

Finance and HR Committee
MINUTES OF MEETING

Date: Monday 24th February 2025 @ 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.

13/25 Conduct a Public Session (Duration and content at Chairman's discretion)

None Required

14/25 Record Attendance, Apologies, Absence

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

Public: None

Apologies: Cllr Moss (GM) Family Commitment

15/25 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

16/25 Accept Minutes of Finance and HR Committee Meeting held on 6th January 2025

It was **resolved** to accept the minutes of the Finance and HR Committee held on 6th January 2025.

17/25 Report on Previous Agenda Items

None

18/25 Review of Moulton Parish Council Finances December 2024 and January 2025:

- a. Income and Expenditure Accounts for December 2024 and January 2025
- b. Bank Reconciliation Statements December 2024 and January 2025
- c. Ear Marked Reserves December 2024 and January 2025

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

Detailed Income and Expenditure Account for November and Budget Discrepancy Document for December 2024 and January 2025

Bank Reconciliation Statements for December 2024 and January 2025

Ear Marked Reserves year for December 2024 and January 2025

It was resolved to accept a quote for a gate to secure the wildlife corridor on Carey Fields.

19/25 Review of Moulton Village Hall Finances December 2024 and January 2025

- a) Moulton Village Hall Receipts and Payments December 2024 and January 2025
- b) Moulton Village Hall Financial Statement December 2024 and January 2025

All councillors have received a copy of the following Documents:

- Moulton Village Hall Trust Receipts and Payments Summary year for December 2024 and January 2025
- Moulton Village Hall Trust Financial Statements for December 2024 and January 2025

20/25 2024/2025 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 17th April 2025.
- 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 by 29th April.
- Internal Audit date set for 1st May 2025.
- Auditor to complete Internal Audit and send report and signed page to MPC by 8th May 2025.
- End of year figures/audit report/docs reviewed at Finance Committee Meeting on 12th May 2025.
- Recommendation from Finance Committee to approve all end of year documents at full council meeting to be held on 21st May 2024.
- Finance Manager submitting all documents to External Auditor, PKF Littlejohn end May/early June following full council meeting.

21/25 Consider Funding Application. Resolution to Approve Actions

- a. Moulton Allotment Association Grant Application

It was **resolved** to grant £470 to Moulton Allotment Association.

- b. Citizens Advice Bureau Request for Financial Support

It was **resolved** to grant £250 to the Citizens Advice Bureau. EO to contact CAB and ask how we can best support them going forward.

22/25 Continue Review of Legal Agreements. Resolution to Approve Actions

- a. Moulton Football Club/Moulton Parish Council Lease Agreement

It was **resolved** to review the lease agreement between MPC and Moulton Football Club to ensure all terms were up to date and relevant.

b. Moulton Village Hall

The EO reported MSSC/WNC were reviewing the lease agreement between MPC and MSSC. MSSC wish to use the hall on a permanent basis to provide Alternative Provision for a small number of students. EO to continue with the dialogue

23/25 Consider Request from Moulton Football Club to support a loan from PWLB Loan Board. Resolution to Recommend Approval by Full Council

It was **resolved** to recommend to full council that a loan from the PWLB loan for use by MFC be supported.

24/25 Review Council Insurance Policy Quote. Resolution to Approve Actions

Quote for annual insurance policy not yet received. Quote for Cyber Security provision was reviewed by Cllr Fehnert and added to annual policy.

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

Current tenants of Manfeild Hall have confirmed they will undertake most remedial works (approx. 90%) within one year. Resolution to recommend acceptance of repair schedule to full council. EO to request sight of sub tenant.

26/25 Works Required Barlow Lane. Resolution to Approve Actions

The roadway to the Barlow Lane carpark is unlit and in need of remedial works. Quotes are being undertaken to understand what funds are needed to repair the road and provide a streetlight.

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.

27/25

28/25 Date of Next Scheduled Meeting 2025:

Wantage Room

Monday 24th March @ 4pm

Meeting Closed at 4.50pm

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