm

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.

84/23 Conduct a Public Session (Duration and content at Chairman's discretion)

None Required

85/23 Record Attendance, Apologies, Absence

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

Public: None

Apologies: Cllr Moss (GM)

86/23 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

87/23 Accept Minutes of Finance Committee Meeting held on 30th May 2023

It was **resolved** to accept the minutes of the Finance Committee held on 30th May 2023.

88/23 Report on Previous Agenda Items

The EO confirmed the refurbishment of the village sign was underway.

89/23 Review September Exception Payments

No exception payments are scheduled for September.

It was **resolved** to approve the payments made in August.

90/23 Review of:

- a. Income and Expenditure Accounts for May, June and July 2023
- b. Bank Reconciliation Statements May, June and July 2023
- c. Ear Marked Reserves

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

Detailed Income and Expenditure Account for May, June and July 2023 and Budget Discrepancy Document for May, June and July 2023

Bank Reconciliation Statements for May, June and July 2023

Ear Marked Reserves year for May, June and July 2023

Cllr Paul confirmed undertaking the Quarter 1 internal audit on 4th July.

The EO reported that the contract for gas would end in December and research was underway to secure a new contract.

91/23 Review of Moulton Village Hall Finances May, June and July 2023

- a) Moulton Village Hall Receipts and Payments May, June and July 2023
- b) Moulton Village Hall Financial Statements May, June and July 2023

All councillors have received a copy of the following Documents:

- Moulton Village Hall Trust Receipts and Payments Summary year for May, June and July 2023
- Moulton Village Hall Trust Financial Statements for May, June and July 2023

92/23 Approval and Acceptance of External Audit Report. Resolution to Recommend Approval by Full Council

It was **resolved** to recommend that the External Audit Report be approved and accepted by full council.

93/23 Discuss Valuation of Land and Buildings

It was **resolved** to recommend to full council that all parish council owned land be listed on the Asset Register with a nominal value only.

94/23 Discuss Quotes Received for the following works:

- a. Village Stocks

It was **resolved** to accept the quote for £1075 to fully refurbish the village stocks

- b. Play Area Resurfacing

It was **resolved** to recommend to full council acceptance of a quote, £7956.00 to install safety play surface at Carey Fields and review the Forester Road site after the annual safety inspection has taken place.

- c. Phone Box

It was **resolved** not to progress this matter at this time

- d. Noticeboard Public Gardens Entrance

It was **resolved** to accept the quote from The Acorn workshop for a new oak noticeboard and submit a planning application.

- e. Air Conditioning Community Centre Office

It was **resolved** to approve the quote for an air conditioning unit for the Community Centre Office.

95/23 Update and Discussion on S106 Monies and Grant Funding applications. Resolution to Recommend Actions to Full Council

a. Moulton Football Club

It was **resolved** to recommend that MPC accept the S106 monies payable to Moulton Football Club and devise a mechanism for retaining and releasing monies to MFC.

b. Community Transport Sum

The EO confirmed that the request to release S106 monies designated for a Community transport Scheme had been approved. Funds to be spent over 5 years. Payment awaited.

c. West Northants Council Grant Fund Application CIO

The EO confirmed that a grant of £11,000 had been received from West Northants Council to contribute towards a new staff member in the CIO.

d. Moulton Parish Church Open Air Carol Service December 10th

It was **resolved** to contribute £500 to Moulton Parish Church Open Air Carol Service.

96/23 Local Council Award Scheme Update

The EO confirmed that the Local council Award Scheme – Quality Gold Application would be submitted on Friday 8th September.

97/23 Review New Policies and Recommend approval by Full Council

It was **resolved** to recommend that the following policies and documents be approved and adopted by full council.

- a. Accessibility Audit Template
- b. Business Continuity Plan
- c. Human Resources Policy
- d. Internet Banking Policy
- e. Investment Policy
- f. Open and Green Spaces Audit
- g. Pension Policy
- h. Play Area Improvement Plan
- i. Procurement Policy

98/23 Business Plan/Capital Revenue 3 year Forecast

It was **resolved** to recommend that the amendment to the Business Plan, a 3 year Financial Forecast be approved and adopted by full council.

99/23 Review and Discuss Quote received to improve accessibility to Crowfields Common

It was **resolved** to add this item to the full council agenda.

100/23 Review and Discuss Quote Received to remove hedgerow and install wider gate at Crowfields

It was **resolved** to accept the quote to remove the hedgerow and install a wider access gate to the Wildflower Meadow at Crowfields to allow access for the tractor and baler.

101/23 Review CCLA Documents. Resolution to amend if required.

The EO reported that the CCLA bank accounts would soon be changed and would advise council when this has taken place. Noted.

The EO also advised that a Client Information Form needs to be completed in order to comply with Money Laundering Regulations. EO to complete, Chair and Vice Chair to sign.

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.

102/23

- a. Discuss Current and Proposed Staffing Structure

It was **resolved** to recommend to full council that the proposals relating to the Staffing Structure be accepted.

- b. Discuss Vespaccino Lease Agreement

It was **resolved** to recommend to full council the continuation of the lease agreement.

103/23 Date of Scheduled Meetings 2023:

Monday 25th September @ 4pm

Monday 30th October @ 4pm

Monday 27th November @ 4pm

Dates of Scheduled Meetings 2024:

Tuesday 2nd January @ 4pm

Monday 29th January @ 4pm

Monday 26th February @ 4pm

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 6.10pm

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